


OFFICE OF THE DIRECTOR-CUM - MEDICAL SUPERINTENDENT,
MENTAL HEALTH INSTITUTE, S.C.B. MEDICAL COLLEGE HOSPITAL, CUTTACK
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TENDER PAPER FOR OFFICE STATIONARIES & MISCELLANEOUS ARTICLE OF
MENTAL HEALTH INSTITUTE, S.C.B. MCH, CUTTACK

BID REFERENCE
MENTAL HEALTH INSTITUTE, CUTTACK.

DATE OF SALE OF TENDER PAPER	18. 08. 2020 to 01.09.2020.
LAST DATE OF RECEIPT OF TENDER	02.09.2020 UP TO 5.00 PM
DATE & TIME OF OPENING OF TECHNICAL BID	- 03. 09. 2020 at 12.00 NOON.
DATE & TIME OF OPENING OF PRICE BID	- SHALL BE INTIMATED SEPARATELY.
ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENT	OFFICE OF THE DIRECTOR-CUM-MEDICAL SUPERINTENDENT, MENTAL HEALTH, INSTITUTE, CUTTACK.


14-8-20
Director-cum-Medical Superintendent,
Mental Health Institute,
S.C.B. M.C.H., Cuttack.

TERM & CONDITION

1. The sealed tender should be superscribed as tender for supply of Office Stationaries & Miscellaneous Articles to Mental Health Institute, SCB Medical College & Hospital, Cuttack.
2. The sealed tender will be received by the office through registered post / speed post only.
3. Tender received beyond the due date and time will not be considered.
4. The sealed tender shall be opened by the Director-cum-Medical Superintendent, Mental Health Institute, S.C.B. Medical College & Hospital, Cuttack in presence of the tenderer or their authorized representative who should remain present at the scheduled place and time. If the tenderer or his / their authorized representative fails to be present at the time of opening on the tender, there will be no bar for opening of the tender.
5. The E.M.D. of Rs.20,000/- must be deposited in shape of Bank Draft in favour of "The Director-cum-Medical Superintendent, Mental Health Institute, Cuttack" from any Nationalized Bank payable at Cuttack.
 - a. E.M.D. will be forfeited, if the bidder withdraws his participation after the opening of tender.
 - b. E.M.D. of unsuccessful bidder will be returned back after the closing of this tender process.
 - c. E.M.D. of successful bidder will be returned back only after receipt of Performance Security.
 - d. No interest is payable on E.M.D.
6. The tender should be in "Two BID type". All documents and information of the tenderer should be sealed in an envelope superscribed as "TECHNICAL BID" and the price of each items should be furnished in another sealed cover superscribed as "PRICE BID". Both the envelopes should be sealed in another envelope superscribed as "TENDER FOR SUPPLY OF OFFICE STATIONARIES & MISCELLANEOUS ARTICLES TO MENTAL HEALTH INSTITUTE, CUTTACK".
7. The tenderer should produce the sample of the tendered items in presence of the purchase committee at the of opening of the price bid if desired.
8. The tender will remain valid for a period of one year from the date of approval or can be extended time to time after due approval of the purchase committee.
9. The following documents duly signed by the Bidder should be furnished in the envelope superscribed as "TECHNICAL BID".
 - a. Original money receipt or Bank Draft amounting to Rs.1,000/- towards cost of tender paper.

- b. Bank Draft regarding E.M.D.
 - c. Attested Xerox copy of the up to date GSTIN Clearance Certificate.
 - d. Attested Xerox copy of Income Tax return for the last three years.
 - e. Audited balance sheet for last three years.
 - f. Attested Xerox copy of the PAN card.
 - g. Detailed name, address, Tele. No., Fax, E-mail of the Firm.
 - h. Bank details for online payment.
 - i. Other relevant documents if any desired to be submitted by the bidder.
10. The following documents duly signed by the Bidder should be furnished in the envelope superscribed as "PRICE BID".
- a. The quoted rate should be exclusive of GST. The rate should be quoted for each item (Both in figures and words).
 - b. Item wise tax structure should be indicated separately.
11. The Successful bidder shall be required to deposit an amount equal to 5% of the value of ordered items in shape of Fixed Deposit/NSC pledged in favour of "The Director-cum-Medical Superintendent, Mental Health Institute, Cuttack" from any Nationalized Bank/Postal within 15 days from the date of issue of purchase order. Failure to deposit the security money, no payment will be released to the Firm/Supplier/bidder.
12. The performance security should be valid for 12 months from the date of issue of purchase order.
13. The performance security will be returned back to the bidder after expiry of validity period of the Tender.
14. The authority reserves the right to cancel any or all tenders without assigning any reason thereof and the authority / committee is not bound to accept the lowest rate, considering the quality of the items.
15. In the event of any litigation arising out of the tender, such matters would be subject to the Cuttack jurisdiction only.
16. The undersigned will not be responsible for any damage or loss / mistake before receipt of items.
17. The authorities will not be responsible for any postal delay.

18. The detailed name of the items & specification are noted below.

Sl.No. Name of the items

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A.OFFICE STATIONARIES & MISCELLANEOUS ARTICLES.


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| 1. 4' Tube light Stand with fitting. | 40. G I Bucket 12" (Monkey, Double Monkey, TATA each. |
| 2. A4- white Paper (Image copier) | 41. Gum 200/100 ml. |
| 3. A4- white Paper (JK copier) | 42. Hand Wash.- Life Buoy/ Dettol – 200ml/190ml. |
| 4. All Out / Good night liquied with machine. | 43. High lighter marker pen (different colour) |
| 5. All out/ Good night liquid. | 44. Hit spray for mousqeto. |
| 6. Angel holder. | 45. Ink for stamp pad. |
| 7. Arch File. | 46. Life buoy Soap (Small) |
| 8. Ball Pen 0.5 lead for office.
(blue/black/red)- (Cello, Link, Elkos) | 47. Marker Pen for white board.- Blue / Black. |
| 9. Dry Cell Battery – AAA,AA | 48. Pad Lock 5 leaver 21(Mobaj/ Link) |
| 10. Binding Book- 100 page | 49. Pad Lock 5 leaver 31(Mobaj/ Link) |
| 11. Binding Book- 200 page | 50. Pad Lock 6 leaver 41(Mobaj/ Link) |
| 12. Binding Book- 300 page | 51. Pad Lock 7 lever 70 (Mobaj/ Link) |
| 13. Binding Book- 500 page | 52. Paper Clip (Steel). |
| 14. Binding Book- 600 page | 53. Paper Punch Machine – double/ single. |
| 15. Bodkin. | 54. Paper Weight. |
| 16. Calculator 12 digits with double power big size each - Samaya / Orpat | 55. Pen Stand. |
| 17. Carbon paper Pencil 1pkt 100 sheets (Kores/ Camel) | 56. Pencil (Natraj). |
| 18. Cellotape (Big/Small size) | 57. Pin Assorted (Alpin) |
| 19. CFL Bulb – 9 wt./18 (Philips/ Bajaj) | 58. Plastic Bucket – 20 ltr. |
| 20. Correction pen (white eraser) | 59. Plastic Dustbin 12" (Cello, Ankur, Supreme) each |
| 21. Cover file. | 60. Plastic File tray. |
| 22. Desk Knife. | 61. Plastic Folder – (L-type) |
| 23. Duplicate paper | 62. Plastic folder (Bottom file) |
| 24. Duster for white board. | 63. Plastic Mug |
| 25. El. Bulb-100 Wt.Bajaj/Philips | 64. Plastic Pipe 1" dia (per bundle 100') |
| 26. Electric Bulb holder | 65. Plastic Torch (3 cell Eveready) |
| 27. Electric Plug - 3 pin 5/15Amp | 66. Plotline size – 30 /32 (Black/Yellow/Red/Blue) |
| 28. Electric Socket - 5/15Amp (Cona) | 67. Rim Paper |
| 29. Electric Switch - - 5/15Amp (Cona) | 68. Rin soap (Adv. Small) |
| 30. Electronic Chowk -Cona/Bajaj | 69. Room Freshener. |
| 31. Emergency light. | 70. Scale (Cast Iron) |
| 32. Envelop (different size) | 71. Scissor (Small/ Big) |
| 33. Eraser. | 72. Stamp Pad – Big/Small. |
| 34. Fan capacitor- 2.5 mfd. | 73. Stapler Machine – Big/Small. |
| 35. Fan Regulator | 74. Stapler Pin – Big/Small. |
| 36. Fevistic (big) | 75. Surface light – 12 wt. |
| 37. File Board. | 76. Surface light – 18 wt. |
| 38. Flexible wire 22/3 copper | |
| 39. Flexible wire 3/20 copper | |

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| 77. Surface light – 9 wt. | 88. Wall Watch – Ajanta/Titanic. |
| 78. Surface light -2'x2' – 18 wt. | 89. White Chalk |
| 79. Surf-Excel Powder (Small) | 90. White Marker board - 4ft x3ft. |
| 80. Tag per bundle 50 number each. | |
| 81. TarkishTowel-60"x30"DCM | |
| 82. Tea Cup and Plate per pair Decorated with Brand. | |
| 83. Thermo flash – 1800ml/ 500ml. | |
| 84. Tissue Paper Sanitary 24 mtr. each | |
| 85. Torch Battery. | |
| 86. Tube-light holder. | |
| 87. Tumbler Glass. | |

B. Black fibber Bin – 80ltr. & 120ltr.

SPECIFICATION

1. Black fiber bin of 80 ltr. Capacity with frame of MS quire pipe and lead 1mm CR sheet having hanging to open and closed with handle but without foot operating and fitted with 5" wheel for 180 degree moving frame shall be powder quoted.
2. Black fiber bin of 120 ltr. Capacity with frame of MS quire pipe and lead 1mm CR sheet having hanging to open and closed with handle but without foot operating and fitted with 5" wheel for 180 degree moving frame shall be powder quoted.


14.8.2020
Director-cum-Medical Superintendent,
Mental Health Institute, Cuttack.