



OFFICE OF THE SUPERINTENDENT  
GOVERNMENT MEDICAL COLLEGE & HOSPITAL, SUNDARGARH  
At/Po-Sankara, Dist.-Sundargarh, Pin-770020, Odisha  
[email-sundargarhmchsuperintendent@gmail.com](mailto:email-sundargarhmchsuperintendent@gmail.com)



LETTER No. 80 /GMCH,SNG. Dated, 07/01/2025/

To,  
The District eGov. Manager,  
Sundargarh.

Sub: Uploading the Tender Call Notice in Sundargarh District Website.

Sir,

Please find herewith the copy of Tender Call Notice issued by the undersigned for Supply of Printing and Miscellaneous Articles to Government Medical College & Hospital, Sundargarh.

It is requested to kindly upload the said Tender Call Notice in Sundargarh district Website [sundargarh.odisha.gov.in](http://sundargarh.odisha.gov.in) for information of general public.

Yours Faithfully,

  
07-1-25  
Superintendent,  
Government Medical College  
& Hospital, Sundargarh.  
Superintendent  
Govt. Medical College & Hospital  
SUNDARGARH

Memo No. 81<sup>(2)</sup> /GMCH/SNG, Dated, 07/01/2025 /

Copy alongwith copy of the Tender Call Notice submitted to the **Additional Secretary to Govt., Health And family Welfare Department, Odisha, Bhubaneswar/ Director Of Medical Education And Training, Odisha, Bhubaneswar** for favour of kind information.

  
07-01-25  
Superintendent,  
Government Medical College  
& Hospital, Sundargarh.  
Superintendent  
Govt. Medical College & Hospital  
SUNDARGARH



OFFICE OF THE SUPERINTENDENT  
GOVERNMENT MEDICAL COLLEGE & HOSPITAL, SUNDARGARH  
At/Po-Sankara, Dist.-Sundargarh, Pin-770020, Odisha  
E-mail: [sundargarhmchsuperintendent@gmail.com](mailto:sundargarhmchsuperintendent@gmail.com)



(HEALTH & F.W. DEPTT., GOVT. OF ODISHA)

**TENDER DOCUMENT FOR SUPPLY OF PRINTING AND MISCELLANEOUS  
ARTICLES TO GOVERNMENT MEDICAL COLLEGE AND HOSPITAL,  
SUNDARGARH FOR THE YEAR-2024-25**

RFP Reference No. 79 /GMCH, Sng. Dated, 07/01/2025

1. DATE OF COMMENCEMENT & DOWNLODING OF THE BID DOCUMENT: From Date.07.01.2025
2. LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS: Date.17.01.2025 Up to 5.00 PM
3. DATE & TIME OF OPENING OF TECHNICAL BID: Date.18.01.2025 (11.30 AM)
4. DATE & TIME OF OPENING OF FINANCIAL BID: will be intimated Later
5. PLACE OF OPENING OF BID DOCUMENTS AND ADDRESS  
FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS:

O/o Superintendent  
Govt. Medical College & Hospital  
District-Sundargarh-770020

  
07.01.25  
Superintendent,  
Government Medical College  
& Hospital, Sundargarh  
Superintendent  
Govt. Medical College & Hospital  
SUNDARGARH



OFFICE OF THE SUPERINTENDENT  
GOVERNMENT MEDICAL COLLEGE & HOSPITAL, SUNDARGARH  
At/Po-Sankara, Dist.-Sundargarh, Pin-770020, Odisha  
[email-sundargarhmchsuperintendent@gmail.com](mailto:email-sundargarhmchsuperintendent@gmail.com)



LETTER No. 79 /GMCH,SNG.

Dated, 07/01/2025

**TENDER CALL NOTICE**

Sealed tenders are hereby invited from Interested/ Bona Fide/ Reputed Firms/ Agencies having adequate experience in taking up the works for **Supply of Printing and Miscellaneous Articles for Government Medical College and Hospital, Sundargarh**. The bid document containing the terms and conditions regarding Tender call notice please log on to the district web site [www.sundargarh.odisha.gov.in](http://www.sundargarh.odisha.gov.in) & college web site [www.gmchsnq.odisha.gov.in](http://www.gmchsnq.odisha.gov.in)

Modification/Corrigendum, if any detected/felt necessary at a later stage will be duly published and noticed in the above website. Hence the bidders are advised to check the official website of the Govt. Medical College & Hospital, Sundargarh & Sundargarh district website.

Last date of submission of tender is 17.01.2025 by 05:00 PM. No tender will be received after due date and time. The bidders have to submit sealed tender papers by the due date only by Speed Post/Regd. Post/Courier in the **office of the Superintendent, Govt. Medical College & Hospital, Sundargarh, At-Talsankara, Po-Sankara, Ps-Town Sundargarh, Dist-Sundargarh, Odisha, Pin-770020**.

Superintendent, Govt. Medical College & Hospital, Sundargarh reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

  
07-1-25  
Superintendent,  
Government Medical College  
& Hospital, Sundargarh  
Superintendent  
Govt. Medical College & Hospital  
SUNDARGARH

## Terms and Conditions

1. The bidder(s) are to submit their bid documents in separate sealed covered envelopes for Technical Bid and Price Bid by superscribing **Cover 'A' (Technical Bid)** and **Cover 'B' (Price Bid)** & both the sealed covers envelop should put into a third outer cover envelope which should be superscribed as **"TENDER DOCUMENT FOR SUPPLY OF PRINTING AND MISCELLANEOUS ARTICLES TO GOVERNMENT MEDICAL COLLEGE AND HOSPITAL, SUNDARGARH FOR THE YEAR-2024-25"** with the RFP No. & Date. All the pages of the tender papers should be duly endorsed by the bidder with seal.
2. The authority is not responsible for any type of postal delay. Sealed bids documents should reach to the office of the **Superintendent, Govt. Medical College & Hospital, Sundargarh, At-Talsankara, Po-Sankara, Ps-Town Sundargarh, Dist-Sundargarh, (Odisha), Pin-770020. on before 17.01.2025 up to 05:00 PM.** Any Tender paper received after the due date and time will be rejected/returned to the sender unopened. The tender paper will be received through **Speed Post/Regd. Post/Courier** only. No physical tender papers will be received by hand.
3. The sealed bid documents will be opened in the presence of the members of Purchase committee and the bidder or their duly authorized representatives. In case the scheduled date is declared Holiday the tenders shall be opened on next working day.
4. The tender documents should be clearly written/types without any correction, interpolations and overwriting. Each page of the tender should bear the signature & stamp of the tenderer.
5. All copies of the tender document should be serially numbered, self-attested and stamped. If any information or documents furnished by the tenderer are found to be incorrect or misleading at any stage, the tender will not be considered for evaluation and shall be rejected.

## Tender processing Fee, EMD and Performance Security

1. Tender Fee of **Rs.2,000/- (Two Thousand Rupees only) (Non-refundable)** should be submitted in shape of Demand Draft issued from a Nationalized Bank in favour of **SUPERINTENDENT GMCH SNG MISC AC (SBIN0064550)** payable at Sundargarh.
2. **EMD of Rs.30,000/- (Thirty Thousand Rupees only) (Refundable)** should be submitted in shape of Demand Draft issued from a Nationalized Bank in favour of **SUPERINTENDENT GMCH SNG MISC AC (SBIN0064550)** payable at Sundargarh. However, the EMD of the unsuccessful bidders will be returned after completion/finalization of the tender process and for successful bidders the EMD amount will be kept as Performance security. The performance security amount will be returned without interest after completion of the tender tenure with satisfactory performance.
3. In case of selected Local MSME having valid MSME certificate who have claimed exemption of EMD, have to deposit **Performance Security of Rs.30,000/- (Thirty Thousand Rupees only)** in shape of DD/Bank Guarantee in favour of **SUPERINTENDENT GMCH SNG MISC AC (SBIN0064550)** payable at Sundargarh within 15 days of supply order. The Performance Security amount will be returned after completion of tender tenure.

## Technical bid

1. Bidder (Manufacturer/Distributor/Wholesaler) should have proof of supply of at least 03 Nos of the quoted Printing Articles items to any Govt. Hospital/Govt. Institution/Corporate Hospital/PSU Hospital/UN Agency during last three financial years (**2021-2022, 2022-2023 & 2023-2024**). The experience/ End User Certificate in support of supply must be submitted along with the bid document.
2. Proof of Annual Turnover of Bidder of **Rs.5 Lakh or more** during the financial years (**2021-2022, 2022-2023 & 2023-2024**) taken together from a registered Chartered Accountant shall be submitted.

  
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3. Copy of **GST Return for the last Quarter** shall be submitted.
4. The copy of the Audited financial statement by Registered **Chartered Accountant including ITR, Balance Sheet and Profit & Loss A/c.** showing for the last three financial years (**2021-2022, 2022-2023 & 2023-2024**) shall be submitted.
5. Copy of valid up to date **MSME Certificate** should be attached with tender documents.
6. Copy of valid **GST Registration Certificate** should be attached with tender documents.
7. Copy of Valid **PAN Card** should be attached with tender documents.
8. Self-Attested **sample paper for each GSM.**
9. Copy of the declaration as per format **Annexure-IV** should be attached with the tender documents.
10. The tenderer should submit/furnish a Undertaking Certificate (**as per Annexure-V**) 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 intimate the same to the purchasing authority.
11. Tenders will be evaluated as per the specification mentioned in the list of items attached in List Items **Annexure-I** and Price Bid will be opened only for the bidders who qualify in the Technical Bid. The cost of the unit item including GST will be evaluated/ Compared.

### **Price bid**

1. The tender format (Price Bid) in the prescribed format (**as per Annexure-III**), must be maintained items list Sl. No and submitted inside sealed price Bid cover. The rate should be quoted for each item in figures only and not in words. Only two decimal points (paise) will be taken into consideration ignoring the rest digits. Hand written price bid are not accepted.
2. The rate should be mentioned excluding GST. The GST (in %) & Total amount for each item should be mentioned in a separate column in the same sheet.
3. Price/Rate should be quoted as per the detail given in the list of items, if multiple rates quoted for single items, then that rate will not be taken into consideration.

### **Evaluation**

1. The technically qualified bidder quoting the lowest rate for each items will be selected as L<sub>1</sub> bidder for award of contract and next qualified bidder quoting next higher rate will become L<sub>2</sub>, L<sub>3</sub>.....accordingly.
2. If the approved lowest eligible supplier fails to supply items within 15 days of receiving supply order, the same shall be procured from the L<sub>2</sub> suppliers at L<sub>1</sub> rate, if they agree to supply at L<sub>1</sub> approved rate to meet the emergency requirement.

### **Supply and Delivery**

1. The supply should be completed within 15 days, if the supply will not be completed within the stipulated period then said purchase order will be stand cancelled and order will be placed to the next L2 firm.
2. Before printing, the supplier should submit proof copy for necessary verification for final printing, otherwise the wrong printing materials shall not be accepted by Superintendent, GMCH, SNG and no payment will be made for those items.
3. The selected firm shall complete the final proof approval within 03 days of the receiving the order, in case of any delay in collecting sample from the Superintendent, GMCH, SNG submission of proof copy of verification and finalization within 03 days, the firm will be penalized.
4. Delivery shall be made at Central Store, Superintendent GMCH, Sundargarh.
5. The items should be supplied to the Freight on Road (FOR) Destination and no extra charge for freight should be claimed.

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6. Rates quoted shall remain valid for a period of one year from the date of finalization of the tender.

### Payment

1. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after deducting TDS as per GST & Income Tax Rules and any other deductions as per Government rules only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted.
2. 100% payment shall be made after submission of stock entry certificate from the concerned authority and as per the availability of fund.

### General Condition

1. No claim shall be against the Superintendent, Govt. Medical College & Hospital, Sundargarh in respect of interest on earnest money deposit or security deposit or any delayed payment or any other deposit.
2. If there is any typographical error in the tender documents the decision of Superintendent, Govt. Medical College & Hospital, Sundargarh is final.
3. According to our requirement supply order will be given.
4. The Institute reserves the right to accept in part or in full or reject any or more Tender/offer without assigning any reasons or cancel the tendering process and reject all Tender at any time prior to award of contract, without accepting any liability, whatsoever.
5. Jurisdiction: All disputes are subject to the jurisdiction of Sundargarh courts only.

### IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE TENDERERS

1.	Mode of Procurement	Through Open Tender
2.	Purchaser	Superintendent, Govt. Medical College & Hospital, Sundargarh.
3.	Consignee	Deputy Medical Superintendent (Store), Govt. Medical College & Hospital, Sundargarh.
4.	Delivery Period	Within 15 days from issue of Purchase Order.
5.	Mode of Delivery	By Air/Road/Rail
6.	EMD	<b>Rs.30,000/- (Rupees Thirty Thousand Only)</b> only per tender. The Earnest Money Deposit should be in the shape of Demand Draft/Banker's Cheque only in favour of <b>SUPERINTENDENT GMCH SNG MISC AC</b> , Sundargarh drawn in any Nationalized Bank/Scheduled Payable at Sundargarh.
7.	Performance Security	<b>Performance Security of Rs.30,000/- (Rupees Thirty Thousand Only)</b> only in shape of DD/Bank Guarantee in favour of <b>SUPERINTENDENT GMCH SNG MISC AC (SBIN0064550)</b> payable at Sundargarh within 15 days of supply order. The Performance Security amount will be returned after completion of tender tenure. <b>The Security Deposit is to be refunded after completion of the validity period of the Tender or 1 year from the supply of such items whichever is earlier without any interest.</b> The Security Deposit will be forfeited in the followings cases:- I. Any violation of the terms & conditions of Tender. II. If the items supplied is not of Standard quality. III. Blacklisting of the Agency/Supplier. IV. Access payment if done wrongly.

*Handwritten signature and date: 7/1/24*

### ANNEXURE-1

SL. NO.	NAME OF DIFFERENT FORMS	SIZE	SPECIFICATION	UNIT
<b>FORMS</b>				
1	BONE MARROW ASPIRATION REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
2	SEROLOGICAL REPORT FORM	1/6 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
3	HIV, HBsAg, HCV, DENGUE, HAV & HEV (RAPID TEST) SCREEING REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
4	BIOCHEMISTRY REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
5	BLOOD INVESTIGATION REPORT FORM	1/6 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
6	CYTOLOGY REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
7	PAP SMEAR REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
8	FLUID CYTOLOGY REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
9	CULTURE AND SENSITIVITY TEST REPORT FORM	1/6 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
10	MICROSCOPY OF STAINED SMEARS REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
11	HISTOPATHOLOGY REPORT FORM	1/6 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
12	DEATH REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
13	URINE EXAMINATION REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
14	STOOL EXAMINATION REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
15	ULTRA SONOGRAPHY REQUISITION FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
16	BLOOD REQUISITION FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
17	ECG REQUISITION FORM	1/16 DFC SINGLE SIDE 58 GSM PAPER	100 PAGES/BOOK	1 BOOK
18	X-RAY REQUISITION FORM	1/16 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
19	REQUISITION FOR BIOCHEMICAL/ PATHOLOGICAL FORM	1/6 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
20	REQUISITION FOR MICROBIOLOGY FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
21	REPORT ON SPECIAL HEMATOLOGICAL TEST	1/6 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
22	REPORT ON EXAMINATION OF BODY FLUID	1/6 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
23	BT CONSENT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
24	CT SCAN FORM	A4 SIZE SINGLE SIDE 58GSM PAPER WITH 2 PERFORANCE & NUMBERING	100 PAGES/BOOK	1 BOOK
25	MRI FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK

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26	DEATH DECLARATION FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
27	REFERAL FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
28	MLC FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
29	ANAESTHESIA RECORD FORM & PRE-ANAESTHESIA EVALUTION FORM	A4 SIZE BOTH SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
30	PRESCRIPTION FOR GLASSES FORM	1/16 DFC SINGLE SIDE 140 GSM BOARD PAPER	100 PAGES/BOOK	1 BOOK
31	STAINING FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
32	CONTINUATION SHEET	A4 SIZE BOTH SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
33	ATTACHED SHEET (DAILY ROUND NOTE SHEET)	A4 SIZE BOTH SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
34	DISCHARGE CERTIFICATE	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
35	DISCHARGE TICKET	1/6 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
36	BED HEAD TICKET	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
37	PRE AND POST OT CONSENT FORM	A3 SIZE BOTH SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
38	PATIENT DISCHARGE FORM	A4 SIZE SINGLE SIDE 58GSM PAPER WITH CENTER PERFORANCE	100 PAGES/BOOK	1 BOOK
39	PATIENT FEEDBACK FORM(OPD)	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
40	PATIENT FEEDBACK FORM(IPD)	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
41	BLOOD REQUISITION SLIP	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
42	ATTACH SHEET	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
43	ULTRASOUND REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
44	INDOOR SLIP	1/6 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
45	SAMMATI PATRA ODIA	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
46	IUCD INSERTION REGISTER	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
47	BABY BIRTH REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
48	MEDICAL INDENT FORMAT FROM EMPANELED STORE	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
49	ANGIKAR PATRA	1/4 DEMI SIZE 58 GSM PAPER	100 PAGES/BOOK	1 BOOK
50	IMMUNOLOGY REPORT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
51	RADIOLOGY REQUISITION FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
52	DRUG REQUISITION FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
53	BT REQUISITION FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
54	BLOOD CONSENT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK

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55	SURGERY CONSENT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
56	PROCEDURE CONSENT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
57	ANAESTHESIA CONSENT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
58	GENERAL CONSENT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
59	HIGH RISK CONSENT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
60	PATIENT CONSENT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
61	OPERATION RECORD FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
62	DONNER EXCHANGE FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
63	VITAL MONITORING SHEET	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
64	INPUT/OUTPUT FORM	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
65	PATIENT ATTENDANT PASS	1/16 DFC SINGLE SIDE 58 GSM PAPER	100 PAGES/BOOK	1 BOOK
66	FORMATS,FORMS ETC	A4 SIZE SINGLE SIDE 58GSM PAPER	100 PAGES/BOOK	1 BOOK
67	FORMATS,FORMS ETC	A4 BOTH SIDE 58 GSM PAPER	100 PAGES/BOOK	1 BOOK
68	POSTER	DEMY SIZE 58 GSM	100 PAGES/BOOK	1 BOOK
69	POSTER	DEMY SIZE 70 GSM	100 PAGES/BOOK	1 BOOK
70	LEAFLET	DEMY SIZE 58 GSM	100 PAGES/BOOK	1 BOOK
71	LEAFLET	DEMY SIZE 70 GSM	100 PAGES/BOOK	1 BOOK
72	SUN BOARD WITH VINYL	PER SQ. FT	PER SQ. FT	PER SQ. FT
73	FLEX BANNER	WITH DESIGN PER SQ. FT	PER SQ. FT	PER SQ. FT
<b>REGISTER</b>				
74	LABORATORY REGISTER	REGISTER HARD BOARD LEDGER BOTH SIDE PRINT 70GSM	250PAGES/BOOK	1 BOOK
75	DAILY STOCK EXPENDATURE AND BALANCE REGISTER	REGISTER HARD BOARD LEDGER BOTH SIDE PRINT 70GSM	250PAGES/BOOK	1 BOOK
76	LABOUR ROOM REGISTER		200 PAGES/BOOK	1 BOOK
77	OPD REGISTER	HARD BOUND FULL DEMY BOTH SIDE PRINT 60-70 GSM PAPER	200 PAGES/BOOK	1 BOOK
78	IPD REGISTER	HARD BOUND FULL DEMY BOTH SIDE PRINT 60-70 GSM PAPER	200 PAGES/BOOK	1 BOOK
79	IMMUNIZATION REGISTER		200 PAGES/BOOK	1 BOOK
80	DIET REGISTER		200 PAGES/BOOK	1 BOOK
81	MEDICINE STOCK LEDGER(RECEIVED & ISSUED)	REGISTER HARD BOARD LEDGER BOTH SIDE PRINT 70GSM	250PAGES/BOOK	1 BOOK
82	INSTRUMENT STOCK LEDGER	REGISTER HARD BOARD LEDGER BOTH SIDE PRINT 70GSM	250PAGES/BOOK	1 BOOK
83	FIXED ASSETS STOCK LEDGER	REGISTER HARD BOARD LEDGER BOTH SIDE PRINT 70GSM	250PAGES/BOOK	1 BOOK
84	CONTIGENCY STOCK LEDGER	REGISTER HARD BOARD LEDGER BOTH SIDE PRINT 70GSM	250PAGES/BOOK	1 BOOK

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85	DEATH REGISTER	REGISTER HARD BOARD LEDGER BOTH SIDE PRINT 70GSM	250PAGES/BOOK	1 BOOK
86	PATIENT ADMISSION REGISTER	REGISTER HARD BOARD LEDGER BOTH SIDE PRINT 70GSM	250PAGES/BOOK	1 BOOK
87	REGISTER	REGISTER HARD BOARD LEDGER BOTH SIDE PRINT 70GSM	250PAGES/BOOK	1 BOOK
<b>MISCELLANEOUS</b>				
88	RUBBER STAMP	PER LINE (INCLUDING SPACE AS A LINE)	PER LINE	PER LINE
89	RUBBER STAMP(ROUND / OVAL/SQUARE SHAPE)	PER PC.	PER PC.	1 NOS
90	X-RAY ENVELOPE (PINK COLOUR)	SIZE- 10" X 8"	PER PC.	1 NOS
91	X-RAY ENVELOPE (PINK COLOUR)	SIZE- 12" X 10"	PER PC.	1 NOS
92	X-RAY ENVELOPE (PINK COLOUR)	SIZE- 12" X 12"	PER PC.	1 NOS
93	X-RAY ENVELOPE (PINK COLOUR)	SIZE-15" X12"	PER PC.	1 NOS
94	ULTRASOUND ENVELOPE (YELLOW COLOUR)	SIZE-10" X 8"	PER PC.	1 NOS
95	ULTRASOUND ENVELOPE (YELLOW COLOUR)	SIZE- 12" X 10"	PER PC.	1 NOS
96	MRI ENVELOPE (GREEN COLOUR)	SIZE-20" X 15"	PER PC.	1 NOS

*Manda*  
7/1/25

**CHECK LIST PROFORMA FOR TECHNICAL BID**  
**INFORMATION ABOUT THE BIDDER**

(To be furnished in Cover "A" Technical Bid)

(Please arrange the documents serially in the following order and make the page numbering of the entire bid document and mentation page no. in the column "Page no." against the particulars in the check list as mentation below for ease of scrutiny)

Sl. No.	Particulars	Submitted		Document Page No.
		Yes	No	
1	Name of the Bidder			
2	Address of the Bidder			
3	Tender Paper Cost (Non-refundable) DD of Rs.2000/-			
4	EMD (Earnest Money Deposit) DD of Rs.30,000/-			
5	Up to date <b>MSME Certificate</b>			
6	Affidavit in Rs.20/- Stamp Paper for not being blacklisted. ( <b>As per Annexure-IV</b> )			
7	Self-Attested <b>sample paper of each GSM</b>			
8	List of Quoted Item in given format ( <b>Annexure-I</b> ) for total list of <b>96</b> items			
9	Photo copy of Valid <b>PAN Card</b>			
10	Photo copy of Valid <b>GST Registration Certificate</b>			
11	Photo copy of <b>GST Return for the last quarter month</b> shall be submitted.			
12	Proof of Annual Turnover ( <b>Rs.5 lakhs or more</b> ) for last three-year financial years ( <b>2021-2022, 2022-2023 &amp; 2023-2024</b> ). duly signed by the Regd. Chartered Accountant			
13	Audited Financial Statement by Regd.C.A. of last three-year <b>F.Ys. (2021-2022, 2022-2023 &amp; 2023-2024)</b> . which includes <b>ITR, Profit &amp; Loss A/c &amp; Balance Sheet</b> shall be submitted.			
14	Performance report/End User Certificate during last <b>03 F.Ys (2021-2022, 2022-2023 &amp; 2023-2024)</b> regarding supply of of quoted items to any Govt. Hospital/ Govt. Institution/ Corporate Hospital/ PSU Hospital/ UN Agency Purchase order in support shall be submitted.			
15	Undertaking Certificate of price not more than the market price or also Under GEM Rate contract, where such rate exists ( <b>Annexure-V</b> )			
16	Copy of original Tender and schedules, duly signed by the Bidder			

Authorised Signatory  
(Signature and seal of the Authorised Signatory)

Place:

Date:

*Alpanda*  
7.1.25

PROFORMA FOR FINANCIAL BID

Sl. No.	Sl. No. of items as per items list (Annexure-I)	Name of the Items	Size/Specification	Units/Quantity	Each Rate (Rs.) Excluding Tax.	GST in %	Each Rate (Rs.) Including tax.
1	2	3	4	5	6	7	8

Authorised Signatory  
(Signature and seal of the Authorised Signatory)

Place:  
Date:



REVIEW OFFICE, COLLEGE, 2024

**DECLARATION FORM BY THE BIDDER**

(Affidavit from Notary Public or Executive Magistrate with Rs.20/- Non-judicial Stamp Paper)

I/We ..... having our .....  
office.....  
at.....  
do declare that I/we have carefully read all the terms & conditions of tender of Superintendent, Government Medical College & Hospital, Sundargarh, Health & Family Welfare Department, Government of Odisha for the supply of Printing Articles. The approved rate will remain valid for a period of one year from the date of approval. I/We will abide by all the terms & conditions set forth in the Tender No...../GMCH/SNG Dated .....

I/We do hereby declare that I/we have not been de-recognised / black listed by any State Government / Union Territory / Government of India / any other Organisation for any reason.

I/We agree that the Tender Inviting Authority can forfeit the Earnest money Deposit and or performance security Deposit and blacklist 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 terms & conditions.

I/We further declare that I/we possess valid documents as per the terms and conditions of the tender. Tender inviting Authority can at any time physically verify the original documents or get clarifications in this regard from any authority, as deemed proper.

Signature of the bidder/ bidders with Seal  
Name & Address of the Firm

Place:  
Date:

*[Handwritten Signature]*  
7.1.25

UNDERTAKING

I/We \_\_\_\_\_ having  
My/our \_\_\_\_\_ office at \_\_\_\_\_

do hereby declare that I/We will supply the ordered items after becoming lowest responsive bidder as per tender terms, conditions, specification [Bid Reference No. \_\_\_\_\_ Dtd. \_\_\_\_\_] and conditions as laid down in the purchase order.

I/We declared that the Tender Inviting Authority **can blacklist me/us for a period of 3 years** if we withdraw bid after opening of price bid and / or approval of rate contract or unable to supply ordered items at approved rate within the stipulated period.

I/We further declare that the price quoted is not more than the Open Market Price or also under GEM rate contract where such rate exists.

Signature of the Bidder :  
Full Name :  
Mobile No. :  
Date. :

*Manab*  
7/1/24

