



**Office of the Director  
Rourkela Govt. Hospital**



**TERMS & CONDITIONS FOR THE RATE CONTRACT OF PRINTING ITEMS FOR 2022-23**

**Bid Reference No. - /**

**DATE OF COMMENCEMENT OF SALE OF THE BID DOCUMENT:**

**LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : 07.02.22 upto 5PM**

**PREBID MEETING :**

**DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 08.02.22 at 11:30AM**

**DATE OF OPENING OF COVER-B (Price Bid) :**

**PLACE OF OPENING OF BID DOCUMENTS:**

**AND**

**ADDRESS FOR COMMUNICATION**

**AND**

**RECEIPT OF BID DOCUMENTS**

*[Handwritten signature]*  
2022

**Director**


**Rourkela Govt. Hospital**

**Rourkela, Odisha - 769004**

**email: directorrghourkela@gmail.com**

**TERMS AND CONDITIONS OF TENDER CALL NOTICE FOR PRINTINGS ITEMS FOR  
ROURKELA GOVT. HOSPITAL**

1. Sealed tender are invited from the intending printing press/ supplying agencies/registered firm for printing and supply of printing items for the year 2022-23.
2. The bidder should have an office or printing setup in Sundargarh District. The local bidder will be preferred.
3. The tender paper containing the details terms and conditions, EMD, statutory requirement can be downloaded from the district web site ([www.sundergarh.nic.in](http://www.sundergarh.nic.in)). The tender cost of Rs. 5,000/- (Rupees Two Thousand Only) & tender processing fee Rs 5000/-(Rupees five hundred only) is non refundable.
4. Tender paper should be completed in all respect along with all required documents should reach in sealed cover to The Director, RGH, Rourkela on or before 07.02.22, 5 P.M by registered/ Speed Post/ Courier Services only.
5. The tender will be open on 08.02.22 at 11:30AM in presence of members of tender committee and tenderers or their authorized representative. The tender received beyond the schedule date and time shall not be taken into consideration.
6. The details terms and conditions associated with the assignment of tender is mentioned at Annexure-A.
7. The tender will be in two parts i.e. technical bid (Part-I) and financial bid (Part-II). The bidders should submit their technical bid and financial bid separately in two envelopes and put into another cover superscripted as tender for printing item.
8. Bidders who qualify technical bid will eligible to participate in financial bid.
9. The lowest bidder in financial bid will be awarded the work order for the different items for the year 2022- 23.
10. Conditional tenders are liable to be rejected. The tender, which is not as per our required specifications, will not be considered.
11. Rates quoted against this tender enquiry shall remain valid upto 12 months after publication of approved rate. No request for increase in rates , if any, will be allowed or entertained during this period.

  
12/01/2022

**Annexure-A**

<b>Sl. No.</b>	<b>Terms and Condition</b>	<b>Document to be Submitted</b>
1	The organization should be a valid GSTIN	GST Certificate
2	It should not be a black listed organization by any Govt. organization	Declaration in stamp paper in 20 Rs non judicial paper.
3	The rate should be quoted inclusive of GST Charges, Printing cost, Delivery Charges Etc	Furnished in financial bid (tender Form-2)
4	The RGH administration will have no liability regarding transportation, loading and unloading of materials indent for supply to the designated place in good condition. The defective or damaged printing materials if any will be replaced by the selected agency.	The bidders should declared in non judicial stamp papers that it abides all the terms and conditions laid down in the terms and condition of the tender
5	The tender must be accompanied by Bank Draft Rs. 10,000/- In favour of Rourkela Govt. Hospital Society, RGH, Rourkela Payable at Rourkela towards cost of tender paper Rs 5000/- & processing fee Rs 5000/-.	Draft to be enclosed
6	The tender must be accompanied which earnest money of Rs. 20,000/- (Rupees Ten Thousand) only in shape of demand draft pledged in favour of Rourkela Govt. Hospital Society. RGH, Rourkela tender without money will be liable for rejection. The EMD of unsuccessful bidders will be returned without interest on finalization of bid. EMD of successful bidder will turn into security deposited and it will return back without interest after completion of tender period.	Draft to be enclosed
7	The administration will not pay advance payment to the organization. The organization will have to carry out the entire job on it is own and the amount will be paid only after satisfactory completion of the job and submission of bill in triplicate.	
8	Under no circumstance shall the successful tendered shall not appoint in sub contractor of sub lease the contract. If it is found that the successful tendered has violated these condition the contract will be terminated forth which without any notice and security deposited by the tendered shall be forfeited	
9	The bidder should produce the production capacity of the firm and annual income and expenditure for last two years in tender paper.	Turn Over from last 2 years should be more than 30 lakh every consecutive financial year
10	The successful Bidders are requires to ensure safe delivery of the items in good condition at RGH, Rourkela	
11	The successful bidders are required to supply the approved quality printing items only as per specification, failing which the bidder will be black listed and security deposit will be forfeited.	
12	The successful bidder fails to supply within the stipulated period then 2% per day of delay shall be deducted from the final payment	
13	The authority reserves the right to reject any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision	
14	The bidders shall ensure that each pages of the tender document is to be signed with authorized signatory & company seal.	
15	The quoted price shall remain valid for 1year from the date of approval.	

**Tender Form  
Part-I  
(Technical Bid)**

1	Name of Printing Press/ Supplying Agencies (In capital Letters)	
2	Address of Organization	
3	Name of Authorized Signatory. In Block Letter	
4	PAN submitted or not	
5	Telephone number of authorized signatory/ organization	
6	GST Submitted or not	
7	Bank draft of Rs. 10,000.00/- in favour of Rourkela Govt. Hospital Society RGH, Rourkela towards cost of tender paper submitted or not	
8	Bank draft of Rs. 20,000.00/- pledge in favour of Rourkela Govt. Hospital Society RGH, Rourkela towards earnest money deposit	
9	P/L statement along with certified copy of balance sheet showing minimum turnover of 20 lakhs of last 2 consecutive years. IT return last 3years to be submitted along with the tender bid.	
10	Document of any past experience of printing and supply of materials to the Government organization. (self attested copy to be submitted)	
11	Whether have any legal suit/ criminal case pending against it for violation of PF/ESI/MW act or any other law. (submit the affidavit of declaration for no case pending)	
12	Affidavit of declaration that the tenders agrees to abide by all the terms and condition of tender	
13	Whether all documents submitted signed by authorized signatory of the organization. (Yes or No)	
14	The bidder must furnish upto dated GST clearance certificate.	
15	Registration certificate of the firms.	

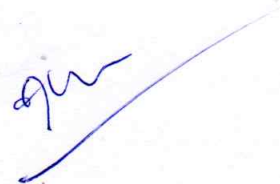
**Declaration**

I/ we her by 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 complete and correct to the best of my / our knowledge, I/ we understand that in case of any deviation in the above statement at any state, the tender shall be black listed and will not have any dealing which in future.

**(Signature and Seal of the authorized signatory)**

Place:

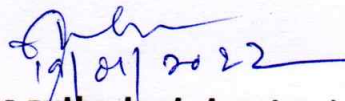
Date:



**Part-II  
Financial Bid**

<b>Sl. No.</b>	<b>Type of Printing/ Bidding</b>	<b>Unit Price</b>
1	A4 size Single side page Print (per Thousand)	
2	A4 size double side page Print (per Thousand)	
3	Half A4 Single side print (per Thousand)	
4	Half A4 Double side print (per Thousand)	
5	A3 Size Single side page Print (per Thousand)	
6	A3 Size Double side page Print (per Thousand)	
7	A4 Size Register (100 pages) per piece (Both side print)	
8	A3 Size Register (100 pages) per piece(Both side print)	
9	¼ of A4 size money receipt for 100 nos. pages with duplicate	
10	½ of A4 size money receipt for 100 nos. pages with duplicate	
11	½ of A4 size money receipt for 100 nos. pages with duplicate	
12	Flex print (including Fitting, fixing) per square Ft.	
13	Flex print with Iron Sq. Pipe (including Fitting, fixing) per square Ft.	
14	Vinyl pasting sun board (including Fitting, fixing) per square Ft.	
15	Fiber Board (including Fitting, fixing) per square Ft.	
16	Steel erect Hoarding & PVC Board including glow printing, fitting, fixing & transporting Per sqr ft	
17	Vinyl pasting on wall without sun board (including Fitting, fixing) per square Ft.	
18	Paper Envelope for X Ray 12 X 14 Sq. Inch per thousand	
19	Printed Cover File	
20	Acrylic board with studs with printed matter (1Sqft.)	
21	Radium Sticker (1 sq-ft)	
22	Standee Angle frame with Flex (6 X 3 Ft)	
23	Door Hanging Board (1 X 0.5 Ft)	
24	Standing Erect Board with angle frame (20 X 10 Ft- 2 Ft from the ground installed by concrete & ground to flex distance 5Ft )	
25	A4 size double side register Printing	
26	A3 size double side register Printing	
27	A2 size double side register Printing	
28	ID Card printing(with Printed Dori)	
29	Mother & Baby Tag printing with holding thread	
30	Patient identification Tag(Neonates, pediatrics, Adult)	
31	Attendant Pass	

**N.B:** Bidders are requested to submit the sample of printing materials during opening of tender. The net quoted price (Cost of printing along with & transportation) should both in figures & words. In case of difference in words & figures, words will be taken into consideration.

  
**(Signature and Seal of the authorized signatory)**

Place:  
Date:

**Forwarding letter/Self declaration form**

(To be submitted on bidder's letter head)

(To be submitted in Technical bid)

To,

**The Director  
RGH, Rourkela**

**Sub: Submission of tender for supply of printing items.**

**Ref: Your Tender ref. no. \_\_\_\_\_, Dated \_\_\_\_\_**

Sir,

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 & was not under a declaration of ineligibility of corrupt & fraudulent practice issued by government of India or any state government/PSU in the country of India. Further, we agree to abide by all the terms & condition as mentioned in the tender document. We have also noted that Superintendent reserves the right to consider/reject any or all bids without assigning any reasons thereof.


**Authorized Signatory**

**Name:**

**Designation:**

**Place:**

**Phone:**

  
19/01/2022