

DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA



Nayapalli, Bhubaneswar - 751 012

☎: 2394336, 2395338, 2396072(Hostel) Fax: 2391954

f-mail - sihfwodisha@nic.in & sihfwodisha@gmail.com

SIHFW-OE-MISC-0017-2021

Tender Notice No- 4886
(SIHFW-Soc-OPP-Pur-01/2021)

Dt. 02/12/2021

RATE CONTRACT FOR STATIONARY AND ALLIED ARTICLES

State Institute of Health and Family Welfare, Odisha, Bhubaneswar invites sealed tender under two bid systems (Technical and Financial) from Eligible & Reputed firms/supplier/agency for supply of different articles under rate contract as noted in tender document under SCHEDULE OF REQUIRMENTS (on need basis as detailed in the enclosed list as Annexure-A) to the S.I.H & F.W, Odisha on fixed rate basis valid for a period of one year from the date of contract as per terms & conditions specified in the tender document. Interested Bidders may submit their offer in Prescribed form along with other particulars in a sealed cover envelop by Regd Post/Speed Post within the stipulated time. The complete Tender document along with terms & condition can be downloaded from the official website of the Directorate of State Institute of Health & Family Welfare, Odisha "www.sihfwodisha.nic.in" during the period from 05.12.2021 to 26.12.2021. The last date of submitting Tender is Dt. 26.12.2021. The authority reserves the right to reject any or all tenders without assigning any reasons thereof.

Director 1.12.21

State Institute of Health and Family Welfare, Odisha

Memo No 4887 //Bhubaneswar

Date 02/12/2021

Copy along with soft copy of Tender Call Notice forwarded to the Joint Director Cum Deputy Secretary to Govt., Information & Public Relation Deptt., Govt of Odisha, Bhubaneswar for information & necessary action.

The above Notice may please be published in two leading dailies (One English & One Odia news Paper) for widely publication before 5.12.21.

Director 1.12.21

State Institute of Health & Family Welfare Odisha

Memo No 4888 //Bhubaneswar

Date 02/12/2021

Copy forwarded to the Head of Portal Group, Science & Technology Deptt, Govt of Odisha, Bhubaneswar / Technical Officer, Directorate of SIH&FW, Odisha for information & necessary action.

The above Tender call Notice & Document may please be uploaded in the Govt Portal/ official website of Directorate of SIH&FW(O) for information of prospective suppliers.

Director 1.12.21

State Institute of Health & Family Welfare, Odisha

Copy to Notice Board (Office /Hostel / Press of SIH&FW (O))



INSTRUCTION TO THE BIDDER/FIRMS

1. State Institute of Health and Family Welfare, Odisha, Nayapalli, Unit-8, Bhubaneswar, Odisha-751012 is interested to enter into contract with reputed & reliable firm/agency/supplier for supply of Stationary and allied articles on fixed rate basis valid for a period of one year from the date of contract as per terms & conditions specified in the tender document. The Reputed Firms/Companies who are in the business of manufacturing, stocking, supplying or marketing of goods of Stationary, Computer consumables/ Peripherals, sundry articles are invited to enter in to RATE CONTRACT FOR STATIONARY AND ALLIED ARTICLES.
2. RATE CONTRACT FOR STATIONARY AND ALLIED ARTICLES on approved rate shall be valid for a period of one year from the date of contract as per terms & conditions specified in the tender document.
3. The application form along with other details & document can be downloaded from the Institute "www.sihfwodisha.nic.in"
4. MODE OF PREPARATION & SUBMISSION OF BID:

The offer/bid should be prepared in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions.

- I. Cover 1 (**Technical Bid**) shall be superscribed as "Technical bid" duly indicating the Tender Reference No which should contain the following:
 - a. Application for pre qualification in **Annexure- " I"**
 - b. Declaration in prescribed form ANNEXURE- "II".
 - c. Bid Security Declaration Annexure-IV
 - d. GST Registration Certificates
 - e. PAN Registration Certificates
 - f. All requisite supporting documents in support of all claims made in tender document and Annexure-I.
- II. Cover 2 (**Financial Bid**) should contain Price only and shall be superscribed as "Price bid" duly indicating the Tender Reference No.
- III. The Bidders should offer their price as per "Annexure – III" on printed letter head of the Bidder's firm indicating there on GST Registration, Email, Telephone numbers, etc.)
- IV. Cover 1 and Cover 2 should be sealed individually and superscribed with the tender reference no. Both covers shall be placed in a third cover which shall also be sealed and superscribed "RATE CONTRACT FOR STATIONARY AND ALLIED ARTICLES " along with advertisement **Notice No.** in bold letters on the top of the envelop and same should be addressed to "Director, State Institute of Health and Family Welfare, Odisha, Nayapalli, Unit-8, Bhubaneswar, Odisha-751012".

- V. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work.
 - VI. The last date for receipt of the offer is marked in the tender Notice. In case the above date is declared a holiday for SIH&FW(O), then the bids will be received up to the given time on the next working day.
 - VII. The offer may be sent only by registered post/speed post so as to reach before/on the last date & time of receipt. Bids/ Offer received in other mode (Except Regd/Speed Post) will summarily be rejected.
 - VIII. Tender received after the deadline of receipt indicated in Tender notice, shall not be taken in to consideration.
 - IX. For any clarification in this matter, Bidder may contact concerned officers/official of SIH&FW(O) during office hours.
5. OPENING OF BIDS:
- I. The date & time of opening bid shall be notified in the official website
 - II. **Envelop** (Cover) 1 i.e. **Technical Bid** will be opened in presence of purchase committee. Tenderers or their authorized representatives may be present at the time of opening of the Tender.
 - III. **Envelop** (Cover) 2 i.e. **Financial Bid** of only those firms/agencies which satisfy technical requirements will be opened on the scheduled date and time OR a date which will be intimated to the qualified bidders after the scrutiny of technical bids and the same will be posted on official web site of SIH&FW(O). The bidders, whose Technical Bids are not found acceptable, their financial bid will not be opened.
6. The sealed Tender duly super scribed "**RATE CONTRACT FOR STATIONARY AND ALLIED ARTICLES** " along with advertisement Notice No. in bold letters on the top of the envelop should reach in the office of the undersigned on or before the schedule date addressed to "Director, State Institute of Health and Family Welfare, Odisha, Nayapalli,Unit-8,Bhubaneswar,Odisha-751012".
7. The application must be submitted in **prescribed format of APPLICATION FORM, Declaration form and PRICE BID as Annexure I, II, III & IV** with all required relevant & sporting documents. Incomplete and conditional applications will not be considered.
8. The application should be signed by an authorized signatory of the Firm(S) bearing his/ her full name and status, clearly indicated below the along with the official seal of the firm.
9. The application is liable to be ignored if the information given on eligibility criteria is not complete.
10. Submission of an application implies that he/she has read this notice and all other contract documents and has made himself aware of the scope of the work.
11. Application may be sent by Regd/Speed Post so as to reach the aforementioned address on or before the stipulated date. S.I.H & F.W, Odisha will not be responsible for delay or loss in transit by post. No representation in this regard shall be entertained by this Institute.
12. Tentative List of annul requirement for **STATIONARY AND ALLIED ARTICLES** is attached as **Annexure -A**.

13. **RATE CONTRACT FOR STATIONARY AND ALLIED ARTICLES** on approved rate shall be valid for a period of one year and to be renewed yearly basis, up to three years on satisfactory performance from the date of contract as per terms & conditions specified in the tender document.
14. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery at S.I.H & F.W, Odisha Campus at site.
15. The successful bidder is required to deposit of Rs.10,000/- (Rupees Ten Thousand) only as a security deposit in shape of FDR pledged to the Director, SIH&FW, Odisha or bank guarantee in any nationalized bank .

GENERAL TERMS AND CONDITION (CONDITION OF CONTRACT)

1. **Prices:** The price should be quoted in net per unit in Indian Rupee must include all Packing - Forwarding charges, Freight charges and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the **percentage of GST** shall be clearly indicated separately as per the format of **Financial Bid: Annexure III**. The stores are required to be delivered at the Institute under the Suppliers' own arrangement, free of additional charges. No escalation in respect of materials, labour, freight etc will be allowed in any shape.
2. Prospective bidders can offer for all or any item but shall be evaluated/finalize item wise.
3. Security Money: An amount of Rs.10,000/- (Rupees Ten Thousand) only as a security deposit is to be deposited by the Selected Agency/Successful tenderer only after receiving a communication from the SIH&FW(O) in shape of FDR pledged to the Director, SIH&FW, Odisha or bank guarantee in any nationalized bank .
4. The items mentioned in Annexure-A are to be purchased on as and when required basis. Requirement can be increased or decreased at the time of placement of order at the discretion of the Competent Authority, SIH&FW(O).
5. Period of Validity: **RATE CONTRACT FOR SUPPLY OF STATIONARY AND ALLIED ARTICLES** on approved rate shall be valid for a period of one year from the date of contract as per terms & conditions specified in the tender document.
6. Delivery: Supply should complete on every occasion as per Purchase Order by the successful bidder.
7. Any clarification/query regarding the purchase order should be sought from the Purchase Section of this institute within 24 hours from the receipt of the order.
8. In any circumstances price should not be higher than MRP printed on respective item
9. Liability to pay any Taxes/ GST etc. applicable under any law would be that of the supplier.
10. Payment of the bills presented will normally be made within 30 days time from the date of presentation of the bill.
11. Firm has to assure to supply the items as per approved sample only. Firm cannot deliver change/ alternate item without written consent.
12. The selected firm cannot assign or sublet the supply or any part or it to any other firm in any form.

13. At any given point of time, if any of the documents furnished by the Firms/ suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
14. The contract, if awarded, for specific period, can be terminated at any time without assigning any reason, whatsoever, even before the expiry of the contract period.
15. The Director State Institute of Health and Family Welfare, Odisha, Nayapalli, Unit-8, Bhubaneswar, Odisha-751012 reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
16. Dispute: In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, S.I.H & F.W, Odisha shall be final.

ANNEXURE- A

TENTATIVE LIST OF ANNUL REQUIREMENT OF STATIONARY AND PRINTED ITEMS

| Sl.No | Description of Item | Specification of Item(s) | Approximate Quantity |
|-------|-------------------------------------|--------------------------|----------------------|
| 1 | Adhesive Tape 1" (Transparent) | Branded | 10 |
| 2 | Adhesive Tape 2" (Transparent) | Branded | 10 |
| 3 | Adhesive Tape 2" (Brown) | Branded | 10 |
| 4 | Ball pen (Double Side) | Branded | 20 |
| 5 | Ball Pen (Blue/ Black/Red) | Goldex classy | 200 |
| 6 | Ball Pen (Blue/ Black/Red) | Montex Impression/ | 200 |
| 7 | Ball Point Pen (for Pen stand) | Dayal | 20 |
| 8 | Ball Point Pen Refill | All fit | 50 |
| 9 | Battery AA size | Duracell | 20 |
| 10 | Battery AAA size | Duracell | 20 |
| 11 | Bodkin | Plastic handle | 10 |
| 12 | Correction Pen | Camel | 10 |
| 13 | Dak Bag | Branded | 1 |
| 14 | Dak Pad | Branded | 10 |
| 15 | Dak Pad (Synthetic) | Branded | 1 |
| 16 | Envelope (10 X 4½) | Branded | 100 |
| 17 | Envelope (10"X4.5") Craft Medium | Branded | 100 |
| 18 | Envelope (105mmX230mm) | Branded | 50 |
| 19 | Envelope (11X5 cloth) | Branded | 50 |
| 20 | Envelope (12X10 inch) | Branded | 100 |
| 21 | Envelope (16"X12") | Branded | 200 |
| 22 | Envelope (9"X4") Craft | Branded | 100 |
| 23 | Eraser (non dust) | Branded | 100 |

| | | | |
|----|---|---------|------|
| 24 | File Board | Branded | 100 |
| 25 | Fly Leaf | Branded | 200 |
| 26 | Glue Stick 50gm | Branded | 20 |
| 27 | Good Knight Power Activ + combi (Machine) | Branded | 20 |
| 28 | Good Knight Refill | Branded | 100 |
| 29 | Gum 250ml | Branded | 20 |
| 30 | Gum Tube 50 ml | Branded | 10 |
| 31 | Gum Liquid 750 ml | Branded | 1 |
| 32 | Highlighter | Branded | 20 |
| 33 | L Folder | Branded | 50 |
| 34 | Light Bulb 12 watt (LED) | Branded | 20 |
| 35 | Light Bulb 14 watt (LED) | Branded | 20 |
| 36 | Light Bulb 9 watt (LED) | Branded | 10 |
| 37 | Marker (White Board) | Branded | 10 |
| 38 | Marking Pen (Permanent) | Branded | 5 |
| 39 | Surgical Mask | Branded | 2000 |
| 40 | Note sheet (2 nd sheet) | | 500 |
| 41 | Paper (JK Easy copier A4 70 GSM) | Branded | 50 |
| 42 | Paper (JK Easy copier A4 75 GSM) | Branded | 50 |
| 43 | Pen stand (4 socket with paper roll stand) | Branded | 4 |
| 44 | Pen stand (4 socket without paper roll stand) | Branded | 7 |
| 45 | Paper Roll | Branded | 5 |
| 46 | Engagement Pad | Branded | 2 |
| 47 | Pencil | Branded | 200 |
| 48 | Pencil Cutter | Branded | 200 |
| 49 | Register/ No. | Branded | 10 |
| 50 | Scissor | Branded | 10 |
| 51 | Sketch Pen | Branded | 10 |

| | | | |
|----|--|---------|-----|
| 52 | Stamp (Polymer) | Branded | 2 |
| 53 | Stamp Pad (Medium) | Branded | 10 |
| 54 | Stamp Pad (Small) | Branded | 5 |
| 55 | Stapler 24/6 | Branded | 20 |
| 56 | Stapler 10D | Branded | 30 |
| 57 | Stapler Pin 23/10 | Branded | 5 |
| 58 | Stapler Pin 23/13 | Branded | 5 |
| 59 | Stapler Pin 23/15 | Branded | 5 |
| 60 | Stapler Pin 23/17 | Branded | 5 |
| 61 | Stapler Pin 23/20 | Branded | 5 |
| 62 | Stapler Pin 23/8 | Branded | 5 |
| 63 | Tag bundle | Branded | 100 |
| 64 | Water Bottle (stainless steel sipper bottle) | Branded | 70 |
| 65 | White Board | Branded | 1 |
| 66 | Broom (Coconut) | Branded | 30 |
| 67 | Broom (Soft) | Branded | 50 |
| 68 | Brush (Small) | Branded | 10 |
| 69 | Brush (Toilet) | Branded | 10 |
| 70 | Bucket (14 ltr.) Plastic | Branded | 5 |
| 71 | Colin (500 ml) | Branded | 10 |
| 72 | Cotton Towel (60X40)cm | Branded | 10 |
| 73 | Cotton Towel (50X25)cm | Branded | 50 |
| 74 | Hand Towel (standard Size) | Branded | 20 |
| 75 | Distilled water (5 ltr. Pack) | Branded | 5 |
| 76 | Dust Pan | Branded | 5 |
| 77 | Dustbin (10 ltr. with cover) | Branded | 10 |
| 78 | Dustbin (10 ltr. without cover) | Branded | 10 |
| 79 | Duster (Magnetic) | Branded | 10 |
| 80 | Duster Cloth (Executive) | Branded | 15 |

| | | | |
|-----|--|---------|-----|
| 81 | Duster Cloth (Superior) | Branded | 40 |
| 82 | Hand wash bottle 200 ml | Branded | 100 |
| 83 | Hand wash (Pouch) 750 ml | Branded | 20 |
| 84 | Toilet cleaner | Branded | 30 |
| 85 | Hypochlorite Solution (5 ltr) | Branded | 2 |
| 86 | Mopper Brush (Flat) | Branded | 5 |
| 87 | Mug (Plastic) | Branded | 20 |
| 88 | Odonil | Branded | 20 |
| 89 | Phenyl (1 ltr) | Branded | 50 |
| 90 | Room freshener | Branded | 20 |
| 91 | Sanitizer (5 ltr) | Branded | 10 |
| 92 | Sofa Cover/per metre with stitching charge | Branded | 2 |
| 93 | Washing Powder (1 Kg pack) | Branded | 100 |
| 94 | Toilet Soap (Medimix small) | Branded | 100 |
| 95 | Wiper (Surface) | Branded | 5 |
| 96 | Antivirus (Quick Heal Total Shield 10 user 3 year) | Branded | 1 |
| 97 | Cartridge (HP 79A Black Laserjet) | Branded | 2 |
| 98 | Cartridge (HP 88A Black) | Branded | 5 |
| 99 | Cartridge (HP GT52 Cyan Original Ink Bottle) | Branded | 1 |
| 100 | Cartridge (HP GT52 Majenta Original Ink Bottle) | Branded | 1 |
| 101 | Cartridge (HP GT52 Yellow Original Ink Bottle) | Branded | 1 |
| 102 | Cartridge (HP GT53XL Black Original Ink Bottle) | Branded | 1 |
| 103 | Cartridge (HP Laserjet 53A) | Branded | 2 |
| 104 | Cartridge HO Q2612 AC (12AC) BLK Toner | Branded | 2 |
| 105 | Cartridge HP Laserjet 278A | Branded | 2 |
| 106 | Cartridge HP Laserjet 436A | Branded | 5 |
| 107 | Pen drive 64 GB (HP) | Branded | 10 |

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|-----|---|---------|-----|
| 108 | Pen drive (HP 32 GB) | Branded | 30 |
| 109 | Mouse | Branded | 10 |
| 110 | Mouse Pad | Branded | 20 |
| 111 | Thermal Scanner (Digital non concentrated Thermo meter) | Branded | 1 |
| 112 | Slide Changer cum pointer | Branded | 1 |
| 113 | Jute Bag with print different model & size | Branded | 100 |
| 114 | Executive Bag different model & size | Branded | 100 |
| 115 | Executive folder different model & size | Branded | 100 |
| 116 | Folder | Branded | 100 |
| 117 | Folder with cotton folder | Branded | 100 |
| 118 | Long Executive Note book | Branded | 200 |
| 119 | Collar Phone battery (9 volt) | Branded | 100 |
| 120 | Flip Chart | Branded | 50 |
| 121 | Glossy Paper | Branded | 10 |
| 122 | Writing pad | Branded | 100 |

**APPLICATION FORM (TECHNICAL BID)
RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS**

| Sl. No. | Requisite Information | Firms Response |
|---------|---|---|
| 1. | Name of The Firm/agency/supplier | M/s..... |
| 2. | Registered Address of the Firm | |
| | Pin code | |
| | Telephone /Mobile No. | |
| | Email ID | |
| 3. | Constitution of the Firm : 1. Proprietorship 2. Partnership 3. Private Limited 4. Other, please specify | |
| 4. | Name of Proprietor/ Partners | |
| 6. | GST No. (Please Attach copy) | |
| 7. | PAN No. (Please Attach copy) | |
| 8. | Name, address, designation, phone, cell number and E Mail address of the Contract Person: | |
| 10. | Details of Bank : | Name of Bank: _____ Account No. : _____ Account Holder _____ |

| | | |
|-----|--|---------------------------------------|
| | | IFSC Code : _____ MIC Code : _____ |
| 11. | Agreed to supply the stationary and printed items on the quoted rate minimum for one year. | |
| 12. | Name of Contract Person : Mobile No. | |
| 13. | Agreed to Terms & Condition as specified in Tender documents | |
| 14. | Payment Terms agreed as Specified. | |

This is to certify that all the information stated above is true and correct to the best of my/our knowledge. I/We understand and accept the terms and conditions and further accept that if there is any suppression, fabrication and misstatement of facts in any form, will at once result in cancellation of my application for rate contract and S.I.H & F.W, Odisha reserves its rights to take such action as it may deem fit in such an eventuality.

(Signature of the authorized Signatory of Tendering Firm)

Date:.....

Name of signatory:

.....

Place:

Designation/Position in Firm:

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Office Seal:

Note:

Please submit documentary proof in support of the data.

CONTRACT DECLARATION

(Note: Declaration should provide on printed letter head of the Bidder indicating there on GST Registration, FAX, Email, Telephone numbers, etc.)

To,

Director
State Institute of Health and Family Welfare, Odisha,
Nayapalli, Unit-8, Bhubaneswar, Odisha-751012 –

Sub: RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS

Sir,

I, _____ (Proprietor/Partner)
of M/s _____ (Name of Firm) having examined the details of
Tender document, I / We hereby submit the prequalification documents and other relevant
information.

I/We here by certify that all the statements made and information supplied in the
statements are true and correct to the best of my knowledge. I understand that if any
information found incorrect, the application is liable to be cancelled.

I / We also hereby declare that all matters related to State Institute of Health and
Family Welfare, Odisha, Nayapalli, Unit-8, Bhubaneswar, Odisha-751012 shall be treated as
confidential and no information shall be passed on to any unauthorized person without
written permission of the Competent Authority.

I / We also hereby agree to deposit Rs.10,000/- (Rupees Ten Thousand) only as a
security deposit in shape of FDR pledged to the Director, SIH&FW, Odisha or bank
guarantee in any nationalized bank .

Mr. whose signatures are
appearing below, is the authorized representative(s) of the firm.

I / We also undertake the responsibility to communicate all subsequent changes in
the constitution or working of firm, affecting the accuracy of the facts, stated above.

I/We certify that my firm is not **blacklisted / banned** from business by any
organization.

I/We hereby accept the rules and procedures of the Institute and assure that the
firm will serve/supply
items to under rate contract for a minimum period of one year.

I/we have not tampered/modified the application forms in any manner. In case, if
the same is found to be tampered/modified, I/we understand that my/our application will be
summarily rejected. I/we am/are liable to be banned from doing business with S.I.H & F.W,
Odisha and /or prosecuted.

Date:

Place:

Person)

(Signature of authorized

Office Seal: Name of Signatory:

Designation :

Signature of representative of the firm:

Name of representative:

.....

Contact No. of Repetitive:

.....

(Note: Offered on printed letter head of the Bidder indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.)

PRICE SCHEDULE (FINANCIL BID)

(To be utilised by the bidders for quoting their rate)

RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS

| Sl.No | Description of Item | Specification of Item(s) | Brand | MRP | Offered rate per unit/No | Rate of GST | Total cost |
|-------|-------------------------------------|--------------------------|-------|-----|--------------------------|-------------|------------|
| 01 | Adhesive Tape 1" (Transparent) | Branded | | | | | |
| 02 | Adhesive Tape 2" (Transparent) | Branded | | | | | |
| 03 | Adhesive Tape 2" (Brown) | Branded | | | | | |
| 04 | Ball pen (Double Side) | Branded | | | | | |
| 05 | Ball Pen (Blue/ Black/Red) | Goldex classy | | | | | |
| 06 | Ball Pen (Blue/ Black/Red) | Montex Impression/ | | | | | |
| 07 | Ball Point Pen (for Pen stand) | Dayal | | | | | |
| 08 | Ball Point Pen Refill | All fit | | | | | |
| 09 | Battery AA size | Duracell | | | | | |
| 10 | Battery AAA size | Duracell | | | | | |
| 11 | Bodkin | Plastic handle | | | | | |
| 12 | Correction Pen | Camel | | | | | |
| 13 | Dak Bag | Branded | | | | | |
| 14 | Dak Pad | Branded | | | | | |
| 15 | Dak Pad (Synthetic) | Branded | | | | | |
| 16 | Envelope (10 X 4½) | Branded | | | | | |
| 17 | Envelope (10"X4.5") Craft Medium | Branded | | | | | |
| 18 | Envelope (105mmX230mm) | Branded | | | | | |
| 19 | Envelope (11X5 cloth) | Branded | | | | | |
| 20 | Envelope (12X10 inch) | Branded | | | | | |
| 21 | Envelope (16"X12") | Branded | | | | | |
| 22 | Envelope (9"X4") Craft | Branded | | | | | |

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|----|---|---------|--|--|--|--|--|
| 23 | Eraser (non dust) | Branded | | | | | |
| 24 | File Board | Branded | | | | | |
| 25 | Fly Leaf | Branded | | | | | |
| 26 | Glue Stick 50gm | Branded | | | | | |
| 27 | Good Knight Power Activ + combi (Machine) | Branded | | | | | |
| 28 | Good Knight Refill | Branded | | | | | |
| 29 | Gum 250ml | Branded | | | | | |
| 30 | Gum Tube 50 ml | Branded | | | | | |
| 31 | Gum Liquid 750 ml | Branded | | | | | |
| 32 | Highlighter | Branded | | | | | |
| 33 | L Folder | Branded | | | | | |
| 34 | Light Bulb 12 watt (LED) | Branded | | | | | |
| 35 | Light Bulb 14 watt (LED) | Branded | | | | | |
| 36 | Light Bulb 9 watt (LED) | Branded | | | | | |
| 37 | Marker (White Board) | Branded | | | | | |
| 38 | Marking Pen (Permanent) | Branded | | | | | |
| 39 | Surgical Mask | Branded | | | | | |
| 40 | Note sheet (2 nd sheet) | | | | | | |
| 41 | Paper (JK Easy copier A4 70 GSM) | Branded | | | | | |
| 42 | Paper (JK Easy copier A4 75 GSM) | Branded | | | | | |
| 43 | Pen stand (4 socket with paper roll stand) | Branded | | | | | |
| 44 | Pen stand (4 socket without paper roll stand) | Branded | | | | | |
| 45 | Paper Roll | Branded | | | | | |
| 46 | Engagement Pad | Branded | | | | | |
| 47 | Pencil | Branded | | | | | |
| 48 | Pencil Cutter | Branded | | | | | |
| 49 | Register/ No. | Branded | | | | | |
| 50 | Scissor | Branded | | | | | |

| | | | | | | | |
|----|--|---------|--|--|--|--|--|
| 51 | Sketch Pen | Branded | | | | | |
| 52 | Stamp (Polymer) | Branded | | | | | |
| 53 | Stamp Pad (Medium) | Branded | | | | | |
| 54 | Stamp Pad (Small) | Branded | | | | | |
| 55 | Stapler 24/6 | Branded | | | | | |
| 56 | Stapler 10D | Branded | | | | | |
| 57 | Stapler Pin 23/10 | Branded | | | | | |
| 58 | Stapler Pin 23/13 | Branded | | | | | |
| 59 | Stapler Pin 23/15 | Branded | | | | | |
| 60 | Stapler Pin 23/17 | Branded | | | | | |
| 61 | Stapler Pin 23/20 | Branded | | | | | |
| 62 | Stapler Pin 23/8 | Branded | | | | | |
| 63 | Tag bundle | Branded | | | | | |
| 64 | Water Bottle (stainless steel sipper bottle) | Branded | | | | | |
| 65 | White Board | Branded | | | | | |
| 66 | Broom (Coconut) | Branded | | | | | |
| 67 | Broom (Soft) | Branded | | | | | |
| 68 | Brush (Small) | Branded | | | | | |
| 69 | Brush (Toilet) | Branded | | | | | |
| 70 | Bucket (14 ltr.) Plastic | Branded | | | | | |
| 71 | Colin (500 ml) | Branded | | | | | |
| 72 | Cotton Towel (60X40)cm | Branded | | | | | |
| 73 | Cotton Towel (50X25)cm | Branded | | | | | |
| 74 | Hand Towel (standard Size) | Branded | | | | | |
| 75 | Distilled water (5 ltr. Pack) | Branded | | | | | |
| 76 | Dust Pan | Branded | | | | | |
| 77 | Dustbin (10 ltr. with cover) | Branded | | | | | |
| 78 | Dustbin (10 ltr. without cover) | Branded | | | | | |

| | | | | | | | |
|-----|--|---------|--|--|--|--|--|
| 79 | Duster (Magnetic) | Branded | | | | | |
| 80 | Duster Cloth (Executive) | Branded | | | | | |
| 81 | Duster Cloth (Superior) | Branded | | | | | |
| 82 | Hand wash bottle 200 ml | Branded | | | | | |
| 83 | Hand wash (Pouch) 750 ml | Branded | | | | | |
| 84 | Toilet cleaner | Branded | | | | | |
| 85 | Hypochlorite Solution (5 ltr) | Branded | | | | | |
| 86 | Mopper Brush (Flat) | Branded | | | | | |
| 87 | Mug (Plastic) | Branded | | | | | |
| 88 | Odonil | Branded | | | | | |
| 89 | Phenyl (1 ltr) | Branded | | | | | |
| 90 | Room freshener | Branded | | | | | |
| 91 | Sanitizer (5 ltr) | Branded | | | | | |
| 92 | Sofa Cover/per metre with stitching charge | Branded | | | | | |
| 93 | Washing Powder (1 Kg pack) | Branded | | | | | |
| 94 | Toilet Soap (Medimix small) | Branded | | | | | |
| 95 | Wiper (Surface) | Branded | | | | | |
| 96 | Antivirus (Quick Heal Total Shield 10 user 3 year) | Branded | | | | | |
| 97 | Cartridge (HP 79A Black Laserjet) | Branded | | | | | |
| 98 | Cartridge (HP 88A Black) | Branded | | | | | |
| 99 | Cartridge (HP GT52 Cyan Original Ink Bottle) | Branded | | | | | |
| 100 | Cartridge (HP GT52 Majenta Original Ink Bottle) | Branded | | | | | |
| 101 | Cartridge (HP GT52 Yellow Original Ink Bottle) | Branded | | | | | |
| 102 | Cartridge (HP GT53XL Black Original Ink Bottle) | Branded | | | | | |
| 103 | Cartridge (HP Laserjet 53A) | Branded | | | | | |
| 104 | Cartridge HO Q2612 AC | Branded | | | | | |

| | | | | | | | |
|----------------|--|---------|--|--|--|--|--|
| 105 | (12AC) BLK Toner | | | | | | |
| 105 | Cartridge HP Laserjet 278A | Branded | | | | | |
| 106 | Cartridge HP Laserjet 436A | Branded | | | | | |
| 107 | Pen drive 64 GB (HP) | Branded | | | | | |
| 108 | Pen drive (HP 32 GB) | Branded | | | | | |
| 109 | Mouse | Branded | | | | | |
| 110 | Mouse Pad | Branded | | | | | |
| 111 | Thermal Scanner (Digital non concentrated Thermo meter | Branded | | | | | |
| 112 | Slide Changer cum pointer | Branded | | | | | |
| 113 | Jute Bag with print different model & size | Branded | | | | | |
| 114 | Executive Bag different model & size | Branded | | | | | |
| 115 | Executive folder different model & size | Branded | | | | | |
| 116 | Folder | Branded | | | | | |
| 117 | Folder with cotton folder | Branded | | | | | |
| 118 | Long Executive Note book | Branded | | | | | |
| 119 | Collar Phone battery (9 volt) | Branded | | | | | |
| 120 | Flip Chart | Branded | | | | | |
| 121 | Glossy Paper | Branded | | | | | |
| 122 | Writing pad | Branded | | | | | |

Place:

(Signature of authorized

Person) Date:

Office Seal:

Name of Signatory: _____ Designation :

_____ Contact No.

ANNEXURE -IV

Form of "Bid Security Declaration" – To be submitted in the Letterhead of the Bidder

"BID SECURITY DECLARATION"

To

The Director,
State Institute of Health and Family Welfare, Odisha

Sub.: Submission of Bid Security– Reg.

Ref.: Tenders invited for "-----" vide no. -----

Sir,

I/ We declare that:

I/We understand that according to the tender document, bids must be accompanied by a Bid Security Declaration. Accordingly, I/We have opted for submitting this Bid Security Declaration.

2. I/ We declare that I / We will not withdraw our bid during the Bid validity period or make any modifications to my/ our bid.

3. I/ We understand that if I/ we withdraw my/ our bid or modify the bid, I/ we will be automatically suspended from being eligible for bidding and also will be debarred from competing for bids in your esteemed Institute for a period of one year from the date of occurring of such breach.

4. I/We further understand that if I/We fail to sign the purchase order in case the work is awarded to me/us or fail to furnish the Performance Guarantee, my/ our bid will be automatically cancelled and I/ We will also be debarred from competing for bids in your esteemed Institute for a period of Three years from the date of occurring of such breach.

5. I/ We understand that this Bid Security Declaration will automatically expire if we are not the successful bidder/ upon the expiry of bid validity period.

6. I/we declare that I am/we are authorized to sign this declaration. Duly signed this Declaration on this day _____/2021 in the presence of following witnesses:

**Signature of the Bidder
with seal**

In the presence of:

Signature of witness:

(1) Signature:

Postal address:

(2)Signature:

Postal address: