**OFFICE OF THE DIRECTOR-CUM- MEDICAL SUPERINTENDENT,**

**MENTAL HEALTH INSTITUTE,S.C.B. MEDICAL COLLEGE HOSPITAL, CUTTACK**

**Telephone : 0671 – 2414359,Email –** [**mhi.cuttack@gmail.com**](mailto:mhi.cuttack@gmail.com).

**TENDER BOOK**

COST OF TENDER PAPER : Rs.1,000/-

(Rupees one thousand only)

DATE OF SALE OF TENDER PAPER : **03/12//2021 to 21/12/2021**.

LAST DATE FOR RECEIPT OF TENDER : **22/12/2021 up to 5.00 P.M.**

DATE OF OPENING OF TENDER : **23/12//2021 at 12.30 P.M.**

PLACE OF OPENING OF TENDER : Office of the Director-cum- Medical Superintendent, Mental Health Institute, SCMCH, Cuttack

ADDRESS FOR COMMUNICATION :Director-cum-Medical Superintendent, Mental Health Institute,

SCBMCH, Cuttack – 753 007, Odisha.

**TERM & CONDITION**

1. The sealed tender should be superscribed as tender for supply of Office Stationeries & 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 bidders will be returned back soon after the completion of the tender process.

d. No interest is payable on E.M.D.

1. 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 ARTICLESTO MENTAL HEALTH INSTITUTE, CUTTACK”.
2. The tenderer should produce the sample of the tendered items in presence of the purchase committee at the opening of the price bid if desired.
3. 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.
4. The following documents duly signed by the Bidder should be furnished in the envelope superscribed as “TECHNICAL BID”.
5. Original money receipt or Bank Draft amounting to Rs.1,000/- towards cost of tender paper.
6. Bank Draft regarding E.M.D.
7. Attested Xerox copy of the up to date GSTIN Clearance Certificate.
8. Attested Xerox copy of Income Tax return for the last three years.
9. Audited balance sheet for last three years.
10. Attested Xerox copy of the PAN card.
11. Detailed name, address, Tele. No., Fax, E-mail of the Firm.
12. Bank details for online payment.
13. Other relevant documents if any desired to be submitted by the bidder.
14. The following documents duly signed by the Bidder should be furnished in the envelope superscribed as “PRICE BID”.
15. The quoted rate should be exclusive of GST. The rate should be quoted for each item (Both in figures and words).
16. Item wise tax structure should be indicated separately.
17. 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 towards Performance Security 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.
18. The performance security should be valid for 12 months from the date of issue of purchase order.
19. The performance security will be returned back to the bidder after expiry of validity period of the Tender.
20. 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.
21. In the event of any litigation arising out of the tender, such matters would be subject to the Cuttack jurisdiction only.
22. The undersigned will not be responsible for any damage or loss / mistake before receipt of items.
23. The authorities will not be responsible for any postal delay.
24. The detailed name of the items & specification are noted below.

**Sl.No. Name of the items Sl.No. Name of the items.**

1. **OFFICE STATIONARIES & MISCALLENEUS ARTICLES.**
2. 4’ Tube light Stand with fitting.
3. A4- white Paper (Image copier)
4. A4- white Paper (JK copier)
5. A3- white Paper (JK copier)
6. All Out / Good night liquid with machine.
7. All out/ Good night liquid.
8. Angel holder.
9. Arch File.
10. Ball Pen 0.5 lead for office. (blue/black/red)- (Cello, Link, Elkos)
11. Dry Cell Battery – AAA,AA
12. Binding Book- 100 page
13. Binding Book- 200 page
14. Binding Book- 300 page
15. Binding Book- 500 page
16. Binding Book- 600 page
17. Binding Book- 1000 page

(Sangam – No.14)

1. Bodkin.
2. Calculator 12 digits with double power big size each - Samaya / Orpat
3. Carbon paper Pencil 1pkt 100 sheets (Kores/ Camel)
4. Cellotape (Big/Small size)
5. LED Bulb – 9wt/12 wt./18 (Philips/ Bajaj)
6. Correction pen (white eraser)
7. Cover file.
8. Desk Knife.
9. Duplicate paper.
10. Duster for white board.
11. El. Bulb-100 Wt.Bajaj/Philips
12. Electric Bulb holder
13. Electric Plug - 3 pin 5/15Amp
14. Electric Socket - 5/15Amp (Cona)
15. Electric Switch - - 5/15Amp (Cona)
16. Electronic Chowk -Cona/Bajaj
17. Emergency light.
18. Envelop (different size).
19. Eraser.
20. Fan capacitor- 2.5 mfd.
21. Fan Regulator
22. Fevistic Gum (big)
23. File Board.
24. Flexible wire 22/3 copper
25. Flexible wire 3/20 copper
26. G I Bucket 12” (Monkey, Double Monkey, TATA each.
27. Gum 200/100 ml.
28. Hand Wash.- Life Buoy/ Dettol – 200ml/190ml.
29. High lighter marker pen (different colour)
30. Hit spray for mosquito.
31. Ink for stamp pad.
32. Life buoy Soap (Small/Big)
33. Marker Pen for white board.- Blue / Black.
34. Pad Lock 5 leaver 21(Mobaj/ Link)
35. Pad Lock 5 leaver 31(Mobaj/ Link)
36. Pad Lock 6 leaver 41(Mobaj/ Link)
37. Pad Lock 7 lever 70 (Mobaj/ Link)
38. Paper Clip (Steel).
39. Paper Punch Machine – double/ single.
40. Paper Weight.
41. Pen Stand.
42. Pencil (Natraj).
43. Pin Assorted (Angle Alpin)
44. Plastic Bucket – 20 ltr.
45. Plastic Dustbin 12” (Cello, Ankur, Supreme) each
46. Plastic File tray.
47. Plastic Folder – (L-type)
48. Plastic folder (Bottom file)
49. Plastic Mug
50. Plastic Pipe 1” dia (per bundle 100’)
51. Plastic Torch (3 cell Eveready)
52. Polythin size – 30 /32 (Black/Yellow/Red/Blue)
53. Rim Paper
54. Rin soap (Adv. Small)
55. Room Freshener.
56. Scale (Cast Iron)
57. Scissor (Small/ Big)
58. Stamp Pad – Big/Small.
59. Stapler Machine – Big/Small.
60. Stapler Pin – Big/Small.
61. Surface light – 12 wt.
62. Surface light – 18 wt.
63. Surface light – 9 wt.
64. Surface light -2’x2’ – 18 wt.
65. Detergent powder pouch pack -Small.

(Surf Excel, Tide, Ariel)

1. Tag per bundle 50 number each.
2. Tarkish Towel-60”x30”DCM.

(Spl. Quality)

1. Tea Cup and Plate per pair Decorated with Brand.
2. Stainless Steel Thermo flash – 1800ml/ 500ml.(Milton/Bajaj).
3. Stainless Steel Thermo flash – 1ltr/ 2ltr/3ltr (Milton/Bajaj)
4. Tissue Paper Sanitary - 24 mtr. each
5. Torch Battery.
6. Tube-light holder.
7. Tumbler Glass.
8. Wall Watch – Ajanta/Titanic.(Big)
9. Wall Watch – Ajanta/Titanic.(Small)
10. White Chalk
11. White Marker board - 4ft x3ft.
12. Stainless steel Blade – (Master, 7O’ clock. Wilkinson)
13. Saving Brush.
14. Stainless steel folding Hair Salon razor.
15. Haircutting scissor.
16. Saving Cream & Lotion.
17. Alum Stone (fitkari).
18. Mosquito Liquid with Machine.

1. 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.

Director-cum-Medical Superintendent,

Mental Health Institute, Cuttack.