

**OFFICE OF THE SUPERINTENDENT**

**SAHEED LAXAMAN NAYAK MEDICAL COLLEGE AND HOSPITAL, KORAPUT**

Tel.No.06852 252121

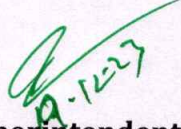
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No. 6998 /2023

Date 21.12. 2023

**TENDER CALL NOTICE**

Sealed tenders are invited from registered suppliers/agencies for supply of Printed Forms, Stationeries, Sanitary items and Computer Hardware and Consumables to SLN Medical College and Hospital, Koraput for a period of one year on an annual rate contract basis. Details regarding the items, terms and conditions and formats for submission of tender may be downloaded from the website: [www.koraput.nic.in](http://www.koraput.nic.in). The tenders should reach the office of the undersigned by 12-01-2024 till 5.00 PM. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

  
Superintendent  
SLNMCH, KORAPUT

## TERMS AND CONDITIONS OF THE TENDER

1. Sealed tenders are invited from registered suppliers/agencies/ authorized dealers for supply of Printed Forms, Stationeries, Sanitary items and Computer Hardware and Consumables to office of the Superintendent, SLN Medical College Hospital, Koraput **on or before dt. 12.01.2024 up to 5.00 P.M.** for a period of one year on annual rate contract basis. No tender documents can be accepted after the expiry of scheduled date and time for receipt of bids.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from the website **www.koraput.nic.in** The tender cost paper of Rs. 2,000/- (Rupees Two Thousand only) by way of separate demand draft in favour of Superintendent, SLNMCH, Koraput should be enclosed along with the Technical Bid.
3. The tenderer/bidder should furnish the EMD (Refundable) of Rs. 20,000/- (Rupees Twenty Thousand) only in shape of NSC/KVP/FD/TDR of any Nationalized Bank or Post Office dully pledged in favour of "Superintendent, SLNMCH, Koraput". How ever the EMD of the non-responsive bidders will be returned after completion/finalisation of the tender to the bidder or authorised representative of them on submission of application by bidder or authorised representative and approved bidders after submission of performance security. Tender received without EMD shall summarily be rejected.
4. The successful bidder should deposit 10% of value of the contract/ purchase order as performance security deposit in favour of Medical Superintendent, SLN MCH, Koraput by way of Insurance Surety Bond, account payee demand draft, fixed deposit receipt or bank guarantee from any of the scheduled commercial banks.
5. The tender/bid will have to be submitted in two parts i.e. technical bid (Cover-A) and price bid (Cover-B). The bidders should submit their technical and price bid separately in two envelopes clearly marked as technical bid & Price bid and those two envelopes should be put into another outer envelope superscripted as "Tender for supply of Printed Forms, Stationeries, Sanitary items and Computer Hardware and Consumables on Annual Contract Basis to Superintendent, SLN Medical College and Hospital, Koraput vide advt. No- ..... dt.....
6. The Sealed tenders submitted by the tenderers/bidders will be opened in the office of the Superintendent, SLNMCH, Koraput **on dt. 16.01.2024 at 12.30 P.M.** The tenderer/bidder or their authorized representatives are allowed to be present during the opening of the tenders, if they so like.
7. Each page of Bid document shall be duly numbered, signed by the bidder. Bid document without signature will be rejected.
8. The tender document shall be clearly written or typed without any correction and overwriting.
9. The sample of copies paper used for printing should be accompanied with the tender. The sealed tender should reach the office of the Superintendent, SLNMCH, Koraput through Registered Post/Speed Post only by **5.00 P.M. on dt. 12.01.2024**. The sealed tender paper received after the stipulated date and time and other than by registered post/speed post will not be considered. The undersigned will not be responsible for any postal delay.
10. It may be noted that rates (in Indian currency) shall be quoted against the items mentioned below at tender format- Cover B (Price Bid) at **Annexure-I. A, I.B, I.C, I.D.** Rates should not be more than MRP. Bidders who qualify technically (as per submission of relevant valid

- documents as asked to be submitted in Technical Bid- Cover A- Part 1, fulfilling all the terms & condition of the tender document), their Price Bid (Cover B- Part 2) shall only be opened.
11. The bidder shall furnish the following documents in technical bid.
    - a) Performa for Technical Bid (**as per Annexure-II**)
    - b) Duly filled Tender document.
    - c) Demand Draft of Rs. 2,000/- for Tender cost
    - d) EMD of Rs. 20,000/- in shape of NSC/KVP/FD/TDR of any Nationalized Bank or Post Office dully pledged in favour of "Superintendent, SLNMCH, Koraput".
    - e) Copy of GST Registration Certificate
    - f) IT Return of last three financial year
    - g) Valid up-to-date GSTR-3B filling return copy.
    - h) Details of experience if any on supply of Printed Forms, Stationeries, Sanitary items and Computer Hardware and Consumables to any Govt. office/PSU along with copies of purchase order.
    - i) Affidavit as mentioned in clause No-13 (**as per Annexure-IV**)
    - j) Annual Turnover statement (**as per Annexure-III**)
  12. The Tender will be valid for a period of one year i.e. from the date of selection.
  13. The firm will have to submit an Affidavit (On original Stamp Paper of relevant value) in the technical bid with the following clauses
    - i. Our organisation has not been blacklisted by any Government Organization
    - ii. Our organisation does not have any legal suit / criminal case pending against it for violation of VAT/ST/CST Act/GST or any other law.
    - iii. The Superintendent, SLN Medical College & Hospital, Koraput will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by our Organization.
    - iv. Our organization agrees to abide by all terms & conditions of tender
    - v. Our organization will quote prices inclusive of all taxes.
  14. In Price bid the rates for each article should be quoted including all the taxes. How ever the rate of GST against each item should be mentioned so as to enable this office to deduct GST, TDS as per Govt. norms.
  15. The rate so quoted should be on door delivery at SLNMCH, Koraput.
  16. The tenderer/bidder should submit /furnish a certificate in the tender to the effect that price quoted by him are not more than the open market price rate.
  17. The price so quoted should be final & shall not be subject to any escalation during the validity of the tender.
  18. The tender document must be sealed and superscribed as "Tender for supply of Printed forms and registers on Annual Contract Basis to Superintendent, SLN Medical College and Hospital, Koraput vide advt. No-..... dt.....".
  19. If the product after use found to be 'Not of satisfactory quality' such items will be declared as "Not of satisfactory quality" on the basis of report of concern user. Such product shall be feezed and the supplier has to replace the fresh stock as per purchase quantity and take back the feezed stock. Penalty: In the event of bidder fails to supply/reluctant/refusal to supply the items, Superintendent, Koraput reserve the right to impose penalty @ 5% of the order value and also forfeited the EMD/ security deposit.
  20. Delivery Time: 15 days for reporting format
  21. Place of delivery: Office store room of the O/o the Medical Superintendent, SLNMCH, Koraput
  22. If any information or documents furnished by the tenderer/bidder found to be misleading/incorrect at any stage their tender will not be accepted.

23. Payment will be released subject to availability of fund/allotment and payment shall be made on receipt of the stock entry certificate on the body of bill/invoice from the store.
24. For any dispute, decision of superintendent, SLNMCH, Koraput shall be final
25. All legal disputes are subject to the jurisdiction of Koraput Civil Courts only.
26. The Superintendent, SLNMCH, Koraput reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
27. In case of cancellation of tender the bidder/ their authorised representative is required to collect the applied seal document from the office by submitting application.
28. If as a result of post payment audit any overpayment is detected in respect of supplied goods under this tender, it shall be recovered by the authority of the SLNMCH, Koraput

  
**Superintendent**  
**SLNMCH, KORAPUT**

**CHECK LIST**(The 2<sup>nd</sup> page of your bid document)

Sl. No	Details of the bidder	
1	Name of the Bidder	
2	Address with Phone No. & email ID	
3	Address with Phone No. & email ID	
4	Contact Person	
5	Mobile NO./ Landline No.	
6	Email ID	

Sl. No	Document details	Submitted (Yes/No)	If Yes Page No.	Remarks if any
1	Tender Processing Fees details: DD No: Date: Amount			
2	EMD Details: No: Date: Amount			
4	Annual Turnover statement: (Provide supporting documents like Profit & Loss Account, I.T Return Certificate)			
5	Proof of supply (expect those bidders who are at present supplying to SLN Medical College & Hospital)			
6	Copy of PAN card			
7	Copy of GST Registration Certificate (Latest copy of GSTR-3B)			
8	Copy of I.T. return / GST Clearance Certificate (Latest copy of GSTR-3B)			
9	Declaration as per Annexure- IV			

N.B.:

a. Bidder has to sign and seal each page with sequentially numbered (both bids).



**ANNUAL TURNOVER STATEMENT**

The Annual Turnover of M/s \_\_\_\_\_  
\_\_\_\_\_ who is a manufacturing unit/wholesaler/ distributor for the last  
three years are given below and certified that the statement is true and correct.

SL No	Year	Turnover in Lakh (Rs.)
1	2020-21	
2	2021-22	
3	2022-23	

Date:

Place:

(Name in Capital)

Signature of Auditor/  
Chartered Accountant

Registration No.

Seal

NB:

1. This certificate should be supported by figures in PL Account & Income tax return.

**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 Printed  
forms, register etc. The approved rate will remain valid for a period of one year from the date of  
approval. I will abide with all the terms & conditions set forth in the tender paper Reference No.

I/We do hereby declare that:-

- i. Our organisation has not been blacklisted by any Government Organization
- ii. Our organisation does not have any legal suit / criminal case pending against it for violation of VAT/ST/CST Act/GST or any other law.
- iii. The Superintendent, SLN Medical College & Hospital, Koraput will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material, if any, will be replaced by our Organization.
- iv. Our organization agrees to abide by all terms & conditions of tender
- v. Our organization will quote prices inclusive of all taxes.

I / We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or Security Deposit and blacklist me/us for a period of 3 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.

Signature of the bidder :

Date :

Name & Address of the firm: Affidavit before  
Executive Magistrate / Notary Public



## ANNEXURE-I.A

## List of Stationeries

Sl. No.	Name of the Items	Specification	Price per Unit	Price per Unit (including GST)
1	Gel Pen- Blue, Green, Red, Black			
2	Dot Pen - Blue, Green, Red, Black			
3	Bound Register No.06	120 Pages		
4	Bound Register No.10	160 Pages		
5	Bound Register No.12	240 Pages		
6	Bound Register No.14	280 Pages		
7	Bound Register No.16	320 Pages		
8	Bound Register No.18	360 Pages		
9	Bound Register No.20	400 Pages		
10	Bound Register No.22	440 Pages		
11	Bound Register No.24	480 Pages		
12	Bound Register No.28	560 Pages		
13	Bound Register No.30	600 Pages		
14	Bound Register No.40	800 Pages		
15	Cash Book	17x27Inch, 320 pages		
16	Tag Flyleaf			
17	Tag			
18	Box File			
19	Fly Leaf			
20	Cover File			
21	Flat File			
22	Spring File			
23	Voucher Clip File			
24	Alpin			



25	Stapler Machine Big Size			
26	Stapler Machine Small Size			
27	Single Punching Machine			
28	Double Punching Machine			
29	Stapler Pin N-10			
30	Stapler Pin 24/6			
31	A4 Paper			
32	A3 Paper			
33	Legal Paper			
34	Eraser			
35	Whitener			
36	Highlighter Pen			
37	Envelope A4 Size			
38	Envelope Med Size			
39	Envelope Small Size			
40	Sharpner			
41	Pencil			
42	Plastic Folder	A4		
43	Marker Pen (White Board Marker)			
44	Permanent Marker Pen			
45	White Board Duster			
46	Binder Clip	32 mm		
47	Binder Clip	41 mm		
48	Binder Clip	19 mm		
49	Clip Pin			
50	Stamp Pad (Small)			
51	Stamp Pad (Big)			
52	Stamp Pad Ink			

53	Paper Cutting Scissor			
54	Calculator			
55	AC Battery			
56	Watch Battery			
57	BP Machine Battery			
58	Glucometer Battery			
59	Laryngoscope Battery			
60	Adhesive Gum			
61	Carbon Paper			
62	Nylon Tag			
63	Bodkain			
64	Paper Weight			
65	Lock & Key Med Size			
66	Lock & Key Big Size			
67	Wall Clock			
68	Torch Light			
69	Cello Tape			
70	Double Added Tape			
71	Examination Board			
72	Guard File			
73	Pen Stand			
74	Stick File			
75	Water Bottle			
76	Rubber Stamp Seal			
77	Tailoring Scissor	12 size(medium)		
78	Plain Sheet	120 x 150 cm		
79	Glossy Paper	130 GSM, A4		

## ANNEXURE-I.B

## List of Printed Forms

Sl. No.	Name of the Items	Specification	Price per Unit	Price per Unit (including GST)
1	OPD Register/ IPD register/ Other Register	42 X 28 CM, GSM 70, 200 folio, cloth binding both side with 400 GSM Mat Board, with page Numbering	Per Book	
2	Forms - Single Side Printing (Black and White)	A4 size, 70 GSM Paper	100pcs/Pad	
3	Forms - Double Side Printing (Black and White)	A4 size, 70 GSM Paper	100pcs/Pad	
4	Forms - Single Side Colour Printing	A4 size, 70 GSM Paper	100pcs/Pad	
5	Forms - Double Side Colour Printing	A4 size, 70 GSM Paper	100pcs/Pad	
6	Forms - Single Side Printing (Black and White)	A5 size, 70 GSM Paper	100pcs/Pad	
7	Forms - Double Side Printing (Black and White)	A5 size, 70 GSM Paper	100pcs/Pad	
8	Forms - Single Side Multi Colour Printing	A4 size, 70 GSM Paper	100pcs/Pad	
9	Forms - Double Side Multi Colour Printing	A4 size, 70 GSM Paper	100pcs/Pad	
10	Forms - Single Side Colour Printing	A5 size, 70 GSM Paper	100pcs/Pad	
11	Forms - Double Side Colour Printing	A5 size, 70 GSM Paper	100pcs/Pad	
12	Binding Register-500 pages	20.8 X 28 CM, 70 GSM Paper, Cloth binding both side with 400 GSM Mat Board, with page numbering	Per Register	
13	Diet/ Instruction Register-400 Pages	A4 size Paper, 70 GSM Paper, with page numbering	Per Register	
14	Register-100 leafs plain binding with hard board cover	Cloth Bound register , A4 Paper, 70 GSM with page Marking, with page numbering	Per Register	
15	Register- 500 leafs Plain binding register with hard board cover	Cloth Bound register , A4 Paper, 70 GSM with page Marking	Per Register	
16	Stock Ledger -300 pages	Cloth Bound register , A4 Paper, 70 GSM with page Marking	Per register	
17	X-Ray Cover	150 GSM, Colour Print	Per each	
	A. 15.5"X12.5"			
	B. 12.5"X12.5"			
	C. 12.5"X10.5"			
	D. 10.5"X8.5"			

18	Prescription of Glasses for EYE	1/16 size ( Minimum 250 GSM, Mat board with Single Colour printing	100pcs/Pad	
19	Log Book-100 leafs Plain binding register with hard board cover	Cloth Bound register , A4 Paper, 70 GSM with page Marking	Per each	
20	Blood Bag Lables	1/32 size ( Minimum 250 GSM, Mat board with Multi Colour printing	Per each	
21	Attendance Register-13 pages	30cmx40cm with cloth bound 400 GSM	Per each	
22	Attendance Register-26 pages	30cmx40cm with cloth bound 400 GSM	Per each	
23	Attendance Register-52 pages	30cmx40cm with cloth bound 400 GSM	Per each	
24	Attendance Register-108 pages	30cmx40cm with cloth bound 400 GSM	Per each	
25	SNCU Case Sheet Docket Folder	Docket Folder: 1 No. 2) Discharge Card: 1 No. 3) Neonatal Case Record Sheet: 1 No. 4) Investigation Sheet: 1 No. 5) Treatment Continuation & Clinical condition record Sheet: 3Nos. 6) Monitoring & Nurses Order Sheet: 1 No.	Per each	
26	RKS Slip	Unit: Booklet; Paper Size: 1/10; No. of sheets : 100 (single side printing); Printing Type : Single side, Black Paper Qualify : 70 GSM While Maplitho paper; Top pad binding	Per each	
27	User charges Receipt Book	Unit: Booklet; Paper Size: 1/10 ; No. of sheets : 100 (With duplicate copy); Printing Type: Single side, Black Paper Quality : 60 GSM color Maplitho paper; Receipt book binding; with unique numbering.	Per each	
28	User fee oollection Receipt book	Unit: Booklet; Paper Size : 1/12 ; No. of sheets : 100 single copy ); Printing Type : Single side, Receipt binding with par-potting; Black Paper Quality : 60 GSM color Maplitho paper; with unique numbering.	Per each	
29	HMIS Reporting Format	Unit: Booklet; Paper Size: A4; No. of sheets : 100 (single side printing); Printing Type : Single side, Black Paper Quality : 70 GSM White Maplitho paper; Binding Type: Top Pad binding printed cover page mentioning month, year with hard straw board on back side; Cover Page: 1 colour cover page of 70 GSM; One original and duplicate should be mentioned at the right hand lop corner. The original copy should have a provision for a dotted line which should be bearable.	Per each	

## ANNEXURE-I.C

## List of Computer Hardware and Consumables

Sl. No.	Name of the Items	Specification	Price per Unit	Price per Unit (including GST)
1	UPS	Line interactive UPS, 230 vol		
2	Wi-Fi adapter			
3	Mouse			
4	Keyboard			
5	Pendrive	32 GB		
6	Antivirus	1 PC and 1 or 2 years subscription validity		
7	Cartridge			
7.a	12A			
7.b	103A			
7.c	88A			
7.d	30A			
7.e	101			
7.f	Epson ink Cartridge-03 (C/Y/M/8)			
7.g	Epson ink Cartridge-05 C/Y/M/8)			
7.h	934 Black & Colour			
7.i	110A			
7.j	925			
7.k	325			
7.l	119A (C/Y/M/B)			
7.m	2118 Kyocera			
7.n	MX-237AT for Sharp AR-6020N			
7.o	137A			
7.p	934XL			
7.q	935 XL			
7.r	TN-2365			

**ANNEXURE-I.D**

**List of Sanitary Items**

Sl. No.	Name of the Items	Specification	Price per Unit	Price per Unit (including GST)
1	Hand Wash	100ml		
2	Phenyl	1 Litre		
3	Room Freshener	200 ml		
4	Surf	1 Kg		
5	Hand Sanitizer	120 ml		
6	Plastic Bucket Big	20 Litre		
7	Plastic Bucket Medium	16 Litre		
8	Doormate	2 Feet		
9	Mopper	1.5 Feet		
10	Door Screen with Installation	As specified/ Indented		
11	Window Screen with Installation	As specified/ Indented		
12	Broomstick	Steel Handle		
13	Slipper	(Size No.06,07,08,09 & 10)		
14	Turkish Towel	Normal Size		
15	Hand Towel	Normal Size		
16	Toilet Cleaner	500ml		
17	Plastic Mug	Big Size		
18	Basin Brush	Normal Size		
19	Coconut Broomstick	(1 m) Normal Size		
20	Wiper	(1.2 ml Normal Size		
21	Toilet Brush	Normal Size		
22	Foot Operated Dustbin	120 Liters		
23	Dustbin	8 Liters		
24	Spider Broomstick	30W x 68.5H		
25	Black Phenyl	1 Liter		
26	Dish Washing Liquid	100 ml		