



OFFICE OF THE CDM& PHO-cum-DMD, DEOGARH
DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)
(Department of Health & Family Welfare, Govt. of Odisha)



Letter No. 1795 /NHM/Fin/

Date: 10-06-2026

To

The Director ,I&P.R Dept,Lok Sampark,Bhawan,Bhubaneswar
E-Mail:ipr.advt@gmail.com/iprnews@gmail.com

Sub: Publication of the advertisement.

Sir,

Please find herewith the specimen copy of the advertisement for publication of the same in two nos of widely circulated daily newspaper (One time) by sparing minimum space and provide the bill as per I&PR rate along with a copy of the supplement to this office within 7 days for payment.

This is for favour of your kind information and necessary action

Yours faithfully

[Signature]
CDM&PHO cum District Mission Director
NHM, Deogarh

Memo No. 1796 / 26

Date: 10-06-2026

1. Copy to the District E Governance Manager ,Collectorate Deogarh. for information with a request to publish the same along with the enclosers (enclosed herewith) in the district website of Deogarh district for information of the public for the above period.

[Signature]
CDM&PHO cum District Mission Director
NHM, Deogarh

ZILLA SWASTHYA SAMITI, DEOGARH

Office of the CDM&PHO- cum- Dist. Mission Director, Deogarh, Odisha, 768108

No. 1794 / NHM /Fin/26

Dt: 10-06-2026

Tender Call Notice

Sealed tenders are invited from the interested eligible bidders for Supply of Office Stationery under the ZSS Deogarh as per the specification given in the tender paper. The sealed tender papers will be received at the O/o: The CDM & PHO cum District Mission Director, Deogarh, DHH, Deogarh on any working day till 30.06.2026 up to 5.30 pm through speed post/registered post/Courier only. The same will be opened on 01.07.2026 at 03.30 PM in the office chamber of CDM&PHO in presence of bidders/their authorized representatives. The undersigned will not be held responsible for any kind of postal delay. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The detailed terms & conditions along with bid documents is available in the website www.deogarh.gov.in.

Sd/-

CDM&PHO cum District Mission Director
NHM, Deogarh

Section-I

DATE & TIME OF TENDER SUBMISSION & FINALISATION

RFP No. CDM & PHO/DEO/2026

Date:

Tenders are invited from the interested eligible bidders for supply of office stationary for the ZSS Deogarh

1	Period Availability of RFP Document	From to 09.06.2026 TO 30.06.2026 (Downloadable from website: www.deogarh.gov.in.
2	Last date for submission of Tender & address	Date:- 30.06.2026 up to 5.30 Office of the CDM&PHO-CUM- DISTRICT MISSION DIRECTOR, NHM, DEOGARH,Dist Headquarter Hospital.At/Po-Deogarh (Through Speed Post / Registered/Courier post only)
3	Date, time and place of opening of Tender (Technical Bid)	Date: 01.07.2026, Time-03.30 PM. Place of Tender Opening: O/O CDM &PHO, Deogarh (Bidders / authorized representative may remain present at the time of opening of tender)
4	Date, time and place of opening of Tender (Financial Bid)	Place of Tender Opening: Only technically qualified bidder will be communicated through registered e-mail id given as per Annexure 1 (RFP)

SECTION-II

TENDER DOCUMENT FOR SUPPLY OF OFFICE STATIONARY UNDER ZSS-, DEOGARH

1. Sealed tenders are invited from eligible bidders for supply of office stationery under ZSS, Deogarh for a period of one year on annual rate contract basis.
2. The tender should be submitted in two parts i.e. Technical bid (Cover-A) and Price bid (Cover-B). Each bid to be submitted in separate sealed envelopes super-scribed as Technical Bid (Cover A) & Price Bid (Cover B) respectively. These two envelopes should be put in another envelope marked as "**Tender for Supply of Stationary in reference to adv. no 1794**".

The tenders should be addressed to:

The CDM & PHO, Deogarh,
District Head Quarter Hospital,
At/Po-Deogarh Dist-Deogarh- 768108.

Terms & Conditions

It may be noted that rates shall be quoted against the brand of items mentioned below at Tender Format – Cover B (Price Bid) at Part-II. Rates should not be more than MRP.

1. The firm should have GSTIN & PAN.
2. Tender Paper Cost of ₹.5000/- (non-refundable).The DD in favour of ZSS MISCELLANEOUS ACCOUNT payable at Deogarh and EMD of ₹.10000/- (Refundable).The DD in favour of ZSS MISCELLANEOUS ACCOUNT payable at Deogarh, which shall be refunded to unsuccessful bidders without interest after finalisation of the contract.
3. The Average Annual Turnover of the bidder must not be less than Rs.15,00,000/- (Rupees Fifteen Lakhs) during the last three financial years (i.e. 2022-23, 2023-24 & 2024-25). The bidder has to submit the copy of duly certified by the Chartered Accountants with UDIN number.
4. The Bidder must submit the Income Tax return for last three years I.e2022-23, 2023-24 & 2024-25
5. The technical bid are to be opened by the purchasing Authority at the first instance and at the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.
6. The firm will have to submit an Affidavit (On original Stamp Paper of Rs.20/ -) in the technical bid with the following clauses:-
 - a) I have not been debarred by any Central/Sate Government organization/Bodies for the last 3 years.



- b) I have not committed any offence under the Prevention of Corruption Act 1988 or
 - c) The Indian Penal code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
 - d) The CDM & PHO, Deogarh will have no liability regarding transportation, loading and unloading of material and all the material ordered, shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by our organization.
 - e) Our organization agrees to a bid by all terms & conditions of the Tender.
7. The bidders should not quote any other brand which is not mentioned in the list of items mentioned at Annexure II.
 8. The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract.
 9. The supply of items shall be made as per the instructions mentioned in supply order from this Office of the CDM&PHO, Deogarh and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied.
 10. Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms & conditions incorporated in the corresponding bidding documents. When the lowest bidder declines to supply the good for any reasons, the evaluation committee may invite the second lowest bidder for negotiation at the prices quoted by the lowest bidder. If the negotiation with the second lowest bidder fails, the procuring authority shall cancel the bid and invite fresh bid.
 11. For any dispute, decision of CDM & PHO, Deogarh, shall be final.
 12. All legal disputes are subject to the jurisdiction of Deogarh court only.
 13. The CDM & PHO, Deogarh reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason thereof.

Sd/-

**CDM&PHO cum District Mission Director
NHM, Deogarh**



TENDER FORMAT

Part -1

(Technical Bid)–Cover-A (To be furnished in Cover A- Technical Bid)

1	Name of the Organization	
2	Address of the Organization	
3	Specimen signature of the authorized signatory	
4	Telephone number of authorized signatory / Organization / Valid official email address.	
5	IT returns for Last 3 years (2022-23, 2023-24 & 2024-25)	(Photocopy to be attached)
6	GST registration acknowledgement	(Photocopy to be attached)
7	Up to date GST return filed.	(Photocopy to be attached)
8	Average Annual turnover for the 2022-23, 2023-24 & 2024-25	As for format PART-III
9	PAN NO	(Photo copy to be attached)
10	Draft number and date of the Tender Document Cost of Rs.5,000/-(Non-Refundable)	(Draft to be submitted)
11	EMD of Rs.10,000/	(Draft to be submitted)
12	Affidavit regarding not been Blacklisted	(Affidavit in original stamp paper of Rs.20/-) certified by Notary with clauses as mentioned in clause no.4 of the terms & conditions)

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 by /our knowledge. I / we understand that in case of any deviation in the above statement / furnishing of forged documents etc. at any stage, our Firm/Agency will be black listed and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place:

Date:

Seal



TENDERFORMAT
Part-II
(Price Bid)–Cover B
(To be furnished in Cover B-Price
Bid)
Office Stationery Items

Sl No	Name of the Items	Specification	BRAND	Rate (Rs.) inclusive GST
1	Arch File Card Board With Lever (14"x10")	Per Piece	Skilla/Trio/Rajdoot	
2	Arch file Plastic 2-D Ring Binger (25MM)	Per Piece	Skilla/Trio/Rajdoot	
3	Pencil Cutter	Per Piece	Natraj/ Cello/Apsara	
4	Cello tape Dispenser	Per Piece	Cello/Omega/Kores	
5	Drawing Sheet full size	Per Piece	JK/Andra	
6	Plastic Folder (Full Scape) with single bottom	Per Piece	World one /Aris/Saya	
7	Plastic Folder (Full Scape) Clear Bag with single bottom	Per Piece	World one /Aris/Saya	
8	Plastic Folder Two Packet (Full Scape) with single Bottom	Per Piece	World one /Aris/Saya	
9	Folder Executive (Full Scape)	Per Piece	World One /Polo/Saya	
10	Executive Folder Rextime Finish	Per Piece	World One /Polo/Saya	
11	Folder A4 each	Per Piece	World one /Aris/Saya	
12	Pen (MRP-5/-)	Per Piece	Flair/Elkos/linc/Reynolds	
13	Pen (Use & Throw) per piece	Per Piece	Flair/Elkos/linc/Reynolds	
14	Pen MRP 10/-	Per Piece	Flair/Elkos/linc/Reynolds	
15	Pen MRP 30/-	Per Piece	Flair/Elkos/linc/Reynolds	
16	Pen MRP 60/-	Per Piece	Flair/Elkos/linc/Reynolds	
17	Pencil (10 Pieces) Per Pkt	Per Piece	Natraj/Apsara/Dons	
18	Pencil Battery AAA per piece	Per Piece	Duracell/Eveready/Panasonic	
19	Pencil Battery AA per piece	Per Piece	Duracell/Eveready/Panasonic	

20	Writing Pad, Pages 300 70GSM size 14x21.6cm. Spiral per piece	Per Piece	Navneet/Classmate/Luxar
21	Writing pad, 160 pages 70GSM spiral size 14x21.6cm. single ruled per piece	Per Piece	Navneet/Classmate/Luxar
22	Writing pad 100 pages 70 GSM spiral size 25x17.6cm. single ruled per piece	Per Piece	Navneet/Classmate/Luxar
23	Writing Pad 70 pages spiral 70GSM size 14.8x21cm single ruled per piece	Per Piece	Navneet/Classmate/Luxar
24	Writing Pad General 70GSM 40 PAGES -General	Per Piece	Navneet/Classmate/Luxar
25	Correction Pen	Per Piece	Kores/Artline/Camlin
26	Permanent Marker Pen Small	Per Piece	Kores/Artline/Dons
27	Stapler Pin Small	Per Packet	Kores/Kangaru
28	Cobra File	Per Piece	Lotus/Star/Hitick
29	Fly Leaf	Per Piece	Lotus/Star/Hitick
30	High lighter	Per Piece	Kores/Luxur
31	Alpin	Per Packet	Oddy/World One/Kores
32	Stapler Small	Per Piece	Kangaro Red/Kangaro Blue
33	Stapler Big	Per Piece	Kangaro Red/Kangaro Blue
34	Zoot Bag		Trio/ World one
35	Color Drawing Sheet full size		JK/Andra/SBP
36	Sketch Pen		Luxur/Artline/Doms
37	Photo Paper		OddyDesmate/Arotix

(Signature and seal of the authorized signatory)

Place:

Date:

Seal

PART-III

(to be furnished in the technical proposal)

ANNUAL AVERAGE TURN OVER STATEMENT

(To be furnished in the letter head of the Chartered Accountant)

The Annual Turnover of M/s _____
for the last 3 financial years are given below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Rs.
1	2022-23	
2	2023-24	
3	2024-2025	
Average Annual Turnover in Rs.		

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No.:

UDIN:

Note: