



Office of the Director
Rourkela Govt. Hospital



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

Bid Reference No. - /

DATE OF COMMENCEMENT OF SALE OF THE BID DOCUMENT: 08.04.22

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : 27.04.22 upto 5PM

DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 28.04.22 at 11:30PM

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

PLACE OF OPENING OF BID DOCUMENTS:
AND
ADDRESS FOR COMMUNICATION : Director
AND Rourkela Govt. Hospital
RECEIPT OF BID DOCUMENTS Rourkela, Odisha - 769004
email: directorrghrourkela@gmail.com

[Handwritten signature and date: 28/04/2022]

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

1. Sealed tender are invited from the intending supplying agencies/registered firm for supply of contingency items for the year 2022-23.
2. The bidder should have a 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). 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 27.04.22 upto 5PM by registered/ Speed Post/ Courier Services only.
5. The tender will be open on 28.04.22 at 12:30PM 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 contingency 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.



Annexure-A

Sl. No.	Terms and Condition	Document to be Submitted
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, 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 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 Rogi Kalyan Samiti, Rourkela Government Hospital, 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 Rogi Kalyan Samiti, Rourkela Government Hospital, 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 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 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 Rogi Kalyan Samiti, Rourkela Government Hospital, Rourkela towards cost of tender paper & processing fee submitted or not	
8	Bank draft of Rs. 20,000.00/- pledge in favour of Rogi Kalyan Samiti, Rourkela Government Hospital, Rourkela towards earnest money deposit	
9	P/L statement along with certified copy of balance sheet showing minimum turnover of 30 lakhs of last 2 consecutive years. IT return last 2years to be submitted along with the tender bid.	
10	Document of any past experience of 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:

**Tender Form
Part-II
(Financial Bid)**

SL No	Name of the Articles	Accounting Unit	Amount (Rs) Including GST	
			Quality 1 (Standard)	Quality 2 (Average)
1	Binding Register No. 50			
2	Binding Register No. 40			
3	Binding Register No. 30			
4	Binding Register No. 24			
5	Binding Register No. 20			
6	Binding Register No. 12			
7	Binding Register No. 08			
8	Binding Register No. 06			
9	Arch File			
10	A4 Paper			
11	A3 Paper			
12	Alpine			
13	Duplicate Book			
14	Floor Mats			
15	Hand Sanitizer (Pump Tube)			
16	Tag			
17	Thread			
18	Plastic Bucket			
19	Plastic Mug			
20	Plastic Dust Bin			
21	Cover File			
22	Lock & Key (Big)			
23	Toilet Cleaner (Harpic)			
24	Fly Leaf			
25	Board File			
26	Calculator (Big)			
27	Coconut Broom			
28	Needle			
29	Hi-Lighter Pen			
30	30cm Scale			
31	Pencil			
32	Dot Pen			
33	Glue Stick			
34	Soap small size (Lifebouy)			
35	Stapler Pin (Small)			
36	Stapler Pin (Big)			
37	Candle (Big)			



38	Stapler (Small)			
39	Stapler (Big)			
40	Single Puncher			
41	Double Puncher			
42	Battery (Big)			
43	Battery (Medium)			
44	Battery (3A)			
45	Battery (3AAA)			
46	LED Torch 2 Cell Battery 3A			
47	Match Box			
48	Lock & Key (Medium)			
49	Pencil Battery(AA)			
50	Pencil Battery(AAA)			
51	Long Exercise Book			
52	Exercise Book			
53	Marker Pen(Thin)			
54	Attendance Register			
55	White Board Marker Pen			
56	Whitener Pen			
57	Stamp Pad (Black/Violet/Red)			
58	Carbon Paper (Black/Blue)			
59	Pencil Cutter			
60	Eraser			
61	Envelop Small			
62	Envelop Big			
63	Fly Leaf File			
64	Detergent Powder Per KG			
65	LED Bulb			
66	LED Bar Light 4FT			
67	LED Bar Light 2FT			
68	Tube Light Choke			
69	Tube Light Starter			
70	2Square MM Electric Cupper Wire			
71	4Square MM Electric Cupper Wire			
72	5Amps Switch			
73	5Amps 2 Pin Socket			
74	5Amps 3 Pin Socket			
75	15Amps Switch			
76	15Amps 3 Pin Socket			
77	40Watt LED Out Side			
78	Liquide Hand Wash 5Ltr. Jar			
79	Liquide Hand Wash 1Ltr			
80	Folder File			
81	Mosquito Pad			
82	Correction Pen			
83	High Lighter Pen			
84	Ceiling fan			

85	Antivirus(Quickheal)			
86	Slipper			
87	Ball pen (Blue)			
88	Ball pen (Red)			
89	Scale			
90	White Board with duster (3ftX4ft)			
91	Black marker pen			
92	Tag Thread			
93	Cover file			
94	Pencils			
95	Rubber			
96	Scissor(Small)			
97	White board marker pen			
98	High lighter (pink)			
99	High lighter (Green)			
100	Paper cutter			
101	Gum			
102	Duster			
103	Paper weight			
104	Cello tape(Transperent)			
105	Ziplock pouch			
106	Notice Board with pin (3ftX4ft)			
107	Notice Board with pin (3ftX2ft)			
108	Calculator			
109	Plastic tray (Table Top)			
110	Glossy Paper			
111	Label SHEet(A4)			
112	Knife			
113	Spray head bottle			
114	Label Sheet(16)			
115	Label Sheet(65)			
116	Double sided cello tape			
117	Plastic box(1ftX0.5ftX0.5ft)			
118	Paper clip			
119	Jute file			
120	Notepad			
121	Diary			
122	Exam Board			
123	L folder			
124	Notice Board Stand			
125	Collin			
126	Fan Capacitor			
127	Steel Jug			
128	Steel Glass			
129	Glass Jug			
130	Water Glass set (Glass)			
131	Steel Bottle			

132	Bottle(Glass)			
133	Steel Scale			
134	Scissor(Big)			
135	Paper Glass			
136	Water Glass Cover lid(Steel)			
137	Gum(Fevistick)			
138	Paper Plate(Small)			
139	Paper Plate(Big)			
140	White Board with duster (3ftX2ft)			
141	Gum(Feviquick)			
142	Binding Register 60			
143	Plastic Tap			
144	4 cell torch Battery(Big)			
145	Wall Clock(Digital)			
146	Wall Clock			
147	Termite Spray			
148	Label Sheet(12)			
149	Room Freshner			
150	Plastic rack (3shelves)			
151	Glass Marking Pencil			
152	Cup & Saucer Set			
153	Lock & key(Medium)			
154	Lock & key(Small)			
155	Highlighter			
156	Double punch			
157	Mineral Water bottle(1ltr)			
158	Mineral Water bottle(500ml)			
159	Mineral Water bottle(200ml)			
160	Stock Ledger Register			
161	Cello tape(Red)			
162	Shaving Blade			
163	Liquid Soap dispenser			

N:B:

1. According Unit such as number set ,Pair,Liter, Kg and meter as applicable should be indicate against each item.

(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 contingency items.

Ref: Your Tender ref. no. _____, Dated _____

Sir,

With reference to your above mentioned tender for supply of contingency items. 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:

[Handwritten signature]
8/01/2020