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**OFFICE OF THE SUPERINTENDENT
VSS INSTITUTE OF MEDICAL SCIENCES AND RESEARCH,
BURLA, (SAMBALPUR)
Email: vimsarsuptd@gmail.com**

No. 21896 /VIMSAR Dated, Burla, the 15th 11, 2023.

To,

The Deputy Director, (Advt.)
Information and Public Relation Department,
Odisha, Bhubaneswar.

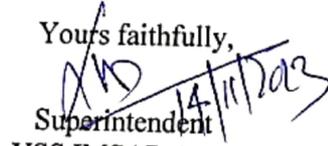
Sub: Publication of Tender Call Notice.

Sir,

I am sending herewith the soft and hard copy of the Tender Call Notice No. 21895 /VIMSAR dt. 15/11/23 with a request to make suitable arrangement for its publication in least two widely circulated Oriya news paper at an early date . Further you are requested to supply a copy of the publication in email ID vimsarsuptd@gmail.com for official record.

**Encl: Soft Copy and Hard copy of Tender Call Notice
Cost of Tender Rs.20,00,000/- approximately)**

Yours faithfully,


Superintendent
VSS IMSAR, Burla

Memo No. 21897 /VIMSAR dated, Burla, the 15th 11, 2023.

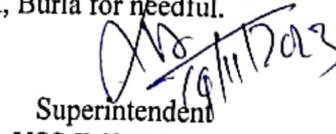
Copy alongwith the soft copy of the Tender Call Notice forwarded to the District Informatics Officer, Collectorate, Sambalpur for information with a request to display the Tender in the District website.

Copy along with the copy of the Notification forwarded to the Director, Printing and Stationary Madhupatna, Cuttack-10 for favour of information.

Copy along with a copy of Tender Call Notice forwarded to the Addl. Secretary to Govt. Odisha/Revenue Divisional Commissioner, ND (Odisha), Sambalpur for favour of information.

Copy along with the copy of the Notification forwarded to the Director of Medical Education and Training, Odisha, Bhubaneswar for favour of information.

Copy forwarded to the Director, VSS IMSAR, Burla/ Registrar (Administration)/ Accounts Officer/Store Medical Officer, VSS IMSAR, Burla for needful.


Superintendent
VSS IMSAR, Burla

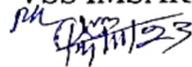
GOVT. OF ODISHA
OFFICE OF THE HEALTH & FW DEPARTMENT
VSS INSTITUTE OF MEDICAL SCIENCES AND RESEARCH,
BURLA, (SAMBALPUR)
Email: vimsarsuptd@gmail.com

No. 21895 /VIMSAR Dated, Burla, the 15 th 11 ,2023

TENDER

Sealed Tenders are invited from the Regd. Firm and Co-operative Society registered under the GST Act for Printing of Forms and supply of envelope Register and other stationeries of this Hospital for the year 2023-24 which will be received up to 1.00 PM of dt. 14.12.23 through Regd.Post/Speed post only and will be opened on the next working day at 11.00AM in the office chamber of the Superintendent, VIMSAR, Burla. Tenders received beyond the scheduled date and time will not be entertained.

The tenderer may get details of the Tender call notice from this office of the Superintendent, VIMSAR, Burla on deposit of Rs.5000/-**(Rupees Five thousand)** only towards cost of tender papers at Users fee collection counter of this Hospital during office hour The tenderers may also download the Tender from the website www.sambalpur.nic.in with effect from 20.11.23 and submit the same with a Bank draft of Rs.5000/-**(Rupees five thousand)** only in favour of Superintendent, VIMSAR, Burla. The cost of Tender paper is non-refundable.


Superintendent
VSS IMSAR ,Burla


TERMS AND CONDITIONS OF THE TENDER

1. Sealed Tender are invited for supply of stationary articles and printing of Forms in A₄ size 75GSM Wt.JK Copier paper and Binding Books of various items of this hospital for Year **2023-24** mentioned below so as reach to the office of the Superintendent, VIMSAR, Burla on or before dt. 14.12.23 up to 1.00PM which will be opened on next working day at **11.00AM**.
2. The sample of copier paper used for printing should be accompanied with the tender. The tenderer should submit their tender paper in the office of the Superintendent, VSS Institute of Medical Sciences and Research, Burla through Regd.post/Speed post within scheduled date and time.
3. The bidder shall furnish the following documents:
 - (a) Duly filled in Tender document.
 - (b) Copy of GST Registration certificate.
 - (c) IT Return of last two financial year having not less than Rs. 4,00,000/- per date for the last three financial years..
 - (d) Details of experience if any on supply of office stationary and printing Items to any Govt. Office/PSU along with copies of purchase order.
 - (e) Details of Earnest Money Deposit.
 - (f) Tender cost of Rs. 1000/-
 - (g) Photocopy of PAN Card infavour of the firm/ proprietor.
4. The Tender will be valid for a period of **One** year from the date of selection which may be extended for another two years with the same price, terms and conditions on mutual consent of both the parties.
5. The rates for each articles 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.
6. The Tenderer can purchase the tender paper from the office of the Superintendent, VIMSAR, Burla on deposit of **Rs.5,000/- (Rupees Five Thousand)** only in the Users counter or can download the Tender from the **dist. Website: www.sambalpur.nic.in** and deposit the same with a Bank draft of **Rs.5000/- (Rupees five thousand)** only.
7. The Tenderer should enclose earnest money deposit of **Rs.40,000/- (Rupees Forty thousand)** only in shape of **Bank Draft** in favour of **Superintendent, VSS Institute of Medical Sciences and Research, Burla**.
8. The selected bidder will deposit Rs.1,00,000/- (One Lakh only) in addition to EMD of Rs,40,000/- as performance Security Money in shape of Bank Draft/STDR pledged in favour of the Superintendent, VIMSAR, Burla before signing of an agreement/order.
9. The Tender must be sealed and super scribed as Tender for printing of Forms, Stationary and Binding Books of VIMSAR,Burla **for 2023-24**.
10. The undersigned reserves the right to accept or reject any or all the Tenders without assigning any reason thereof.
11. All forms /pages must be serially numbered. The forms/pages without numbering will not be accepted.
12. Tender received without EMD shall summarily be rejected.
13. The EMD of unsuccessful bidders will be returned after completion of the Tender process.

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4. The EMD performance security shall be forfeited in case the bidder/supplier fails to supply/unwilling/ reluctant to supply for any reasons whatsoever.
15. Penalty: In the event of bidder fails to supply/reluctant/refusal to supply the items, VIMSAR reserves the right to impose penalty @ 5% of the order value and also forfeit the EMD/security deposit.
16. All the documents alongwith the tender paper should be page marked and signed by the bidder.

LIST OF THE STATIONARY ITEMS:

Sl. No.	Name of the Items	Rate to be quoted
1	Leather Bound Register with page marking (Per No.24 pages with size (13 ½"x 8 ½"))	Per No.
2	Cloth Bound Register with page marking (Per No.24 pages with size (13 ½"x 8 ½"))	Per No.
3	Exercise Note Book (Per No.24 pages)	Per No.
4	Alpin per Pkt 100gm	Each
5	Glass Marking Pencil per Pkt(White)	Per Pkt
6	Refil Small pointed LINC (Blue/Red) per pkt 10 nos	Per Pkt
7	Tag per bundle 100 nos	Per bundle
8	Thread Real 100 mt.long	Per reel
9	Stamp Pad(Big /Medium)	Each
10	Carbon Paper(Kores/Camel small size)	Each pkt.
11	Fly leaf	Each
12	Service Book	Each
13	Guard file Large	Each
14	File Board	Each
15	Gum Bottle(150ml)	Each bottle
16	Dot pen(Both sided) Linc(Metral body)(Plastic Body totally avoided)	Each
17	Jotter Refil(Linc)	Each pkt.
18	Steppler (Small/Big)	Each Pkt.
19	Steppler Pin(Small /Big)	Each
20	Xerox paper A4 size	Each pkt.
21	Pen Stand (Medium quality)	each
22	White paper (DF size)	Per ream
23	Duplicating paper	Per pkt
24	Xerox paper (A3 size)	Per pkt
25	Jotter Pen(LINC)	Per pkt
26	Ball Pen(LINC)	Per pkt
27	Laminated Fly leaf with different colour	Each
28	Adhesive tube gum.	Per tube
29	Pencil (HB) APSARA	Per pkt
30	Bud kin	Each
31	Scale Big	Each
32	Paper weight	Each
33	File cover	Each
34	Paper cutter knife	Each

Contd.....P/03

No.	Name of the Items	Rate to be quoted
35	Needle(Small /Big)	Each
36	Signature Pen (Jotter) (Rynold /Parkar)	Each
37	Big size Calculator 12 digit (ARPAT /CASIO)	Each
38	Whitener	Each
39	Waste basket(2ft.hight)	Each
40	Clip file(Big/Small)	Each
41	File flags	Each
42	Marker Pen (small)	Each
43	Markar Pen (Big)	Each
44	Stamp pad Ink(Big)	Each
45	Stamp pad Ink(Small)	Each
46	Sello tep- Medium	Each
47	Sello tep- Big	Each
48	Dot pen (Use and Trough) per pkt	Per pkt
49	Examination Board (Medium)	Each
50	Erasers per Pkt	Each Pkt.
51	Cutter per Pkt	Each Pkt
52	Dak file	Each
53	Single Punching machine(Small)	Each
54	Double Punching machine(Big)	Each
55	Clear Bag	Each
56	Liner Bag	Each
57	Handle stapler 24	Each
58	Cobra file	Each
59	Ring file	Each

LIST OF THE FORM

1	Blood Requisition form(two pages and both side)	Per 1000
2	Pathological Investigation Report(Both side)	Per 1000
3	C.T.Scan Requisition form(Both Side)	Per 1000
4	User's money receipt book(in triplicate with book No. with three different colours) (4 ½"x 6 ½") Size	Per 1000
5	X-Ray requisition form (1/8 size)	Per 1000
6	Bed-Head Ticket	Per 1000
7	Out door ticket(1/8 size)	Per 1000
8	Attachment Paper(both side)	Per 1000
9	Discharge Ticket (Long size A ₄ size)	Per 1000
10	Sonographic Report (Both side)	Per 1000
11	Obstetric Sonography Report	Per 1000
12	Echo-Cardiography Report	Per 1000
13	Report on Examination of Blood of Pathology Department	Per 1000
14	Report of Histo-Pathology section	Per 1000
15	Report of Chemical Division of Pathology Department	Per 1000
16	Cytology report of Pathology Department	Per 1000
17	Diet Chart form No.1	Per 1000
18	Diet form11	Per 1000

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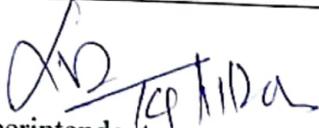
Sl. No.	Name of the Items	Rate to be quoted
19	Diet form111	Per 1000
20	Diet Contractor Slip Form No.V	Per 1000
21	Requisition for investigation Serology/Microbiology Section	Per 1000
22	Requisition for Investigation Bacteriology Lab.	Per 1000
23	Blood Investigation report of Sickle Cell Clinic	Per 1000
24	Indoor Record form of Sickle Cell Centre(1,2,3)	Per 1000
25	Sickle Cell Clinic Card (It is prepared in Yellow colored card)	Per 1000
26	Investigation report of Sickle Cell	Per 1000
27	Indoor Register -200 leafs Plain binding with hard board cover	Each
28	Outdoor Register,200 leafs plain binding with hard board cover	Each
29	Diet Register	Each
30	Issue Register-200 leafs Plain binding with hard board cover	Each
31	Receipt Register-200 leafs Plain binding with hard board cover	Each
32	Diet Requisition Register 200 leafs Plain binding with hard board cover with page marking	Each
33	Requisition for Biochemical/Pathological Examination	Per 1000
34	C.T.Scan film cover size (19 ½ "x16 ½ ") Size	Each
35	Audiogram form	Per 1000
36	Temperature chart	Per 1000
37	Cabin allotment form	Per 1000
38	Cabin acknowledgement form	Per 1000
39	HIV & Endoscope Report form	Per 1000
40	NRC form	Per 1000
41	NRC Register	Each
42	Labour Room Register	Each
43	Gate Pass(4 ½" x 3 ½") Yellow Card	Per 1000
44	Baby Ticket	Per 1000
45	Stock ledger of Stationary articles (Strong Hard binding with JK paper 200 leafs) with page marking	Each
46	Form for Maintenance of records in Case of a pregnant Women by Genetic Clinic/Ultra Sound Clinic	Per 1000
47	Medical Certificate of cause of Death(Both side)	Per 1000
48	Death Report	Per 1000
49	Birth Report	Per 1000
50	Application form for Financial Assistance out of OSTF fund	Per 1000
51	MLC form.	Per 1000
52	SNCU colour form and register	Per 1000
53	OSTF Books(Triplicate and different colour) (5 ½" x 7 ½" size)	Per 1000
54	Indoor slip pad	each pad
55	Auto Carbonate Paper(A4 size) x 2 (10"x12") size	Each paper
56	X-Ray Cover(Pink Colour)	
	(A) 15 ½ "x 12 ½ "	Each
	(B) 12 ½ " x 12 ½ "	Each
	(C) 12 ½" x 10 ½"(Digital)	Each
57	Envelop(Yellow Colour)	
	(A) 15"x 6"	Each
	(B) 10" x 5"	Each

Contd.....P/05

Sl. No.	Name of the Items	Rate to be quoted
		Per 1000
58	OT Register	Per 1000
59	Pay Bill form	Per 1000
60	Inner sheet of Pay Bill	Per 1000
61	TA Bill form(Pink colour)	Per register
62	Stock Ladger(400 leafs with strong hard binding) with page marking	Per register
63	Daily collection register of User fund (400 leafs with strong hard binding) with page marking	Per register
64.	Acquaintance Roll (400 leafs with strong hard binding) With page marking	Per 1000
65	Indent form	Each Book
66	BSKY Book	Per 1000
67	BSKY Blood Requisition form	Per 1000
68	DDC requisition slip	Per 1000
69	CBC report form(Central Laboratory)	Per 1000
70	Comment on peripheral smear form	Per 1000
71	Mahaprayan requisition form	Per 1000
72	Ophthalmic Report form	Per 1000
73	RSBY form	Each Book
74.	BSBY Book	Each Book
75	BKKY Book	Per 1000
76.	Note Sheet	Per 1000
77	Consent form for the Transfusion of Blood/Blood Components	Per 1000
78	Peripheral Smear Comments form	Per 1000
79	CBC reporting paper	Per 1000
80	Input Output Chart both side	Each Book
81	Book let Delivery case sheet	Per 1000
82	Attendant Register	Each packet
83	Cover Slip size 22mm x 40mm for special stain for biopsy tests of Histopathology section.	Each Book
84	Information of Book let for Sickle cell	Per set
85	Case sheet (12 page set)	Per page
86	Consent form(Odia) both side	Per page
87	Test Report Pad	Per page
88	Blood Collection Slip	Each Book
89	Daily checklist book	Per 1000
90	DAILY CONSUMPTION FORMAT(both side)	Per 1000
91	Anesthesiology Record (both side)	Per 1000
92	Operation Record (both side)	Per 1000
93	Surgical Safety Check list	Per 1000
94	Consent Form For Anaesthesia Operation Etc	Per 1000
95	Bed head Ticket for COVID	Per 1000
96	Patient consent form COVID	Per 1000
97	Discharge Ticket COVID	Per 1000
98	Daily Round sheet COVID	Per 1000
99	Police information sheet COVID	Per 1000
100	Lab. report sheet COVID	Per 1000
101	Lab.report slip book COVID	Each Book

Contd.....P/06

Sl. No.	Name of the Items	Rate to be quoted
102	Baby Register COVID	Each Book
103	Staff Nurse Attendance Register	Each Book
104	Sweeper & Attendant Attendance Register	Each Book
105	Duty Register Of Staff Nurse	Each Book
106	Duty Register Of Sweeper & Attendant	Each Book
107	LSCS Register	Each Book
108	Major and Minor Case Register	Each Book
109	Stock Ledger Register	Each Book
110	Stock Ledger(Items Received Register)	Each Book
111	Indent Register	Each Book
112	Stock Ledger(Instruments)	Each Book
114	Baby Handover Register	Each Book
115	AUTOCLAVE STERILISATION RECORD	Each Book
116	RECEIVED REGISTERS OF ITEMS (CSSD)	Each Book
117	DESPATCH OF ITEMS REGISTERS(CSSD)	Each Book
118	Acquittance Roll Register (800 Page)	Each Book
119	COVID-19 Antigen Test	Per 1000
120	COVID-10 ICMR Test	Per 1000
121	O&G Facility based Maternal Death Review (10 Pages with gum pasting one set)	Each Book
122	MRI Book	Each Book
123	Multi form Printing(Emergency)	Per 1000
124	Multi form Printing(Emergency) both side	Per 1000
125	Multi form Printing(Emergency) both side (A3)	Per 1000
126	Multi form Printing(Emergency) (A3)	Per 1000
127	Out door ticket(A4 size)	Per 1000
128	NRC Discharge Ticket form (Two side Printing)	Per 1000
129	NRC Food chart (Two side Printing)	Per 1000
130	NRC Daily Monitory Sheet (Both side Printing)	Per 1000
131	NRC SAM SHEET A3 size (Both side Printing 3pages)	Per 1000
132	Form - F (A3 size)	Per 1000
133	Ultrasound Reporting booklet (Indoor book size)	Each book
134	Feed back form (1/8 size)	Per 1000
135	Individual KMC Case sheet	Per 1000
136	CDR Notification Form	Per 1000
137	CDR Form-4 (a)	Per 1000
138	CDR Form-4 (b)	Per 1000
139	MDR Notification Form	Per 1000
140	MDR Form-4 (a)	Per 1000
141	MDR Form-4 (b)	Per 1000
142	Cardiology Discharge form	Per 1000
143	Hybrid ICU (Pediatric) big size book	Each book
144	Patient Data Register	Each book
145	NRC discharge recollect form (oil print)	Per 1000


 Superintendent
 NIMSAR, Burla