

ROGI KALYANA SAMITI SUB-DIVISIONAL HOSPITAL, RAIRANGPUR,
MAYURBHANJ

NO- 1511

DATE- 22/06/2019

Tender Call Notice

Rogi Kalyana Samiti of Sub-Divisional Hospital, Rairangpur, Mayurbhanj invites sealed **Tender for Printing** from interested private parties/Organization/companies / Agencies/individual having past experience in the related sector through registered/speed post. The Pre-bid tender committee meeting to be held on dt. **24/06/2019** at 11.AM & The **EMD deposit Rs. 5,000/- (Five thousand only)** in favour of **Rogi Kalyana Samittee Rairangpur,Mayurbhanj**. The details specification along with tender paper will be available at www.mayurbhanj.nic.in. The last date of submission of tender paper will be on date-**29/06/2019** at 1 P.M **Opening Date -29/06/2019** at 4 PM. Authority reserves the right to cancel or reject the part or entire tender process without assigning any reasons thereof.

Superintendent-Cum- Member Secretary
R.K.S., SDH, Rairangpur, Mayurbhanj
SDH, Rairangpur

TENDER DOCUMENT FOR PRINTING OF MATERIALS

1. Sealed tenders are invited from interested agencies having adequate experience in printing & supply of different type of printing assignments.
2. Interested bidders may obtain details terms and conditions from the website www.mayurbhanj.nic.in for taking up this assignment. The sealed tender will be received through Registered Post / Speed Post / on or before dt.**29.06.2019 by 01:00 PM**. The bids received through hand /Telex / Courier Service /Telegrams / Fax / Email shall not be acceptable. The bids will not be accepted after last date and time specified in the tender document. It will be opened on dt.**29.06.2019 at 4 P.m** in the SDH Conference Hall, RAIRANGPUR.
3. The bidders shall ensure that each page of the tender document is to be signed with authorized signatory and company seal.
4. It is suggested that the perspective bidders may submit their tender after clarifying doubts at the above mentioned address between 11.00 AM to 4.00 PM on all official working days from the date of issue of notification till the date of closure of tender.
5. The tender will be in two parts i.e. technical bid. (Cover-A) and price bid (Cover-B). The bidders should give their technical and financial proposal separately in two envelopes and should be put into another cover super scribed as **"Proposal for Printing & supply of different materials in reference to adv no- 1511"**.
6. Bidders who qualify in the technical bid will be eligible for financial evaluation.
7. Quantities may be increased / decreased by the tender inviting authority as per the requirement.
8. The quoted price shall remain valid for a period of not less than 1 year from the date of approval.
9. The items should to be supplied and installed within 15 days from the date of purchase order / award of work. THE SUPERINTENDENT reserves the right to cancel the order in the case of delay in delivery of all the items.
10. It would be the responsibility of the Bidder's representative (only one person per bidder) to be present at the venue of opening of Bids. In case absence of any bidder then bid document could be opened by the committee members.
11. The items delivered should be as per the specification mentioned with clear visibility of contents. If found defective, the same has to be replaced immediately within seven days & total cost will be borne by the concerned awarded party.
12. **Successful bidder awarded for below mentioned printing items could also be provided with other printing items not mentioned in the below table with similar specifications with approved rate within one year of approved of the rate.**
13. Tender Document can also be downloaded from 'Tenders' link of the Mayurbhanj NIC website www.Mayurbhanj.nic.in and may be submitted along with above prescribed tender form fee of Rs.500.00 (Rupees Five Hundred only) The **EMD deposit Rs. 5,000/- (Five thousand only) in favour of Rogi Kalyana Samittee Rairangpur,Mayurbhanj** payable at Rairangpur through DD/Banker Cheque of any nationalized bank drawn in favour of "RKS, Rairangpur"



SPECIFICATIONS

Sl. No	Name of the Item	Specification of item
1	Receipt book	200 pages each(original & Duplicate in different color paper Size-19X21 Cm.
2	Discharge slips	100 pages each book, A-4 size
3	Baby bed head ticket	100 pages each book.Size-A4
4	Pathology investigation report form	100 pages each book , 8"x6" Size
5	Requisition form	100 pages each book, Size 18X11 CM
6	OPD Slip book	with counter folio 100 pages each book, Size -A4 (Self carbonated)
7	IPD receipt book	with counter folio 100 pages each book, Size -22X9 CM
8	Bed head ticket	100 pages each book, size -A4
9	Plain register	(Plain paper)100 pages, one side,A-4 Size
10	Plain cloth binding register	(Plain paper)300 pages, one side,A-3 Size
11	NBSU Death Register	long Size Leger paper Half
12	Order Khata/Round Khata -	32cmx10cm cloth binding-200pages
13	Labour room register --	long size Leger paper half- 200pages each book with binding
14	Ultrasound investigation report --	A4 size-200pages each book
15	X-Ray requisition book-)	200 pages each Size-8"x6" (15x10CM
16	Sanction Order	one side register A4 size
17	Debit, Credit Voucher	100 pages 15x20cm
18	RSBY Prescription Slip	100 pages A4 half size
19	Admission Slip	100 pages A4 half size
20	Re-Admission	100 pages A4 half size
21	Extended Slip	100 pages A4 half size
22	Discharge Slip	100 pages ¼ Size
23	Admission Register	NRC cloth Binding 200 page
24	Child information	Sheet A3 size
25	Daily Feeding Chart	100 pages A4 size
26	Daily Milk List NRC	A4 Size
27	Follow up Register NRC	200 page A4 Size
28	Cabin Received Book	A4 size
29	Flex banner	All size
30	Sun board	Any IEC Material
31	Labour Room Case Sheet	A4 Paper (8 page one Sheet)
32	Display Board	Size -As per Requirement, Iron gauze bar 20 Gauze 1", Printing of message on flex & pasting print quality front lit them & Light System
33	Office Folder	Size- 25 CM X 25 CM, Process- Multi Colour, With Print
34	Ambulance	100 pages ¼ Size
35	Swarga Ratha	100 pages ¼ Size
36	Ultrasound Patiennys Slip	100 pages 15 x 21 CM
37	Cabin Receive Book	100 pages 22 x 17 CM
38	Police Information Sheet	100 pages A4 half size
39	Medical Certificate of Cause of Death	One pic 22 x 27 CM(Both side Print)
40	Death Report	One Pic 18 x 28 CM (one Side Print)
41	Any other Requirement	If Necessary

N.B: The rate should be inclusive DTP, Designing, VAT & transportation cost.

Delivery Schedule: Within 15 days from the date of purchase order received by the successful bidder. Consignee: **THE SUPERINTENDENT, RAIRANGPUR, MAYURBHANJ**



TERMS AND CONDITIONS

Terms & Conditions		Documents to be Submitted
1	The organization should be a bonafide registered body	Sales tax / DIC /Firm act.
2	The organization should have PAN/TIN holder.	Photo copy of PAN/TIN
3	The organization should have GSTN.	Photo copy of GSTN
4	Conditional Tenders are liable to be rejected. In the event of acceptance, SUPERINTENDENT decision will be final. The tender, which is not as per our required specifications, will not be considered.	
5	If the successful bidder fails to supply within the stipulated period i.e. 60 days, liquidated damage @ .5% of the tender value, per week of delay shall be deducted from the final payment. Deduction shall be made till 4% of purchase order rate. If the bidder still fails to supply, his order stand cancelled.	
6	The SUPERINTENDENT will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard.	
7	All information, documents and data coming in the possession of the organization as a result of execution of the job shall at all time remain the property of the SUPERINTENDENT,RAIRANGPUR Mayurbhanj. The organization shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the Office. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.	
8	Bidder must have sound knowledge of latest intellectual and properly right. The authority who assigns the work is no way responsible for any deviation made by the supplier in this regard.	
9	The cost towards the testing of sample will be borne by the successful bidder	
10	The SUPERINTENDENT reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.	
11	Under no circumstance shall the organization appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.	
12	Rates quoted against this tender enquiry shall remain valid up to 12 months after publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period.	
13	The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory.	
14	The bidder should have previous year working experience in Mayurbhanj district. (Workorder in support of work to be attached).	



1. TECHNICAL BID:

Documents to be submitted in the Technical Bid are follows:

- i. Demand Draft towards EMD amounting to Rs **5,000/-** (Rupees five Thousand Only)
- ii. Copy of PAN and IT return acknowledgement slip of last F.Y 18-19
- iii. The bidder must furnish Service Tax Registration, Odisha VAT registration Certificate along with PAN and up-to dated VAT Clearance Certificate.
- iv. Forwarding letter/Self-Declaration form as **per Page No-06.**
- v. **Registration certificate of the firms.**(Sales tax / DIC /Firm act.)
- vi. **Sample paper for each item.**
- vii. **Tender cost ₹500/- in favor of "RKS, Rairangpur" payable at Rairangpur only DD/Banker Cheque from any national Bank.**

2. PRICE BID

- i. Hard Copy signed & sealed both in words and figures as per Page No-08.
- ii. The Price bid of the technical qualified bidders will only be opened.
- iii. The net quoted price (Cost of Printing along with all taxes& transportation) should both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.

3. EARNEST MONEY DEPOSIT – (EMD)

- 3.1 Rs **5,000 (Rupees Five Thousand only)** should be paid as EMD in the form of Demand Draft from a Nationalized Bank located in India, drawn in favor of **RKS,Rairangpur** payable at Rairangpur and submitted in the Technical Bid. The bidder should write the organization name at the back side of the DD. ***Bids without EMD shall be treated as non-responsive and will not be accepted. No exemption from submission of EMD is allowed.***
- 3.2 The EMD of successful bidder is liable to be forfeited if the tenderer, revokes any terms of the tender within the validity period that will liable towards ***blacklisting for minimum 2 years & concerned party could not participate in further bidding.***
- 3.3 EMDs given by unsuccessful bidders will be refunded after placing of work order to the successful bidder.
- 3.4 EMD of the successful bidder will be forfeited in case the successful bidder fails to accept/executes the order.
- 3.5 EMD of successful bidder will be returned after receiving of successful delivery certificate of all items.
- 3.6 EMD shall not carry any interest.

4. EVALUATION :

The rates of the item quoted by the technically qualified bidders will be evaluated after taking the following points into consideration: -

- 4.1 Rate of items of each bidder will be taken after inclusion of all taxes as applicable.
- 4.2 After Evaluation the lowest Eligible Bidder (NET Price) will be selected.



FORWARDING LETTER/SELF DECLARATION FORM

(To be submitted on Bidder's letter head)

[To be submitted in Technical Bid]

To
THE SUPERINTENDENT RAIRANGPUR
Mayurbhanj
At/Po- Rairangpur-757043
Dist- Mayurbhanj

Dear Madam/Sir,

Sub: Your Tender Ref. No. _____, Dated _____.

This is with reference to your above mentioned tender for supply of Printing Materials. Having examined the tender document, we hereby submit our proposal along with the necessary documents. I / We hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government/PSU in the country of India.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that NHM reserves the right to consider/ reject any or all bids without assigning any reason thereof.

Date: _____/_____/2019

Authorised Signatory:

Name:

Designation:

Place:

Phone:

Email:



TECHNICAL BID FOR PRINTING MATERIALS

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory	
4	Authorization and specimen signature of the authorized signatory	
5	Tender paper cost Rs.500/- (DD/BC) <u>(Non Submission will liable for Rejection)</u>	
6	EMD Rs.5,000/- <u>(Non Submission will liable for Rejection)</u>	
7	Registration no. (Sales tax / DIC /Firm act.)	
8	PAN <u>(Non Submission will liable for Rejection)</u>	
9	GSTN NO <u>(Non Submission will liable for Rejection)</u>	
10	Sample copy of the paper/flex quality to be used should be submitted with the Technical Bid otherwise Rejected	
11	Self declaration that the organization agrees to abide by all terms& conditions of tender in Non Judicial Stamp paper otherwise Rejected	
12	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No) otherwise Rejected	

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 at any state, the Firm/Agency will be blacklisted and will not have any dealing with the in future.

(Signature and seal of the authorized signature)

Place

Date



PRICE BID PRINTING MATERIALS

Sl. No	Name of the Item	Specification of item	Price	Per Unit
1	Receipt book	200 pages each(original & Duplicate in different color paper Size-19X21 Cm.		Rate Per one booklet
2	Discharge slips	100 pages each book, A-4 size		Rate Per one booklet
3	Baby bed head ticket	100 pages each book.Size-A4		Rate Per one booklet
4	Pathology investigation report form	100 pages each book , 8"x6" Size		Rate Per one booklet
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24	Child information	Sheet A3 size		Rate Per one Register
25	Daily Feeding Chart	100 pages A4 size		Rate Per one booklet
26	Daily Milk List NRC	A4 Size		Rate Per one booklet
27	Follow up Register	200 page A4 Size		Rate Per one booklet

	NRC			one booklet
28	Cabin Received Book	A4 size		Rate Per one booklet
29	Flex banner	All size		Rate Per sq. ft.
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33	Office Folder	Size- 25 CM X 25 CM, Process- Multi Colour, With Print		Rate Per one pic
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40	Death Report	One Pic 18 x 28 CM (one Side Print)		Per one page
41	Any other Requirement	If Necessary		

Rates should be quoted inclusive of cost of Sheet, Printing, Transportation, DTP, as per specifications & also inclusive of all taxes as applicable. Unit of 100 Booklet may vary as per the requirement. The cost so cited above may be placed with order for other printing items with similar specifications.

(Signature and seal of the authorized signature)

Place

Date

