

No. 3318 /2022

Date. 08 .07.2022

SHORT TENDER CALL NOTICE

Sealed tenders are invited from registered suppliers/agencies for supply of Printed forms and stationeries 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. The tenders should reach the office of the undersigned by 25.07.2022 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 miscellaneous stationary items to office of the Superintendent, SLN Medical College Hospital, Koraput **on or before dt. 25.07.2022 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.10,000/- (Rupees Ten Thousand) only in shape of NSC/KVP/FD/TDR of any Nationalized Bank or Post Office dully pledged in favour of "Superintendent, SLNMCH, Koraput". However the EMD of the non responsive bidders will be returned after completion/finalisation of the tender and approved bidders after submission of performance security. Tender received without EMD shall summarily be rejected.
4. 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 envelop superscribed as "Tender for supply of Miscellaneous Stationary Items On Annual Contract Basis to Superintendent, SLN Medical College and Hospital, Koraput vide advt. No-..... dtd.....
5. The Sealed tenders submitted by the tenderers/bidders will be opened in the office of the Superintendent, SLNMCH, Koraput **on dt. 26.07.2022 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.
6. Each page of Bid document shall be duly numbered, signed by the bidder. Bid document without signature will be rejected.
7. The tender document shall be clearly written or typed without any correction and overwriting.
8. 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 dtd.25.07.2022. 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.
9. 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. 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.
10. 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.10,000/- 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 GST & IT clearance/payment certificate
 - h) Details of experience if any on supply of office stationary and printing items to any Govt. office/PSU along with copies of purchase order.
 - i) Affidavit as mentioned in clause No-12
 - j) Annual Turnover statement (as per Annexure-III)
11. The Tender will be valid for a period of one year i.e. from the date of selection.
 12. 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.
 13. In Price bid the rates for each article should be quoted including all the taxes. However the rate of GST against each item should be mentioned so as to enable this office to deduct GST, TDS as per Govt. norms.
 14. The rate so quoted should be on door delivery at SLNMCH, Koraput.
 15. 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.
 16. The price so quoted should be final & shall not be subject to any escalation during the validity of the tender.
 17. The tender document must be sealed and superscribed as "**Tender for Printing of Forms, Binding books of SLNMCH, Koraput for 2022-23**".
 18. 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 frozen and the supplier has to replace the fresh stock as per purchase quantity and take back the frozen 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.
 19. Delivery Time: 15 days for reporting format
 20. Place of delivery: Site will be intimated in orders
 21. If any information or documents furnished by the tenderer/bidder found to be misleading/incorrect at any stage their tender will not be accepted.
 22. 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.
 23. For any dispute, decision of superintendent, SLNMCH, Koraput shall be final
 24. All legal disputes are subject to the jurisdiction of Koraput Civil Courts only.
 25. The Superintendent, SLNMCH, Koraput reserves the right to accept or reject any or all the tenders without assigning any reason thereof.


Superintendent
SLNMCH, KORAPUT

List of Printed items

Sl. No.	Name of the Items	Specification	Unit	Price per Unit (include GST)
01	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	
02	Forms - Single Side Printing (Black and White)	A4 size, 70 GSM Paper	100pcs/Pad	
03	Forms - Double Side Printing (Black and White)	A4 size, 70 GSM Paper	100pcs/Pad	
04	Forms - Single Side Colour Printing	A4 size, 70 GSM Paper	100pcs/Pad	
05	Forms - Double Side Colour Printing	A4 size, 70 GSM Paper	100pcs/Pad	
06	Forms - Single Side Printing (Black and White)	A5 size, 70 GSM Paper	100pcs/Pad	
07	Forms - Double Side Printing (Black and White)	A5 size, 70 GSM Paper	100pcs/Pad	
08	Forms - Single Side Colour Printing	A5 size, 70 GSM Paper	100pcs/Pad	
09	Forms - Double Side Colour Printing	A5 size, 70 GSM Paper	100pcs/Pad	
10	Binding Register-1000 pages	20.8 X 28 CM, 70 GSM Paper, Cloth binding both side with 400 GSM Mat Board, with page numbering	Per Register	
11	Diet/ Instruction Register-200 Pages	A4 size Paper, 70 GSM Paper, with page numbering	Per Register	
12	Issue Register-100 leafs plain binding with hard board cover	Cloth Bound register , A4 Paper, 70 GSM with page Marking, with page numbering	Per Register	
13	Receipt Register- 100 leafs Plain binding register with hard board cover	Cloth Bound register , A4 Paper, 70 GSM with page Marking	Per Register	
14	Stock Ledger -300 pages	Cloth Bound register , A4 Paper, 70 GSM with page Marking	Per register	

15	X-Ray Cover A. 15.5"X12.5" B. 12.5"X12.5" C. 12.5"X10.5" D. 10.5"X8.5"	150 GSM, Colour Print	Per each	
16	Attendance Register-			
17	Prescription of Glasses for EYE	1/16 size (Minimum 250 GSM, Mat board with Single Colour printing	100pcs/Pad	
18	Log Book-100 leafs Plain binding register with hard board cover	Cloth Bound register , A4 Paper, 70 GSM with page Marking	Per each	
19	Fly Leaf (Printed)	Cloth Bound 400 GSM Mat Board		
20	Blood Bag Lables	1/32 size (Minimum 250 GSM, Mat board with Multi Colour printing		

ANNEXURE-II**CHECK LIST**(The 2nd 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			
8	Copy of I.T. return / Tax clearance certificate			
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	2018-19	
2	2019-20	
3	2020-21	

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