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**OFFICE OF THE SUPERINTENDENT  
VSS INSTITUTE OF MEDICAL SCIENCES AND RESEARCH,  
BURLA,(SAMBALPUR)  
Email: vimsarsuptd24@gmail.com**

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No. 4593 /VIMSAR Dated, Burla, the 31/1, 2025.

To,

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

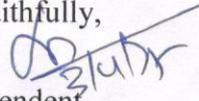
Sub: Publication of Tender Call Notice.

Sir,

I am sending herewith the soft and hard copy of the Tender Call Notice No. 4592 /VIMSAR dt. 31/1/25 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 vimsarsuptd24@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. 4594 /VIMSAR dated, Burla, the 3 th 4 2025.

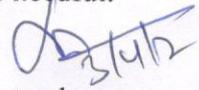
Copy alongwith the soft copy of the Tender Call Notice forwarded to the District Informatics Officer, Collectorate, Sambalpur for information with a request to display the Tender in the District website. [www.sambalpur.nic.in](http://www.sambalpur.nic.in)

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

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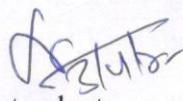
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No. 4594 /VIMSAR Dated, Burla, the 03 th 04 ,2025

**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 to this Hospital for the year **2025-26** which will be received up to **5.00 PM** of dt. 02/05/2025 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 obtain 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 Call Notice from the website [www.sambalpur.nic.in](http://www.sambalpur.nic.in) with effect from 08/04/2025 and submit the same with a Bank draft of **Rs.5000/- (Rupees five thousand)** only drawn in favour of Superintendent, VIMSAR, Burla. The cost of Tender paper is non-refundable.

  
Superintendent  
VSS IMSAR, Burla

  
03/04/25

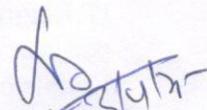
## TERMS AND CONDITIONS OF THE TENDER

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1. Sealed Tender are invited for supply of stationary articles and printing of Forms in A<sub>4</sub> size 75GSM Wt.JK Copier paper and Binding Books of various items of this hospital for Year **2025-26** mentioned below so as reach to the office of the Superintendent, VIMSAR, Burla on or before dt. 02/05/2025 up to 1.00 PM which will be opened on next working day at **11.00 AM**.
2. The sample of copier paper used for printing should be accompanied with the tender. The tenderer should submit their tender paper to 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 financial year having not less than Rs. 40,00,000/- per year 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. 5000/-
  - (g) Photocopy of PAN Card in favour 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](http://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.1,00,000/- (Rupees one lakh)** only in shape of **Bank Draft** in favour of **Superintendent, VSS Institute of Medical Sciences and Research, Burla**.
8. The EMD of Rs.1,00,000/- ( One Lakh ) only of selected bidder will be kept as Security Money and the EMD amount of unsuccessful bidder will be refunded.
9. The Tender must be sealed and super scribed as Tender for printing of Forms, Stationary and Binding Books of VIMSAR, Burla **for 2025-26**.
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.

Contd.....P/02

13. The EMD of successful bidders will be returned after completion of the Tender process.
14. The EMD 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.

  
Superintendent  
VIMSAR, Burla  
02/04/25

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**LIST OF THE STATIONARY ITEMS:**

Sl. No.	Name of the Items	Rate to be quoted
1	Leather Bound Register with page marking (.572 pages with size (13 ½"x 8 ½"))	Per Register
2	Leather Bound Register with page marking (.372 pages with size (13 ½"x 8 ½"))	Per Register
3	Leather Bound Register with page marking (.276 pages with size (13 ½"x 8 ½"))	Per Register
4	Cloth Bound Register Strong Hard binding with JK paper ) with page marking (500 pages with size (13 ½"x 8 ½"))	Per Register
5	Exercise Note Book (384 pages)	Each
6	Alpin per Pkt 100gm	Each
7	Glass Marking Pencil per Pkt(White)	Per Pkt
8	Refil Small pointed LINC (Blue/Red) per pkt 10 nos	Per Pkt
9	Tag per bundle 100 nos	Per bundle
10	Thread Real 100 mt.long	Per reel
11	Stamp Pad(Big /Medium)	Each
12	Carbon Paper(Kores/Camel small size)	Each pkt.
13	Fly leaf	Each
14	Service Book	Each
15	Guard file Large	Each
16	File Board	Each
17	Gum Bottle(150ml)	Each bottle
18	Dot pen(Both sided) Linc(Metral body)(Plastic Body totally avoided)	Each
19	Jotter Refil(Linc)	Each pkt.
20	Stapler (Small/Big)	Each Pkt.
21	Stapler Pin(Small /Big)	Each
22	Xerox paper A4 size	Each pkt.
23	Pen Stand (Medium quality)	each
24	White paper (DF size)	Per ream
25	Duplicating paper	Per pkt
26	Xerox paper (A3 size)	Per pkt
27	Jotter Pen(LINC)	Per pkt
28	Ball Pen(LINC)	Per pkt
29	Laminated Fly leaf with different colour	Each
30	Adhesive tube gum.	Per tube
31	Pencil (HB) APSARA	Per pkt
32	Bud kin	Each
33	Scale Big	Each
34	Paper weight	Each
35	File cover	Each
36	Paper cutter knife	Each

Contd.....P/02

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

**LIST OF THE FORM**

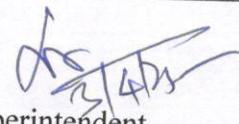
1	Blood Requisition form( two pages and both side)	Per 1000
2	Pathological Investigation Report(Both side)	Per 1000
3	C.T.Scan Requisition form(Both Side)	Per 1000
4	User's money receipt book( in triplicate with book No. with three different colours) (4 ½"x 6 ½") Size	Per 1000
5	X-Ray requisition form (1/8size)	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 <sub>4</sub> size)	Per 1000
10	Sonographic Report (Both side)	Per 1000
11	ObstetricSonography 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 form ....11	Per 1000

Sl. No.	Name of the Items	Rate to be quoted
19	Diet form ....111	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	VITALS Chart (CICU) (Both side)	Per 1000
38	Drugs Chart (Both side)	Per 1000
39	Input Output Chat both side	Per 1000
40	Cabin allotment form	Per 1000
41	Cabin acknowledgement form	Per 1000
42	HIV & Endoscope Report form	Per 1000
43	GatePass(4 ½" x 3 ½") Yellow Card	Per 1000
44	Stock ledger of Stationary articles (Strong Hard binding with JK paper 200 leafs) with page marking	Each
45	Form for Maintenance of records in Case of a pregnant Women by Genetic Clinic/Ultra Sound Clinic	Per 1000
46	Medical Certificate of cause of Death(Both side)	Per 1000
47	Death Report	Per 1000
48	Birth Report	Per 1000
49	Application form for Financial Assistance out of OSTF fund	Per 1000
50	MLC form.	Per 1000
51	OSTF Books (Triplicate and different colour) (5 ½" x 7 ½" size)	Per 1000
52	Indoor slip pad	each pad
53	B.M..W Register	Each
<b>X-Ray Cover (Pink Colour)</b>		
54	(A) 12 ½" x 10 ½"(Digital)	Each
	(B) 10 ½"x 8 ½"(Digital)	Each
<b>Envelop (Yellow Colour)</b>		
55	(A) 15"x 6"	Each
	(B) 10" x 5"	Each

Sl. No.	Name of the Items	Rate to be quoted
56	OT Register	Each
57	Pay Bill form	Per 1000
58	Inner sheet of Pay Bill	Per 1000
59	TA Bill form( Pink colour)	Per 1000
60	Stock Ladger( 500 leafs with strong hard binding) with page marking	Per register
61	Acquaintance Roll ( 500 leafs with strong hard binding) With page marking	Per register
62	Indent form	Per 1000
63	BSKY Book	Each Book
64	BSKY Blood Requisition form	Per 1000
65	DDC requisition slip	Per 1000
66	CBC report form(Central Laboratory)	Per 1000
67	Ophthalmic Report form	Per 1000
68	RSBY form	Per 1000
69	BSBY Book	Each Book
70	BKKY Book	Each Book
71	Note Sheet	Per 1000
72.	Consent form for the Transfusion of Blood/Blood Components	Per 1000
73	Peripheral Smear Comments form	Per 1000
74	CBC reporting paper	Per 1000
75	Book let Delivery case sheet	Each Book
76	Attendant Register (48 Pages)	Each
77	Cover Slip size 22mm x 40mm for special stain for biopsy tests of Histopathology section.	Each packet
78	Information of Book let for Sickle cell	Each Book
79	Case sheet ( 12 page set)	Per set
80	Test Report Pad	Per page
81	Blood Collection Slip	Per page
82	Daily checklist book	Each Book
83	DAILY CONSUMPTION FORMAT( both side)	Per 1000
84	Anesthesiology Record ( both side)	Per 1000
85	Operation Record ( both side)	Per 1000
86	Surgical Safety Check list	Per 1000
87	Consent Form For Anaesthesia Operation Etc	Per 1000
88	Duty Register Staff	Each Book
89	Bed head Ticket for COVID	Per 1000
90	Patient consent form COVID	Per 1000
91	Discharge Ticket COVID	Per 1000
92	Daily Round sheet COVID	Per 1000
93	Police information sheet COVID	Per 1000
94	Lab. report sheet COVID	Per 1000
95	Lab.relport slip book COVID	Each Book
96	Baby Register COVID	Each Book
97	AUTOCLAVE STERILISATION RECORD	Each Book
98	RECEIVED REGISTERS OF ITEMS (CSSD)	Each Book

Sl. No.	Name of the Items	Rate to be quoted
99	DESPATCH OF ITEMS REGISTERS(CSSD)	Each Book
100	COVID-19 Antigen Test	Per 1000
101	COVID-10 ICMR Test	Per 1000
102	MRI Book	Each Book
103	Multi form Printing( Emergency)	Per 1000
104	Multi form Printing( Emergency) both side	Per 1000
105	Multi form Printing( Emergency) both side (A3)	Per 1000
106	Multi form Printing( Emergency) (A3)	Per 1000
107	Out door ticket(A4 size)	Per 1000
108	Cardiology Discharge form	Per 1000
109	Patient Data Register	Per 1000
110	Bill Register (A3 size) 200 leafs Strong Hard binding with hard board cover	Per 1000
111	Form – F (A3 size)	Per 1000
112	Ultrasound Reporting booklet (Indoor book size)	Each book
114	Feed back form (1/8 size)	Per 1000
115	Leave Statement Form (A2 Size)	Per 1000
116	MLC Case Register	Per Register
117	MLC Case Sheet (Both side 10 pages with gum pasting)	Each Book
118	Ultrasound Register	Per Register
<b>NHM FROM</b>		
119	MCPC Book Oil Printing 18 Pages (Both side)	Each Book
120	ICU Bed head Ticket (Both side Printing)	Per 1000
121	Monitoring Chart	Per 1000
122	Report Format for hybrid ICU (both side)	Per 1000
123	Individual KMC Case sheet SNCU	Per 1000
124	CDR Form 10 pages printing (Both side with gum pasting)	Per 1000
125	MDR Form 10 pages printing (Both side with gum pasting)	Per 1000
126	Baby Handover Register	Per Register
127	SNCU form	Per 1000
128	SNCU Register	Per Register
129	Baby Ticket	Per 1000
130	LSCS Register	Per Register
131	NRC discharge recollect form (oil print)	Per 1000
132	NRC Daily Monitory Sheet (Both side Printing)	Per 1000
133	NRC SAM SHEET A3 size (Both side Printing 3pages)	Per 1000
134	NRC Discharge Ticket form (Two side Printing)	Per 1000
135	Hybrid ICU (Pediatric) big size book	Per Register
136	ANC O&G OPD Register (PPC) -200 leafs Strong Hard binding with hard board cover	Per Register
137	O&G Facility based Maternal Death Review (10 Pages with gum pasting one set)	Each Book
138	NRC form	Per 1000
139	NRC Register	Per Register
140	Admission Register -200 leafs with plain binding with hard board cover SNCU (A3 size)	Per Register
141	FCC KMC Register 200 with strong plain binding with hard board cover SNCU (A3 size)	Per Register

Sl. No.	Name of the Items	Rate to be quoted
142	KMC Register Register 200 leafs with plain binding with hard board cover SNCU (A3 size)	Per Register
143	LMU Register Register 200 leafs with plain binding with hard board cover SNCU (A3 size)	Per Register
144	NEW BORN NEONATAL CASE RECORD Sheet A3 size (Both side Printing ) (NHM) Sncu	Per 1000
145	NEW BORN DISCHARGE CARD A3 size (Both side Printing ) (NHM) SNCU	Per 1000
146	Treatment Continuation Sheet (Both side Printing ) SNCU	Per 1000
147	Investigation Sheet (Both side Printing ) SNCU	Per 1000
148	Monitoring Sheet (Both side Printing ) SNCU	Per 1000
149	HIGH RISK BOND SNCU	Per 1000
150	Referral Summary SNCU	Per 1000
151	BT Consent sncu	Per 1000
152	UVC Consent sncu	Per 1000
153	Lumbar puncture Consent SNCU	Per 1000
154	Institution Follow UP Check list SNCU	Per 1000
155	The New Ballard Score SNCU	Per 1000
156	Facility Follow-up Register 200 leafs with plain binding with hard board cover SNCU (A3 size)	Per Register
157	Labour Room Register	Per Register
158	Autoclave Register	Per Register
159	Break down Register	Per Register
160	Delivery Case Sheet (15 pages Both side Printing with gum pasting )	Per Sheet
161	Hand Hygiene Observational Audit Tool	Per 1000
162	Check list for labor of the month of	Per 1000
163	Check list for Triage in Labour Room complex for the month of	Per 1000
164	Check list for NBCC Labour Room for the month of	Per 1000
165	MDR Form (Both side Printing )	Per 1000
166	Refferal in Register	Per Register
167	Refferal out Register	Per Register
168	Transfer in Register	Per Register
169	Consent form(Odia)	Each Book

  
Superintendent  
VIMSAR, Burla