

**OFFICE OF THE DIRECTOR-CUM- MEDICAL SUPERINTENDENT,
MENTAL HEALTH INSTITUTE, S.C.B. MEDICAL COLLEGE HOSPITAL, CUTTACK**
Telephone: 0671 – 2414359, Email – mhi.cuttack@gmail.com.

TENDER BOOK

COST OF TENDER PAPER : Rs.500/-
(Rupees five hundred only)

DATE OF SALE OF TENDER PAPER : **03/01/2024 to 01/02/2024.**

LAST DATE FOR RECEIPT OF TENDER : **02/02/2024 up to 5.30 P.M.**

DATE OF OPENING OF TENDER : **03/02/2024 at 4.30 P.M.**

PLACE OF OPENING OF TENDER : Office of the Director-cum-Medical Superintendent, Mental Health Institute, SCMCH, Cuttack.

ADDRESS FOR COMMUNICATION :Director-cum-Medical Superintendent,
Mental Health Institute,
SCBMCH, Cuttack – 753 007, Odisha.

TERMS & CONDITIONS.

1. The sealed tender should be superscribed as tender for supply of printing materials to Mental Health Institute, SCB Medical College & Hospital, Cuttack
2. The sealed tender will be received by the office through registered post / speed post only.
3. Tender received beyond the due date and time will not be considered.
4. The Tenderer must have own local printing firms in Cuttack Municipal Corporation.
5. The sealed tender shall be opened by the Director-cum-Medical Superintendent, Mental Health Institute, S.C.B. Medical College & Hospital, Cuttack in presence of the tenderer or their authorized representative who should remain present at the scheduled place and time. If the tenderer or his / their authorized representative fails to be present at the time of opening on the tender, there will be no bar for opening of the tender.
6. The E.M.D. of Rs.5,000/- must be deposited in shape of Bank Draft in favour of “The Director-cum-Medical Superintendent, Mental Health Institute, Cuttack” from any Nationalized Bank payable at Cuttack.
 - a. E.M.D. will be forfeited, if the bidder withdraws his participation after the opening of tender.
 - b. E.M.D. of unsuccessful bidder will be returned back after the closing of this tender process.
 - c. E.M.D. of successful bidder will be returned back only after receipt of Performance Security.
 - d. No interest is payable on E.M.D.
7. The tender should be in “Two BID type”. All documents and information of the tenderer should be sealed in an envelope superscribed as “TECHNICAL BID” and the price of each items should be furnished in another sealed cover superscribed as “PRICE BID”. Both the envelopes should be sealed in another envelope superscribed as “TENDER FOR SUPPLY OF PRINTING MATERIALS TO MENTAL HEALTH INSTITUTE, CUTTACK”.
8. The following documents duly signed by the Bidder should be furnished in the envelope superscribed as “TECHNICAL BID”
 - a. Original money receipt or Bank Draft amounting to Rs.500/- towards cost of tender paper.
 - b. Bank Draft regarding E.M.D.
 - c. Attested Xerox copy of the up to date GSTIN Clearance Certificate.

- d. Attested Xerox copy of Income Tax return for the last two years.
 - e. Attested Xerox copy of the PAN card.
 - f. Detailed name, address, Tele. No., Fax, E-mail of the Firm.
 - g. Paper sample & Paper documents of each item.
 - h. Bank details for online payment.
 - i. Other relevant documents if any desired to be submitted by the bidder.
9. The following documents duly signed by the bidder should be furnished in the envelope superscribed as "PRICE BID".
- a. The quoted rate should be exclusive of GST. The rate should be quoted for each item (Both in figures and words).
 - b. Item wise tax structure should be indicated separately.
10. The Successful bidder shall be required to deposit an amount equal to 5% of the value of the ordered of items in shape of Fixed Deposit/NSC pledged in favour of "The Director-cum-Medical Superintendent, Mental Health Institute, Cuttack" from any Nationalized Bank/Postal towards Performance Security within 15 days from the date of issue of purchase order. Failure to deposit the security money, no payment will be released to the Firm/Supplier/bidder.
11. The performance security should be valid for 24 months from the date of issue of purchase order.
12. The performance security will be returned back to the bidder after expiry of validity period of the Tender.
13. The tenderer should identify the sample of the respective items according to the serial number. The bidders can be seen the details specification and sample of the items in the office of the Director-cum-Medical Superintendent, Mental Health Institute, S.C.B. Medical College & Hospital, Cuttack during the office hour.
14. In the event of any litigation arising out of the tender, such matters would be subject to the Cuttack jurisdiction only.
15. The authority reserves the right to cancel any or all tenders without assigning any reason thereof and the authority / committee is not bound to accept the lowest rate, considering the quality of the items.
16. The undersigned will not be responsible for any damage or loss / mistake before receipt of items.
17. The tender will remain valid for a period of two year from the date of approval or can be extended time to time after due approval of the purchase committee.
18. The authorities will not be responsible for any postal delay.

19. The detailed name of the items & specification are noted below.

<u>Sl.No.</u>	<u>Name of the items</u>	<u>Specification.</u> (As per Sample)
1.	OPD Cards (Male – Green Colour). -	Andra card board 9.2 kg, colour card board
2.	OPD Cards (Female – Yellow Colour).-	Andra card board 9.2 kg, colour card board
3.	Discharge ticket. -	A4 copier, 72 GSM.
4.	Bed head ticket. -	A4 copier, 72 GSM.
5.	OPD Tickets. -	A4 copier, 72 GSM.
6.	Admission Ticket. -	A4 copier, 72 GSM.
7.	Bed Head Continuation Sheet. -	A4 copier, 72 GSM.
8.	COVID-19 Form. -	A4 copier, 72 GSM.
9.	Assessment of Vital Parameters of Indoor Patients. -	A4 copier, 72 GSM
10.	Investigation Data Sheet of Indoor Patients. -	A4 copier, 72 GSM.
11.	ECT Format Set. -	A4 copier, 72 GSM
12.	Clinical Psychology Test Report. -	A4 copier, 72 GSM.
13.	Psychosocial Assessment Report. -	A4 copier, 72 GSM.
14.	Cover file. -	As per Sample.
15.	Flat file. -	As per Sample.
16.	Fly Leaf. -	As per Sample.
17.	Gate Pass. -	As per Sample.
18.	Bike/Car Pass -	As per Sample.
19.	Certificate -	As per Sample.
20.	Identity Card -	As per Sample.

Director-cum-Medical Superintendent,
Mental Health Institute, Cuttack.