



Centre for Modernizing Government Initiative (CMGI)

Tender Ref. No. CMGI/-CMGI/PCU/Tender Office Stationery and Consumable/ 2024/864/981,
Dated. 03.08.2024

TENDER CALL NOTICE

Sealed tenders are invited from the intending Firms / Suppliers located at Bhubaneswar having valid GSTIN under OGST Act 2017 and PAN for supply of **Sanitation, Stationary and Consumables articles** for official use of CMGI initially for two years (from 01.10.2024 to 30.09.2026) which can be further extended based on the requirement and performance of the supplier.

Sealed tenders should reach the undersigned by **27.08.2024, 2.00 P.M.** at the latest and the tenders shall be opened on the same day at 4.00 P.M. in presence of the bidders or their authorized representatives and the tender committee of CMGI. The tender documents received incomplete or after the scheduled date and time shall be summarily rejected.

The tenderer must submit two bids separately i.e. "General and Technical Bid" and "Financial Bid" in two separate envelopes. The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly superscribed as 'Technical Bid' and 'Financial Bid' respectively. Both these sealed covers are to be put in a bigger envelope which should also be sealed and duly superscribed "Tenders for Sanitation, Stationary and Consumables articles". In case of any deviation, the tender document shall be summarily be rejected without assigning any reason thereof.

In case of any discrepancy between the Press Advertisement, other detailed provisions of the tender document and the updated version on the web (up to **6.00 P.M. on 21.08.2024**), the web-version will prevail. At any time prior to **6.00 P.M. on 21.08.2024**, the CMGI reserves the right to add / modify / delete any portion of this document by issuance of an addendum/ corrigendum, which would be published on the CMGI web site (cmgi.org.in) and will be binding on the bidders.

There should be three sealed envelopes as follows: The main envelope should contain two envelopes, i.e., one for the General & Technical Bid and another for the financial bid. The financial bid of the bidders found responsive in the General & Technical Bid shall be opened and evaluated. The tender should reach at the following address on or before 27.08.2024, 2.00 PM.

**Executive Director,
Center for Modernizing Government Initiative (CMGI),
A-2, 1st Floor, Toshali Bhawan, Satya Nagar,
Bhubaneswar, Pin : 751007,
Telephone No – 0674-2573310**

Annexure – A (General & Technical Bid) should contain following documents:

1. Copy of GST Registration Certificate
2. Copy of PAN
3. Copy of Up to date GST Return (GSTR 3B) till March 2024
4. IT Return (2023-24 AY)
5. EMD : Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand) only by Demand Draft / Bank Guarantee in favour of “The Executive Director, Center for Modernizing Government Initiative”. However, the MSME Department guidelines for submission of EMD will be followed. The bidder registered under MSME should submit relevant document w.r.t. their MSME registration.
6. Address and contact details of firm / supplier. (Local address of business place at Bhubaneswar with contact details). The firm / supplier must have designated place of business and submit full local address and contact details.

Financial Bid should contain the price of each article in the prescribed format per unit /packet of supply. **All prices should be inclusive of all taxes (GST).** Please refer **ANNEXURE –‘B’ (Financial Bid Format)**

Please Note :

- 1) Authority reserves the right to cancel the tender at any stage without citing any reason thereof.
- 2) Authority reserves the right to distribute/assign the work order amongst more than one bidder based on the price /suitability.
- 3) The bidders are requested to indicate the price for 2 years as the bid price shall be valid for 2 years. The L1 price of the tender shall be valid for 2 years.

The Technical Bid will be opened 27.08.2024 at 4.00 PM. Financial Bids of the qualified bidders in the technical bids will be opened on 27.08.2024 at 4.30 PM. Those who do not qualify in the technical bid their financial bids will not be opened. The authority reserves the right to reject any or all quotations without assigning any reasons thereof.

**Executive Director,
Center for Modernizing Government Initiative (CMGI)**

ANNEXURE –‘B’ (Financial Bid Format)

LIST OF STATIONARY AND SANITATION MATERIALS

Sl. No.	Item	Make / Model	Unit pack	Unit price (inclusive of all taxes) (In. Rs.)
1	a) Agarbati (Bharat Darshan)			
	b) Agarbati (Samaj)			
2	Battery (Eveready/Duracell) (A)			
3	Battery (Eveready/Duracell) (AA)			
4	Battery (Eveready/Duracell) (AAA)			
5	Bucket Plastic Ankur (18 inch)			
6	Calculator (12 Digit) (Casio)			
7	Calling Bell (Remote) (Cona)			
8	Calling Bell (Plain) (Cona)			
9	Car Air Freshener Gel			
10	Cello Tape (1") (Miracle)			
11	Cello Tape (2") (Miracle)			
12	Chair Cushion (Kurl-on)			
13	Clip Board File (Solo)			
14	Coloured Flag Slip (Oddy)			
15	Correction Fluid / pen (Kores)			
16	Cup and Saucer , Bone China (OASIS) – Good Quality			
17	Dak Pad (Ordinary)			
18	Dak Pad (Superior)			
19	Desk Calendar Stand (Omega)			
20	Dettol Hand wash (250 ml)			
21	Launch Plate Set Bone China (OASIS)			
22	Dot Pen (Both Side) (Link, Steel body)			
23	Dustbin, Plastic(Big)			
24	Duster Cloth(1 mtr.)			
25	Envelope (11" * 5") (Good quality)			
26	Envelope (6" * 4") (Good quality)			
27	Envelope (9" * 4") (Good quality)			
28	Eraser (plain) (Non-dust)			
29	Face Mask (3 Ply Ear loop medical mask)			
30	Face Mask (N-95)			
31	F.S.(Full Scape) paper(JK Copier) with Red cover (good quality)			
32	File Board			
33	Glass Cover(Diamond)			
34	Glass Pad (6mm) Sq/ft.			
35	Glass Tumbler (Superior) (Era)			
36	Guard File(Plastic)			
37	Gum Bottle (750 ml.) (Kores)			
38	Gum Bottle (100 ml.) (Kores)			
39	Hand Sanitizer (100 ml)			
40	Hand Sanitizer (Steritouch) (500 ml)			
41	Hand Sanitizer Gel (Dettol) (500 ml)			
42	Highlighter Pen (Fabercastella)			
43	James Clip (Plastic coated) (Bell)			

44	Jute Thread (Per Kg.)			
45	Knives, Paper cutting (Flair)			
46	Lock (Godrej – 7 levers)			
47	Lock (Godrej – 6 levers)			
48	Marker Pen Permanent (Faber castella)			
49	Measuring Tape (big)			
50	Movement Register			
51	Mug Plastic medium (Cello)			
52	Note Book , Spiral Super quality(Page - 100)			
53	Odonil			
54	Paper Weight, Big size Make – Crocodile(Egg type)			
55	Pen Gel (V7 / Trimax)			
56	Pen Ball Point (Cello, Topball)			
57	Pen for pen stand			
58	Pen (Use & throw)			
59	Pen Stand with pen, paper roll (4 Pen Holder) (Make – Kebica No. 1493)			
60	Pen Stand with pen (2 Pen Holder) (Make – Kebica No. 202)			
61	Pencil (Natraj)			
62	Pencil (DOMS)			
63	Pencil Sharpener (Natraj)			
64	Pencil Cutter/sharpener (Plastic)			
65	Plastic Folder L Type			
66	Plastic Folder with pocket (No.503)			
67	Punching Machine (Single) (Kangaro)			
68	Red Cloth (with sample)/mtr.			
69	Rolling Register (No. 36) (Sweta / Bharat)			
70	Rolling Register (No. 20) (Sweta / Bharat)			
71	Rolling Register (No. 16) (Sweta / Bharat)			
72	Room Freshener (200 ml.) (Riya) (Sandal / Rajanigandha/Lemon/sonnet/jasmine/ Lilly)			
73	Room Freshener (Rian)			
74	Room Freshener (Citrus Lemon)			
75	Scale (Plastic) (Executive) Small & Big			
76	Scissors Make – Crystal, Medium			
77	Sealing Wax (per box)			
78	Short hand Note Book (Ashwani)			
	Sketch Pen			
80	Soap (small size) Dettol			
81	Spoon(Good quality)			
82	Stamp Pad (Medium) Faber Castella (110 mm. X 69mm)			
83	Stamp Pad Ink (Kores)			
84	Stapler Big (Kangaroo HP-45)			
85	Stapler Small (Kangaroo HD – 10D)			
86	Stapler Pin (Big) (Kangaroo)			
87	Stapler Pin (Small) (Kangaroo)			
88	Tag (White) (per 500 Nos.)(Good quality)			
89	Tea Tray (Plastic, Cello)(Medium)			
90	Tea Maker (Size-1 ltr.) Milton			

91	Thermo flask (Size – ½ lt r.) Milton(imagination) / Eagle			
92	Thermo flask (Size - 1lt r.) Milton(imagination) / Eagle			
93	Water heater 2 lts			
94	Umbrella (Big, K.C. Paul)			
95	Urgent Sticky Pad			
96	Wall Clock (Digital & Normal) medium size			
97	Waste Paper Basket (Big)			
98	Water Bottle (1 ltr) (Plastic)			
99	Water Bottle (1 ltr) (Steel)			
100	Water Bottle (1 ltr) (Steel) (Milton)			
101	Water Bottle (550 ml) (Glass Made) (Borocil)			
102	Water Bottle (1 ltr) (Glass Made) (Borocil) Water Bottle (1 ltr) (steel Made) (Borocil)			
103	Xerox Paper, JK Copier (A3) good quality with red cover			
104	Xerox Paper, JK Copier (A4) good quality with red cover			
105	Xerox Paper, JK Copier (A3) good quality with green cover			
106	Xerox Paper, JK Copier (A4) good quality with green cover			
107	Xerox Paper, JK Copier (Full Scape) good quality with red cover			
108	ALPIN			
109	ADVANCE REGISTRE - No -10			
110	Attendance Register - 8			
111	BILL REGISTER NO -8			
112	BILL REGISTER NO -10			
113	Bowl (Bone China (Oasis)			
114	Cash Book no -8			
115	Cash Book no -10			
116	CHEQUE ISSUE REGISTER No - 10			
117	CD Marker			
118	Dot Pen (Cello / Montex / Reynold)			
119	Dot Pen (Cello / Montex / Reynold) good quality			
120	DUSTER (GOOD QUALITY)			
121	FEVISTIC / GLUSTICK (8 G.m)			
122	PENCIL (BLUE AND RED)			
123	STAMP INKPAD			
124	LETTER DESPATCH REGISTER No- 8no & 10no			
125	LETTER RECEIVE REGISTER No- 8no & 10no.			
126	FUNDS RECEIVE REGISTER No -10			
127	WHITE BOARD MARKER PEN (RED, BLACK, BLUE)			
128	WHITE BOARD (6" X4")			
129	WHITE BOARD (4" X2")			
130	Paper Binding Plastic Stick			

131	TRANSPARENT SHEET (A4)			
132	SPIRALL (TRANSPARENT SHEET) A-4			
133	SPIRAL BINDING MACHINE			
134	Stock Register (No-8 & 10)			
135	Small Tag			
136	Big Towel			
137	Medium Towel			
138	Hand Towel			
139	Mug			
140	Big Dustbin			
141	Small Dustbin			
142	Door Mat			
143	Broom Stick			
144	Mup with Mup Stick			
145	Lizel			
146	Black Phenyl			
147	White Phenyl			
148	Napthnol			
149	Surf			
150	Vim Liquid			
151	Harpic			
152	Induction Cooker (Prestige / Bajaj/Havels)			
153	Quarter Plate Set Bone China (OASIS)			

LIST OF COMPUTER SPARE PARTS and CONSUMABLES

Sl. No.	ITEMS	Make / Model	UNIT PACK	Unit price (inclusive of all taxes) (In. Rs.)
1	SMPS (Dell optiplex 3060) 6pin			
2	SMPS (Dell Optiplex5040) 8pin			
3	PEN DRIVE 32 G.B			
4	PEN DRIVE 64 G.B			
6	Desktop DDR4 RAM 8 GB			
7	Laptop DDR4 RAM 8 GB			
8	Hard Disk	Internal Hard Disk (1 TB) for Desktop (Brand X)		
		Internal Hard Disk (1 TB) for Desktop (Brand Y)		
		Internal Hard Disk (1 TB) for Desktop(Brand Z)		
		Internal Hard Disk (1 TB) for Laptop (Brand X)		
		Internal Hard Disk (1 TB) for Laptop (Brand Y)		
		Internal Hard Disk (1 TB) for Laptop (Brand Z)		
		Internal Hard Disk (2 TB) for Desktop (Brand X)		
		Internal Hard Disk (2 TB) for Desktop (Brand Y)		
		Internal Hard Disk (2 TB) for Desktop (Brand Z)		
		Internal Hard Disk (2 TB) for Laptop (Brand X)		
		Internal Hard Disk (2 TB) for Laptop (Brand Y)		
		Internal Hard Disk (2 TB) for Laptop (Brand Z)		
		External data storage device with Network-Attached Storage (NAS) with 3 Years Warrantee with onsite support (Brand X)		
		External data storage device with Network-Attached Storage (NAS) with 3 Years Warrantee with onsite support (Brand Y)		
9	Mouse (wired)			
10	Key Board (wired)			
11	Mouse & Key board (Cord less)			
12	Network switch (16 port gigabyt)			
13	Network switch (24 port gigabyt)			
14	Networking cable (1 bundle/pkt)			
15	RJ 45 D-Link (1 pkt)			
16	HDMI Cable (2MTR, 5MTR & 10MTR)			
17	HP Laserjet (12A Cartridge)	12A		

18	HP Laserjet (36A Cartridge)	36A		
19	HP Laserjet (49A Cartridge)	49A		
20	HP Laserjet (88A Cartridge)	88A		
21	HP Laserjet (70A Cartridge)	70A		
22	Brother MFC-L27010 (TN2365 cartridge)	TN 2365		
23	Canon (337 cartridge)	337		
24	Canon (045 colour cartridge)	045 (Colour)		
25	Canon (925 cartridge)	925		
26	Canon (IR2625 cartridge)	IR 2625		
27	Canon (IR2422L cartridge)	IR2422L		
28	LEXMARK (B223000 Cartridge)	B223000		
29	SINDOH (N410 Cartridge)	N410		

Seal with Signature of the Bidder