



**OFFICE OF THE DEAN AND PRINCIPAL
SHRI JAGANNATH MEDICAL COLLEGE & HOSPITAL, PURI**

At/PO: Baliguali, Dist: Puri, Odisha, PIN- 752004.

Contact-7606868967 Email id: sjmedicalcollege@gmail.com, Website: sjmch.odisha.gov.in




Tender Notice No. 1763

Date: 05.05.2026

TENDER FOR SUPPLY OF STATIONERY AND MISCELLANEOUS ITEMS

1	Period of commencement of Tender Documents	From Dt. 06.05.2026 to 01.06.2026 (Time 10. 30 A.M. To 5.00 PM) Download from Website: <u>https://sjmch.odisha.gov.in</u> and <u>https://puri.nic.in</u>
2	Last date and time for submission Tender (Through the Regd. /Speed Post.)	Date: 01/06/2026 Time- up to 5 PM <u>Address for Submission of Bid</u> DEAN & PRINCIPAL, Shri Jagannath Medical College &Hospital, Baliguali, Puri-752004
3	Date, Time and place of opening of Technical Bid	<u>Technical Bid (Cover- A)</u> Opening Date: 02/06/2026 Time-12.30 PM <u>Financial Bid (Cover-B)</u> Financial Bid 02/06/2026 Time: 01.30 PM Venue-: College Council Hall, SJMCH Puri


Dean & Principal
Shri Jagannath Medical College
& Hospital, Puri



TENDER CONDITIONS & ELIGIBILITY CRITERIA FOR THE BIDDER

1. Sealed tenders are invited from registered suppliers/agencies/authorized dealers for supply of Stationery and other miscellaneous item for the Establishment of DEAN & PRINCIPAL, SJMCH, Puri.
2. 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 our website: <https://sjmch.odisha.gov.in> or <https://puri.nic.in>.
3. The tender will have to be submitted in two parts i.e. **technical bid (Cover-A)** and **price bid (Cover-B)**. The bidders should submit their technical and price bid separately in two envelopes clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelope superscripted as "**TENDER FOR SUPPLY STATIONERY AND OTHER MISCELLANEOUS ITEMS**".

The tenders should be addressed to: **DEAN & PRINCIPAL,**
Shri Jagannath Medical College & Hospital, Baliguali,
Puri-752004.

It is requested that tender indicating the rate for different items be furnished in the **specified formats** as mentioned in the tender.

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). **Rates should not be more than MRP.** Bidders who **qualify technically** [as per submission of relevant valid documents as asked to be submitted in Technical Bid –Cover A – Part 1, fulfilling all the terms & condition of the tender document], their **Price Bid** (Cover B - Part 2) shall **only** be opened.

1. The firm should have GSTIN & PAN & GST Clearance of the Last Quarter (GSTR -3B)
2. The firm should have **audited** annual turnover of **Rs. 30 Lakhs** in **each** of the **last three financial years** [2023-24,2024-25,2025-26]: Should submit the **audited** P&L Account statement (of the last three financial years i.e. 2023-24, 2024-25 and 2025-26) duly signed by a Chartered accountant.
3. Tender must be accompanied by **EMD of Rs. 20,000/ -** in technical bid by way of demand draft, drawn on any Nationalized/ Scheduled Bank in favor of DEAN & Principal, Shri Jagannath Medical College & Hospital, Puri, payable at Puri. Tenders not accompanied by EMD will not be considered. EMD of unsuccessful bidders will be returned without interest on finalization of bid. EMD of successful tender will be retained as performance guarantee & will be refunded on successful completion of the agreement without interest.



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4. The firm should have past experience in supply of Stationery terms to Govt. / Pvt.Organizations during the last three years. The firm has to furnish the work order/ contract copies in support of that.
5. The firm will have to submit an **Affidavit** (On original Stamp Paper of Rs 20/-) in the technical bid with the following clauses: -
 - a) Our organization does not have any legal suit / criminal case pending against it for violation of GST or any other law.
 - b) The DEAN & Principal Office will have no liability regarding Transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by our Organization.
 - c) Our organization agrees to abide by all terms & conditions of tender.
 - d) Our organization will quote prices inclusive of all amounts inclusive GST.
6. The firm will have to submit another **Affidavit** (On original Stamp Paper of Rs 20/-) in the technical bid with the following clauses: -

I certify that I have not committed any offence –

 - (a) Under the prevention of Corruption Act 1988: or
 - (b) 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.
 - (c) I have not been debarred by any Central / State Government Organization / Bodies / for the last 3 Years”.
7. In the technical bid, the firm will also have to submit the photocopies of PAN,GST registration having GSTIN and Audited balance sheet P&L Account Statement (of the last three financial years) duly signed by a CA.
8. Only **those** firms/ Agencies **should participate in the tender** who are **willing to supply all the items** mentioned in the Annexure I. Firms/Agencies who don't quote the rates for **all items (as per the format** mentioned in Annexure-I are **liable to be rejected**. Price of all the item will be aggregated those who quote lowest price in aggregate contract will be awarded with respect to Annexure-I.
9. This rate will be applicable for purchase of the items for **one year** from the date of signing of contract on an **annual rate contract basis**.
10. The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract.
11. The supply of items shall be made within 5 days after placement of supply order from the Office of O/o **DEAN & PRINCIPAL**, SJMCH, Puri, Odisha and



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supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied.

12. In case of failure on part of the approved supplier to supply the items mentioned at Annexure-I as per supply order within stipulated period, the DEAN & PRINCIPAL shall have the liberty to purchase those items from other sources and the approved supplier shall be liable to pay the excess amount which this office may have to incur being the different of actual amount of purchase minus the amount as per approved rates. Accordingly, the difference as aforesaid shall be recovered from the approved supplier.

13. For any dispute, decision of the Tender Committee, chaired by the DEAN & PRINCIPAL, SJMCH Puri shall be final.

14. All legal disputes are subject to the jurisdiction of Puri court only.

15. The DEAN & PRINCIPAL, SJMCH PURI reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason.

16. Tenders should be Typed Written or Computerized and every correction in the tender should invariably be attested with signature by the bidder with date before submission.

17. Every page submitted by the bidder should be numbered at the top & same page number should be put in the check list.

18. The bidders shall be solely responsible for checking these websites at least 5 days prior to closing date of submission of tender for any addendum/amendment issued subsequently to the bid document and take into consideration the same while preparing and submitting the bids.

19. The actual quantity may vary from zero to the maximum required quantity during the contract.

20. The Bidder should confirm that they have read tender document including Amendment(s) to Tender document (if any) along with terms and condition and these terms and condition of tender document including Amendment(s) to Tender document (if any) are acceptable unconditionally to them.

21. Tender Documents will be received through Speed Post/Reg.Post/Courier Only.

**DEAN & PRINCIPAL,
SJMCH, Puri.**

**Dean & Principal
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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	Name of authorized signatory (in capital letters)	
4	Specimen signature of the authorized signatory	
5	Telephone number of authorized signatory/Organization	
6	GST registration acknowledgement	(Photo copy to be attached)
7	GSTIN (GST identification number)	
8	PAN	(Photo copy to be attached)
9	Draft number and date of the EMD of Rs. 20,000/-	(Draft to be submitted)
10	Annual Turnover (Audited P & L Account duly signed by Chartered accountant (of the last three financial years i.e. 2023-24, 2024-25 & 2025-26)	(Draft to be submitted)
11	Affidavit-1 of declaration certified by Notary that the organization does not have any legal suit / criminal case pending against for violation of GST or any other law and Agrees to abide by all terms & conditions of the tender.	(Affidavit in original stamp paper of Rs.20/-) certified by Notary with clauses as mentioned in clause no.5.4 of the terms & conditions))
12	Affidavit-2 of declaration certified by Notary that the organization does not have any have not committed any offence and Agrees to abide by all terms & conditions of the tender	(Affidavit in original stamp paper of Rs.20/-) certified by Notary with clauses as mentioned in clause no. 6 of the terms & conditions)
13	Past experience in supply of stationery items to Govt. / Pvt. Organizations during the last 3 years	(Furnish the photocopy of the work orders / contract copies of different Govt. / Pvt. Organizations during the last 3 years)
14	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal (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 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 blacklisted and will not have any dealing with your organization in future.

Place:

(Signature and seal of the authorized signature)

Date:

TENDER FORMAT
Part-II
(Price Bid) – Cover B
(to be furnished in Cover B-Price Bid)
Annexure-I (Office Stationery Items)

SL. No.	Name of the Items	BRAND- I	Rate (Rs.) inclusive GST	BRAND - II	Rate(Rs.) inclusive GST	BRAND- III	Rate (Rs.) inclusive GST
1	ALPIN 100 gm	BELL		GORILLA		BEST	
2	ALPIN MAGNETIC BOX	OMEGA		BELL		CELLO	
3	ARCH FILE CARD BOARD with Lever (14"x10")	SWETA		STAR		Shiva	
4	ARCH FILE PLASTIC 2-D Ring Binger (25 MM)	FILE MAX		TRIO		SAYA	
5	BINDER CLIP 19 mm	ODDY		CORPORATE		BAMBALIO	
6	BINDER CLIP 25 mm	ODDY		CORPORATE		BAMBALIO	
7	BINDER CLIP 41 mm	ODDY		CORPORATE		BAMBALIO	
8	BINDER CLIP 51 mm	ODDY		CORPORATE		BAMBALIO	
9	WHITE BOARD MARKER	REYNOLDS		CELLO		CAMEL	
10	BOARD PIN (Plastic top)	VIKRANT		GORILLA		ODDY	
11	Brown TAPE (for Packing) 2 " and 50 mtr	ISO MARK		ISO MARK		ISO MARK	
12	BUDKING	Best quality		Best quality		Best quality	
13	Calculator 12 Digit with Warranty	CASIO		BISTEC		CITIZEN	
14	Register (Account Book) C Ruled- 280 pages (Legal size)	Anupam		Ahswini		Navneet	
15	CD 100 NOS PACK With pouch	MOSER BEAR pro		SONY		PHILIPS	
16	CD Album A4 Size 100 CD	Oddy					
17	CELLO TAPE 1" and 50 mtr	PREMIER		CELLO		Hi-Tech	
18	CELLO TAPE 2" and 50 mtr	PREMIER		CELLO		Hi-Tech	
19	Colour Card Post Card Size (Per 100 Card)	Best quality		Best quality		Best quality	
20	Cleaning Fluid Spray 500 ML. (Glass & Household cleaner)	P & G		HLL		Colin (Rekit Benkiser)	
21	COPIER PAPER Legal Size 70 GSM (500 Sheets)	IK		JK		BILT	
22	COPIER PAPER A4 75 GSM – 500 Sheets	IK		JK		BILT	
23	COPIER PAPER A3 100 GSM – 500 Sheets	IK		JK		BILT	
24	TEXTURE PAPER A4 (21 x 29.7 cm) 100 GSM – 100 Sheets	Mayur		Craft Dev		Local	
25	Correction Fluid with Diluter	KORES		CAMLIN		Luxor	
26	Correction Pen	LUXORE		KORES		Camlin	
27	Cover File Poly Coated	ASHOKA		SWOSTI		LOTUS	
28	Pencil Cutter	NATRAJ		CELLO		APSARA	
29	Cello tape Dispenser	CELLO		OMEGA		KORES	



SL. No.	Name of the Items	BRAND- I	Rate (Rs.) inclusive GST	BRAND - II	Rate(Rs.) inclusive GST	BRAND- III	Rate (Rs.) inclusive GST
30	Drawing Sheet full size	JK		IMAGE		Modi	
31	DVD -R (100 Nos. Pack) (DVD-R,16X/4.7 GB) with pouch	MOSER BEAR pro		SONY		PHILIPS	
32	Engagement Stand (12"x 8.5") Size (Acrylic Fiber Transparent)	Omega		CELLO		PHILIPS	
33	Rubber ERASER 33mm x 17mmx 10mm	NATRAJ		CELLO		APSARA	
34	Paper Flag (self adhesive)- Colored (Four Colors) Size 1"X3 " (50x4 colors)	Oddy		Camlin		Trio	
35	Plastic Flag (self adhesive) - Colored (Four Colors) Size 1"X3 " (50x4 colors)	Oddy		Camlin		Trio	
36	FLIP CHART (25 Sheets , 25 mm Grid rule)	Oddy		Best quality		Local	
37	Plastic Folder (Full Scape) with single bottom	KOLOR NINE KN-284F		KEA		SAYA	
38	Plastic Folder (Full Scape) Clear Bag with single bottom	KOLOR NINE KN-412F		KEA		SAYA (Natraj) (SY339)	
39	Plastic Folder Two Packet (Full Scape) with single bottom	KOLOR NINE KN-216F		KEA		SAYA	
40	Folder Executive (Full Scape)	KOLOR NINE		KEA (KW4021L)		FALCON (7536 N)	
41	Executive Folder Leather Finish	KOLOR NINE		KEA - KW 503		SAYA	
42	L FOLDER A4	Worldone		KEA		SAYA	
43	Glossy Paper for Photo Printing A4 (20 Sheet 180 GSM)	ODDY					
44	Glossy Paper for Photo Printing A4 (20 Sheet 220 GSM)	ODDY					
45	GUM tube 50 ml.	KORES		Fevigum		FEVICOL	
46	GUM Stick 15gm	ODDY		FEVISTIC		CAMEL	
47	Highlighter	FABER CASTELL		CELLO		LUXOR	
48	James Clip Plastic Coated (100 CLIPS)	ZEN		ODDY		BEST	
49	Letter Despatch / Receive Registers (80 Nos)	Anupam		Rajdhani		Sweta	
50	Mounting Tape (Double side foam tape) 24mm	Oddy		Cello			
51	File Packing Cloth (red) per 1 Mtr						
52	File & Magazine Rack -Plastic (Set of 2) Size:12" (H) x 11"(L) x 3.5"(W)	Solo (Set of 2)		TOKEZO (Set of 2)		Oddpod (Set of 2)	
53	OHP Sheet A4 (100 Sheet Pack)	ODDY		TECNOBA			
54	Paper Cutter MRP 10/-	NATRAJ		CLARO		KORES	
55	Paper Tray Plastic (Full Scape)	M-PLATIC		CELLO		SUPREME	
56	Paper Weight glass (square Shape)	LOCAL					

SL. No.	Name of the Items	BRAND- I	Rate (Rs.) inclusive GST	BRAND - II	Rate(Rs.) inclusive GST	BRAND- III	Rate (Rs.) inclusive GST
57	Paper Weight Fiber (square Shape)	LOCAL					
58	Permanent Marker (OHP)	REYNOLDS		CELLO		FABER CASETL	
59	Pen (Use & Throw)	LINC		Elkos		Rider	
60	Pen MRP- 5/-	Reynold		CELLO		LINC	
61	Pen MRP 10/-	Reynold		CELLO		LINC	
62	Pen MRP 20/-	Reynold		CELLO		Classmate	
63	Pen MRP 30/-	Reynold		CELLO		LINC	
64	Pen MRP 50/-	Reynold		CELLO		LINC	
65	Pen MRP 60/-	Reynold		CELLO		FLAIR	
66	Pen MRP 70/-	Reynold		CELLO		UNOMAX	
67	Pen MRP 75/-	Reynold		CELLO		K-NINE	
68	Pen MRP 80/-	Reynold		CELLO		UNOMAX	
69	Pencil	NATRAJ		Faber casel		APSARA	
70	Pencil Battery AAA	EVEREADY		Duracell		Nippo	
71	Pencil Battery AA	EVEREADY		Duracell		Nippo	
72	Peon Book	OXFORD		SWETA		Local	
73	Punching Machine Double	KANGARO		KORES			
74	Punching Machine Double Heave duty	KANGARO		KORES			
75	Punching Machine Single	KANGARO		KORES			
76	Room Air Freshner (Spray) 125 gm / 234 ml	Ria		Ambipure		Midas care	
77	Rubber ring elastic 100 gm Pkt 2"						
78	Register (Rulled) -12 Nos	Anupam		Krishna		Sweta	
79	Scale Steel 12" Thickness Not Less Than 1 MM	NATRAJ		CELLO			
80	Scissors 12" Plastic handle	DE XIAN		GORILLA		GODREJ	
81	Scissors 6" Plastic handle	DE XIAN		GORILLA		GODREJ	
82	Sketch Pen (Pkt. of 10)	LUXORE		FABER CASETL		CAMEL	
83	Chisel Marker (Pkt. of 10)	Luxor		Aristo			
84	Stamp Pad 8 CMx12CM	KORES		CAMEL		FABER CASETL	
85	Stamp Pad INK 100mL	KORES		CAMEL		FABER CASETL	

SL. No.	Name of the Items	BRAND- I	Rate (Rs.) inclusive GST	BRAND - II	Rate(Rs.) inclusive GST	BRAND- III	Rate (Rs.) inclusive GST
86	Stapler Pin MEDIUM 24/6	KANGARO		KORES			
87	Stapler Pin SMALL NO-10 1M	KANGARO		KORES			
88	Stapler Pin BIG 26/10	KANGARO		KORES			
89	Stapler HD 23S24	KANGARO		KORES			
90	Stapler Medium HD 45	KANGARO		KORES			
91	Stapler Small 10M	KANGARO		KORES			
92	Steno Khata 100 Pages	OXFORD		MBD			
93	Stiky Pad (3" x3")	ODDY		TRIO			
94	Stiky Pad (4" x4")	ODDY		TRIO			
95	STOCK REGISTER (New) 355 Pages (Legal size)	Anupam		Ashwini		Eagle	
96	TAG (50 Nos.) 5.5 inch white thread	Local		Local		Local	
97	Towel for Chair (88 x 175 cm.)	Bombay dying		Khadi		Local	
98	Towel for Hand (16"x24")	Bombay dying		Khadi		Local	
99	Visiting Card Holder - 120 cards with cover (11cmx19cm)	Trio		KEA		Saya	
100	Writing Pad 5 subject , Pages 300 size 14x21.6 cm. Spiral	Bilt		Luxor		Other	
101	Writing pad 160 pages 70 GSM spiral size 14x21.6 cm. single ruled	Bilt		Luxor		Other	
102	Writing pad 160 pages 70 GSM spiral size 25x17.6 cm. single ruled	BILT		Luxor		Other	
103	Writing Pad 92 pages spiral size 14.8x21 cm single ruled	BILT		Luxor		SCOLAR	
104	Writing Pad General 70 GSM 40 PAGES - General						
105	Hard Board File with Lace						
106	Cup Plate Set (6 Nos)						
107	Thermoflash (1 Ltr)	Miloton					
108	Plastic File Tray						
109	MARK Key Tag Multicolor Keyring & Keychain With Name Tag Labels Assorted Keychain With Two Side Id Label And Split Ring For Office Key -Plastic (Pack of 50)	Local					
110	Envelop 90 GSM White Paper with single colour printing (Size:12.5 CM x 28 CM)						
111	Envelop 90 GSM Yellow Paper with single colour printing & inner side lamination (Size : 25 CM x 30 CM)						

Pl. mention the % of GST included in the above price: _____

Note : The bidder shall have to quote for all Items (may not be for all brands)

(Signature and seal of the authorized signatory)

Place:

Date:

