



GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT HEALTH SOCIETY, DHUBRI
Jail Road, Dhubri, 783301



NIC

No: DHS/DHUBRI/TENDER/STATIOERY/2023-24/96/ 2823

Date: 17/08/2023

Notice Inviting Tender

Sealed Tenders are hereby invited from authorized firms by the undersigned affixing court fee of Rs.8.25 (Rupees Eight and Paise Twenty Five) in two bids system for work of **Supply of Article & Stationary Items** for District Health Society, Dhubri. Interested bidder shall submit the bid in the Tender-box during Office hours (10.00 AM –4.00 PM) at the Office of the Joint Director of District Health Services Cum Member Secretary DHS Dhubri, Assam during working days.

The bidder is expected to examine all instructions, terms and conditions in the bid documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.

Tender should be addressed to - The Joint Director of District Health Services Cum Member Secretary DHS Dhubri, Jail Road, Dhubri -783325, Dhubri, Assam.

Important Dates:

Starting Date of Bid Submission	17/08/2023
Last Date of Bid submission	31/08/2023
Date and Time of Opening Technical Bid/Price Bid	01/09/2023 from 2:00 PM

GENERAL CONDITIONS

- The tenderer should sign and affix the firm's stamp at each page of the tender and all its annexure as the acceptance of the offer and terms & conditions.
- The successful firm will be required to do the work / job for the Financial Year 2023-24, and 2024-25 (i.e upto 31.03.2025) from the date of award the contract. DHS Dhubri, however, reserve the right to terminate the contract at any time without assigning any reason. The successful firm shall have the capacity to supply the items on emergency basis.
- If, the documents furnished by the firms are found to be false or the quality of the articles is found to be poor or different specifications, it would be deemed as a breach of terms of contract and at such cases the contract shall be cancelled at the discretion of competent authority at any stage.

All health queries can be availed just by dialing the toll free number '104'



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- d) The selected Firm shall also provide the name and mobile number of a key person, who can be contracted at any time, even beyond the office hours or holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice .
- e) Delivery of goods shall be made by the supplier within 2(two) days of placing of supply order. In few cases the items are to be delivered at a very short notice i.e. within 24 hours.
- f) Order shall be issued to successful bidder for tentative requirement of items, on actual need basis, irrespective of value of the order.
- e) Tender documents may be collected from the issue branch of NHM(DPMU) Office, Dhubri or may be downloaded from nic website.

TECHNICAL BID : COVER- (A)

The bidders should furnish the following in a separate cover hereinafter called "Cover-A".

- Technical information Annexure - I
- GST Registration Certificate.
- Permanent Account Number (PAN) Card.
- Experience Certificate (Previously supplied in Govt. institution) including copies of supply order.
- Upto date Trade License.
- A notarized undertaking to the effect that the company/firm/distributor has not been black listed.
- Undertaking as per Annexure- II

PRICE BID: COVER - (B)

Cover – "B" shall contain the price bid of the bidder. **The firm who qualified in the Technical Bid shall be eligible for Price Bid.**

- Signature & Seal on each page : Each page of the price bid should be duly signed by the bidder affixing the office seal.
- Rates quoted: The bidder shall submit the price bid (Cover-B) in the format at Annexure-III only. The price quoted will be exclusive of taxes . At the time of payment, Income Tax or any other Tax payable shall be deducted at source.

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COVER FOR TECHNICAL BID & PRICE BID

The two separately sealed covers Technical Bid (Cover "A") and Price Bid (Cover "B") shall be placed together **inside another cover** which shall be sealed and super-scribed as "Tender for the work of ***Supply of Article & Stationary Items for DHS, Dhubri***"

OPENING OF BID COVER "A" AND COVER "B" OF TENDER

- Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid – Cover "A"
- Only those bidders whose technical Bids are found acceptable after technical and commercial evaluation will be opened price bid – Cover "B" in presence of the successful bidder on the same day.

PAYMENT PROVISION

- No advance payments will be made to the successful bidder.
- Payment of bills will depend on the availability of fund and sanctions.
- Bills in triplicate for the items supplied by the selected firm(s), should be raised.
- Payment shall be released after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made.

gd
Joint Director District Health Services Cum
Member Secretary, DHS Dhubri

No: DHS/DHUBRI/TENDER/STATIONERY/2023-24/96/2824-29

Date: 17/08/2023

Copy to:

- 1) The Deputy Commissioner cum Chairman, DHS, Dhubri for kind information.
- 2) The ADC (Health), Dhubri for kind information..
- 3) The DPMU, NHM, Dhubri for information.
- 4) Notice Board of O/o the Jt. DHS, Dhubri/ NHM. DHS. Dhubri.
- 5) Nic Dhubri, Assam with a request to upload the copy in the nic website.
- 6) Office File.

MD
Joint Director District Health Services Cum
Member Secretary, DHS Dhubri

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Annexure – I

COVER-“A” Technical Information

Sl.No.	Particulars	
Part – I : Bidder Information		
1	Name of Firm/Company/Supplier	
2	Official Address With Contact No.	
3	Name and mobile number of a key person, who can be contacted at any time	
Part- II : Documents submitted		
4	GST Registration Certificate.	Enclosed at Page.....
5	PAN Card	Enclosed at Page.....
6	Experience Certificate (Previously supplied in Govt. institution) including copies of supply order.	Enclosed at Page.....
7	Up to date Trade License	Enclosed at Page
8	A notarized undertaking to the effect that the company/firm/distributor has not been black listed.	Enclosed at Page :.....
9	Undertaking as per Annexure-II	Enclosed at Page :.....

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM WITH SEAL :

Annexure – II

(UNDERTAKING BY BIDDER)



To,

The Joint Director, District Health Services Cum Member Secretary
District Health Society, Dhubri

Tender No.....

For Supply of

Sir/Madam ,

I, Sri..... on behalf of

M/s.....declare that-

1. I/We am/are the supplier of stationary articles duly recognize by the Govt.of India/State Govt./Any other reputed public institution/ body, have examined the above mentioned tender document including amendments/corrigendum(if any), the receipt of which is hereby confirmed.
2. I/We do hereby offer to supply the stationary and articles at the price and rates mentioned in the price bid. The delivery of items shall be free of cost at the time specified.
3. I/We agree to abide by my/our offer during the contract period.
4. I/We have read carefully and understood all the terms & conditions of this tender and shall abide by them.
5. I/We agree that in the event of any dispute or differences, the decision of the Joint Director of District Health Services Cum Member Secretary DHS , Dhubri shall be final binding on me/us.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM WITH SEAL :

Annexure – III

COVER “B” – PRICE BID



Tender No.

Sl.No	Name of Items	Brand	Unit of measure	Rate (Excluding Taxes)
1	A4 paper - 70 GSM	JK Copier/Century/equivalent quatity	Per Reem (500 pages)	
2	A4 colour paper – 70 GSM	JK Copier /Century/equivalent quatity	Per Reem (500 pages)	
3	Legal paper – 70 GSM	JK Copier /Century/equivalent quatity	Per Reem (500 pages)	
4	Demmy Paper	Best quality	Per Packet	
5	File Board	Best Quality	Each	
6	File Cover (Plastic coted)	Best Quality	Each	
7	Cobra Files with spring	Best Quality	Each	
8	Cobra Files with ring binder	Best Quality	Each	
9	Arch laminated clip binder box file	Best Quality	Each	
10	Cover File –Laminated	Best Quality	Each	
11	Plastic file folder bag with button	Best Quality	Each	
12	Stick File	Best Quality	Each	
13	Binding Register-No-06	Oxford/equivalent quatity	Each	
14	Binding Register No -08	Oxford/equivalent quatity	Each	
15	Binding Register-No-20	Oxford/equivalent quatity	Each	
16	Cash Book No (Per No)	Oxford/equivalent quatity	Each	
17	Ledger Register (Per No)	Oxford/equivalent quatity	Each	
18	Stock Register (Per No)	Oxford/equivalent quatity	Each	

19	Peon Book (Per No)	Oxford/equivalent quatity	Each	
20	Attendance Register (Employee) Fold 20	Oxford/equivalent quatity	Each	
21	Spiral Note Book –A4 size-100 pages	Classmate/equivalent quatity	Each	
22	Meeting Note Book-20 Pages (small size)	Classmate/equivalent quatity	Each	
23	Brown Tape -2"(48mmx50m)	Best Quality	Each Roll	
24	Brown Tape -4"(48mmx50m)	Best Quality	Each Roll	
25	Celotape-2"-(48mmx50m)	Best Quality	Each Roll	
26	Celotape-4"-(48mmx50m)	Best Quality	Each Roll	
27	Double Sided Tape	Best Quality	Each Roll	
28	T Pins - Stainless Steel	Best Quality	Per box	
29	Tag	Best Quality	Per packet	
30	Paper Clip	Best Quality	Per Box	
31	Notice Board Pin	Best Quality	Per Box	
32	Correction Pen	Camel/Kores/equivalent quatity	Each	
33	Stapler Machice(small) No.10	Kangaroo	Per piece	
34	Stapler Machice(big) No.24	Kangaroo	Per piece	
35	Stapler Machice-Jambo	Kangaroo	Per piece	
36	Stapler pin No. 10	Kangaroo	Per box	
37	Stapler pin No.24	Kangaroo	Per box	
38	Stapler pin 23/17	Kangaroo	Per box	
39	Single punching machine	Kangaroo	Per Piece	



40	Double punching machine	Kangaroo	Per Piece	
41	Single use pen (Blue/black/red)	Eklos/cello/equivalent quatity	Per piece	
42	Gel Pen (Blue/black/red)	Eklos/cello/equivalent quatity	Per piece	
43	Highliter Pen (Different Colour)	Kores/Camlin/equivalent quatity	Per piece	
44	Pen Stand	Good Quality	Per Piece	
45	Marker Pen - Thick (Black/Red/Blue)	Kores/Camlin/equivalent quatity	Per piece	
46	Marker Pen - Thin (Black/Red/Blue)	Kores/Camlin/equivalent quatity	Per piece	
47	White Board Pen (Black/Red/Blue)	Kores/Camlin/equivalent quatity	Per piece	
48	White Board Duster	Kores/Camlin/equivalent quatity	Per piece	
49	Sketch Pen	Luxor/cello/DOMS/equivalent quatity	Per packet	
50	Wooden Pencil	Natraj/Apsara/equivalent quatity	Per packet	
51	Eraser	Camel/Kores/equivalent quatity	Per piece	
52	Sharpner	Kores/Camlin/equivalent quatity	Per piece	
53	Stamp Pad(Big)	Camel/Kores/equivalent quatity	Per Piece	
54	Stamp Pad(small)	Camel/Kores/equivalent quatity	Per Piece	
55	Pad ink- 100ml	Camel/Kores/equivalent quatity	Per bottle	
56	Rubber Stump self ink	Best Quality	Each	
57	Rubber stump General	Best Quality	Each	
58	Gum bottle -120ml	Camel/Kores	Per bottle	
59	Gum bottle -700 ml	Camel/Kores	Per bottle	
60	Gum Tube	Fevicol/Camel/equivalent quatity	Per Tube	



61	Glu Stick	Fevicol/Camel/equivalent quatity	Each	
62	Laminated Envelop--12"x6"	Best Quality	Each	
63	Cloth pasted envelope-17"x12"	Best Quality	Each	
64	Lock & Key-40mm	Godrej /equivalent quatity	Each	
65	Lock & Key-50mm	Godrej /equivalent quatity	Each	
66	Lock & Key-70mm	Godrej /equivalent quatity	Each	
67	Lock & Key-80mm	Godrej /equivalent quatity	Each	
68	Scissors - Big	Best Quality	Each	
69	Scissors - small	Best Quality	Each	
70	Scissors - medium	Best Quality	Each	
71	Paper Flag- 3 colour	Kores/Camlin/equivalent quatity	Per packet	
72	Paper weight-Glass	Best Quality	Each	
73	Scale 12"(Steel)	Classmate/equivalent quatity	Each	
74	Clip Board	Best Quality	Each	
75	Calculator-12 digit	Casio/Orpat	Each	
76	Calculator-10 digit	Casio/Orpat	Each	
77	Calculator-8 digit	Casio/Orpat	Each	
78	Water sponge	Best Quality	Each	
79	Pencil Battery	Everready	Each	
80	Remote Battery	Everready	Each	
81	Cup & Plate (Set of 12 piece)- Bonchina	Milton/Cello/Borosil	Each	
82	Glass (Set of 12 piece)	Milton/Cello/Borosil	Per Set	



83	Jug-Steel	Milton/Cello/Borosil	Per Piece	
84	Flask (Milton) Hot & Cold	Milton/Cello/Borosil	Per Piece	
85	Towel - Big	Bombay Dying/equivalent quatity	Per Piece	
86	Towel - small	Bombay Dying/equivalent quatity	Per Piece	
87	Hand Towel	Best Quality	Per piece	
88	Room freshner(spray) 200ml	aer/odonil/ambi pur	Per bottle	
89	Paddle dustbin - Size 15 Liters	Cello/Neelkamal/equivalent quatity	Each	
90	Plastic Dustbin-100 Liters	Cello/Neelkamal/equivalent quatity	Each	
91	Plastic Dustbin-50 Liters	Cello/Neelkamal/equivalent quatity	Each	
92	Plastic Bucket- 14 Liter	Cello/Neelkamal/equivalent quatity	Each	
93	Plastic Bucket- 20 Liter	Cello/Neelkamal/equivalent quatity	Each	
94	Plastic Bucket- 40 Liter	Cello/Neelkamal/equivalent quatity	Each	
95	Plastic Mug - 1 Liter	Cello/Neelkamal/equivalent quatity	Each	
96	Dettol 500 ml	Dettol	Per bottle	
97	Shop Bar (Small)	Detol/Savlon/Lifeboy	Per piece	
98	Hand wash Liquide-100 ml	Detol/Savlon/Lifeboy	Per Bottle	
99	Neptholin ball	Good Quality	Per Kg	
100	Broom(Full Jharu)- (Bhutani)	Best Quality	Per Piece	
101	Broom(Full Jharu) (Plastic)	Best Quality	Per Piece	
102	Celling Broom	Best Quality	Per Piece	
103	Celling Broom (Plastic)	Best Quality	Per Piece	



104	Coco Jharu	Best Quality	Per Kg	
105	Coir Door Mat	Best Quality	Per Sq.ft	
106	PVC soft door mat	Best Quality	Per Sq.ft	
107	Wall clock	Ajanta/equivalent quatity	Per Piece	
108	Odonil Air Freshner Blocks	Odinil	Per Packet	
109	Phenol (Black)	Best Quality	Per Liter	
110	Phenol (White)	Best Quality	Per Liter	
111	Harpic -1000 ml	Harpic	Per Liter	
112	Mopper	Best Quality	Each	
113	Lysol 500 ml	Lysol	Per Bottle	
114	Waste Bag (Dustbin bag)-Small	Best Quality	Per Kg	
115	Waste Bag (Dustbin bag)-Medium	Best Quality	Per Kg	
116	Waste Bag (Dustbin bag)-Large	Best Quality	Per Kg	
117	Bleaching Powder	Suraksha/equivalent quality	Per Kg	
118	LED Bulb 9wt	Philips/Havels/equivalent quatity	Each	
119	LED Bulb 12wt	Philips/Havels/equivalent quatity	Each	
120	LED Bulb 21 wt	Philips/Havels/equivalent quatity	Each	
121	LED Tube set 40wt	Philips/Havels/equivalent quatity	Each	
122	Tea Cup Set	Milton/Cello/Borosil	Each	
123	Tray	Milton/Cello/Borosil	Each	
124	Fork/Spoon Set	Milton/Cello/Borosil	Each	



125	Pen Drive 16 GB	Kingstone/HP/Sony/ equivalent quatity	Each	
126	Pen Drive 32 GB	Kingstone/HP/Sony/ equivalent quatity	Each	
127	Pen Drive 64 GB	Kingstone/HP/Sony/ equivalent quatity	Each	
128	Laser Tonner	Prodor 2612 (Competable with HP 12A)	Each	
129	Laser Tonner	Prodor 388/U (Competable with HP 88A)	Each	
130	Ink Tonner	HP GT53xl (For HP 319 Intank)	Each	
131	Laser Tonner	Prodor 110A	Each	
132	White Board (8 'x4 ')	Best Quality	Each	

SIGNATURE

:

NAME & DESIGNATION

DATE (WITH SEAL)