



E-TENDER DOCUMENT

Name of the E-Tender: Rate Contract for Printing Services & Supply at AIIMS, Bhubaneswar.

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Notice Inviting E-Tender

E -Tender No. AIIMS/BBSR/S&P/TENDER/PRINTING/2023-24/01/23

Dated:31.08.2023

The Executive Director, AIIMS Bhubaneswar, invites E-Bids in Two Bid System (i.e. Technical and Financial Bid) from eligible Printing Press / Firms / Companies / Authorized Agents / Distributors/ Dealers online through E-procurement solution portal of CPP Portal of Govt. of India (<https://eprocure.gov.in/eprocure/app>) on mutually agreed terms and conditions and satisfactory performance for Rate Contract for Printing Services & Supply at AIIMS Bhubaneswar and supply of items as per the Specifications. **The Supply Shall be for 01 (One) year on Rate Contract Basis extendable for another one year on mutually agreeable conditions.**

The Bidder is expected to examine all instructions, terms and conditions, forms, and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. **The bid should not be conditional.** Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 and revised order dated 04 Jun 2020 of MoC&I (DIPP) & order vide F.No.6/18/2019-PPD dated 23 Jul 2020 of Ministry of Finance, Govt. of India. Condition of prior turnover and prior experience may be relaxed for startups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality & Technical Specification.

Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.

The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Bhubaneswar will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

E-Tendering Portal:

<https://eprocure.gov.in/eprocure/app>

For E-tendering Queries contact Representative of CPP Portal

Technical Query Email: support-eproc@nic.in, *Policy related query-* cppp-doe@nic.in,

Tel: 0120-6277 787/0120-4001 005/ 0120-4001 002

E-TENDERING SCHEDULE

Name of the E-Tender : Rate Contract for Printing Services & Supply at AIIMS, Bhubaneswar.

Date of availability of E-Tender document in the AIIMS BBSR E-Tendering Solution portal	As per e-Tendering Portal of AIIMS Bhubaneswar www.aiimsbhubanewar.nic.in and CPP Portal www.eprocure.gov.in for downloading/ participating
Last Date of downloading/participating in the E-Tendering Solution for this E-Tender	As per e-Tendering Portal of AIIMS BBSR https://eprocure.gov.in/eprocure/app
Date, Time & Place of submission of indicated desired Hard Copies in the Sealed Envelope	As per e-Tendering Portal of AIIMS, Bhubaneswar https://eprocure.gov.in/eprocure/app in the Tender box kept in the Office of the Director, AIIMS, Bhubaneswar -751019 (Odisha)
Date, Time & Place of Opening of Technical Bid	The Technical Bid will be opened online as per the schedule given in the https://eprocure.gov.in/eprocure/app . In case the Scheduled date is declared Holiday the tender shall be opened on next working day.
Tender Document Cost payable to AIIMS Bhubaneswar	To be downloaded from website, hence no cost is applicable.
E-Tendering Solution processing fee for providing online participation support & necessary DSC Certificates to Vendor for participate in Online E-Tender process	As applicable and displayed on https://eprocure.gov.in/eprocure/app
<u>Schedule of Tender :</u>	
Issue / Publishing Date	Dt. 31.08.2023
Pre-Bid Conference	Dt. 12.09.2023, at 1530 hrs
Last date and time of Submission of e-tender	Dt. 03.10.2023, at 1700 hrs
Date & time of opening of e-Tender	Dt. 06.10.2023, at 1500 hrs
The Bid Estimate Value(approx.)	Rs 1,05,00,000/-
Amount of Earnest Money Deposit (EMD)	3% of Estimate Value Rs 3.15,000/-
PBG	5% of Contract Value
Validity of Tender:	180 days from the date of publish

INSTRUCTIONS FOR ONLINE BIDS SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1.1 Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 1.6 Bidder then logs into the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1.7 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 1.8 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 1.9 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1.10 Bidder should consider any corrigendum published on the tender document before submitting their bids.
- 1.11 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 1.12 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 1.13 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1.14 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 1.15 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

Earnest Money Deposit (Bid Security):

- 1.16 Bids should be accompanied with Bid Security/Earnest Money Deposit (EMD) amounting to Rs. 3,15,000/- as EMD (@ of 3% of Estimate Value) in shape of a Demand Draft/FDR/Bank Guarantee from any Nationalized/scheduled commercial bank in favour of "Executive Director, AIIMS, Bhubaneswar" payable at "Bhubaneswar". The Hard copy of original instrument in respect of EMD to be sent to the SPSO, AIIMS Bhubaneswar at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.
However, those registered with Central Purchase Organization, National Small Industries Corporation (NSIC), Micro Small & Medium Enterprises (MSME) or the concerned Ministry or Dept. are exempted from submission of the bid security. However, they have to submit Bid Security Declaration Form accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents as per Annexure-II. The Tender should invariably accompany the proof to this effect.
- 1.17 The unsuccessful bidders whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without interest at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. Earnest Money Deposit of the successful bidder will be returned after submission of the Performance Security.
- 1.18 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 1.19 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 1.20 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 1.21 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 1.22 Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 1.23 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

- 1.24 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to

Senior Procurement Store Officer (I/C)

AIIMS Bhubaneswar

Sijua, Patrapada, P.O.-Dumduma, Bhubaneswar, Odisha-751019

Ph. 0674- 2476669, 0674- 2476035, 0674-2476652

Email id: sp_helpdesk@aiimsbhubaneswar.edu.in, spo@aiimsbhubaneswar.edu.in & stokee_gagan@aiimsbhubaneswar.edu.in

- 1.25 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- 1.26 The above clauses are only for general guidance of the bidders and the bidders shall understand the full process of submission of bids by visiting the CPP portal and studying various instructions etc. given on the portal.

1.27 Offline Submissions:

The bidder is requested to submit all the requisite documents offline to **The Sr. Procurement-cum Store Officer, AIIMS, Sijua, Bhubaneswar (Odisha) – 751019** on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (name of the work), the tender number and the words ‘DO NOT OPEN BEFORE’ (due date & time).

- I. EMD-Bid Security in Original, in shape of FDR/BG only pledged in favour of AIIMS, Bhubaneswar, valid for a period 180 days
- II. Paper Samples (different variety in GSM) as quoted
- III. Documents as Per CPPP

2 GENERAL CONDITIONS/INSTRUCTIONS FOR BIDDERS

2.1 DURATION OF CONTRACT

- (a) The contract shall be valid initially for One year as per requirement of the AIIMS Bhubaneswar.
- (b) The AIIMS Bhubaneswar reserves the right to curtail the validity of contract.
- (c) The AIIMS Bhubaneswar reserves the right to extend the validity of contract on the same rates and terms and conditions up to a period of further One more year on satisfactory performance of contractual obligations by the agency and requirements of the AIIMS Bhubaneswar.

2.2 TECHNICAL BID

Technical Bid should be prepared and submitted online as per the Instructions given in the Tender Document along with all required information, documents in support of the minimum eligibility criteria, Bid Security Declaration form etc.

2.3 FINANCIAL BID

Financial Bid should be prepared as per the Financial Bid/BOQ proforma/instructions and submitted online after downloading the Financial Bid proforma given at Annexure-IV.

The bidders may note that they have to quote the rates in the Financial Bid proforma and upload the signed and scanned copy at the designated place on the portal. Financial bids of only those bidders may be opened who qualify the Technical Bid.

2.4 DOCUMENTATION

The bidders are required to submit the documents as per the documents check list (Pages must be clearly readable). All pages are to be numbered serially and the page numbers shall be mentioned in the technical bid. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.

2.5 CORRIGENDUM/ADDENDUM

The bidders should take into account any corrigendum published on the portal before submitting their bids.

2.6 CURRENCIES OF BID AND PAYMENT

The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees only

2.7 COST OF PREPARATION OF BID

The bidder shall bear all costs associated with the preparation and submission of his/her bid and the AIIMS Bhubaneswar will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

2.8 LANGUAGE

Bids and all accompanying documents shall be in English or in Hindi.

2.9 INCOMPLETE AND CONDITIONAL OFFERS

The Bidders are not allowed to submit incomplete offers, conditional offers or offers with deviations from the conditions of Contract.

2.10 ALTERATIONS IN THE TENDER PAGES/DOCUMENTS

No alternations should be made by the tenderers to any of the documents/tender pages. Violation of the instruction will lead rejection of the tender at the discretion of the Tender Inviting Authority. The tenderer who proposes any alteration to any of the condition laid down or proposes any other conditions of any description what-so-ever is liable to be rejected.

2.11 SUBMISSION OF BIDS

All bids will be accepted on the CPP Portal <https://eprocure.gov.in/eprocure/app> only. No offline bids or bids by email etc. will be entertained.

2.12 BID OPENING AND EVALUATION

- (a) The Technical Bids will be opened in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.
- (b) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.
- (c) Conditional bids will be summarily rejected.
- (d) Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders who choose to attend at the appointed place and time.
- (e) Item wise L1 Will be Evaluated

2.13 CALLING FOR ADDITIONAL INFORMATION

The AIIMS Bhubaneswar reserves the right to call for any additional information from the Tenderers apart from the details asked for in the tender, for finalization of the tender and this condition is binding on all the BIDDERS. The AIIMS Bhubaneswar also reserves the right to visit the premises of the bidder for finalizing the evaluation process.

Similarly, the AIIMS Bhubaneswar also reserves the right to call for any information from the Tenderers for clarification or matching the information submitted in the bid proforma and various documents uploaded, for finalization of the tender and this condition is binding on all the BIDDERS.

2.14 AWARD OF CONTRACT & PBG

- (a) The AIIMS Bhubaneswar will award the contract to the successful bidder(s) whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- (b) The AIIMS Bhubaneswar, will communicate the successful bidder(s) that his bid has been accepted. This letter shall prescribe the amount which Department will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- (c) The successful bidder will be required to execute an agreement on non-judicial stamp paper of Rs. 100/-, within a period of 07 days from the date of issue of Letter of Offer.
- (d) The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of "Letter of Offer" for the given amount in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Executive Director, AIIMS, BHUBANESWAR.
- (e) All Successful Bidders will submit 5% Value of annual requirement (Approx. requirement in specification table) in which he has declared L1 as Performance Security.
- (f) The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- (g) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.
- (h) Performance Security will be released after expiry of contract subject to adjustments if any. i.e. 26 Months from the date of contract.
- (i) The AIIMS Bhubaneswar reserves the right to allot the job to one or more agency(ies) quoting the lowest rate(s) or to more than one agency on the lowest rates received by the AIIMS Bhubaneswar. In case, more than one agency is ready to work on lowest rate(s) received by the AIIMS Bhubaneswar, the AIIMS Bhubaneswar may make empanelment of all such agencies and the work will be allotted to agencies on the basis of operational requirements of the AIIMS Bhubaneswar and administrative convenience.

• The Lowest quoted rate by the selected tendering Firm/Agency/ Company, and as approved by the All India Institute of Medical Sciences (AIIMS) Bhubaneswar, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.

2.15 Debarment from bidding.

- (i) A bidder shall be debarred if he has been convicted of an offence-
 - (a) under the Prevention of Corruption Act, 1988; or
 - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (ii) A bidder debarred under sub-section (i) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Department of Commerce (DGS&D) will maintain such list which will also be displayed on the website of DGS&D as well as Central Public Procurement Portal.
- (iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Ministry/Department will maintain such list which will also be displayed on their website.
- (iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.

2.16 EXECUTION THE WORK & DELIVERY OF MATERIAL

- (a) The AIIMS Bhubaneswar does not guarantee to any Printer for printing of any specific quantity in a particular month or during the period of contract. Order shall be issued for tentative annual requirement on actual need basis.
- (b) Scope of supply (Bid price to include all cost components): Supply, Designing, Proofing, providing Statutory Clearances required (if any), proper packing and marking for transit, transporting, loading/ unloading, to make all arrangements to ensure complete security, secrecy and safe custody of all documents and stationary to delivery & stacking on rack at Hospital Store, 3rd Floor or at The Central Store. All the risk will be to supplier's account
- (c) The AIIMS Bhubaneswar will ask for multiple samples from the material to be supplied to the AIIMS Bhubaneswar.

Time schedule:

The first proof have to be supplied within five (05) days from the date of placement of order and the second proof, if necessary, shall have to be furnished within two days from the date of letter for the second proof and after the approval of the final proof the final printed copies will have to be Printer and supplied by the agency as per the requirement of the concerned branch and separate work order will be issued accordingly at that time. No any Proof charges will be applicable

- (d) The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to AIIMS Bhubaneswar.
- (e) Part/Partial supply will not be accepted. In case of part/partial supply, Part billing is strictly prohibited.
- (f) All the aspects of safe delivery of goods shall be the exclusive responsibility of the supplier. Piece meal supply of ordered items will not be acceptable and supplier will supply all items mentioned in supply order. In case items are not available with the supplier a certificate to that effect stating the date of availability and supply should be submitted.
- (g) In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.

2.17 The AIIMS Bhubaneswar reserves the right to terminate the contract after appropriate notice and to forfeit whole of the Performance Security, if the supplier fails to make the supply within the prescribed period or not in accordance with the specification and sample or there is any breach of terms of the contract on the part of the supplier.

2.18 PENALTY ON FAILURE TO COMMENCE

In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged. **(LD Charges)**

- (a) The firm will be bound to supply the ordered items within 30 days. Thereafter suitable action as deemed fit, will be initiated. The hospital will recover the general damages or extra expenditure incurred in the risk purchase at the risk and cost of bidder and amount paid in excess shall be deducted from their pending bills. The above shall be in addition to forfeiture of Bid Security and black listing of the firm depending upon the circumstances of the default/merit of the case.
- (b) If required, the stationary is to be machine (auto) numbered carefully, Manual machine numbering or any mistake in the numbering will not be accepted and the supplier will replace it at his own cost.

Various charges are as below

	: LD@0.5% per week subject to a
(c) Delay in supply	maximum 10%
(d) Inferior Quantity	: @ 5%.
(e) Matter misprinting	: @ 5%.
(f) Missing /Duplicate Numbering, if found any item	: @ 10%.
(g) Short supply of any item	: @ 10%.
(h) Proof is not submitted as per user unit	: @5%
(i) If GSM found less then requirement: -	: Proportionate to 0.50%

Note: In case large number of deficiencies are found as per clause (a) to (i) or multiple defects found then full replacement has to be made free of cost.

2.19 During the pendency of the contract, no revision in rates will allowed except such taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.

2.20 The AIIMS Bhubaneswar will take random samples from the material supplied to the AIIMS Bhubaneswar. Any Document /Work found to be defective and not conforming to the relevant specification, is liable to be rejected and the Bidder shall have to lift it at their own cost on "as is where is basis". In case of any dispute, the decision of the Hon'ble Director of the AIIMS Bhubaneswar shall be final and acceptable to the Bidder.

2.21 The AIIMS Bhubaneswar reserves the right to terminate the contract after appropriate notice and to forfeit whole of the Performance Security, if the supplier fails to make the supply within the prescribed period or not in accordance with the specification and sample or there is any breach of terms of the contract on the part of the supplier.

2.22 Rejected material shall be at the supplier's risk and they must be collected from the Central Store/Stationery Store of the AIIMS Bhubaneswar within a week from date of rejection. If supplier fails to remove the said material; the AIIMS Bhubaneswar shall have the right to dispose-off the same and the supplies shall have no claim over the AIIMS Bhubaneswar in respect of the said rejected material.

2.23 WITHDRAWAL OF OFFER

Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the bid security shall be forfeited. The firm/agency/printer who is registered with NSIC/MSME or the concerned Ministry or Dept., if selected and not ready to execute the work/supplies will be blacklisted for 5 years and orders of blacklisting will be displayed on website as well as informed to all government organisations. A letter of blacklisting of the firm will also be sent to MSME/NSIC or the concerned Ministry or Dept. For initiating further necessary actions as per the rule against the defaulter bidder.

Risk Purchase

- I. In case the tenderer on whom the supply order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Bhubaneswar) may recover from the tenderer the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer(L1).
- II. If there is breach of contract any time during the execution of the contract, by the "L1" Contractor/ Manufacture/Distributor/Dealer the full PBG will be forfeited. In Emergency the L2/L3 vendors(or through OPEN market) may be given chance to serve for rest of contract period or 6 months (which ever earlier) on new agreement with the same price of L1 subject to approval of the Competent Authority and consent of the respective vendors.

2.24 STATUTORY OBLIGATIONS

All the statutory obligations, Compliances of all laws, all kinds of taxes etc. will be the responsibility of the bidders.

No request of the bidder/agency for relaxation in any of the statutory obligations will be considered by the AIIMS Bhubaneswar.

2.25 TDS

Applicable TDS shall be deducted as per rules.

2.26 PROVIDING FALSE INFORMATION

If at any stage, it has been found by the AIIMS Bhubaneswar that the firm/agency has provided/submitted any false/wrong information to the AIIMS Bhubaneswar, the bid/contract is liable to be cancelled with forfeiture of the bid/performance security and action under the applicable civil and criminal laws may be taken against agency/contractor.

2.27 ENGAGEMENT OF INTERMEDIARIES

Tenderer shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of the Director, AIIMS, Bhubaneswar. If it is found that the firm has given sub-contract to another Agency, the contract shall stand cancelled & the performance security deposit of such Tenderer shall be forfeited by AIIMS Bhubaneswar.

The AIIMS Bhubaneswar shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the Supplier Agency in the course of their performing the duties to this office in connection with purchase order/supply order for supplying of Stores/ Goods/ Items at AIIMS Bhubaneswar.

2.28 PREVIOUS DEPOSITS

No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by AIIMS, BHUBANESWAR in respect of any previous work shall be entertained.

2.29 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The AIIMS Bhubaneswar is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process at any stage without assigning any reasons thereof.

2.30 TERMINATION OF CONTRACT

Post award of the contract to an Agency, it can be terminated in any of the following contingencies and circumstances, provided that during the notice period for termination of contract (if any), in the situation contemplated below, the contracted agency shall keep on discharging his duties as before, till the expiry of notice period:

- (a) On the expiry of contract period, without any notice
- (b) On violation of any of the terms of the tender, work order, agreement or the instructions of the AIIMS Bhubaneswar
- (c) On contracted agency being declared insolvent by the competent Court of Law without any notice

2.31 CLAIMS FOR EROSION IN VALUE

No claim shall lie against the AIIMS, BHUBANESWAR in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

2.32 CLAIMS ON ACCOUNT OF ERRORS

While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

2.33 CONFIDENTIALITY

The documents handed over by the AIIMS Bhubaneswar to the agency directly or through any of its employees/deployed manpower, shall not be brought to the knowledge of any unauthorised person under any circumstances. For this purpose, the term documents include the originals as well as the photocopies, digital images etc. of the documents and electronic data of any type.

2.34 PRECAUTIONS AGAINST LOSS

Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse any data or property entrusted/given to them by the Department and shall not knowingly lend to any person or company any of the effects of the Department under its control.

2.35 RESPONSIBILITY OF LOSS

That in the event of any loss occasioned to the Department, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Department, the said loss will be claimed from the contractor up to the value of the loss. The decision of the AIIMS Bhubaneswar will be final and binding on the agency.

2.36 INSPECTION OF SUPPLIES: -

Inspection will be done by the duly constituted committee members nominated by Director, AIIMS Bhubaneswar and or his authorized representatives in AIIMS Bhubaneswar premises at designated place. Surprise/ Scheduled visit to the premises where the vendor running the printing services may be done by the representatives of the institute if required.

2.37 BILL AND PAYMENT

I. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made by AIIMS Bhubaneswar.

II. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of GST or other applicable taxes deposited to Tax Authorities by the firm for recent period, just before the submission of Bills must also be enclosed for reference of AIIMS Bhubaneswar authorities.

iii. No advance payment will be made. Bill Payment will be released after receiving of satisfactory work report from user section as well as other formalities such as GSM testing of papers/inspection and acceptance of the material etc. as per norms/specification.

In the event of specification/grammage not found in consonance with the specification/grammage prescribed by the AIIMS Bhubaneswar against the items. Necessary proportionate deduction on total value as per actual grammages arrived at from the RTC/MSME Lab (Govt. of India) shall be made and the decision of the Director of the AIIMS Bhubaneswar for penalty imposed/deduction made shall be final and binding on the party/supplier.

2.38 OVERPAYMENTS AND UNDERPAYMENTS

If as a result of post payment audit or otherwise any overpayment is detected in respect of any work done or alleged to have been done by the agency under the tender, it shall be recovered by the Department from the agency. Similarly, if any underpayment is discovered, the amount shall be duly paid to the agency by the Department.

2.39 LIABILITIES ARISING OUT OF LITIGATION

Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.

2.40 FORCE MAJEURE

If at any time during the currency of the contract, either party is subject to force majeure like civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge its obligation, the affected party shall promptly notify the other party about the happening of such an event.

Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist.

2.41 INDEMNITY

The successful bidder shall indemnify and hold the Department harmless from and against all claims, damages, losses and expenses arising out of or resulting from the works/services under the contract provided by the contractor.

2.42 RESOLUTION OF DISPUTES

AIIMS Bhubaneswar and the agency shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract or any issue arising out of it.

If after thirty days from the commencement of such informal negotiations, AIIMS Bhubaneswar and the agency have been unable to resolve amicably a resolution by formal conciliation the Competent Authority of the AIIMS Bhubaneswar shall appoint a sole Arbitrator who will not be related to the agency and the decision of the Arbitrator shall be final and binding on the contracting parties. (in accordance with Arbitration & Conciliation Act 1996 or its subsequent amendment)

The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at the place of work only.

2.43 PARALLEL CONTRACTS

The AIIMS Bhubaneswar reserves the right to enter into parallel Contract(s) for similar service/work during the period of Contract with one or more parties.

2.44 RESPONSIBILITIES FOR LITIGATIONS

The service provider shall also be responsible for all litigation arising out of non-payment of staff deployed by agency or any other violations, etc., and other dues to appropriate authority and also the payment to any other involved parties/staff in the event of death/injuries /damages arising out of accident and /or due to various other causes etc.

2.45

The jurisdiction to try all disputes, if any, arising out of this agreement between the parties shall be the territorial jurisdiction of the Court of Bhubaneswar.

2.46 The terms AIIMS Bhubaneswar, the Department, the Client have been used interchangeably in the tender and mean the same.

2.47 The terms firm, Party, Supplier, agency, successful bidder, contractor have been used interchangeably in the tender and mean the same.

3 ELIGIBILITY CRITERIA

3.1 BID SECURITY DECLARATION FORM

The bids shall be accompanied by the Bid Security Declaration Form, in lieu of Bid Security on Bidder's letter head.

3.2 REGISTRATION

The Agencies/Firms registered (incorporated) under the provisions of the relevant Central/State Laws for printing and press purpose are eligible to participate in the tender.

3.3 OPERATIONAL/REGISTERED OFFICE

1. The Agency/Firm shall have a registered/operational office in Bhubaneswar AND ADJOINING DISTRICTS within 50 kms radius of AIIMS, Bhubaneswar.

3.4 PAN CARD

The bidder shall have PAN Card No. allotted under the Income Tax Act.

3.5 REGISTRATION UNDER GST

The bidder shall have valid registration under GST for printing and press purpose.

3.6 ONE BID PER BIDDER

Each bidder is allowed to submit only one bid. In case a bidder is found to have submitted more than one bid, all the bids submitted by the bidder are liable to be rejected.

3.7 MINIMUM EXPERIENCE OF THREE YEARS

The Bidder should have experience of similar work (Printing and Supply of blank Proformas/forms etc) in Government Departments/Educational Board/Universities in last three (03) years i.e. 2020-21, 2021-22 & 2022-23, however, as per GFR rule no. 173(i) the condition of prior turnover and prior experience may be relaxed for Startups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications.

3.8 TURNOVER

The Bidder should have minimum financial turnover of Rs. 50,00,000/- per annum during the last three financial years i.e. 2020-21, 2021-22 & 2022-23 for printing and press purpose, however, as per GFR rule no. 173(i) the condition of prior turnover and prior experience may be relaxed for Start-ups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications.

3.9 BLACKLISTING

The Bidders should not have been blacklisted by the any Govt. Deptt./ Educational Board/ Universities in the past.

Similarly, the conduct of the bidder shall not be under investigation in any matter related with identical business/work of bidder by any law enforcement agency.

4 SCHEDULE OF REQUIREMENTS

4.1 INFRASTRUCTURE

The agencies should have adequate own infrastructure in terms of hardware/ software/ qualified manpower and the entire infrastructure at one roof/one place and his ownership in the name of agency.

4.2 COLLECTION OF INPUT DOCUMENTS FROM AIIMS, BHUBANESWAR

The agency will arrange for collection of input documents/ data from the AIIMS Bhubaneswar's office and return the same along with the output reports at the AIIMS Bhubaneswar's office.

4.3 NO SUB CONTRACTING

The work will have to be done by the agency at its own and in no case shall be Sub-contracted.

4.4 SCHEDULE OF WORK

The AIIMS, BHUBANESWAR does not guarantee to any Printer for printing of any specific quantity in a particular month or during the period of contract. As and when the requirement(s) for printing &

supply of these blank Proformas/forms will be received from different sections/offices of the AIIMS Bhubaneswar, at that time separate work order will be issued along with manuscript of the same.

Important Note: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMSBBSR by the bidders in time, then AIIMSBBSR will promptly reschedule the affected event(s).

5 SPECIFIC CONDITIONS/REQUIREMENTS/INSTRUCTIONS

5.1 Estimated cost of the work: Rs. 1,05,00,000/- (Rupees One Crore Five Lakh only) (approximately)

5.2 Bid Security: EMD or Bid Security Declaration Form, with specific certificate in case of MSME registered agency.

5.3 Performance Security:

The successful bidders shall submit Performance Security Deposit in the form of Demand draft/FDR of Nationalized/scheduled commercial bank in favour of "Executive Director, AIIMS, BHUBANESWAR" of an amount equivalent to 5% of the total contract value valid for 60 days beyond the date of completion of all contractual obligations of successful bidder including warranty obligations, from any scheduled commercial bank located in India at its own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled.

- **Consortium:** In case of Contracts, wherein the seller alone does not have necessary expertise, the seller can form consortium with other sellers for submission of the bid, with one of the consortium company as leader. However, each and every member of the consortium shall be equally responsible for the complete execution of the project contract. An undertaking to this effect is to be uploaded with bid.

- *The Institute reserves the right to accept in part or in full or reject any or more Tender / offer without assigning any reasons or cancel the tendering process and reject all Tender at any time prior to award of contract, without accepting any liability, whatsoever.*

- *The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 of MoC&I (DIPP), Govt. Of India, therefore bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim. S. Clarification of bidding documents.*

6. Code of Integrity:

No official of the bidder shall act in contravention of the codes which includes

(i) Prohibition of

(a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.

(b) any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.

(c) any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.

(d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.

(e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.

- (f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- (g) Obstruction of any investigation or auditing of a procurement process.
- (h) making false declaration or providing false information for participation in a tender process or to secure a contract;
- (ii) disclosure of conflict of interest.
- (iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of subclause with any entity in any country during the last three years or of being debarred by any other procuring entity.

The purchaser will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, Fraudulent, collusive or coercive practices in competing for the contract in question.

Seal & Signature of Bidder

SPECIFICATIONS

Printing Services & Supply on Rate Contract Basis:

SN	Particulars	Specifications	Single/ Both	Annual approx. (Requirement) In Sheets/Nos/Pkt
1	2	3	4	5
1	FORMS			
1.1	A4size Form (Single Colour)	(W 21cm x H 29.7cm) 75GSM \pm 5%, Multilanguage Printing (100 pages Pad with cover with cover)	S/S Printing	10,00,000
1.2	A4size Form (Single Colour)	(W 21cm x H 29.7cm) 75GSM \pm 5%, Multilanguage Printing (100 pages Pad with cover)	B/S Printing	20,00,000
1.3	1/8 Size Form (Single Colour)	(W 13.7cm x H 22cm) 75GSM \pm 5%, Multi-language Printing (100 pages Pad with cover)	S/S Printing	2,00,000
1.4	1/8 Size Form (Single Colour)	(W 13.7cm x H 22cm) 75GSM \pm 5%, Multi-language Printing (100 pages Pad with cover)	B/S Printing	2,00,000
1.5	1/8 Size Form (MultiColour)	(W 13.7cm x H 22cm)) 80GSM \pm 5%, Multi-language Printing Glossy paper	B/S Printing	1,00,000
1.6	A/3 Size Form (Single Colour)	(W 45cm x H 28cm) 75GSM \pm 5%, Multi-language Printing	B/S Printing	1,00,000
1.7	12*36 INCH B/S LEDGER PAPER S/C	(W 36Inch x H 12Inch) 80 GSM \pm 5%, Multi-language Printing	B/S Printing	1,00,000
1.8	A/3 Size Form (MultiColour)	(W 45cm x H 28cm) 75GSM \pm 5%, Multi-language Printing	B/S Printing	1,00,000
1.9	1/16 Size Form (Single Colour)	(W 10.5cm x H 13.5cm) 75GSM \pm 5%, Multi-language Printing (100 pages Pad with cover)	S/S Printing	20,00,000
1.1.0	A4size Form (MultiColour)	(W 21cm x H 29.7cm) 80GSM \pm 5%, Multilanguage Printing Glossy Paper	B/S Printing	1,00,000
1.1.1	Legal Size Form (MultiColour)	(W 23.5cm x H 36cm) 80GSM \pm 5%, Multi-language Printing Glossy Paper	B/S Printing	10,000
1.1.2	Legal Size Form (S/c)	(W 23.5cm x H 36cm) 80GSM \pm 5%, Multi-language Printing (100 pages Pad with cover)	B/S Printing	1,00,000
1.1.3	A/3 Size Form (Single Colour)	(W 45cm x H 28cm) 120 GSM \pm 5%, Multi-language Printing	B/S Printing	80,000
1.1.4	Demy (4page) (Single Colour)	(W 67.5cm x H 28.5cm) 75 GSM \pm 5%, Multi-language Printing	B/S Printing	1,00,000
1.1.5	A4size Form (Single Colour) 20 page (Answer sheet)	(W 21cm x H 29.7cm) 80GSM \pm 5%, Single color) Multilanguage Printing 20 pages (05 sheets with Numbering, Proportion & Swing binding	B/S Printing	50,000
1.1.6	A4size Form (Single Colour) 04 page (additional Answer sheet)	(W 21cm x H 29.7cm) 80GSM \pm 5%, Single color) Multilanguage Printing 04pages (01 sheets with Numbering, Proportion & Swing binding	B/S Printing	1,00,000
1.1.7	A4size Form (Single Colour)	(W 21cm x H 29.7cm)120GSM \pm 5%, Multilanguage Printing	S/S Printing	50,000
1.1.8	A4size Form (Single Colour)	(W 21cm x H 29.7cm) 120GSM \pm 5%, Multilanguage Printing	B/S Printing	50,000
1.1.9	Card (White/ Yellow/ Green/ Pink Colours)	20.5cm x 15cm, Colour AIIMS Bhubaneswar, 200GSM +5% Multilanguage Printing	S/S Printing	20,000
1.2.0	Card (White/ Yellow/ Green/ Pink Colours)	20.5cm x 15cm, Colour AIIMS Bhubaneswar, 200GSM +5% Multilanguage Printing	B/S Printing	20,000

1.21	Tracer Card	20.5cm x 10cm, Colour AIIMS Bhubaneswar, 300GSM +5% Multilanguage Printing	B/S Printing	5,000
1.22	Colour glossy Card	(27cm x 36cm) 220GSM +5%, Multilanguage Printing,	B/S Printing	10,000
1.23	Letter Head/ Exe. Bond Paper	A/4, 120GSM ±5% Executive Bond Paper with multi-colour printing	S/S Printing	5,000
1.24	Certificate	A/4, 300 GSM ±5% , Mat finish, Multi-colour (W 21cm x H 29.7cm) ± 5%	S/S Printing	1,000

2	Books			
2.1	Log Book (1/8 size) (13.7cm x 22cm)	150GSM ±5% (Yellow Cover), 20sheets/40 pages (Inner) 75GSM Green Colour paper single color printing, middle stapler punching	B/S Printing	4000
2.2	Patient Information Book / EHS Book 1/8 (13.7cm x 22cm)	Cover 220GSM ±5% , Art Paper with multi-colour Printing and lamination, Inner (12 sheets/24 pages) with 75GSM maplitho paper single col. Printing. middle stapler punching	Cover (Multicol. Ptg) & Inner Single col ptg.	10000
3	Registers			
3.1	Registers No 10	Ten quire, long type 90-100 GSM , laminated cover hard AIIMS Bhubaneswar with Canvas binding, size 14" x 10" Multilanguage S/C Printing-(160 pages)	B/S Printing	100
3.2	Registers No 12	Twelve quire, long type 90-100 GSM , laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multilanguage S/C Printing size 14" x 10" (192 Pages)	B/S Printing	100
3.3	Registers No 16	Sixteen quire, long type 90-100 GSM , laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multi-language S/C Printing size 14" x 10" (256 Pages)	B/S Printing	200
3.4	Registers No 20	Twenty quire, long type 90-100 GSM , laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multi-language S/C Printing size 14" x 10" (320 Pages)	B/S Printing	200
3.5	Registers No 24	Twenty-Four quire, long type 90-100 GSM , laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multi-language S/C Printing size 14" x 10" (384 Pages)	B/S Printing	200
3.6	Registers No 30	Thirty quire, long type 90-100 GSM , laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multi-language S/C Printing size 14" x 10" (480 Pages)	B/S Printing	150
3.7	Registers	Thirty quire, long type 90-100 GSM , laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multi-language S/C Printing size 20" x 12.5" (480 Pages)	B/S Printing	20
4	Receipts			
4.1	MLC BOOK/ Pharmacy/ Narcotic Book	A4 size(W 21cm x H 29.7cm) Cover 300 GSM Hard AIIMS Bhubaneswar canvas Binding, inner 75GSM ± 5% , Multilanguage S/C Printing Triplicate Paper (Original White 50 pages, Duplicate Yellow 50 pages, Triplicate Green 50 pages) Total-150 pages with SI numbering	S/S Printing	300
4.2	Indent Book/ Money Receipt/NRGP/RGP Book	1/8 size(W 13.7cm x H 22cm) Cover 300GSM Hard AIIMS Bhubaneswar canvas Binding, inner 75GSM ± 5% , Multilanguage S/C Printing Triplicate Paper Original/Duplicate/Triplicate 50 pages each White Paper Total-150 pages with SI numbering	S/S Printing	1000
5	Envelopes			
5.1	Envelop	White Envelop (Size 27cm x 32cm) Maplitho, 120GSM with single colour printing	S/S Printing	30000

5.2	Envelop	White Envelop(21.5cm x 26cm) Maplitho, 120GSM with single colour printing	S/S Printing	50000
5.3	Envelop	White Envelop(37cm x 47cm)Maplitho, 120GSM with single colour printing	S/S Printing	30000
5.4	Envelop	(WHITE) (W23 CM x H 13.5 CM) S/S,SC 120GSM , Multi-language Printing with Aiiims Logo (100NO =1PACK)	S/S Printing	20000
5.5	Cloth envelop	Green Envelop inside cloth (21.5cm x 30cm) Maplitho, 120GSM with single colour printing	S/S Printing	3000
5.6	Cloth envelop	Green Envelop inside cloth (W25 CM x H 13.5 CM) S/S,SC 120GSM ,with single colour printing (100NO =1PACK)	S/S Printing	1000
5.7	Cloth envelop	Green Envelop inside cloth(45cm x 28cm) Maplitho, 120GSM with single colour printing	S/S Printing	1000
5.8	Laminated Envelop	(Yellow) Envelop(45cm x 28cm) Maplitho, 120GSM with single colour printing	S/S Printing	1000
6.0	File/ Folders			
6.1	Office Files Cover	420GSM , 04 page printing, inside lamination crazing, Cloth pasting with eyelets (55cm x 35 cm, Colour)	B/S Printing	10000
6.2	Office Files Cover (Size 55cm x 35cm Colour)	Green Colour File AIIIMS Bhubaneswar (300 GSM) page printing, Cloth pasting with eyelets (Normal File Covers)	S/S Printing	25000
6.3	Spring File	420GSM , 04 page printing, crazing, with Spring Clipping (Size 55cm x 35cm Colour)	B/S Printing	10000
7.0	Stickers/ Labels in A4 Sheet (Single Colour)	75 GSM , A4 size (29.7x 21 CM2) Sheets form, in various dia-cutting, Self-Adhesive, Peel able (backing liner (g/m2) 60gsm), water base, 100 sheets 1 pack	S/S Printing	10000
7.1	Stickers/ Labels in A3 Sheet (Single Colour)	75 GSM , A3 size (45cm x 28cm) Sheets form, in various dia-cutting, Self-Adhesive, Peel able (backing liner (g/m2) 60gsm), water base, 100 sheets 1 pack,	S/S Printing	4000
7.2	Stickers (White/ Yellow/ Green/ Pink Colours Paper)	75 GSM , size (10x 11.5 CM2) Sheets form, Self-Adhesive, Peel able (backing liner (g/m2) 60gsm), water base, 100 sheets 1 pack	S/S Printing	25000

Note:

- Any additional requirement other than the above particular specification may be completed using/comprising two or more specifications and the final value will be calculated accordingly (i.e. adding all).

Technical BID (Evaluation):

The Scanned copies of the following Mandatory documents to be uploaded on e-Tendering Portal in the following format:

S no.	Details / Particulars	Uploaded (Yes/No)	Page No
A	(To be Mentioned in the Letter head of the Firm). Name & Address of Bidder with phone number, email-id. Specify whether a Proprietorship / Partnership firm/ Company Name of Proprietor /Partner/Managing Director/Director.		
B	Name, address & designation of the authorized person for signing the bid documents. (Authorization should be made in Letter head of the Organisation)		
C	PAN No. & GST Regn. No. (enclose the attested copy of PAN & GST)		
D	Bidders to submit the GeM registration details that they are already registered in GeM as the category of the product is not available in GeM, they are not able to participate in it. It is mandatory to submit the relevant documents as supporting evidence. An undertaking also to be given in company letter head that “Such already registered suppliers should be AIIMS Bhubaneswar on GeM as and when the item or service gets listed on GeM” .		
E	Bid Security- Rs. 3,15,000/- FDR/BG No.....Date.....		
F	Whether the firm is a Registered firm under MSEs, SSI or NSIC (attach copy of certificate). MSME registered bidders are to mention UAM (Udyog Aadhar Memorandum) number issued by MSME. Whether declaration of UAM number by the bidder on CPPP.		
G	Bank Details : Beneficiary Name : Bank Name : Account No : IFSC Code : Branch Address :		
H	The location of the establishment/press with in the <u>50 km radius of AIIMS, Bhubaneswar.</u> (Electric Bill, Income tax proof)		
I	Income Tax Return for the last Three years. (2020-21, 21-22 & 22-23) (Note: The condition of prior turnover and prior experience may be relaxed for start-ups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality & Technical Specification. Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.)		
J	Annual Turn Over for last Three Financial Years (Duly signed by Chartered Accountant). The annual turnover for last three years should not be less than Rs.50.00 lakh in each year. (2020-21, 21-22 & 22-23) (Note: The condition of prior turnover and prior experience may be relaxed for start-ups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality & Technical Specification. Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.)		
K	- Undertaking for acceptance of all Terms & Conditions in original (Annexure-I). - Notarised affidavit as per Annexure –II on Indian Non Judicial Stamp Paper of Rs.10/- that (i) No police case is pending against the Proprietor / Partner/ Director of the Firm/Company (Agency). (Indicate any convictions if any against the Company/firm/partner.) (ii) proprietor/firm has never blacklisted by any organization. (iii) We have not quoted the price higher than previously supplied to any Government Institute / Organisation / reputed Private Organisation or DGS&D rate in recent past. (If you don't fulfil these criteria, your tender will be out rightly rejected.)		

L	Printing Press Authorisation form as per Annexure – III Whether the item quoted is as per specification, if not, the statement of deviation (Parameter wise) from the tender technical specification must be enclosed. - (Annexure-IV)		
M	Have you previously supplied these items to any government / reputed private organization? If yes, list of Major Customers may be given on a separate sheet and proof of previous satisfactory supply, purchase order copies with reflection of price should enclosed (Annexure - V) (Purchase order copies with reflection of price should be enclosed. At least one Purchase Order should be submitted containing one from each year for last three years.)		
N	Declaration of Bid Security - (Annexure-VII)		
O	Performance Certificate: -The performance certificate from the organization served (Govt. Hospitals/ Institutions/ PSUs) to testify the proper dealing & performance as well as Supply of Items. (Annexure - VIII)		
P	Manual Submission of Documents in Original as per Terms of Two Bid Systems in Clause no – (iii)		
Q	Paper Samples (different variety in GSM) as quoted 1. 75 Gsm White Paper 2. 75 Gsm Colour Paper(Single Colour) 3. 80GSM Glossy Paper 4. 120 Gsm Bond Paper 5. 120 Gsm Colour Paper(Single Colour) 6. 200 GSM CARD 7. 300Gsm Certificate 8. 90 GSM Ledger Paper 9. 420GSM Board 10. 120GSM Maplitho Paper, Etc		
R	Acceptance of all Terms & Conditions of tender (A copy of tender documents to be submitted with Signing each page with seal). All other documents including the Tender document duly signed may be spiral bound with reference page nos.		
S	Any other information, if necessary		

Sr. Procurement-cum Store Officer
AIIMS Bhubaneswar

Annexure - I to VIII

S/N	Particulars	Annexure Ref.	Refer Page
1	Undertaking for Compliance of All Tender Terms & Conditions mentioned in this Tender Document	Annexure- I	
2	Criminal Liability Undertaking	Annexure- II	
3	Printing Press Authorisation Form	Annexure- III	
4	Deviation Statement Form	Annexure- IV	
5	Performance Statement Form	Annexure- V	
6	Financial Bid	Annexure- VI	
7	Declaration of Bid Security	Annexure- VII	
8	Performance Certificate	Annexure- VIII	

Sr. Procurement-cum Store Officer
AIIMS, Bhubaneswar

UNDERTAKING

Annexure-I

FOR COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS TENDER DOCUMENT

To

**The Executive Director,
AIIMS Bhubaneswar,**

Sir/Madam,

1. The undersigned certify that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. The corrigendum(s) issued by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter
3. I/We undersigned hereby bind myself/ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR, ODISHA-751019 to supply the approved awarded items in the approved prices to AIIMS Bhubaneswar.
4. The articles shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Director, AIIMS Bhubaneswar, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
5. I/we undertake to arrange for a demonstration of the Items, if required. Failure to arrange for a demonstration on the given date may lead to cancellation of the bid. Cost of such demonstration shall be borne by me/us.
6. Performance security of 3 % of contract value shall be deposited by me/us in the form of FDR/Bank Guarantee in favour of All India Institute of Medical Sciences, Bhubaneswar on award of the contract from a Nationalised / Commercial Bank and shall remain in the custody of the Director, AIIMS BBSR till the validity of the Contract period plus two months (i.e. for 26 months).
7. If it is deemed necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
8. I/We hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated period positively.
9. If I/We fail to supply the stores in stipulated period the AIIMS Bhubaneswar has full power to compound or forfeit the Bid Security/security deposit.
10. I/We declare that no legal/financial irregularities are pending against the proprietor Partner of the tendering firm or Printing Press.
11. I / We hereby declare that the bidding firm/agency has the requisite number of equipment and technical manpower under its ownership/possession and control.
12. I/we undertake to supply the ordered items within stipulated period and if fail to supply during the stipulated period the necessary action can be taken by the Director, AIIMS Bhubaneswar, India.
13. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
14. I/We undertake that the items supplied are as per Make/Model /Catalogue/ technical literature description.
15. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the items at the prices and rates not exceeding those mentioned in the Financial Bid.
16. I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period, the Director, All India Institute of Medical Sciences, Bhubaneswar (India) will have full authority to take appropriate action as he/she may deem fit.

Place

Signature of Bidder
With seal of firm
(Name of Bidder)

Date.....

Name of the E-Tender : Rate Contract for Supply of Printing Services & Supply at AIIMS, Bhubaneswar.

CRIMINAL LIABILITY UNDERTAKING

(To be executed on Rs.10/-Non-judicial Stamp Paper duly attested by Public Notary)

I.....S/o.....
 Resident of do
 do
 solemnly pledge and affirm:

1. I am the Proprietor/Partner/Director /authorized signatory of
 M/s.
2. No police case is pending against the Proprietor / Partner /Director of the firm/ company (Agency)
 and also against the firm/ company.
 (Indicate any convictions if any against the above persons or Firm/ Company.)
3. The Proprietor / Partner /Director of the firm/ company (Agency) and also the firm/ company has
 never been blacklisted by any Government authority/ organisation.
4. I/We have not quoted the price higher than previously supplied to any Government Institute /
 Organisation / reputed Private Organisation or DGS&D rate in recent past.

Name & Signature
Seal of the participating Bidder Company
Affirmation/Verification

Printing Press Authorisation Form

The Bidder shall require the Printing Press to fill in this form in accordance with the instructions indicated. This letter of authorisation should be on the letterhead of the Printing Press and should be signed by a person with the proper authority to sign documents that are binding on the Printing Press.

Date : *Insert date (as day, month and year)* of Bid Submission

Tender No. : *(Insert number from Invitation for Bids.)*

To. : insert Complete name and address of Purchaser

WHEREAS

We (**Insert Complete name of Printing Press**), Who are official Printing Presss in (*Insert type of goods manufactured*), having factories at (*insert full address of Printing Press's Factories*), do hereby authorised (**Insert Complete name of Bidder**) to Submit a bid the purpose of which is to provide the following Goods, manufactured by us (**insert name and or brief description of the Goods**), and to subsequently negotiate and sign the contract.

We accept the warranty / Guarantee condition mentioned in the tender documents of AIIMS, Bhubaneswar.

Signed : (**insert signature of authorised representative of the Printing Press**)

Name : (**insert complete name of authorised representative of the Printing Press**)

Duly authorised to sign this authorisation on behalf of: (**insert complete name of Bidder**)

Date on _____ day of _____, _____
(**insert date of signing**)

Deviation Statement Form

1. The following are the particulars of deviations from the requirements of the tender Technical Bid Specifications (parameter wise).

Specification	Deviations (Yes/No)	Remarks (including Justification)

Note:

- 1) Where there is no deviation, the statement should be returned duly signed with an endorsement indicating (parameter wise) ***“No Deviations”***

Place: **Signature and seal of the Printing Press/Bidder**

Date:

Performance Statement Form

Name of the Firm

Sl No.	Order placed by (Full address of Purchaser)	Order No. & date	Value of order (Consumables)	Have the items been supplied satisfactorily (Yes/No)

Signature and seal of the Printing Press / Bidder

Place :

Date :

Note : Documents to be attached in support of the above (i.e. **PO copies And Invoice with receiver stamp & signature for supply of similar items which has been executed by the firm**)

Financial Bid
RATE CONTRACT FOR PRINTING SERVICES & SUPPLY AT AIIMS BHUBANESWAR.

SN	Particulars	Specifications	Single/ Both	Price per sheet (Rs.)	GST %	GST in (Rs.)	Total Price for L1 Evaluation(Rs.)
	FORMS						
1	A4size Form (Single Colour)	(W 21cm x H 29.7cm) 75GSM \pm 5%, Multilanguage Printing (100 pages Pad with cover with cover)	S/S Printing				
2	A4size Form (Single Colour)	(W 21cm x H 29.7cm) 75GSM \pm 5%, Multilanguage Printing (100 pages Pad with cover)	B/S Printing				
3	1/8 Size Form (Single Colour)	(W 13.7cm x H 22cm) 75GSM \pm 5%, Multi-language Printing (100 pages Pad with cover)	S/S Printing				
4	1/8 Size Form (Single Colour)	(W 13.7cm x H 22cm) 75GSM \pm 5%, Multi-language Printing (100 pages Pad with cover)	B/S Printing				
5	1/8 Size Form (MultiColour)	(W 13.7cm x H 22cm)) 80GSM \pm 5%, Multi-language Printing Glossy paper	B/S Printing				
6	A/3 Size Form (Single Colour)	(W 45cm x H 28cm) 75GSM \pm 5%, Multi-language Printing	B/S Printing				

7	12*36 INCH B/S LEDGER PAPER S/C	(W 36Inch x H 12Inch) 80 GSM $\pm 5\%$, Multi-language Printing	B/S Printing				
8	A/3 Size Form (MultiColour)	(W 45cm x H 28cm) 75GSM $\pm 5\%$, Multi-language Printing	B/S Printing				
9	1/16 Size Form (Single Colour)	(W 10.5cm x H 13.5cm) 75GSM $\pm 5\%$, Multi-language Printing (100 pages Pad with cover)	S/S Printing				
10	A4size Form (MultiColour)	(W 21cm x H 29.7cm) 80GSM $\pm 5\%$, Multilanguage Printing Glossy Paper	B/S Printing				
11	Legal Size Form (MultiColour)	(W 23.5cm x H 36cm) 80GSM $\pm 5\%$, Multi-language Printing Glossy Paper	B/S Printing				
12	Legal Size Form (S/c)	(W 23.5cm x H 36cm) 80GSM $\pm 5\%$, Multi-language Printing (100 pages Pad with cover)	B/S Printing				
13	A/3 Size Form (Single Colour)	(W 45cm x H 28cm) 120 GSM $\pm 5\%$, Multi-language Printing	B/S Printing				
14	Demy (4page) (Single Colour)	(W 67.5cm x H 28.5cm) 75 GSM $\pm 5\%$, Multi-language Printing	B/S Printing				
15	A4size Form (Single Colour) 20 page (Answer sheet)	(W 21cm x H 29.7cm) 80GSM $\pm 5\%$, Single color) Multilanguage Printing 20 pages (05 sheets with Numbering, Proportion & Swing binding	B/S Printing				
16	A4size Form (Single Colour) 04 page (additional Answer sheet)	(W 21cm x H 29.7cm) 80GSM $\pm 5\%$, Single color) Multilanguage Printing 04pages (01 sheets with Numbering, Proportion & Swing binding	B/S Printing				

17	A4size Form (Single Colour)	(W 21cm x H 29.7cm)120GSM \pm 5%, Multilanguage Printing	S/S Printing				
18	A4size Form (Single Colour)	(W 21cm x H 29.7cm) 120GSM \pm 5%, Multilanguage Printing	B/S Printing				
19	Card (White/ Yellow/ Green/ Pink Colours)	20.5cm x 15cm, Colour AIIMS Bhubaneswar, 200GSM +5% Multilanguage Printing	S/S Printing				
20	Card (White/ Yellow/ Green/ Pink Colours)	20.5cm x 15cm, Colour AIIMS Bhubaneswar, 200GSM +5% Multilanguage Printing	B/S Printing				
21	Tracer Card	20.5cm x 10cm, Colour AIIMS Bhubaneswar, 300GSM +5% Multilanguage Printing	B/S Printing				
22	Colour glossy Card	(27cm x 36cm) 220GSM +5%, Multilanguage Printing,	B/S Printing				
23	Letter Head/ Exe. Bond Paper	A/4, 120GSM \pm5% Executive Bond Paper with multi-colour printing	S/S Printing				
24	Certificate	A/4, 300 GSM \pm5% , Mat finish, Multi-colour (W 21cm x H 29.7cm) \pm 5%	S/S Printing				
	Books			Price per Book			
25	Log Book (1/8 size) (13.7cm x 22cm)	120GSM \pm 5% (Yellow Cover), 20sheets/40 pages (Inner) 75GSM Green Colour paper single color printing, middle stapler punching	B/S Printing				
26	Patient Information Book / EHS Book 1/8 (13.7cm x 22cm)	Cover 220GSM, Art Paper with multicolour Printing and lamination, Inner (12 sheets/24 pages) with 75GSM maplitho paper single col. Printing. middle stapler punching	B/S Printing				

SN	Particulars	Specifications	Single/ Both	Price per Register (Rs.)	GST %	GST in (Rs.)	Total Price for L1 Evaluation (Rs.)
27	Registers No 10	Ten quire, long type 90-100 GSM, laminated cover hard AIIMS Bhubaneswar with Canvas binding, size 14"×10" Multilanguage S/C Printing-(160 pages)	B/S Printing				
28	Registers No 12	Twelve quire, long type 90-100 GSM, laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multilanguage S/C Printing size 14"×10"(192 Pages)	B/S Printing				
29	Registers No 16	Sixteen quire, long type 90-100 GSM, laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multilanguage S/C Printing size 14"×10"(256 Pages)	B/S Printing				
30	Registers No 20	Twenty quire, long type 90-100 GSM, laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multilanguage S/C Printing size 14"×10"(320 Pages)	B/S Printing				
31	Registers No 24	Twenty-Four quire, long type 90-100 GSM, laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multilanguage S/C Printing size 14"×10"(384 Pages)	B/S Printing				
32	Registers No 30	Thirty quire, long type 90-100 GSM, laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multilanguage S/C Printing size 14"×10"(480 Pages)	B/S Printing				
33	Registers	Thirty quire, long type 90-100 GSM, laminated cover hard AIIMS Bhubaneswar with Canvas binding, Multi-language S/C Printing size 20"×12.5"(480 Pages)	B/S Printing				

	MLC, Indent, Pharmacy Books & envelop		Single/ Both	Price per Book/Nos (Rs.)	GST %	GST in (Rs.)	Total Price for L1 Evaluation(Rs.)
34	MLC BOOK/Pharmacy / Narcotic Book	A4 size(W 21cm x H 29.7cm) Cover 300GSM Hard AIIMS Bhubaneswar canvas Binding, inner 75GSM \pm 5%,Multilanguage S/C Printing Triplicate Paper (Original White 50 pages, Duplicate Yellow 50 pages, Triplicate Green 50 pages) Total-150 pages with SI numbering	S/S Printing				
35	Indent Book/ Money Receipt/NRGP/RGP Book	1/8 size(W 13.7cm x H 22cm) Cover 300GSM Hard AIIMS Bhubaneswar canvas Binding, inner 75GSM \pm 5%,Multilanguage S/C Printing Triplicate Paper Original/Duplicate/Triplicate 50 pages each White Paper Total-150 pages with SI numbering	S/S Printing				
	Envelope						
36	Envelop	White Envelop (Size 27cm x 32cm) Maplitho, 120GSM with single colour printing	S/S Printing				
37	Envelop	White Envelop(21.5cm x 26cm)Maplitho, 120GSM with single colour printing	S/S Printing				
38	Envelop	White Envelop(37cm x 47cm) Maplitho, 120GSM with single colour printing	S/S Printing				
39	Envelop	(WHITE) (W23 CM x H 13.5 CM) S/S,SC 120GSM , Multi-language Printing with Aiims Logo (100NO =1PACK)	S/S Printing				
40	Cloth envelop	Green Envelop inside cloth(21.5cm x 30cm) Maplitho, 120GSM with single colour printing	S/S Printing				
41	Cloth envelop	Green Envelop inside cloth (W25 CM x H 13.5 CM) S/S,SC 120GSM ,with single colour printing (100NO =1PACK)	S/S Printing				
42	Cloth envelop	Green Envelop inside cloth(45cm x 28cm) Maplitho, 120GSM with single colour printing	S/S Printing				

43	Laminated Envelop	(Yellow) Envelop(45cm x 28cm) Maplitho, 120GSM with single colour printing	S/S Printing				
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	File Folder	Specifications	Single/ Both	Price per Nos/Pkt (Rs.)	GST	GST in (Rs.)	Total in (Rs.)
44	Office Files Cover (Size 55cm x 35cm Colour)	400GSM, 04 page printing, inside lamination crazing, Cloth pasting with eyelets	B/S Printing				
45	Office Files Cover (Size 55cm x 35cm Colour)	Green Colour File AIIMS Bhubaneswar (300 GSM) page printing, Cloth pasting with eyelets (Normal File Covers)	S/S Printing				
46	Spring File	420GSM, 04 page printing, crazing, with Spring Clipping (Size 55cm x 35cm Colour)	B/S Printing				
47	Stickers/ Labels in A4 Sheet	75 GSM , A4 size (29.7x 21 CM2) Sheets form, in various dia-cutting, Self-Adhesive, Peel able (backing liner (g/m2) 60gsm), water base, 100 sheets 1 pack	S/S Printing				
48	Stickers/ Labels in A3 Sheet	75 GSM , A3 size (45cm x 28cm) Sheets form, in various dia-cutting, Self-Adhesive, Peel able (backing liner (g/m2) 60gsm), water base, 100 sheets 1 pack	S/S Printing				
49	Stickers (White/ Yellow/ Green/ Pink Colours Paper)	75 GSM , size (10x 11.5 CM2) Sheets form, Self-Adhesive, Peel able (backing liner (g/m2) 60gsm), water base, 100 sheets 1 pack	S/S Printing				

Note :

- The forms are to be supplied in the form of pads with 100 pages. The procurement shall be made as per the requirement of the hospital & the rates for each item to be quoted in the “Financial Bid”.
 - The procurement of additional Pages of Books/forms will be calculated on L1 price of forms with same size.
1. I/We have gone through the Terms & Conditions as stipulated in the Tender enquiry document and confirm to accept and abide by the same. No other charges would be payable by the Institute and I/W shall supply the items of requisite quality & quantity. I/We undertake that the information given in this tender are true and correct in all respects.

Signature of the bidder with seal.

Place:

Date:

Declaration of Bid Security

Name of the E-Tender: Rate Contract for Printing Services & Supply at AIIMS, Bhubaneswar.

To
The Director
AIIMS Bhubaneswar
Sijua, Patrapada
Bhubaneswar – 751 019

Dear Madam/Sir,

I/We Mr./Ms. _____ authorized person to sign the bid document for Tender for Rate Contract for Printing Services & Supply at AIIMS, Bhubaneswar do here by declare that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them.

I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents.

If we withdraw or modify the bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/ LoA, we will be suspended for the period of time specified in the debarment clause in tender document from being eligible to submit Bids/Proposals for contracts with AIIMS Bhubaneswar.

Signature of Bidder with seal of the firm

Performance Certificate

Name of the E-Tender: Rate Contract for Printing Services & Supply at AIIMS, Bhubaneswar.

To
The Director
AIIMS Bhubaneswar
Sijua, Patrapada
Bhubaneswar – 751 019

Dear Madam/Sir,

This is to certify that M/s_____ supplied various printing materials (Paper Print, Book Printing, File printing & Envelops etc.) to our institute Name_____Place_____ during period from dated_____ To dated_____, in order/tender no_____ dated_____ was found to have satisfactory performance. The quality of paper & printing is fulfilling as per requirements & specifications.

Authorized Signature

Name of the Authorised Person

With seal of Institute