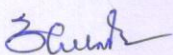


TENDER PAPER FOR SUPPLY OF
PRINTING & SIGNAGE ITEMS
FOR THE YEAR 2024-25 - 26

Cost of Tender Paper-	1000/- (One thousand only)
Last date of Receipt of tender paper-	12/09/2024 up to 4pm (By regd. Post/Speed post)
Date of Opening of tender (Technical bid) -	13/09/24 at 3.00pm
Date of Opening of Cover-B (Price bid):	13/09/24 at 4.30pm
Place of Opening of tender paper-	Office of the Superintendent, SVPPGIP, Ctc-2
Address for Communication-	Superintendent, SVPPGIP, Ctc-2
Telephone No.	0671-2508978
Fax No.	0671-2508978
Email ID-	svppgip_cuttack@rediffmail.com
Website -	www.svppgip, org


23/9/24
Superintendent

SVPPGIP, Cuttack



TENDER DOCUMENT FOR SUPPLY OF PRINTING & SIGNAGE ITEMS

1. Sealed tenders are invited from interested registered firm having own printing press for printing jobs and registered firm for providing signage works for the year 2024-25 & 2025-26. Both have the experience for such supply of different type of printing items & signage works to govt. hospital on rate contract basis. Supply order copy in support of the experience need to be submitted.

2. Interested bidders have to download the bid documents from institution website available at www.svppgip.org directly from Dt.24/08/24. The sealed tender will be received only through Registered Post / Speed Post on or before Dt.12/09/2024 by 04:00 PM. The bids received other than mentioned way shall not be acceptable. The bids will not be accepted after last date and time Specified in the tender document.

GENERAL TERMS AND CONDITIONS

Terms & Conditions		Documents to be Submitted
01	The Firm should be a bona fide registered body	GST registration copy
02	The Firm should have PAN,GTIN holder	Photo copy of PAN,GTIN
03	The Firm should deposit GST return timely (if applicable)	Photo copy of last GST return
	The Firm should have supply experience to govt. organization	Copy of supply order to Govt. Hospital
04	The quoted price shall remain valid for 2 years from the date of approval.	
05	The Superintendent will not pay any advance payment to the organization. The Organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the complete supply and submission of bill in that regard.	
06	All information, documents and data coming in the possession of the organization as a result of execution of the job shall at all time remain the property of the Superintendent, SVPPGIP, Cuttack. The organization shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the Office. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.	
07	The Superintendent reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.	
08	Under no circumstance shall the organization appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions the contract will be terminated forthwith without any notice and Security deposited by the organization shall be forfeited.	
09	Rates quoted against this tender enquiry shall remain valid up to 24 months after Publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period.	

4. The tender will be in two parts i.e. technical bid. (Cover-A) and price bid (Cover-B). The bidders should give their technical and financial proposal separately in two envelopes and should be put into another cover super scribed as "Tender for supply of various type of printing jobs, Preparation & installation of different types of signage".

A) TECHNICAL BID:

Documents to be submitted in the Technical Bid are follows:

- i. Demand Draft towards EMD amounting to Rs 5,000/- (Rupees Five Thousand Only)
- ii. Copy of PAN Card & IT returns (AY-2023-24)
- iii. The bidder must furnish last month GST return Certificate. (JULY 2024)
- iv. Forwarding letter/Self-Declaration form as per Annexure-3.
- v. Registration certificate of the firms.
- vi. Copy of supply order to govt. hospitals in support of experience
- vii. Tender paper cost Rs.1000/- as DD to be attached.

B). PRICE BID

- i. Hard Copy signed & sealed both in words and figures
- ii. The Price bid of the technical qualified bidders will only be opened.
- iii. The net quoted price (Cost of Printing along with & transportation and complete fixation in case of signage) should both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.

5. EARNEST MONEY DEPOSIT – (EMD)

5.1 Rs 5,000 (Rupees Five Thousand only) should be paid as EMD in the form of Demand Draft from a Nationalized Bank located in India submitted in the Technical Bid. The bidder should write the organization name at the back side of the DD. Bids without EMD shall be treated as non-responsive and will not be accepted. No exemption from submission of EMD is allowed.

5.2 The EMD of successful bidder is liable to be forfeited if the tenderer, revokes any terms of the tender within the validity period.

5.3 EMDs given by unsuccessful bidders will be refunded after placing of work order to the successful bidder.

5.4 EMD of the successful bidder will be forfeited in case the successful bidder fails to Accept/execute the order.

5.5 EMD shall not carry any interest.

6. The technical bid & financial bid will be opened on dt.13/09/2024 at 03.30 P.M in the office chamber of Superintendent, SVPPGIP, Cuttack.

7. Bidders who qualify in the technical bid will be eligible for financial evaluation. Supply order will be place as and when required.

8. It would be the responsibility of the Bidder's representative (only one person per bidder) to be present at the venue of opening of Bids. In case absence of any bidder then bid document could be opened by the committee members.

9. The bidders shall ensure that each page of the tender document is to be signed with authorized signatory and company seal.

10. EVALUATION: The rates of the item quoted by the technically qualified bidders will be evaluated after taking the following points into consideration: -

10.1 Rate of items of each bidder will be taken after exclusion of taxes as applicable & inclusion of other levies, Transportation and fixation charges.

10.2 After Evaluation the lowest Eligible Bidder (NET Price) will be selected.

11. PERFORMANCE SECURITY:

11.1 The firm selected in the price bid have to deposit the performance security amount Rs.10000/- In the form of DD after which final approval will be issued.

11.2 Security amount will be return after validity period of approval of the tender is over.

11.3 If the firm after getting supply order fails to supply the security amount will be forfeited.

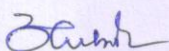
12. REJECTION OF TENDER :

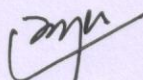
12.1. Non submission of any document, sample paper or submission of forge document in the tender the bid will be rejected.

12.2 Non written in words and digit, the price bid will not be taken in to consideration for price comparison and it will be rejected.

12.3 Non submission of security deposit within stipulated period tender will be rejected.

13. The items should be supplied within 14 days (two weeks) from the date of purchase order / award of work. Superintendent, SVPPGIP, Cuttack reserves the right to cancel or impose penalty upon the order in the case of delay in delivery of all the items.

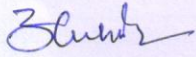




14. The items delivered should be as per the specification mentioned with clear visibility of contents. If found defective, the same has to be replaced immediately within seven days & total cost will be borne by the concerned awarded party.

15. Successful bidder awarded for supply of below mentioned printing items could also be provided with other printing items not mentioned in the below table with similar specifications with approved rate within two years of approved of the rate.


Superintendent
SVPPGIP, Cuttack



ANNEXURE-1 (PRINTING JOB SPECIFICATIONS)

Description	Specification
Diagnostic Report Book	Unit: Single; Paper size-A/4;No of sheet:100Pages/Book ; single side printing Color Blue/Red/sky blue; White Paper quality :70GSM
2 Diagnostic Report Book	Unit: Single; Paper size-A/4;No of sheet:100Pages/Book ; both side printing Color Blue/Red/sky blue; White Paper quality :70GSM
3 Diagnostic Report Book	Unit: Single; Paper size- A/8;No of sheet:100Pages/Book ; single side printing Color Blue/sky blue; White Paper quality :70GSM
4 Diagnostic Report Book	Unit: Single; Paper size- A/6;No of sheet:100Pages/Book ; single side printing Color Blue/sky blue; White Paper quality :70GSM
5 Discharge Ticket	Unit: Single Card of Green & pink thick paper, size 25cm X 36cm both side printing, colour black ; Paper quality :160GSM
6 Weekly Indent Book	Unit: Single; Paper size-A/4;No of sheet:100Pages/Book ; single side printing Color Black; White Paper quality :70GSM
7 Facility Based Post-Neonatal Death Review Form(set)	Unit: Single set of three sheet(section-A,B,C,D,E); Paper size A/4;No of sheet:03Pages/Set ; both side printing Color Blue; White Paper quality :70GSM
8 X-Ray sheet cover Envelope	Unit: Single; Envelope size-12x16 inches; No of sheet:01 ; single side printing Color Blue; Yellow Paper quality :68GSM
9 Ultrasound Report cover Envelope	Unit: Single; Envelope size-10x12 inches; No of sheet:01 ; single side printing Color Blue; Pink Paper quality :68GSM
10 DEIC reporting format	Unit: Single set of26 sheet; Paper size A/4; one side printing Color Blue; White Paper quality :70GSM
11 CDR Form '4A' & '4B'	Unit: Single set of three sheet; Paper size A/4, both site printing. Color-black ,White Paper quality :70GSM
12 ICMR FORM & NCDC FORM (COVID-19 FORM)	Unit single ; Paper size-A/4; No. of sheet: 100pages/Book ;both site printing, white paper quality :70GSM
13 ICU MONITORING CHART	Unit single ; Paper size-A/3; No. of sheet: 01 sheet;both site printing, white paper quality :70GSM
14 SUB-STORE &DDC LEDGER	Hard binding, rolling, both side printing, DF size green paper ,250 Paper sheets (500 pages)
15 Child information sheet	Unit : single sheet ;size A/3 ; both side printing , white paper quality :70GSM
16 Patient record form	Patient record form
17 Dailly ward feeding chart	Unit : single sheet ;size A/3 ; single side printing , white paper quality :70GSM
18 Discharge card	Unit : single sheet ;size A/4 ; both side printing , white paper quality :70GSM
19 24 Hour Food intake Chart	Unit : single sheet ;size A/3 ;single side printing , white paper quality :70GSM
20 Admission register	Hard binding, rolling, both side printing, DF size green paper ,100 sheets
21 Stock register	Hard binding, rolling, both side printing, DF size green paper ,100 sheets
22 Follow up register	Hard binding, rolling, both side printing, DF size green paper ,100 sheets
23 Diet register(care taker)	Hard binding, rolling, both side printing, DF size green paper ,100 sheets
24 Diet register(patient)	Hard binding, rolling, both side printing, DF size green paper ,100 sheets
25 Mother screen register.	Hard binding, rolling, both side printing, DF size green paper ,100 sheets
26 Docket Folder	Unit: Folder ,Total No. of Form :10Sheets . Size :91cm x 58.5cm .Paper : 350GSM Art paper (Gloss Finish) , Brightness : 80(minimum) , Printing : Multi colour both side offset printing

ANNEXURE-2 (SIGNAGE ITEMS)

NAME OF THE ITEMS & SPECIFICATION

1. Glow Signboard with lighting arrangement different size.
2. Departmental framing board non lit different size.
3. Name plate board making with vinyl cutting & pasting on sun board both side printing English & Odia.
4. Name plate board making with Acrylic board both side printing English & Odia
5. Name plate board making with vinyl cutting & pasting on fiber board printing English & Odia .
6. Arrow indicator board wall mounting with vinyl cutting & pasting.
7. Pole mounted indicator board (Reflecting type)
8. Wall painting.
9. Incumbency board per sq. Ft.
10. Acrylic Board per sq. Ft.

Blunt

Blunt

ANNEXURE -3

FORWARDING LETTER/SELF DECLARATION FORM

(To be submitted on Bidder's letter head)

[To be submitted in Technical Bid]

To

The Superintendent,
SVPPGIP, Cuttack

Sub: Submission of tender for supply of printing items

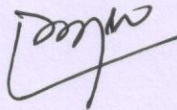
Ref: Your Tender Ref. No. _____, Dated _____.

Dear Madam/Sir,

This is with reference to your above mentioned tender for supply of Printing Materials. 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 and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government/PSU in the country of India.

Further, we agree to abide by all the terms and conditions 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 reason thereof.

Authorized Signatory:

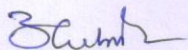


Name:

Designation:

Place:

Phone:



ANNEXURE-4

TECHNICAL BID FOR PRINTING MATERIALS & SIGNAGE ITEMS

SI No	Particulars	Page No
1	Name of the Organization	
2	Address of the organization	
3	Tender paper cost Rs.1000/- (DD) (Non Submission will liable for Rejection)	
4	EMD Rs.5, 000/- (Non Submission will liable for Rejection)	
5	GST Registration Certificate	
6	PAN CARD (Non Submission will liable for Rejection)	
7	Last month GST return Certificate (Non Submission will liable for Rejection) July-2024	
8	Three years supply order copy	
9	Self declaration that the organization agrees to abide by all terms& conditions of tender in Non Judicial Stamp paper Rs. 10 otherwise Rejected	
10	IT Return (AY 2023-24)	

DECLARATION

I / we hereby 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 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 state, the Firm/Agency will be blacklisted and will not have any dealing with the in future.

(Signature and seal of the authorized signature)

Place

Date

Phone

Banshi *Comps*

ANNEXURE-5

PRICE BID STATEMENT OF THE TENDER FOR PRINTING ITEMS 2024-25

Sl No.	Description	Specification	Price in words and In digit
1	Diagnostic Report Book	Unit: Single; Paper size-A/4;No of sheet:100Pages/Book ; single side printing Color Blue/Red/sky blue; White Paper quality :70GSM	
2	Diagnostic Report Book	Unit: Single; Paper size-A/4;No of sheet:100Pages/Book ; both side printing Color Blue/Red/sky blue; White Paper quality :70GSM	
3	Diagnostic Report Book	Unit: Single; Paper size- A/8;No of sheet:100Pages/Book ; single side printing Color Blue/sky blue; White Paper quality :70GSM	
4	Diagnostic Report Book	Unit: Single; Paper size- A/6;No of sheet:100Pages/Book ; single side printing Color Blue/sky blue; White Paper quality :70GSM	
5	Discharge Ticket	Unit: Single Card of Green & pink thick paper, size 25cm X 36cm both side printing, colour black ; Paper quality :160GSM	
6	Weekly Indent Book	Unit: Single; Paper size-A/4;No of sheet:100Pages/Book ; single side printing Color Black; White Paper quality :70GSM	
7	Facility Based Post-Neonatal Death Review Form(set)	Unit: Single set of three sheet(section-A,B,C,D,E); Paper size A/4;No of sheet:03Pages/Set ; both side printing Color Blue; White Paper quality :70GSM	
8	X-Ray sheet cover Envelope	Unit: Single; Envelope size-12x16 inches; No of sheet:01 ; single side printing Color Blue; Yellow Paper quality :68GSM	
9	Ultrasound Report cover Envelope	Unit: Single; Envelope size-10x12 inches; No of sheet:01 ; single side printing Color Blue; Pink Paper quality :68GSM	
10	ICMR & NCDC form for COVID19)	Unit: single paper; size A/4 ;no. of sheet 100/book : both site printing; colour white :70GSM	
11	DEIC reporting format	Unit: Single set of 26 sheet; Paper size A/4;No of sheet:26Pages/Set ; one side printing Color Blue; White Paper quality :70GSM	
12	CDR Form '4A' & '4B'	Unit: Single set of three sheets; Paper size A/4, both site printing. Color-black ,White Paper quality :70GSM	
13	ICU Monitoring Chart	Unit : single sheet ;size A/3 ; both side printing , white paper quality :70GSM	
14	Sub-Store & DDC Stock Register	Hard binding, rolling, both side printing, DF size green paper 250 sheets/book(500 pages)	
15	Child information sheet	Unit : single sheet ;size A/3 ; both side printing , white paper quality :70GSM	
16	Patient record form	Unit : single sheet ;size A/4 ; both side printing , white paper quality :70GSM	
17	Dailly ward feeding chart	Unit : single sheet ;size A/3 ; single side printing , white paper quality :70GSM	
18	Discharge card	Unit : single sheet ;size A/4 ; both side printing , white paper quality :70GSM	
19	24 Hour Food intake Chart	Unit : single sheet ;size A/3 ;single side printing , white paper quality :70GSM	
20	Admission register	Hard binding, rolling, both side printing, DF size green paper ,100 sheets/book	
21	Stock register	Hard binding, rolling, both side printing, DF size green paper ,100 sheets/book	
22	Follow up register	Hard binding, rolling, both side printing, DF size green paper ,100 sheets/book	
23	Diet register(care taker)	Hard binding, rolling, both side printing, DF size green paper ,100 sheets/book	
24	Diet register(patient)	Hard binding, rolling, both side printing, DF size green paper ,100 sheets/book	
25	Mother screen register.	Hard binding, rolling, both side printing, DF size green paper ,100 sheets/book	
26	Docket Folder	Unit: Folder, Total No. of Form: 10Sheets. Size :91cm x 58.5cm .Paper : 350GSM Art paper (Gloss Finish), Brightness : 80(minimum) , Printing : Multi colour both side offset printing	
27	Multicolour Gate Pass	Each colour is Demy 12 size book of 100 leafs with perforated. One side printing. Paper: 70 gsm.	

Baumb

Chand

SIGNAGE ITEMS

SI No.	Description	Price in words and In digit
1	Glow Signboard with lighting arrangement different size.	
2	Departmental framing board non lit different size.	
3	Name plate board making with vinyl cutting & pasting on sun board both side printing English & Odia.	
4	Name plate board making with Acrylic board both side printing English & Odia	
5	Name plate board making with vinyl cutting & pasting on fiber board printing English & Odia .	
6	Arrow indicator board wall mounting with vinyl cutting & pasting.	
7	Pole mounted indicator board (Reflecting type)	
8	Wall painting.	
9	Incumbency board per sq. Ft.	
10	Acrylic Board per sq. Ft.	

Rates should be quoted inclusive of cost of Sheet, Printing, Transportation, DTP, as per specifications. The taxes will be written separately clearly as applicable. Unit of 100 nos. may vary as per the requirement. The cost so cited above may be placed with order for other printing items with similar specifications.

(Signature and seal of the authorized signature)

Place ,Date

Balaram

[Signature]