



ROGI KALYAN SAMITI
DISTRICT HEAD QUARTERS HOSPITAL, ANGUL
Tender Call Notice



Letter No.01

Date.01.01.2020

Sealed tenders are invited from eligible suppliers/agencies/firms/bidders for supply of **Printing Materials** (Ticket & Forms), **Office Stationery, Office Furniture & Medical Equipment & Instruments** to RKS, DHH, Angul for a period of one year on an annual rate contract basis. Details regarding terms & condition and format for submission of tenders may be downloaded from the website www.angul.nic.in. Tender should be reach the office of the undersigned by **16.01.2020 till 5.00 pm** through Registered Post/Speed Post/Courier only. The tender will be opened on **17.01.2020.at 11.00 am** in the presence of the tenderer or their authorized representatives. The undersigned reserves the right to accept or reject any or all the tender without assigning any reason thereof.

Sd/-Dr. A.N. Mohanty

**Chief District Medical & Public
Health Officer, Angul**

TERMS & CONDITIONS FOR SUPPLY OF PRINTING MATERIALS (TICKET & FORM), OFFICE STATIONERY & OFFICE FURNITURE TO R.K.S, DHH, ANGUL

- 1) The undersigned shall have the right to reject all or any of the quotation without assigning any reason thereof.
- 2) Any tender received after due date and time will be rejected. The tender paper will be received through Regd.post/Speed post/Courier services only.
- 3) Bidders having average annual turnover of **Rs. 5, 00,000/- (Rupees Five Lakhs Only)** in last three financial years, which should be certified by Chartered Accountant (**as per Annexure-III**) are eligible for participation in the bidding process.
- 4) Two stage bidding system will be done. (Technical Bid & Price bid).
- 5) The bidders are to submit their tenders in separate covered envelop by superscribing **Cover A : Technical bid & Cover B: Price Bid** and both the sealed cover should be put into a third outer cover which should be superscribed as "**TENDER FOR SUPPLY OF PRINTING CATEGORY A: MATERIALS (TICKET & FORM) / CATEGORY B: OFFICE STATIONERY / CATEGORY C: OFFICE FURNITURE TO DHH, ANGUL**". *The tenderer should clearly mention the category of the tender applied in the outer cover.* The 'Price bid of only those bidders will be opened who will qualify in the technical bid.
- 6) The bidder have to submit a sum of **Rs 1,000/- (Rupees One Thousand Only)** as tender fees (non refundable) and **Rs. 10, 000/- (Rupees Ten Thousand only)** as EMD for each category as refundable without any interest for the unsuccessful bidder. The tender fee & EMD should be submitted in shape of Demand Draft drawn in favor of **ROGI KALYAN SAMITI, DHH, ANGUL** and Payable at ANGUL.
- 7) The supply should be made within the period Prescribed in the supply order.
- 8) The details specification regarding the items may be seen at **Annexure- I**.
- 9) The Bidder has to quote the rate inclusive of all taxes, duties, freight etc. & any other statutory dues as applicable.
- 10) The rate will be valid for a period of One year from the approval of the purchase committee.
- 11) All the items will be delivered at the Office of the undersigned.

**Chief District Medical & Public
Health Officer, Angul**

ANNEXURE – I**CATEGORY A: TICKET & FORMS**

Sl.No	Name of the Items	Description of Items
1.	Money Receipt Book	Binding of 200 pages each book, original & duplicate in white & yellow/pink/light blue colour paper (Size 10cm X 16cm)
2	Pathological Investigation Form (Blood & Urine)	Binding of 100 pages each book (Size 16cm X 24 cm)
3	Attendant Pass	Size: 9cm X 8 cm
4	Indoor Ticket Book	Binding of 100 pages each book (Size A4)
5	Outdoor Ticket Book	Printing & binding of auto carbon paper (Size- 1/8 demi) Each book contain 100 pages X 2 original & duplicate each contain 100 pages
6.	Outdoor Ticket Book	Binding of 100 pages each book (Size A4)
7.	OPD Ticket Book (Dog bite)	Each book contain 100 pages, (Size 1/8 demi)
8.	Discharge/Referral Certificate form	Each book contain 100 pages, (Size 1/8 demi)
9.	Requisition Form(X-Ray , Blood & NIRAMAY)	Binding of 100 pages each book (Size A4)
10.	Form (Death/Birth/Patient Feedback)	Binding of 100 pages each book (Size A4)
11.	Envelope	Size- 16" x 13" & 11" x 9"
12.	Folder file	Size 35" x 50" with printing of RKS logo & name.
13.	Case Sheet/Ticket for Labour Room & SNCU	Each ticket/sheet contains 16 pages in white colour A4 size paper or detail sample available at R.K.S Office, DHH, Angul

N.B:- Detail sample of above Tickets & Forms available at office of the Rogi Kalyan Samiti, DHH, Angul for necessary verification for participation in Tender Process.

CATEGORY B: OFFICE STATIONARY ITEMS

SL. No.	Name of the Items	Specification
1	COPIER PAPER	LEGAL SIZE 70GSM (500 SHEETS)
2	COPIER PAPER	A4 75 GSM (500 SHEETS)
3	PEN	USE & THROW
4	REGISTER (RULLED)	NUMBER WISE(4,6,8,10,12,16,20,30,40)
5	PLAIN PAPER	
6	STAMP PAD INK	100ML
7	STAPPLER PIN	MEDIUM 24/6
8	STAPPLER PIN	SMALL NO-10 1M
9	STAPPLER PIN	BIG 26/10
10	STAPPLER	HEAVY DUTY
11	STAPPLER	MIDIUM HD 45
12	STAPPLER	SMALL
13.	Printer Cartridge	HP laser Tonner 110A
14.	Printer Cartridge	Brothers DR 3455 (TN.3448)

CATEGORY C: OFFICE FURNITURE

SL. No.	Name of the Items	Specification
1	Revolving Chair	Mesh ype, Medium Back, Swivel Tilt, 2 years warranty, Metal Base. Height Adjustable. Soft Handle
2	Revolving Chair with Medium back	Push Back Model with Plastic Back cover, PU molded foam, Back Locking System, Branded leatherite Model Base with at least 2 years warranty
3	PVC/Plastic Molded with arms Rest Chair	Branded (virgin plastic) with Model no. & Company.
4.	Patient waiting Chair	3 seated Stainless Steel Width 68.78"Depth:- 25.55" Height-30.26"
5	Fiber Chair (cushioned)	With arms with Model no. & Company
6	Steel Almirah	Standard Size, 20, Gauge - (78 x 36 x 19) With locker
7	Steel Almirah	Steel -78"x36"x19" without locker, 20 Gauge
8	Almirah	Covered with 20 Gaze C.R. Sheet, 6 no's of lockers with Brass Lock, Enamel Color (Two Coat), Locked Almirah with 6 Lockers size 66" x 20" x 39", 20 gauge
9	Rack	Steel -1800 x 900 x 450 mm, 5 shelves-open,22 gauge
10	Racking System Steel Cabinet	Size 84" (7') x 48" (4') x 1'4", With Partition 16 Nos, Front Open, Three side closed made out of 22 gauge.
11	Book Case	Steel -1980x915x485mm, Glass Fitted 4 compartments,22 gauge
12	Filing cabinet	Steel -1290x474x620 mm) 4 drawer
13	Side cabinet	Pre-laminated board - 5 Rack
14	Executive Table with foot rest, Double Top.	3 Drawers - Size 5 x 3 x 2.5 made with Particle Board. (Catalogue to be attached)
15	Executive Table with foot rest, Double Top.	3 Drawers - - Size 4 x 2 x 2.5 with Particle Board (Catalogue to be attached)
16	Computer Table	Size 4'0" x 2'0" with key board, CPU and UPS arrangements. One drawer & 1 cupboard with pre-laminated top.
17	White writing board	Per sq. ft.
18	Notice board	Per sq. ft.
19	Revolving Stool with fixed Height and Backrest	Reinforced nylon base with 5 feet, Mobile on 5 twin wheel swivel, Gas lift for height adjustment from 520 – 710 mm casters 50 mm, with high back rest made from imitation leather upholstery with 50 mm thick high density foam padding, Knock down construction.
20	Folding Patient Bed	Overall size(72"(L)x30"(W) x 12"(H) with minimum bed frame Tubular Bows (outer pipe) made G.I Pipe with Water Proof Ply with cushioned Rexine, All metallic parts of the bed should be colouring

ANNEXURE – II

(To be submitted in **Cover A -Technical Bid**)

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 Ticket, Forms & Office Stationery Items. 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 Reference no. _____**. **I/We do hereby declare I/We have not been de-recognized / black listed by any State Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for supply of Not of Standard Quality items / non-supply.** 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 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

Seal

Date :

Name & Address of the Firm :

Affidavit before Executive Magistrate / Notary Public

(To be submitted in **Cover A -Technical Bid**)

ANNEXURE – III

(To be furnished in the **letter head** of the Auditor/ Chartered Account)

ANNUAL TURN OVER STATEMENT

The Annual Turnover for the last three financial years of M/s _____ who is a Manufacturer /Distributor/Importer (*Pl. tick whichever is applicable*) are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.	2016 – 2017	-
2.	2017 - 2018	-
3.	2018 – 2019	-

Average Annual Turnover (for the above three years) in (Rs.) _____

Date:

Signature of Auditor/

Place:

Chartered Accountant

(Name in Capital)

a) To be issued in the **letter head** of the Auditor/Chartered Accountant mentioning the Membership no.

TENDER FORM Part -A (Technical Bid) Supply Ticket, Forms , Office Stationery & Office Furniture Items to RKS, DHH, Angul

1	Name of the Bidder	
2	Address of the Firm/Agency	
3	Name of the authorized signatory	
4	Specimen signature of authorized signatory	
5	Telephone number & e-mail of authorized signatory Firm/Agency	
6	Draft number and date of the EMD of Rs.10,000/-submitted by the Firm/Agency (Yes/No)	
7	Draft Number & Date of Tender Paper Cost Rs.1,000/-submitted by the Firm/Agency (Yes/No)	
8	GSTIN No (furnish Photo Copy)	
9	PAN No (furnish Photo Copy of PAN)	
10	Declaration form (Annexure -II) signed by the Tenderer & affidavit before Notary Public / Executive Magistrate	

11	Average Annual Turnover for the last 3 Financial years Rs.5.00 lakhs (duly certified by Chartered Accountant) as per Annexure-III	
12	Whether all documents submitted signed by the authorized signatory of the firm/Agency (Yes/No)	

DECLARATION

I / we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any stage, the Firm/Agency will be blacklisted by your office and will not have any dealing with your office in future.

(Signature and seal of the authorized signatory)

Place

Date.

Tender Format Part-II Supply of Ticket & Forms to RKS, DHH, Angul

(Price Bid) - Cover B
(to be furnished in Cover B-Price Bid)

Sl. No	Name of the Items	Description of Items	Price (in Figure) inclusive of all Taxes and transportation charges
1.	Money Receipt Book	Binding of 200 pages each book, original & duplicate in white & yellow/pink/light blue colour paper (Size 10cm X 16cm)	
2	Pathological Investigation Form (Blood & Urine)	Binding of 100 pages each book (Size 16cm X 24 cm)	
3	Attendant Pass	Size: 9cm X 8 cm	
4	Indoor Ticket Book	Binding of 100 pages each book (Size A4)	
5	Outdoor Ticket Book	Printing & binding of auto carbon paper (Size- 1/8 demi) Each book contain 100 pages X 2 original & duplicate each contain 100 pages	
6.	Outdoor Ticket Book	Binding of 100 pages each book (Size A4)	
7.	OPD Ticket Book (Dog bite)	Each book contain 100 pages, (Size 1/8 demi)	
8.	Discharge/ Referral Certificate form	Each book contain 100 pages, (Size 1/8 demi)	
9.	Requisition Form (X-Ray , Blood & NIRAMAY)	Binding of 100 pages each book (Size A4)	
10.	Form (Death/ Birth/ Patient Feedback)	Binding of 100 pages each book (Size A4)	
11.	Envelope	Size- 16" x 13" & 11" x 9"	
12.	Folder file	Size 35" x 50" with printing of RKS logo & name.	
13.	Case Sheet/Ticket for Labour Room & SNCU	Each ticket/sheet contains 16 pages in white colour A4 size paper or detail sample available at R.K.S Office, DHH, Angul	

(Signature and seal of the authorized signatory)

Place
Date

Rate should be quoted inclusive of GST & other statutory dues.

**Tender Format Part-II Supply of Office Stationery Items to RKS, DHH,
Angul**

(Price Bid) - Cover B
(to be furnished in Cover B-Price Bid)

SL. No.	Name of the Item with Specification	Unit	Rate (Rs.) Inclusive of all taxes
1	COPIER PAPER Legal Size 70 GSM (500 Sheets)	Pkt	
2	COPIER PAPER A4 75 GSM - 500 Sheets	Pkt	
3	PEN (Use & Trough)	No	
4	Register (Rulled) number wise(4,6,8,10,12,16,20,30,40)	No	
5	Plain Paper	Rim	
6	STAMP PAD INK 100mL	Bottle	
7	STAPPLER PIN MEDIUM 24/6	Pkt	
8	STAPPLER PIN SMALL NO-10 1M	Pkt	
9	STAPPLER PIN BIG 26/10	Pkt	
10	STAPPLER HEAVY DUTY	No	
11	STAPPLER MIDIMUM HD 45	No	
12	STAPPLER SMALL	No	
13.	Printer Cartridge(HP laser Tonner 110A)	No	
14.	Printer Cartridge (Brothers DR 3455 (TN.3448	No	

(Signature and seal of the authorized signatory)

**Place
Date**

Rate should be quoted inclusive of GST & other statutory dues

Tender Format Part-II Supply Office Furniture to RKS, DHH, Angul

(Price Bid) - Cover B
(to be furnished in Cover B-Price Bid)

SI No	Name of the Item with specification	Unit of Measure	Price inclusive of all Taxes and transportation charges
CHAIRS			
1	Revolving Chair , Mesh Type, Medium Back, Swivel Tilt, 2 years warranty, Metal Base. Height Adjustable. Soft Handle.	Single pc	
2	Revolving Chair with Medium back , Push Back Model with Plastic Back cover, PU molded foam, Back Locking System, Branded leatherite Model Base with at least 2 years warranty	Single pc	
3	PVC/Plastic Molded Chair with arms rest Branded (virgin plastic) with Model no. & Company.	Single pc	
4.	Patient waiting Chair , 3 seated Stainless Steel Width-68.78" Depth:- 25.55" Height-30.26"		
5	Fiber Chair (cushioned) with arms with Model no. & Company	Single pc	
ALMIRAH & RACKS			
6	Steel Almira Standard Size, 20 Gauge - (78 x 36 x 19) With locker	Single pc	
7	Steel Almira (Steel - 78"x36"x19") without locker, 20 Gauge	Single pc	
8	Almira covered with 20 Gaze C.R. Sheet, 6 no's of lockers with Brass Lock, Enamel Color (Two Coat), Locked Almira with 6 Lockers size 66" x 20" x 39" 20 Gauge	Single pc	
9	Rack (Steel -1800x900x450 mm) 5 shelves-open,22 gauge	Single pcs	
10	Racking System Steel Cabinet of Size 84" (7') x 48" (4') x 1'4", With Partition 16 Nos, Front Open, Three side closed made out of 22 gauge.	Single pcs	
BOOK CASE			
11	Book Case (Steel -1980x915x485 mm) Glass Fitted 4 compartments,22 gauge	Single pcs	
FILE CABINETS			
12	File cabinet (Steel - 1290x474x620 mm) 4 drawer	Single pcs	
13	Side cabinet (Pre-laminated board - 5 Rack)	Single pcs	

TABLES			
14	Executive Table with foot rest. Double Top. 3 Drawers - Size 5 x 3 x 2.5 made with Particle Board. (Catalogue to be attached)	Single pcs	
15	Executive Table with foot rest. Double Top. 3 Drawers - - Size 4 x 2 x 2.5 with Particle Board (Catalogue to be attached)	Single pcs	
16	Computer Table of Size 4'0" x 2' 0" with key board, CPU and UPS arrangements. One drawer & 1 cupboard with pre-laminated top.	Single pc	
OTHERS			
17	White writing board (per sq. ft.)	Single pc	
18	Notice board (per sq. Ft)	Single pc	
19	Revolving Stool with fixed Height and Backrest- Reinforced nylon base with 5 feet, Mobile on 5 twin wheel swivel, Gas lift for height adjustment from 520 - 710 mm casters Ø 50 mm, with high back rest made from imitation leather upholstery with 50 mm thick high density foam padding, Knock down construction.	Single pc	
20	Folding Patient Bed (Overall size(72"(L)x30"(W) x 12"(H) with minimum bed frame Tubular Bows (outer pipe) made G.I Pipe with Water Proof Ply with cushioned Rexine, All metallic parts of the bed should be colouring	Single Pc	

(Signature and seal of the authorized signatory)

**Place
Date**

Rate should be quoted inclusive of GST & other statutory dues