



**PANDIT RAGHUNATH MURMU MEDICAL  
COLLEGE & HOSPITAL, BARIPADA,  
MAYURBHANJ**

**Tender Reference No. 1462 PRMMCH./2025-26 Dt. 27.03.2025**

**TENDER DOCUMENT  
FOR  
Supply of Signage**

**Address for correspondence – Office of the  
Superintendent PRM MCH  
At/Po- Baripada, Dist- Mayurbhanj, Odisha, Pin- 757001**

  
**Superintendent  
PRM MCH, Baripada**

**NOTICE FOR INVITATION OF TENDER FOR SUPPLY OF SIGNAGE TO PRM  
MCH, BARIPADA FOR A PERIOD OF ONE YEAR**

Period of Availability of Tender	:Dt. 27.03.2025
In the official website of the district:	: <a href="https://mayurbhanj.odisha.gov.in/">https://mayurbhanj.odisha.gov.in/</a>
Date of Pre bid Tender Meeting:	:_Dt. 03.04.2025 at 11.30 AM
Last date& Time for submission of the Tender:	Dt. 09.04.2025at 5.30 PM
Place, Time & Venue of Opening Tender:	O/o the Superintendent, PRM MCH, Baripada,
Date & Time Opening of Technical bid:	Dt. 10.04.2025 at 11.00 AM
Date & Time Opening of Financial bid:	Will be intimated latter.
Address for Submission:	O/o the Superintendent, PRM MCH, Baripada
PLACE OF OPENING OF BID DOCUMENTS:	Committee Hall of PRM MCH
Tender Paper Cost: (non- Refundable)	:Rs.2,360.00 (2000+ 18% GST)
Earnest Money Deposit	:Rs.20,000/- (Refundable without interest)

The authority reserves the right to accept or reject summarily any or all the tender without assigning any reason thereof.

  
SUPERINTENDENT,  
PRM MCH, Baripada

## Tender Call Notice

### NOTICE INVITING PROPOSAL

Sealed tenders are invited from the eligible bidders as per the eligibility criteria for supply of Signage to PRM Medical College & Hospital, Baripada.

#### **General Information:**

1. The bidders have to submit their tenders in separate sealed cover (**i.e. Cover "A" – Technical Bid & Cover "B" – Price Bid**). Both the covers should be put into a third Cover "**C**" which must be super-scribed as "Tender for "Supply of Signage to PRM MCH, Baripada with tender no and date, bidders name, mobile no. & email id on front of the envelope. Sealed tenders address to the O/O the Superintendent, PRM MCH, Baripada should reach the office of the Superintendent, PRM MCH, Baripada by date 09.04.2025 (up to 5.30 PM) through speed post/ regd. Post/ couriers only. Tenders received after due date, time and in any other mode other than mentioned above will be rejected.
2. The sealed tenders submitted by the bidders will be opened in the O/O the Superintendent, PRM MCH, Baripada. The bidders or their duly authorized representative will be allowed to be present during the opening of the tender with adequate identity proof.
3. Rate should be quoted in Indian currency only, inclusive of customs duty, packing, forwarding, insurance, transportation charges, (door delivery) and exclusive of GST each items as the payment will be made in Indian currency only. The bidders shall not quote rate for any item other than the item(s) specified in the list. For single item single rate should be quoted. If any bidder quotes multiple rates for the single item, such bid(s) will be rejected.
4. The Tax (GST) will be claimed as per the guidelines given by the Finance Dept. GOVT. OF INDIA/ ODISHA from time to time.
5. Each page of the bid document shall be duly serially numbered, signed by the bidder. Bids without signature of the bidders will be rejected.
6. The bidder quoting the lowest rate for the item will be selected as L1 and will be awarded the supply order.
7. All documents furnishing bidder should be **type written or computerized** as per tender requirement. Each page of the tender paper should have the dated signature of the bidder.
8. If any information or document furnished by the bidder is found to be misleading/ incorrect at any stage, his/her tender bid will not be accepted and will be rejected out rightly.
9. The quantum of procurement will be made on requirement basis.
10. The authority reserves the right to accept/ reject/ modify or cancel all the bids or any part thereof without assigning any reasons thereof.
11. The bidder must have a local contact office in Odisha proof issued by Govt of India and Odisha Authority with contact person, address & telephone number (**Annexure- IV**).
12. The bidders have to submit a declaration in the form of affidavit (**On original Stamp Paper of relevant value**) as per Annexure- II.
13. The L1 bidder who cannot supply/ or have partial supply of the ordered quantities in due time, the deposited EMD Money will be forfeited. The same

- Agency/Firm should not be allowed to participate in the PRM MCH Tender for 03 years consecutively.
14. The bidder quoting lowest price will be selected. In case more than one agency quotes the same price, then highest average turnover will be given preference.
  15. All the queries & doubts will be sorted out in the Pre-Bid Meeting, after which no further suggestion, objection & request for amendment and changes will be entertained and the authority will not be responsible thereafter.
  16. 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 at his/her own responsibility within seven days & total cost will be borne by the concerned awarded party.
  17. The L1 bidders who cannot supply/or have partial supply of the ordered quantities in due time, the L2 firm will be supply order and the L2 firm is bound to supply the items in L1 rate. If both the L1 & L2 firms fail to supply the quoted items in the quoted rate then the tender for the said item(s) will be cancelled.
  18. Payment shall be made as per the availability of funds. Under no circumstances the supply should not be interrupted as regards to payment.
  19. The bidder must have a local contact office proof in the state of Odisha issued by Govt. of India/ Odisha Authority with local contact person, address & telephone number.

#### **A. Tender Processing FEE & EMD**

1. Tender Paper cost Rs.2,360.00 (2000+ 18% GST) (Rupees Two Thousand Three Hundred Sixty Only, Non-Refundable) in shape of Bank Draft in favour of Superintendent, PRM MCH, Baripada payable at Mayurbhanj.
2. EMD of Rs.20,000.00 (Rupees Twenty Thousand Only, Refundable) in shape of Bank Draft in favour of Superintendent, PRM MCH, Baripada payable at Mayurbhanj.
3. The EMD of the non-responsive bidders will be returned after completion/ finalization of the tender process and that of the bidders only completion of the tender period.

#### **B. ELIGIBLE CRITERIA:**

1. Tender processing fee of Rs. 2,360.00 (Rs.2000+18% GST) (non-refundable) in shape of Bank Draft in favour of Superintendent, PRM MCH, Baripada payable at Mayurbhanj.
2. Earnest Money Deposit (EMD) Rs.20,000/- refundable without any interest in shape of Bank Draft in favour of Superintendent, PRM MCH, Baripada payable at Mayurbhanj
3. Proof of past experience (at least one year) of supply to any Govt. Hospital/ PUS/corporate sector hospital along with satisfactory performance report from the purchaser order is to be enclosed as such proof.
4. Bidders submit the Avg. annual turnover of Rs.30 Lakhs or more in the last three Financial Years i.e.2021-22, 2022-23& 2023-24.

5. Self-attested photocopy of valid registration under GST and return copies for the last consecutive periods.
6. Copy of valid Pan Card.
7. Self-attested photocopy of valid registration under GST and return copies for the last consecutive periods.
8. Copy of IT Returns for the last three year i.e. 2021-22, 2022-23 & 2023-24.
9. Details Name, Address, Telephone No., Mobile No., email id of the bidder/contact person. Annexure- IV
10. All pages shall be duly signed and sealed by the bidder.
11. Bidders are requested not to quote products of those manufacturing unit/item who has been blacklisted/ irregular supply/ partial supply, either by the tender inviting authority or by any state Govt. or Central Organization.

### **C. PRICE BID/ FINANCIAL BID (COVER-B):**

The tender format given the quoted rate for consumable should be submitted in sealed covers here after called COVER (B) (PRICE BID). The bidder has to submit sealed price bid.

1. The tender format (price schedule in the prescribed format (as per **ANNEXURE-I**) in hard copy must be submitted in the bid. The price of the item should be quoted inclusive of insurance/packing/forwarding/fright/installation (door delivery) but exclusive of GST if any. The rate should be quoted for each item both in figures and words with legibility. In case of difference in words and figures, words with legibility. In case of difference in words and figures, the figure in words will be taken into consideration for evaluation. The details of items & specification as per ANNEXURE-V.
2. Alternative bid for any item is not acceptable and the item for which multiple bid/rates quoted by the bidder will not be taken into consideration for evaluation and the bid will be liable for rejection.
3. The quoted rate should be final and shall not be subjected to any escalation/alternation during the validity of the tender period.
4. The bidder should submit/furnish a certificate in the tender to the effect that the price quoted by them is not more than the open market price or also under Gem rate contract where such rate exists. However, in circumstances when the price decreases during the contract period, the approved supplier should ethically intimate the same to the purchasing authority. In such circumstance the lower/decreased price shall be paid.

### **E. REJECTION OF THE BIDDER:**

The tender paper will be rejected if any of the following documents are wanting/not found with the tender bid.

1. Non submission of relevant documents as mentioned in clause- B.
2. Sealed price bid (s)/ quoted rate with signature & seal in each page.
3. Bidder applying multiple bids.
4. Bidder trying to mislead with forged document/information in tender process.

**F. EVALUTION:**

1. Tender will be evaluated as per the requirements of bid and the price bid will be opened only after for the bidders who will qualify in the document evaluation process as per technical bid eligibility.
2. The cost of the unit items excluding Tax/GST will be evaluated.
3. The lowest price quoted for each item in every category should be selected as L1 and the bidder quoting such price shall be awarded contract for supplying that particular item.

**Term & Conditions:**

**A. SUPPLY & DELIVERY:**

1. All supply should be completed within 15 days from the date of the issue of the purchase order.
2. Delivery should be made at PRM MCH, Baripada.
3. In case the L1 bidder fails to supply the order quantities within the stipulated item/period, the purchaser reserves the right to purchase the said items from any eligible bidder at L1/L2 approved rate. The differential amount between L1 & L2 will be deducted from the approved L1 bidders EMD MONEY.
4. The approve rate and supplier will be valid for one year or till finalization of the next tender whichever is later.
5. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the court of law situated at Baripada, Mayurbhanj.

**B. PAYMENT**

The Superintendent PRM MCH, Baripada 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.

**C. PENALTY:**

If any product after use is found to be NOT OF STANDARD QUALITY/ NOT AS PER PARAMETER, such item will be cleared as NOT OF SATISFACTORY QUALITY on the basis of the report of the authority. The said product shall be freezed.

In case the supplier fails to replace the stocks the performance security i.e. EMD money will be forfeited. No further purchase order will be placed to the firm/supplier for the item(s) and the firm will be debarred from participating in any tender (for that time) floated in future for three years.

Superintendent  
PRM MCH, Baripada

## CHECKLIST

Sl. No.	List of Tender Documents Submitted	Yes	No	Page No
01	Cover "A" Technical Bid			
02	Cover "B" Price Bid			
03	Declaration Form (Annexure- II)			
04	Tender Paper cost Rs.2,360.00 (2000+ 18% GST) (Non-Refundable) (Rupees Two Thousand Three Hundred Sixty Only) in shape of Bank Draft in favour of Superintendent, PRM MCH, Baripada payable at Mayurbhanj.			
05	EMD of Rs.20,000.00 (Rupees Twenty Thousand Only, Refundable without any interest) in shape of Bank Draft in favour of Superintendent, PRM MCH, Baripada payable at Mayurbhanj			
06	Self-attested photocopy of organization PAN.			
07	Self-attested photocopy of valid registration under GST and return copies for the last consecutive periods.			
08	Self-attested photocopy organization Income Tax returns for last three years i.e. 2021-22, 2022-23 & 2023-24.			
09	DIC/MSME/NISC registration certificate If any			
10	Avg. annual turnover of Rs.25 Lakhs or more in the last three Financial Years i.e.2021-22, 2022-23 & 2023-24 (Annexure- III)			
11	Proof of past experience (at least one year) of supply to any Govt. Hospital/ PUS/corporate sector hospital along with satisfactory performance report from the purchaser order is to be enclosed as such proof			
12	Detail Name, Address Telephone No. E-mail ID of the bidder/contact person. Annexure- IV			
13	All the tenders' documents should be signed by the bidders at the bottom of each page with his/her official seal duly affixed.			

**N.B:** Bidder has to sign and seal with sequentially number (both bids)

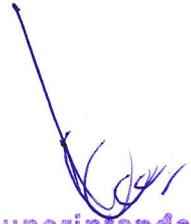
Signature of the Bidder with seal

  
 Superintendent  
 PRM MCH, Baripada

**ANNEXURE-I**

**PRICE SCHEDULE FOR SUPPLY OF SIGNAGE**

<b>SL. NO.</b>	<b>SL. NO. AS PER TENDER</b>	<b>NAME OF THE ITEM</b>	<b>SPECIFICATION/UNIT</b>	<b>EACH RATE inclusive of insurance/ packing/ forwarding/ fright/ installation (door delivery but exclusive of any GST (FIGURE)</b>	<b>EACH RATE inclusive of insurance/ packing/ forwarding/ fright/ installation (door delivery but exclusive of any GST (IN WORD)</b>	<b>GST%</b>

  
**Superintendent**  
PRM MCH, Baripada

**ANNEXURE - II**

DECLARATION FORM

I/WE \_\_\_\_\_ having My/ Our \_\_\_\_\_ office at \_\_\_\_\_ do declare that I/We have carefully read all the terms & Conditions of tender of the \_\_\_\_\_ Odisha for the supply of \_\_\_\_\_. I WILL ABIDE WITH ALL THE TERMS & CONDITIONS SET FORTH IN THE TENDER PAPER REFERENCE No. \_\_\_\_\_.

I/We do hereby declare I/We have not been de-recognized/black listed by any State Govt./Union Territory /Govt. of India/ Govt. Organization/ Govt. Health Institution for supply of not STANDARD QUALITAY (NSQ) ITMES/ PART\_SUPPLY/ NON\_SUPPLY

I/ We do hereby declare that the rates quoted by me/ us are neither more than the maximum retail price nor DGSD rate contract and Gem Contract.

I/ We agree that the Tender inviting Authority can forfeit the Earnest Money Deposit/ Security Deposit and blacklisted me us for a period of 03 years if any information furnished by us proved to be false at the time of inspection/ verification and not complying with the Tender term & conditions.

I/ We further declare that I/ We possess valid dealer for CONSUMABLES and license bearing No. \_\_\_\_\_ valid up to \_\_\_\_\_/ regd. Supplier with sale tax and vat clearance. I/ We \_\_\_\_\_ do hereby declare that I/ We supply the \_\_\_\_\_ as per the term & conditions & specification of the tender document. I/ We further declare that my/our EMD and or Security Deposit will be forfeited if I/ We fail to supply any order item after getting order from the purchaser. I/ We further declare that we will supply the ordered items manufactured only by the manufactures as mentioned in the bid documents.

Signature of the bidder

Date:

Name and Address of the firm:

  
**Superintendent**  
**P7M MCH, Baripada**

**ANNEXURE-III**

**ANNUAL TURN OVER STATEMENT**

(To be submitted in **Cover A -Technical Bid**)  
(To be furnished in the **letter head** of the Auditor/ Chartered Accountant)

The Annual Average Turnover for the 2021-22, 2022-23& 2023-24 of M/s \_\_\_\_\_ who is a wholesaler/ Manufacturer /Distributor/supplier (Pl. tick whichever is applicable) are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.	2021 – 2022 (FY)	-
2.	2022 – 2023 (FY)	-
3.	2023 - 2024 (FY)	-

**Average Annual Turnover** (for the above three years) in (Rs.) \_\_\_\_\_

Date:  
Place:

(Name in Capital)

Signature of Auditor/  
Chartered Accountant

Seal

Membership No.-  
Registration No. of Firm

**Note:**

- To be issued in the **letter head** of the Auditor/Chartered Accountant mentioning the Membership no.
- This certificate should be supported by figures in PL Accountant & Income Tax Return.
- Distributor has to submit own as well as turnover of the principal manufacture / super stockiest whose product they are quoting.

  
Superintendent  
PRM MCH, Baripada

signature of the Bidder  
with seal

**ANNEXURE - IV**

**DETAILS OF THE TENDERER & CONTACT OFFICE**

	<b>Corporate Office</b>	<b>Local Branch Office / Zonal Office, in Odisha.</b>
Name & Full Address		
Telephone Nos., landline		
Mobile number		
E - Mail		
Date of Inception		
Name of the competent person and designation		
Certificate as per shop & commercial establishment act and Govt. Authorities as address proof in odisha		

Signature of the Tenderer: with seal

Date:

Official Seal:

  
**Superintendent**  
PRM MCH, Baripada

**LIST OF ITEMS FOR THE YEAR 2025-26 OF PRM MCH, BARIPADA**

**Financial Bid  
Application for supply of Signage**

Sl. No	Name of the Item	Specification
01	Signage Board	Sun board Vinyl Pasting, Thickness – 8 mm Eco Solvent Printing., Per Sq. Ft. along with steel stud
02	LED Display Board	Per Sq. inch
03	Acrylic Signage with eco Solvent vinyl Pasting	Thickness- 8mm, Per Sq. Inch. . along with steel stud
04	Engraved Acrylic Signage	Thickness- 8mm, Per Sq. Inch. . along with steel stud
05	Acrylic 3D	Thickness- 8mm, Per Sq. Inch. along with steel stud
06	Retro Reflective Sign Board with ACP And Stainless-Steel frame & Stainless-Steel pole with Grade 316	Thickness- 8mm, 6 ft X 6 ft
07	Modular Signage	Thickness- 8mm, Per Sq. Inch

**N.B:-**

- Rates should be quoted inclusive of cost of Sheet, Printing, packing, Transportation, installation & DTP.
- GST as applicable.

Date:

(Signature and seal of the authorized signature)

Place:

Name & Business address:

  
Superintendent  
PRM MCH, Baripada