



OFFICE OF THE SUPERINTENDENT,
MAHARAJA KRISHNA CHANDRA GAJAPATI MEDICAL COLLEGE HOSPITAL,
BRAHMAPUR-760004, GANJAM, ODISHA
E.mail:supdtmkcg@gmail.com,

No. 19555 .MCH /F&T/ 2025

D/Berhampur the, 13/10/25

INFORMATION OF QUOTATION CALL NOTICE

Sealed Quotation(s) in prescribed proforma are invited from the reputed local wholesale Dealers/Authorized stockiest/N.G.Os/Co-operative stores for supply of the Stationery Articles (as annexure-"A") to this hospital. The details specification along with other terms and conditions can be download from the website www.ganjam.odisha.gov.in & www.mkcgmch.org. The last date of the receipt of the Quotation(s) through Regd. Post/Speed post/Courier is on or before 03.11.2025 up to 5.30 P.M. "Quotation(s) for supply of Stationery Articles", should be written on the top of the sealed cover and Quotation(s) received beyond the stipulated date and time will not be considered under any circumstances. E.M.D of Rs.20,000/- in shape of Bank Draft drawn in Favor of Superintendent, MKCG, MCH, Berhampur is to be submitted along with the quotation. The same will be forfeited in case of non-execution of order by the selected firm. Local MSE(s) registered with respective DIC(s), Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from payment of EMD. The items will be selected on L1 basis with quality taking into consideration. The sealed Quotation(s) will be opened by the designated Committee on 04.11.2025 at 12.30 P.M. The date of opening may be differed/postponed in case of unavoidable circumstances. The tenderer or their representative may remain present at the time of opening of Quotation(s) and absence of any of them will not be a bar to open the Quotation(s). Payment will be made only after satisfactory supply of the items. The undersigned reserves the right to accept/reject/ cancel/ modify any or all in part or full of the tenders without assigning any reason thereof. All legal disputes if any relating to this tender are subject to jurisdiction in the courts of law situated at Berhampur, Ganjam, Odisha only

Terms & Conditions

1. Tenderers who have been blacklisted either by the tender inviting authority or by any State Govt. or Central Govt. organization is not eligible to participate in the tender.
2. If any information or documents furnished by the tenderer found to be misleading / incorrect at any stage the said tender will be out rightly rejected and the Bid Security shall be forfeited.

3. The price quoted should be final and shall not be subject to any escalation during the validity period of the tender.
4. The tender will be valid for one year from the date of its approval and may be extended for further period of two year on annual review of satisfactory performance in respect of both quality and punctuality under the same term and conditions on mutual agreement.
5. The rates so quoted should be on door delivery i.e. at Form & Stationary Section of MKCG Medical College Hospital, Berhampur, Odisha. No extra charge for transportation is admissible.
6. All legal disputes subject to jurisdiction of the courts of law situated at Berhampur, Ganjam, Odisha only.

Documents to be submitted

- a. An affidavit in a non-judicial stamp paper worth Rs. 10/- duly attested by a Notary Public to the effect that, the tender not Black-listed by any State Government or Central Government Organization or any tender inviting organization and the price quoted by them should not be more than the Open market Price & Govt. e Marketplace (GeM) Prices and furnish a certificate as per the format specified below along with the Bid:

I Certify that I have not committed any offence –

(I) Under the prevention of corruption Act,1988; or

(II) The Indian penal code or any other law for the time being in force, the causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

(III) I have not been debarred by any central/state Government,organization/Bodies for the last 3 years.

- b. Valid ID proof. (Self-attested Xerox copy of –Aadhar Card/Voter ID Card)
- c. Up-to date valid GSTN certificate as per Govt. Rule. (Self-attested Xerox copy)
- d. Valid PAN Card. (Self-attested Xerox copy)
- e. Bank details. (Self-attested Xerox copy 1st page of SBI A/c Bank Passbook)
- f. Trade License issued by the competent authority. (Self-attested Xerox copy)


Superintendent
M.K.C.G, Medical College Hospital
Berhampur

ANNEXURE-A

DETAILS SPECIFICATION OF THE STATIONARY ITEMS

Sl. No	Name of the items	Specifications	Quantity	Rate including all taxes
1	Carbon papers Blue	Kores/Camlin	Pkt containing 200 nos. of sheets)	
2	White paper (Duplicate)	Good quality	Per packet	
3	T-Alpin – 100 gms Box	Good quality	Per box	
4	Tag – Good quality	Good quality	Per bundle	
5	Stapler (Big)	Good quality	Per each	
6	Stapler (Small)	Good quality	Per each	
7	Stapler Pin(Big)	Good quality	Per Box	
8	Stapler Pin(Small)	Good quality	Per box	
9	Gum bottles (500 ml)	Good quality	Per bottle	
10	Gum bottles (200 ml)	Good quality	Per bottle	
11	Fevi Gum (18 ml)	Good quality	Per each	
12	Bodkin	Good quality	Each	
13	Pen (Red/Blue/Black)	Flair writo-meter,Cello papersoft,	Per each	
14	Pen (Red/Blue)	Goldex/Kalssy	Per each	
15	Pencil HB	Apsara/Natraj/Camlin	Per each	
16	White eraser	Good quality	Per each	
17	Executive pen stand with all accessories.	Good quality	Per each	
18	Thick fly leaf (Sample may be verified from office)	Good quality	Per each	
19	Conference pad	Good quality	Per each	
20	Plastic covers	Good quality	Per each	
21	Big plastic covers	Good quality	Per each	
22	Dak pad.	Good quality	Per each	
23	Board file (Urgent/Ordinary)	Good quality	Per each	
24	Fourfold file	Good quality	Per each	
25	Flat file (Plastic /Cobra)	Good quality	Per each	
26	Punching machine (Double)	Good quality	Per each	
27.	Punching machine (Single)	Good quality	Per each	
28.	Bound register No.3	Classmate/ Jayalakshimi / Ajanta/ Good quality	Per each	
29.	Bound register No.4	Classmate/ Jayalakshimi / Ajanta/Good quality	Per each	

30.	Bound register No.5	Classmate/ Jayalakshimi / Ajanta/Good quality	Per each	
31.	Cash book No.5	Classmate/ Jayalakshimi/ Ajanta/ Good quality	Per each	
32.	Cash book No.6	Classmate/ Jayalakshimi / Ajanta/ Good quality	Per each	
33.	Paper flags(4'x4') (3 colour/ 5 colour)	Good quality	Per pkt	
34.	Correction pen /Fluid	Good quality	Per each	
35.	Cello tape ½", 1", 2" (White/Brown)	Good quality	Per roll	
36.	Scissor (Big/Small)	Good quality	Per each	
37.	High lighting pen / Marker	Good quality	Per each	
38.	Binder clips (Big/medium/small)	Good quality	Per each	
39.	White board pen	Camelin /Camel	Per each	
40.	Permanent marker pen	Camlin/Rorit	Per each	
41.	Marking ink	Camelin /Camel	Per each	
42.	Stamp pad – (Big)	Camlin /Kores (Size160 X 100 MM)	Per each	
43.	Stamp Pad- (Small)	Camlin /Kores (Sixe 15.7 X 9.6 CM)	Per each	
44.	Permanent Marker Ink	Camel/Artline/Pores	Per each	
45.	C.D Marker Pen	Camel/Artline/Kores	Per each	
46.	Glass Marker Pencil (Red/Green)	Apsara/Doms	Per each	
47.	Stamp pad ink-25 ml.	(Camlin /Camel/Artline)	Per each	
48.	White Writing Board	(2"-3",3"-4",4"-6") (Kores/Camel)	Per each	
49.	Paper weight	Medium Size	Per each	
50.	File Trey with clip	Good quality	Per each	
51.	Clip file (Plastic)	Good Quality(Megha)	Per each	
52.	Scale 30 cm(Stainless steel)	Good quality	Per each	

N.B. Please quote the price as per the specified Brand.


 Superintendent
 MKCG Medical College Hospital
 Berhampur