



TENDER DOCUMENT - D
EMPANELMENT FOR PROVIDING COMPUTER CONSUMABLES
& OFFICE STATIONARY

Bid Reference No.: 1771(D)//Stationary /DPMU/NHM/2026
Date: 15/05/2026

Zilla Swasthya Samiti
District Programme Management Unit
National Health Mission, Sundargarh

SECTION 1 - NOTICE INVITING PROPOSAL

Bid Reference No.: 1771(D)/Stationary/DPMU/NHM/2026 Dated: 15/05/2026

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE AGENCIES FOR EMPANELLED FOR PROVIDING COMPUTER CONSUMABLES & OFFICE STATIONERY.

1	Period of Availability of Tender Document	From 15/05/2026 to 08/06/2026 (Downloadable from website: www.Sundargarh.odisha.gov.in) In case of any bid amendment and clarification, responsibility lies with the bidders to download the same from the above-mentioned website before the last date of submission of tender document as per amendment and the tender inviting authority shall have no responsibility for any delay / omission in part of the bidder.
2	Pre – Bid conference	Date: 19/05/2026 at 11 A.M Address: O/o of the Chief District Medical & Public Health Officer DHH Campus At/Po. Sonpur, Dist. Sundargarh, Odisha,770001
3	Last date and address for submission of Proposal	Date: 08/06/2026, Time: 01:00 P.M. Address: O/o of the Chief District Medical & Public Health Officer DHH Campus At/Po. Sundargarh, Dist. Sundargarh, Odisha,770001 NB: Proposals should be submitted through Speed post / Registered post / Courier only
4	Date, time and place of opening of Proposal	a) Technical Proposal (Part A) opening: 09/06/2026 at 12.30 P.M Place: Conference Hall O/o- CDM & PHO, Sundargarh, Dist- Sundargarh.770001 b) Financial Proposal (Part B): Date will be communicated to the successful bidder. <i>(Bidders/authorized representative may remain present at the time of opening of proposal, if they wish. In case of representative must bring authorization letter)</i>
5		The Bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Sundargarh District website (http://Sundargarh.odisha.gov.in).Any addendum/Corrigendum/ Cancellation/ Modification of Bid can also be seen in the given website.

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SECTION - II - INSTRUCTION TO BIDDERS

EMPANELMENT FOR PROVIDING COMPUTER CONSUMABLES & OFFICE STATIONARY

- Sealed tenders/bids are hereby invited for authorised Supplier regarding empanelment for providing computer consumables & office stationary for different Trainings/Workshops/Meetings/ Events / Office work of DPMU, NHM, Sundargarh on annual rate Contract basis for a period of one year.
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website www.sundargarh.odisha.gov.in.
- The tender documents can be downloaded from the district website from **15/05/2026 to 08/06/2026**
- The last date of submission of the bidder is 08.06.2026 till 01:00 P.M through Speed Post/ Registered Post or courier only.
- Interested eligible bidder may submit the bid to CDM & PHO, AT/PO/Dist- Sundargarh.
- The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL/ FINANCIAL PROPOSAL" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as **"PROVIDING OF COMPUTER CONSUMABLES & OFFICE STATIONARY ON ANNUAL RATE CONTRACT BASIS"**
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on **9.06.2025 at 12.30 PM** in the office chamber of the CDM & PHO. Bidder/ authorised representative may present during opening of bid documents If they wish.
- Any legal dispute arising out of this subject to jurisdiction of Sundargarh Only.
- The CDM & PHO, Sundargarh reserves its right to accept or reject any or all quotations or any part thereof without any liability to communicate any reason.

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SECTION – III - TERMS & CONDITIONS

Clause 1: General Terms and Conditions

- The period of empanelment would initially be for one year from the date of finalization of the tender which can be renewed for further one year or lesser period depending on the satisfactory service delivery on same or new terms and conditions. The bidders shall quote the price and other components of price as per the format for financial offer attached. The rates quoted shall be most competitive in terms of rates and prices prevalent in the market.
- No seasonal revision in rate shall be allowed during the period of empanelment. However in case of hike of the market price the bidder have to submit the purchase order copy for further decision of hike in midterm.
- The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- CDM & PHO, Sundargarh shall have exclusive rights to cancel / terminate the empanelled agency at any time and without any notice at its own discretion without assigning any reason thereof.

Clause 2: Terms of Payments

- The bills shall be accompanied with a copy of the supply order duly issued by authorized signatory of CDM & PHO at the time of payment.
- No advance payment will be released.
- As far as possible, payment of bills will be made to the agencies within fifteen days of submitting of the bills to the CDM & PHO Office.


Clause 3: Eligibility Criteria for Bidders

In order to become eligible, the supplier should fulfill following qualifications:

- Registration for GST & Up to date return till last quarter.
- Registration for PAN

Clause 4: Documents to be attached

The financial offer should be accompanied with the following documents duly self attested:

- A non-refundable fee of Rs. 2,000/- in the shape of Demand Draft
 - EMD of Rs. 5,000/- through D.D. / Pay order. However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the **local** MSEs registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to **local MSEs registered in Odisha only**. This exemption to the local MSEs shall be applicable if the **kind of service** as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC / NSIC registration certificate (to be furnished in the technical bid).
 - Photo Copy of GST Registration certificate in the name of registered owner
 - Photo Copy of PAN certificate in the name of registered owner
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TENDER FORM - A
Technical Bid

1	Name of the Supplier	
2	Address of the Supplier	
3	Name of authorized Signatory (in capital letters)	
4	Specimen signature of the authorized signatory.	
5	Telephone number of authorized signatory / Firm/agency	
6	GST registration & up to date return till last quarter (Jan, Feb & March 26) (Photo copy to be attached)	
7	PAN (Photo Copy to be Attached)	
8	Draft number and date of the Processing Fee of Rs 2,000/-	
9	Draft number and date of the EMD of Rs.5,000/-	
10	Whether all documents submitted signed by the authorized signatory of the Firm/agency (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

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TENDER FORM - B
Financial bid-I – For Computer Consumable

Sl. No.	Item	Amount (Rs.) (Inclusive of Transportation & Delivery Excl GST)
1	Canon LaserJet Cartridge (Original)	
2	Canon Laserjet cartridge (Compatible)	
3	HP Laserjet cartridge (Original)	
4	HP Laserjet cartridge (Compatible)	
5	Refilling of HP Laserjet cartridge	
6	Refilling of Canon Laserjet cartridge	
7	Cartridge for Photocopier (Canon Image Runner 2004 N – Original)	
8	UPS (Luminous/Umax/Equivalent).	
9	UPS Battery (Luminous/Umax/Equivalent).	
10	External Hard Disk (Seaget/WD/ Equivenent)(1 TB)	
11	Parts required for refilling of cartridge like drum, blade should be quoted extra)	
11.1	1	
11.2	2	
11.3	3	
11.4	4	
11.5	5	
11.6	6	

DECLARATION

I / We _____ do hereby declare that I / We have quoted the rates for individual items **inclusive of all other charges (if any) but exclusive of GST**

Place:

Date:

(Signature and seal of the authorized signatory)

Seal



TENDER FORM - B
Financial bid -II – For Stationeries and contingencies

Sl.No.	Item	Unit	Specification	Amount (Rs.) (Inclusive of Transportation & Delivery excl. of GST)
1	Plain Paper (A4)	Pkt	JK brand(Red)- 75 GSM	
2	Plain Paper (A4)	Pkt	JK brand(Green)- 70 GSM	
3	Plain Paper (A4)	Pkt	Image Copier brand- 75 GSM	
4	Plain Paper (legal)	Pkt	JK brand(Red)- 75 GSM	
5	Plain Paper (legal)	Pkt	JK brand(Green)- 70 GSM	
6	Plain Paper (legal)	Pkt	Image Copier brand- 75 GSM	
7	Note Sheet	No	½ full size scape 90 GSM thickness	
8	Lever Arch file	No	Best Quality	
9	Guard file with hole	No	Best Quality	
9	Adhesive Flag	No	Corporate/Oddy/Equivalent	
10	Alpin	Packet	Corporate/oddy/Equivalent	
11	Tag	packet	Best quality	
12	Guard File	No	Mention company name	
13	File Board	No	Mention company name	
14	Stapler 10	No	Kangaro/Max/Chrome/Equivalent	
15	Stapler 20	No	Kangaro/Max/Chrome/Equivalent	
16	Stapler 45D	No	Kangaro/Max/Chrome/Equivalent	
17	Stapler pin -10	Pkt	Kangaro/Max/Chrome/Equivalent	
18	Stapler pin -20	Pkt	Kangaro/Max/Chrome/Equivalent	
19	Stapler Pin 45D	Pkt	Kangaro/Max/Chrome/Equivalent	
20	Gum Tube	No	Mention company name	
21	Gum Bottle 200ml	bott	Mention company name	
22	Cello Tape (big)	No	Transparent	
23	Cello tape (small)	No	Transparent	
24	Cello Tape (big)	No	Colour	
25	Cello tape (small)	No	Colour	
27	Envelop (4" x 8")	No	White/color -Plain	
		No	White/color with printing	
28	Envelop (4" x 11")	No	White/color -Plain	
			White/color with printing	
29	Envelop (A4)	No	Plain/Cloth coating with printing	
30	Stamp Pad	no	Ashoka/Supreme/Camel/Equivalent	
31	Marker	No	Mention Brand	
32	Highlighter	No	Mention Brand	
33	Correction Pen	No	Camlin/ best quality brand	
34	Pen (Roller Ball)	No	Uniball/Pilot/Phoenix/Equivalent	
35	Pen Ball Point	No	Cello/Flair/Reynolds/Equivalent	
36	Pen Gel	No	Trimax/Cello/Flair/Equivalent	
37	Conference Pad (15x21 cm) (20 pgs)	No	N.G/Shipra/Equivalent	
38	Spiral pad(50 sheets - 21 x 15 cm)	No	N.G/Shipra/Equivalent	
39	Spiral pad no. 33	No	N.G/Shipra/Equivalent	
40	Spiral pad no. 66	No	N.G/Shipra/Equivalent	
41	Plastic Folder - Normal	No	N.G/Solo/Word One	
42	Plastic Folder solo (101)	No	N.G/Solo/Word One/Equivalent	
43	Scissor (Stainless Steel 16 cms)	No	Kebica/Saya/SPI/Equivalent	
44	Calculator(12digit)	No	Casio/Citizen/Equivalent	
45	Pen stand	No	Kebica/Solo/equivalent	
46	Pencil Eraser (Non-Dust)	No	Natrai/Ansara/Equivalent	

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47	Pencil Sharpener	No	Natraj/Apsara/Equivalent
48	Permanent Marker	No	Luxor/Reynolds/Pik/Equivalent
49	Paper Punch Double No.280	No	Kangaro/Max/Rapid/Equivalent
50	Paper Punch Double No.800	No	Kangaro/Max/Rapid/Equivalent
51	Paper Punch (Single Hole)	No	Kangaro/Max/Rapid/Equivalent
52	Register -1 quire	No	Neelgagan/Shpra/Swastik/Equivalent
53	Register -2 quires	No	Neelgagan/Shpra/Swastik/Equivalent
54	Register -4 quires	No	Neelgagan/Shpra/Swastik/Equivalent
55	Register -6 quires	No	Neelgagan/Shpra/Swastik/Equivalent
56	Register -8 quires	No	Neelgagan/Shpra/Swastik/Equivalent
57	Scale - Plastic (long-12")	No	Castle/Aeromax/Equivalent
58	Sketch Pen	No	Luxor/Reynolds/Equivalent
59	White Board Marker	No	Luxor/Reynolds/Equivalent
60	Jute Bag (With Printing)	No	
61	Jute Bag (Without printing)	No	

**Financial bid – For General Store Items
DECLARATION**

Sl. No.	Item	Unit	Specification	Amount (Rs.) (Inclusive of Transportation & Delivery excl. of GST)
1	Towel (big)	no	Bombay Dyeing/Sudarshan/Century/Equivalent	
2	Towel (Small)	no	Bombay Dyeing/Sudarshan/Century/Equivalent	
3	CFL bulb	no	Mention wt.(quote for different watt in separate row)	
4	Mosquito Repellant Machine	no	All Out/Good Night	
5	Mosquito Repellent Liquid refill		All Out/Good Night	
6	Battery (AAA)		Dura Cell/Eveready	
7	Battery (Pencil)		Dura Cell/Eveready	
8	Cup & Saucer		Fine bone china/Royal Queen/ Sea Shell	
9	Dust Bin (Plastic)		Wonder/Royal Touch/Equivalent	
9	Duster white(24"x24")		J.K/P.K/Equivalent	
10	Plate (full)		Fine bone china/Royal Queen/ Sea Shell	
11	Plate (quarter)		Fine bone china/Royal Queen/ Sea Shell	
12	Room freshener		Air Wick/Premium/Godrej	
13	White Board 3' x 2'		Citizen/JP/ Equivalent	
14	White Board 5' x 3'		Citizen/JP/ Equivalent	
15	Room freshener		Air Wick/Premium/Godrej	

I / We _____ do hereby declare that I / We have quoted the rates for individual items **inclusive of all other charges (if any) but exclusive of GST**

Place:

Date:

(Signature and seal of the authorized signatory)

Seal