

**TENDER PAPER FOR SUPPLY OF
PRINTING ITEMS
FOR THE YEAR 2026-27**

*Publication NO-1001/487/26.
dt-29.8.26*

Cost of Tender Paper-	500/- (Five hundred only)
Last date of Receipt of tender paper-	19/09/26 up to 4pm (By regd. Post/Speed post)
Date of Opening of tender (Technical bid) -	21/9/26 at 3.00pm
Date of Opening of Cover-B (Price bid):	21/9/26 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


Superintendent
SVPPGIP, Cuttack

TENDER DOCUMENT FOR PRINTING OF MATERIALS

1. Sealed tenders are invited from interested registered firm having own printing press & having adequate experience for supply of different type of printing items on rate contract basis for two year 2026-28.
2. Interested bidders have to download the bid documents from institution website available at www.svppgip.org directly from 29.8.2026 . The sealed tender will be received through Registered Post / Speed Post on or before Dt. 19.09.26 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.
3. 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 Printing & supply of different materials in reference to tender notice no.
4. The tender paper cost Rs.500/-and EMD amount Rs.5000/- in the form of DD to be made separately and to be enclosed with technical bid
5. The technical bid will be opened on dt.21.09.26 at 03 P.M in the office chamber of Superintendent, SVPPGIP, Cuttack.
6. Bidders who qualify in the technical bid will be eligible for financial evaluation. Supply order will be place as and when required.
7. 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.
8. The bidders shall ensure that each page of the tender document is to be signed with authorized signatory and company seal.
9. The quoted price shall remain valid for two years from the date of approval.
10. The items should be supplied within 21 days (three weeks) from the date of purchase order / award of work. Superintendent, SVPPGIP, Cuttack reserves the right to cancel the order in the case of delay in delivery of all the items.
11. 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.
12. 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 one year of approved of the rate.


25/8/26
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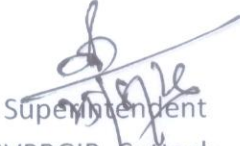
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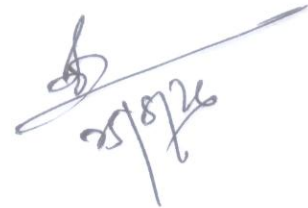
SPECIFICATIONS

Sl No.	Description	Specification
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/6;No of sheet:100Pages/Book ; single side printing Color Blue/sky blue; White Paper quality :70GSM
3	Discharge Ticket	Unit: Single Card of Green & pink thick paper, size 25cm X 36cm both side printing, colour black ; Paper quality :160GSM
4	Weekly Indent Book	Unit: Single; Paper size-A/4;No of sheet:100Pages/Book ; single side printing Color Black; White Paper quality :70GSM
5	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
6	X-Ray sheet cover Envelope	Unit: Single; Envelope size-12x16 inches; No of sheet:01 ; single side printing Color Blue; Yellow Paper quality :68GSM
7	Ultrasound Report cover Envelope	Unit: Single; Envelope size-10x12 inches; No of sheet:01 ; single side printing Color Blue; Pink Paper quality :68GSM
8	DEIC reporting format	Unit: Single set of26 sheet; Paper size A/4; one side printing Color Blue; White Paper quality :70GSM
9	CDR Form '4A' & '4B'	Unit: Single set of three sheet; Paper size A/4, both site printing. Color-black ,White Paper quality :70GSM
10	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
11	ICU MONITORING CHART	Unit single ; Paper size-A/3; No. of sheet: 01 sheet;both site printing, white paper quality :70GSM
12	SUB-STORE &DDC LEDGER	Hard binding, rolling, both side printing, DF size green paper ,250 sheets
13	Child information sheet	Unit : single sheet ;size A/3 ; both side printing , white paper quality :70GSM
14	Patient record form	Unit : single sheet ;size A/4 ; both side printing , white paper quality :70GSM
15	Dailly ward feeding chart	Unit : single sheet ;size A/3 ; single side printing , white paper quality :70GSM
16	Discharge card	Unit : single sheet ;size A/4 ; both side printing , white paper quality :70GSM
17	24 Hour Food intake Chart	Unit : single sheet ;size A/3 ;single side printing , white paper quality :70GSM
18	Admission register	Hard binding, rolling, both side printing, DF size green paper ,100 sheets
19	Stock register	Hard binding, rolling, both side printing, DF size green paper ,200 sheets
20	Follow up register	Hard binding, rolling, both side printing, DF size green paper ,100 sheets
21	Diet register(care taker)	Hard binding, rolling, both side printing, DF size green paper ,100 sheets
22	Diet register(patient)	Hard binding, rolling, both side printing, DF size green paper ,100 sheets
23	Mother screen register.	Hard binding, rolling, both side printing, DF size green paper ,100 sheets
24	C.T Scan Envelope	Unit: Single; Envelope size-16"X18";No of sheet:1 ; Single side printing Color White ,Paper quality :68GSM
25	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


 Superintendent
 SVPPGIP, Cuttack

TERMS AND CONDITIONS

Terms & Conditions	Documents to be Submitted
01 The Firm should be a bonafide 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
04 Conditional Tenders are liable to be rejected. The tender, which is not as per our required specifications, will not be considered.	
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 12 months after Publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period.	


27/8/26

1. 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
- iii. The bidder must furnish last month GST return Certificate (JULY 2026)
- v. Registration certificate of the firms.
- vi. Copy of supply order of three years in support of experience
- vii. Tender paper cost Rs.500/- as DD to be attached.
- Viii. IT returns AY-2025-26

2. 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) should both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.

3. EARNEST MONEY DEPOSIT – (EMD)

3.1 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.

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

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

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

3.5 EMD shall not carry any interest.

PERFORMANCE SECURITY:

4.0 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.

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

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

REJECTION OF TENDER:

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

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

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

5. EVALUATION:

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

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

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



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.

Authorised Signatory:

Name:

Designation:

Place:

Phone:


25/8/22