



OFFICE OF THE DMO (MEDICAL SERVICES)-CUM-SUPERINTENDENT,
DISTRICT HEADQUARTS HOSPITAL: BALANGIR.

E-mail: admomedicalhospital@gmail.com.



Tender Ref. No. 4123 /ESTT/DHH/2025. Balangir.

Dt. 03-11-25

TENDER DOCUMENT

FOR THE SUPPLY OF PRINTING MATERIALS TO THE DISTRICT HEADQUARTERS HOSPITAL, BALANGIR FOR A PERIOD OF ONE (01) YEAR

1. INVITATION FOR TENDER

Sealed tenders are hereby invited from eligible and reputed suppliers, firms, or agencies for the **supply of printing materials (15 Nos. of items)** to the **District Headquarters Hospital (DHH), Balangir**, for a contract period of **one (01) year**, commencing from the date of execution of the agreement.

The tender shall be submitted in the prescribed format as detailed herein, under a **two-bid system** — *Technical Bid* and *Financial Bid* — duly sealed and superscribed as **"Tender for Supply of Printing Materials to DHH, Balangir"**.

2. SCOPE OF SUPPLY

The successful tenderer shall be responsible for the supply and delivery of the following printing materials, conforming to the quality standards and specifications approved by the competent authority:

1. Prescription pads
2. Patient record registers
3. Admission and discharge registers
4. Laboratory report forms
5. OPD ticket books
6. Cash receipt books
7. Blood test requisition forms
8. Birth and death registers
9. Stock registers
10. Indent forms
11. Medicine issue registers
12. Laboratory test result sheets
13. Attendance registers
14. Confidential note pads
15. Miscellaneous hospital forms and vouchers

The quantities of each item shall be determined by the hospital authority as per requirement during the contractual period.


District Medical Officer (Medical Services)-Cum-
Superintendent, D.H.H., Balangir
Health & FW Dept., Odisha



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7. TERMS AND CONDITIONS

- The rates quoted must be **firm and inclusive of all taxes, duties, and delivery charges** at DHH, Balangir.
- The materials supplied shall be **of superior quality**, and any substandard or defective items shall be replaced at the supplier's cost.
- Delivery shall be made within the period stipulated in the supply order; delay in supply without valid justification shall attract penalties as per institutional norms.
- The hospital authority reserves the right to reject any or all tenders without assigning any reason thereof.
- The decision of the competent authority regarding interpretation of terms and conditions shall be **final and binding** on all bidders.
- Payment shall be made upon satisfactory receipt and verification of the supplied materials.

8. EVALUATION OF TENDER

The technical bids shall first be scrutinized for eligibility and compliance. Financial bids of only technically qualified bidders shall be opened. The evaluation shall be based on the **lowest responsive and responsible bid (L1)** meeting all specifications and quality requirements.

9. TERMINATION OF CONTRACT

The authority reserves the right to terminate the contract at any stage with **one month's notice**, in the event of non-performance, unsatisfactory service, or violation of contractual obligations by the supplier.

10. JURISDICTION

Any dispute arising out of this contract shall be subject to the jurisdiction of the courts at **Balangir, Odisha**.


District Medical Officer (Medical Services) – cum-
Superintendent, District Headquarters Hospital, Balangir.

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Superintendent, D.H.H., Balangir
Health & FW Deptt. (Odisha)

Date: 02/11/2025
Ref. No.: 4122

Annexure – I

FINANCIAL BID FORMAT

(To be submitted in a separate sealed envelope, superscribed as “Financial Bid for Supply of Printing Materials to DHH, Balangir”)

1. General Information

Particulars	Details
Name of the Bidder / Firm / Agency	
Address of the Bidder	
GST Registration No.	
PAN No.	
Contact Number & Email ID	
Tender Reference No.	

2. Schedule of Rates

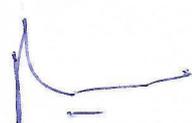
Sl. No.	Name of Item	Specification / Size	Unit	Quantity (Approx.)	Rate per Unit (₹)	Applicable Taxes (₹)	Total Amount (₹)
1	Prescription Pads	As per sample / A4, 100 sheets	Nos.	—	—	—	—
2	Patient Record Registers	Standard hospital format	Nos.	—	—	—	—
3	Admission & Discharge Registers	As per requirement	Nos.	—	—	—	—
4	Laboratory Report Forms	A4, printed, single side	Nos.	—	—	—	—
5	OPD Ticket Books	100 tickets per book	Nos.	—	—	—	—


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 Health & FW Dept. (Odisha)

6	Cash Receipt Books	Triplicate, 100 leaves	Nos.	—	—	—	—
7	Blood Test Requisition Forms	Standard format	Nos.	—	—	—	—
8	Birth & Death Registers	As per hospital format	Nos.	—	—	—	—
9	Stock Registers	200 pages	Nos.	—	—	—	—
10	Indent Forms	A4, 100 sheets	Nos.	—	—	—	—
11	Medicine Issue Registers	As per sample	Nos.	—	—	—	—
12	Laboratory Test Result Sheets	A4, printed both sides	Nos.	—	—	—	—
13	Attendance Registers	100 pages	Nos.	—	—	—	—
14	Confidential Note Pads	A5 size, 100 pages	Nos.	—	—	—	—
15	Miscellaneous Forms / Vouchers	As per requirement	Nos.	—	—	—	—

3. Summary of Quotation

Description	Amount (₹)
Total Basic Value	
Total Taxes (if applicable)	
Grand Total (in figures)	
Grand Total (in words)	


District Medical Officer (Medical Services)-Cum-
Superintendent, D.H.H., Balangir
Health & FW Deptt. (Quisha)



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4. Declaration

I/We hereby certify that the rates quoted above are **inclusive of all applicable taxes, duties, transportation, and delivery charges** to the District Headquarters Hospital, Balangir.

I/We further declare that the quoted rates shall remain **firm and valid for a period of one (01) year** from the date of award of contract, and no escalation shall be claimed during this period.

I/We agree to abide by all the terms and conditions of the tender document and undertake to supply the materials as per the specifications and requirements of the Hospital Authority.

Signature of Authorized Signatory

Name: _____

Designation: _____

Name of Firm / Agency: _____

Seal & Date: _____

OFFICE THE DISTRICT MEDICAL OFFICER (MEDICAL SERVICES)-cum-
SUPERINTENDENT, DHH, BALANGIR , E-mail: admomedicalhospital@gmail.com.

No 4192 /DHH./2025.

Balangir.

Dt. 10-11-25

To

The District Informatics Officer (DIO),
National Informatics Centre (NIC),
Balangir, Odisha

Sub: *Publication of Tender Corrigendum to the Tender Document for Supply of Printing Materials to DHH, Balangir*

Ref: Tender Ref. No. **4123/Estt.**, Dated **03.11.2025**

Sir,

I am directed to request you to kindly arrange for the publication of the *Corrigendum to the Tender Document for Supply of Printing Materials to DHH, Balangir*.

Enclosed herewith are the necessary documents for your reference and publication:

Yours faithfully,


District Medical Officer (M.S.)-cum-Superintendent
District Headquarters Hospital, Balangir.

CORRIGENDUM NOTICE

Ref: Tender Notice No. **4123/Estt.**, Dated **03.11.2025**

It is hereby informed to all concerned bidders that in the above-mentioned tender document, Clause No. 5: Submission of Tender may be read as follows:

“The last date and time for receipt of the Tender Document is **25.11.2025 up to 05:00 PM** in the office of the **DMO(MS)-cum-Superintendent, District Headquarters Hospital, Balangir**. The **Technical Bid** will be opened on **28.11.2025 at 12:30 PM** in the **Conference Hall of the Administrative Building, DHH, Balangir.**”

All other terms and conditions of the tender document remain unchanged.
This corrigendum shall be treated as part of the original Tender Document.

Sd/-

District Medical Officer (M.S.)-cum-Superintendent
District Headquarters Hospital, Balangir.