

## **CAPITAL HOSPITAL, BHUBNESWAR**

**UNIT-6, BHUBANESWAR-751001**

Advt. No.563 Dtd.16th Jan'2018

### **TENDER CALL NOTICE**

Sealed tenders are invited from registered manufactures/ authorised farms/distributors/wholesellers/suppliers for supply of **Contingent Articles, Printing of Hospital Forms, Registers etc. & Injection ARV (CC) for Capital Hospital, Bhubaneswar.** For details visit our web site [www.capitalhospital.nic.in](http://www.capitalhospital.nic.in) and download the same. The tender should reach the office of the undersigned by dt.24.01.2018 before 5p.m. through speed post, registered post/courier services alongwith all relevant documents and EMD. The tender will be opened on 25.01.2018 at 12.30 p.m. in presence of the Tenderer or their authorised representatives. The undersigned reserves the right to reject or cancel any or all the tender without any reason thereof.

**SD/- Director**  
**Capital Hospital, Bhubaneswar**

# DIRECTOR, CAPITAL HOSPITAL, BHUBANESWAR

## TENDER FOR PRINTING OF HOSPITAL FORMS

**FOR THE FINANCIAL YEAR 2017-18 & 2018-19**

***Name of the Health Institution* :**

**CAPITAL HOSPITAL – BHUBANESWAR  
(HEALTH & F.W. DEPTT., GOVT. OF ORISSA)**

Tel/Fax : 0674- 2391983

Email : [director.chb@gmail.com](mailto:director.chb@gmail.com)

Website : [www.capitalhospital.nic.in](http://www.capitalhospital.nic.in)

**Bid Reference No. – 563/CHB dtd.16<sup>th</sup>.Jan'2018**

DATE OF COMMENCEMENT OF SALE OF THE BID DOCUMENT	: Dt. 15.01.2018
LAST DATE FOR DOWNLOAD OF BID DOCUMENTS	: Dt.24.01.2018
LAST DATE & TIME FOR RECEIPT OF BID DOCUMENTS	: Dt.24.01.2018 up to 05.00 P.M
DATE & TIME OF OPENING OF TENDER	: Dt.25.01.2018 at 12.30 a.m.
PLACE OF OPENING OF BID DOCUMENTS	: <b>Seminar Hall / Telemedicine Centre, CapitalHospital, Bhubaneswar.</b>

AND

ADDRESS FOR COMMUNICATION : O/o Director, Capital Hospital Bhubaneswar.

**RECEIPT OF BID DOCUMENTS**

## SALE OF TENDER / BID DOCUMENT

The Bidders have to download the Tender Documents directly from the WEBSITE available at [www.capitalhospital.nic.in](http://www.capitalhospital.nic.in). The Tender cost fee of Rs.2240/- (Two thousand two hundred forty only) (Non-refundable) by way of separate Demand Draft drawn in favour of **Rogi Kalyan Samiti, Capital Hospital, Bhubaneswar** payable at Bhubaneswar should be enclosed along-with the Bid. The Bidders should specifically superscribe, **“DOWNLOADED FROM THE WEBSITE”** on the top left corner of the envelope containing Bid. The Tender Paper cost fee and the EMD amount i.e. Annexure wise Rs. 10,000/- (Rupees ten thousand only) should be submitted in separate demand drafts. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website last date or purchase of tender document and the Director shall have no responsibility for any delay / omission on part of the bidder.

a) Price of bid document : Rs.2240.00 including GSTIN (Non-refundable)

The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website.

## IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE TENDERERS

1	Purchaser	Health & F.W. Department
2.	Indenter	Director , Capital Hospital, Bhubaneswar
3.	Consignee	Director , Capital Hospital, Bhubaneswar
4.	Delivery Period	As mentioned in annexure
5.	Mode of tender submission :	Off line, By Registered/Speed Post/Courier so as to reach us within the stipulated date and time.
6.	EMD	Rs. 10,000/- (Rupees ten Thousand) only per Annexure (Refundable). The Earnest Money in shape of Demand Draft from any nationalized bank will be deposited in favour of RKS, Capital Hospital, Bhubaneswar payable at SBI Bhubaneswar. The EMD will forfeited the successful tenderer fails to executive the order within the stipulated period.
7.	Validity	The tender is valid for two years from the date of finalization of Tender.
8.	Legal	All legal disputes if any relating to purchase etc. are subject to jurisdiction in the court of law situated at Bhubaneswar.
9.		The tenderers or their representative may attend on the date of opening of the tenders.
10.		The items will be procured subject to the requirement and availability of funds.
11.		The authority reserves the right to reject any or all quotations without assigning any reasons thereof.
12.		The tenderer are to submit their tenders in separate sealed covered enveloped technical bid, price bid and both the sealed covers should be put into a third cover. Which should superscribed as tender for <b>"PRINTING OF HOSPITAL FORMS"</b>

## PRE-QUALIFICATION

	ANNEXURE – I	<b>PRINTING OF HOSPITAL FORMS</b>  A. EMD Rs.10,000/- refundable  B. Tender Paper cost fee amount Rs.2240.00 (Non-refundable)  C. Photo copy of GSTIN registration certificate.  D. Photo copy of PAN.  E. Photo copy of valid Sale Tax / VAT / GSTIN / Clearance certificate  F. The bidder must have an Annual turn-over of Rs. 3 lakhs or more during the any of the last 3 (three) financial years. Relevant documents are to be furnished with in the technical bid.  G. The sealed tender must be super scribed on cover "TENDER FOR PRINTING OF HOSPITAL FORMS".  H. The supply should start immediately and completed within 7 days of work order placed.  I. The supplier will supply the goods F.O.R destination only.  J. Any defect will be replaced.  K. Paper quality should as per the specification.
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## **CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

Sl. No.	Document	Submitted (Y/N)
01	Photo copy of GSTIN registration certificate	
02	Photo copy of PAN	
03	Photo copy of valid Sale Tax / VAT / GSTIN / Clearance certificate	
04	Self-Certification for Non-Black Listing by Government	
05	Annual turn-over of Rs. 3 lakhs or more during the any of the last 3 (three) financial years.	
06	EMD amount of Rs.10,000/- (Refundable)	Bank Draft No.& Date
07	Tender Paper cost fee amount Rs.2240.00 (Non-refundable)	Bank Draft No.& Date
08	The supply should start immediately and completed within 7 days of work order placed.	
09	Supply the goods F.O.R destination only.	

**Signature & seal of the Bidder**

**PRINTING OF HOSPITAL FORMS**

Sl. No	Name of the Forms & Registers	Specification	Unit	Price per Unit (Rs.) (including GSTIN)
1	Envelop (15" X 12")	32 X 42cm (37+5 cm fold) Craft/ White paper, 150 GSM, Color print	Each	
2	Envelop (12" X 10")	27 X 35 cm, (32+3 cm fold) Craft/White paper, 150 GSM, Color print	Each	
3	Envelop (10" X 8")	22 X 27 cm (25+2 cm fold) Craft/ White paper,150 GSM, Color print	Each	
4	Envelop (17" X 14")	37 X 50 cm, (45+5 cm fold), Craft / White paper 150 GSM with Color print	Each	
5	Envelop (12" X 6")	Craft / White paper 100 GSM with colour printing	Each	
6	Envelop (10" X 4")	Craft / White paper 100 GSM with colour printing	Each	
7	Receipt Pad (100X2)	1/4 size, 1+1 numbering with proportion, 70 GSM paper & Binding with Craft Paper 200 GSM	pad	
8	Receipt Pad (100X2)	1/6 size, 1+1 numbering with proportion, 70 GSM paper & Binding with Craft Paper 200 GSM	pad	
9	Receipt Pad (100X2)	1/8 size, 1+1 numbering with proportion, 70 GSM paper & Binding with Craft Paper 200 GSM	pad	
10	Receipt Pad (100X2)	1/12 size, 1+1 numbering with proportion, 70 GSM paper & Binding with Craft Paper 200 GSM	pad	
11	OPD Register / IPD Register	42 X 28 cm, 70 GSM, 200 folio, cloth binding both side with 400 GSM Mat Board	Per Book	
13	Register (300 Pages)	20.5 X 28 cm, 70 GSM, 300 folio, cloth binding both side with 400 GSM Mat Board	Per Book	
14	Register (200 Pages)	20.5 X 28 cm, 70 GSM, 200 folio, cloth binding both side with 400 GSM Mat Board	Per Book	
15	Register (100 Pages)	20.5 X 28 cm, 70 GSM, 100 folio, cloth binding both side with 400 GSM Mat Board	Per Book	
16	Money receipt book (100x3)	1/12 size, 1+1+1 numbering with proportion, 70 GSM paper Colour Paper, binding with craft paper 150 GSM	Per Book	
17	Money receipt book (100x2)	1/12 size, 1+1+1 numbering with proportion, 70 GSM paper Colour Paper, binding with craft paper 150 GSM	Per Book	

18	Money Receipt book (100X2)	1/8 size, 1+1 numbering with proportion, 70 GSM paper Colour Paper, binding with craft paper 150 GSM	Per Book	
19	Money Receipt book (100X2)	1/8 size, 1+1+1 numbering with proportion, 70 GSM paper Colour Paper, binding with craft paper 150 GSM	Per Book	
20	Prescription of Glasses for EYE	1/16 size (minimum 250 GSM, Mat board with Single Color printing).	1000 pcs	
21	Gate Pass	1/32 size (minimum 250 GSM, Mat colour board with Single Color printing).	1000 pcs.	
22	Note Sheet	A4 size, 150 GSM both side printing	100 pcs. Pad	
23	Fly leaf	Minimum 400 GSM Colour Board, Cloth & eye light clipping with printing	Per Each	
<b>A3 Size 70 GSM PAPER (Mat / Gloss)</b>				
24	Form / Poster	One side (Single Colour printing)	100 pcs./pad	
25	Form / Poster	Both side (Single Colour printing)	100 pcs./pad	
26	Form / Poster	One side (Double Colour printing)	100 pcs./pad	
27	Form / Poster	Both side (Double Colour printing)	100 pcs./pad	
28	Form / Poster	One side (Multi / 4 Colour printing)	100 pcs./pad	
29	Form / Poster	Both side (Multi / 4 Colour printing)	100 pcs./pad	
<b>1/4 Size 70 GSM PAPER (Mat / Gloss)</b>				
30	Form / Poster	One side (Single Colour printing)	100 pcs./pad	
31	Form / Poster	Both side (Single Colour printing)	100 pcs./pad	
32	Form / Poster	One side (Double Colour printing)	100 pcs./pad	
33	Form / Poster	Both side (Double Colour printing)	100 pcs./pad	
34	Form / Poster	One side (Multi / 4 Colour printing)	100 pcs./pad	
35	Form / Poster	Both side (Multi / 4 Colour printing)	100 pcs./pad	



**A4 Size 70 GSM PAPER (Mat / Gloss)**

36	Form / Poster	One side (Single Colour printing)	100 pcs./pad	
37	Form / Poster	Both side (Single Colour printing)	100 pcs./pad	
38	Form / Poster	One side (Double Colour printing)	100 pcs./pad	
39	Form / Poster	Both side (Double Colour printing)	100 pcs./pad	
40	Form / Poster	One side (Multi / 4 Colour printing)	100 pcs./pad	
41	Form / Poster	Both side (Multi / 4 Colour printing)	100 pcs./pad	

**1/5 Size 70 GSM PAPER (Mat / Gloss)**

42	Form / Poster	One side (Single Colour printing)	100 pcs./pad	
43	Form / Poster	Both side (Single Colour printing)	100 pcs./pad	
44	Form / Poster	One side (Double Colour printing)	100 pcs./pad	
45	Form / Poster	Both side (Double Colour printing)	100 pcs./pad	
46	Form / Poster	One side (Multi / 4 Colour printing)	100 pcs./pad	
47	Form / Poster	Both side (Multi / 4 Colour printing)	100 pcs./pad	

**1/6 Size 70 GSM PAPER (Mat / Gloss)**

48	Form / Poster	One side (Single Colour printing)	100 pcs./pad	
49	Form / Poster	Both side (Single Colour printing)	100 pcs./pad	
50	Form / Poster	One side (Double Colour printing)	100 pcs./pad	
51	Form / Poster	Both side (Double Colour printing)	100 pcs./pad	
52	Form / Poster	One side (Multi / 4 Colour printing)	100 pcs./pad	
53	Form / Poster	Both side (Multi / 4 Colour printing)	100 pcs./pad	

**1/8 Size 70 GSM PAPER (Mat / Gloss)**

54	Form / Poster	One side (Single Colour printing)	100 pcs./pad	
55	Form / Poster	Both side (Single Colour printing)	100 pcs./pad	
56	Form / Poster	One side (Double Colour printing)	100 pcs./pad	
57	Form / Poster	Both side (Double Colour printing)	100 pcs./pad	
58	Form / Poster	One side (Multi / 4 Colour printing)	100 pcs./pad	
59	Form / Poster	Both side (Multi / 4 Colour printing)	100 pcs./pad	

<b>1/12 Size 70 GSM PAPER (Mat / Gloss)</b>				
60	Form / Poster	One side (Single Colour printing)	100 pcs./pad	
61	Form / Poster	Both side (Single Colour printing)	100 pcs./pad	
62	Form / Poster	One side (Double Colour printing)	100 pcs./pad	
63	Form / Poster	Both side (Double Colour printing)	100 pcs./pad	
64	Form / Poster	One side (Multi / 4 Colour printing)	100 pcs./pad	
65	Form / Poster	Both side (Multi / 4 Colour printing)	100 pcs./pad	
<b>1/16 Size 70 GSM PAPER (Mat / Gloss)</b>				
66	Form / Poster	One side (Single Colour printing)	100 pcs./pad	
67	Form / Poster	Both side (Single Colour printing)	100 pcs./pad	
68	Form / Poster	One side (Double Colour printing)	100 pcs./pad	
69	Form / Poster	Both side (Double Colour printing)	100 pcs./pad	
70	Form / Poster	One side (Multi / 4 Colour printing)	100 pcs./pad	
71	Form / Poster	Both side (Multi / 4 Colour printing)	100 pcs./pad	

Name and designation of the person signing on behalf of the agency]

Date & Place

Name of the Bidder / Applicant