



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



TERMS & CONDITIONS FOR THE RATE CONTRACT OF CONTINGENCY ITEMS FOR 2025-26

Bid Reference No. - /256

DATE OF COMMENCEMENT OF SALE OF THE BID DOCUMENT:

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : 04.2.25 upto 5PM

DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 05.2.25 at 12:30PM

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

PLACE OF OPENING OF BID DOCUMENTS:

AND

ADDRESS FOR COMMUNICATION :

AND

RECEIPT OF BID DOCUMENTS

Director

Rourkela Govt. Hospital

Rourkela, Odisha - 769004

email: directorrghourkela@gmail.com

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**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 2025-26.
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 04.2.25 upto 5PM by registered/ Speed Post/ Courier Services only.
5. The tender will be open on 05.02.25 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 2025- 26.
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.

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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.	

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**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.

Place: Rourkela
Date: 15.01.2025

(Signature and Seal of the authorized signatory)

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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)			

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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			

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

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134	Paper Glass			
135	Water Glass Cover lid(Steel)			
136	Gum(Fevistick)			
137	Paper Plate(Small)			
138	Paper Plate(Big)			
139	White Board with duster (3ftX2ft)			
140	Gum(Feviquick)			
141	Binding Register 60			
142	Plastic Tap			
143	4 cell torch Battery(Big)			
144	Wall Clock(Digital)			
145	Wall Clock			
146	Termite Spray			
147	Label Sheet(12)			
148	Room Freshner			
149	Plastic rack (3shelves)			
150	Glass Marking Pencil			
151	Cup & Saucer Set			
152	Lock & key(Medium)			
153	Lock & key(Small)			
154	Highlighter			
155	Double punch			
156	Mineral Water bottle(1ltr)			
157	Mineral Water bottle(500ml)			
158	Mineral Water bottle(200ml)			
159	Stock Ledger Register			
160	Cello tape(Red)			
161	Shaving Blade			
162	Liquid Soap dispensor			
163	VIMBAR SOAP			
164	SCORTCH BRIGHT (scrub pad)			
165	SCORTCH BRIGHT(steel scrub pad)			
166	KNIFE (BIG)			
167	KNIFE (MEDIUM)			
168	COASTER			
169	LITHIUM BATTERY (Glucometer)			
170	PLASTIC PIPE (per FT)			
171	MILK (EVM) CONTAINER (SS)			
172	DISTILLED WATER			
173	DRAWING SHEET PAPER			
174	SKETCH PEN			
175	COLOR PENCIL			
176	STICKY NOTE FLAG			
177	REGISTER BROWN COVER			
178	PLASTIC FOLDER			
179	STICK FILE (PLASTIC)			
180	Table cloth (per ft)			

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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:

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