

**OFFICE OF THE SUPERINTENDENT**  
**SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK, GOVT. OF ODISHA**  
Email ID- scbsuperintendent@gmail.com, ph.-0671-2414080

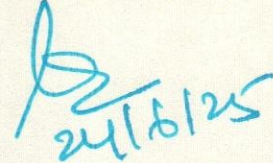
---

Letter No 14607 / (A/s)-NHM SCB-MCH-2025

Date 24.06.25

**TENDER CALL NOTICE**

Sealed tenders are invited from the interested GST registered firms/agencies/suppliers for **"T-shirts with printing & Cap with printing"** for different Programme/Event of SCB Medical College & Hospital, Cuttack. The Tender completed in all respect shall be reached in the office of the Superintendent, Mangalabag, Cuttack-753007 on or before dated **17.07.2025 by 5 P.M.** through **Speed Post/Registered Post/Courier** only. The application form of the tender containing general bid information and terms & conditions can be downloaded from the website: ([www.scbmch.in](http://www.scbmch.in)) **25.06.2025 to 17.07.2025**. The Authority reserves the right to cancel any or all tenders at any stage of the process without assigning any reason thereof.

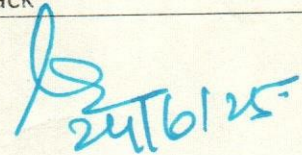


Medical Superintendent  
SCB Medical College & Hospital  
Cuttack



## TENDER SCHEDULE

Period of issue of quotation of Documents	<b>From Dt. 25.06.2025 to Dt.17.07.2025</b>
Last date & time for submission of quotation Documents	<b>Dt.17.07.2025 &amp; 5.00 P.M</b>
Place of submission of completed quotation Document	office of the Superintendent, Mangalabag,Cuttack-753007
Mode of submission	In Sealed cover super scribing the specific category on the outside cover through Speed Post/Registered Post/Courier only.
Place, Date & Time for opening of Technical Bid	office of the Superintendent, Mangalabag,Cuttack-753007 <b>Date.18.07.2025 Time 4.00 P.M.</b>
Place, Date & Time for opening of Financial Bid	office of the Superintendent, Mangalabag,Cuttack-753007 <b>Date.18.07.2025 Time 4.30 P.M.</b>
Tender fee	Rs.1,000/- <b>online transfer:Bidders Shall Deposit the Tender Processing Fees in State Bank of India Account No.31781260639 IFSC – SBIN0005760 of Superintendent, SCB MCH NRHM Fund, and attach the deposit slip / transaction id printout along with the bid.</b>
EMD	Rs.40,000/- in shape of DD in favour of Medical Superintendent, SCB MCH, Cuttack payable at Cuttack
Performance Security Deposit	5% of the Contract Value to be awarded in shape of DD in favour of Medical Superintendent, SCB MCH, Cuttack payable at Cuttack

  
24/6/25

Medical Superintendent  
SCB Medical College & Hospital  
Cuttack



**OFFICE OF THE SUPERINTENDENT**  
**SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK, GOVT. OF ODISHA**  
Email ID- scbsuperintendent@gmail.com, ph.-0671-2414080

---

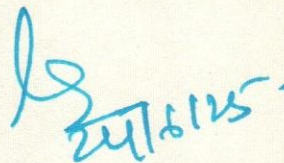
Letter No 14608 / (A/s)-NHM SCB-MCH-2025

Date 24.06.23

**TENDER DOCUMENT**

Sealed tenders are hereby invited by **Speed Post / Registered Post/Courier** only in Office of the Superintendent, SCB MCH, Cuttack interested GST registered firms/agencies/ suppliers for **"T-shirts with printing & Cap with printing"** for difference Programme/Event by SCB Medical College & Hospital, Cuttack on or before **17.07.2024 by 5.00 PM.** & Rs. 1,000/- online transfer: Bidders Shall Deposit the Tender Processing Fees in State Bank of India Account No.31781260639 IFSC – SBIN0005760 of Superintendent, SCB MCH NRHM Fund, and attach the deposit slip / transaction id printout along with the bid. Further, Rs.40,000/- towards EMD in the form of DD in the aforesaid manner be enclosed.

The Authority reserves the right to reject any or all offers without assigning any reason thereof.



Medical Superintendent  
SCB Medical College & Hospital  
Cuttack



**A. Tender Fee**

At the time of submission of the tender, the Tender Fee of Rs.1,000/- (Rupees one thousand only) is to be deposited through online transfer: Bidders Shall Deposit the Tender Processing Fees in State Bank of India Account No.31781260639 IFSC – SBIN0005760 of Superintendent, SCB MCH NRHM Fund, and attach the deposit slip / transaction id printout along with the bid. A checklist as per "Annexure-A" I to be submitted.

**B. Earnest Money Deposit (EMD)**

At the time of submission of the tender, an EMD of Rs.40,000/- (Rupees forty thousand only) is to be deposited in the shape of DD in favour of the Superintendent, SCB Medical College & Hospital, Cuttack payable at Cuttack. The EMD of the unsuccessful bidders will be returned to them preferably within 30 days of the work order is issued. Non-submission of EMD qualifies for rejection of Tender documents.

**C. Performance Security Deposit**

After receipt of the work order, a Performance Security Deposit of 5% of the contract value to be awarded is to be deposited in shape DD in favour of Superintendent, SCB Medical College & Hospital, Cuttack payable at Cuttack.

**D. Technical Bid**

The Technical Bid is to be submitted by the agency in the enclosed format (**Annexure-B**) with a forwarding letter of the firm in sealed envelope separately mentioning in the overleaf. Following firms are eligible to quote for the said works:-

- a. Registration details of the agency.
- b. Refundable EMD of Rs. 40,000/- in shape of DD drawn in any nationalized bank in favour of Superintendent, SCB Medical College & Hospital, Cuttack payable at Cuttack.
- c. Non-refundable DD of Rs. 1,000/- towards cost of tender papers online transfer: Bidders Shall Deposit the Tender Processing Fees in State Bank of India Account No.31781260639 IFSC – SBIN0005760 of Superintendent, SCB MCH NRHM Fund, and attach the deposit slip / transaction id printout along with the bid.
- d. Copy of Valid GST Registration Certificate and up-to-date return file of the firm/agency.
- e. Copy of PAN card for income tax and up-to-date return file in the name of agency/firm of last 3 years ending 31 March 2025.
- f. Copy of the work/event order(s) confirming execution of similar activities for supply of T-shirts printing with Cap printing not less than Rs. 1,50,000/- as a single order, experience and minimum turnover of Rs. 30,00,000/- (per year) for last three consecutive years i.e. 2022-23, 2023-24 and 2024-25 duly certified by CA along with the tender.
- g. Copy of UDYAM Aadhaar registration certificate, DIC Registration Certificate, ISO certificate.
- h. Attached sample copy of T-shirt & Cap.

**E. Financial Bid**



The financial bid is to be submitted by the Agency in the enclosed format (**Annexure-C**) with a forwarding letter of the firm in a sealed envelope separately for each category.

#### **F. Process of Selection**

- i. Technical Bid will be opened first. The bidders are to qualify in the technical bid and there is no mark or rating for the technical bid as it is only for the purpose of qualification. The Financial bid of the bidder who qualified in the technical bid will only to be opened.
- ii. If the L-1 bidder does not confirm the acceptance of the work order within 3 days, the L-2 bidder will be awarded the work order at the same price, subject to the same terms and conditions.

#### **G. Evaluation**

Bids received in the office of the Superintendent, Cuttack within the stipulated period will be considered for evaluation.

#### **H. Award of Contract**

The contract will be awarded in favour of the bidder, who quoted the lowest price in the Financial Bid

- i. In case more than one agency is quoting the same rate the preference will be given to the agency having more number of experiences based upon the year of establishment of the firm.
- ii. If undecided, the firm having more average turnover of the last three years i.e. 2022-23, 2023-24 and 2024-25 will be given preference.

#### **I. Department's Reservation**

The department reserves the right to cancel any bid without assigning any reason thereof. The department can recommend for blacklisting of any agency that does not perform or turn down the offer upon receipt of the contract.

#### **J. Submission of the Bid**

The last date of submission of the Bid is on or before 17.07.2025 by 5.00 P.M. by Speed Post/ Registered Post/Courier only in the office of the Superintendent, Cuttack -753007

#### **K. Declaration regarding Blacklisting**

A declaration to the effect that the agency is not blacklisted by any Govt./Public undertaking for conducting an audit shall be submitted in the format in Annexure-D

#### **L. Penalty for Non-performance**

If the agency after accepting the work fails to deliver the desired level of work in the stipulated period, then as per the recommendation of the procurement committee, a penalty will be levied to the volume of non-performance. The volume of non-performance will be decided by the above committee after examining the details of the work assigned and completed by the agency. The penalty so imposed will be deducted from the Performance Security Deposit available at Superintendent, SCB Medical College & Hospital, Cuttack.

#### **M. Legal Dispute**

Any legal dispute arising out of the process should be settled first by mutual consent, then by the process of arbitration before Superintendent, SCB Medical College & Hospital, Cuttack and finally by an appropriate court in the jurisdiction of Cuttack.

#### **N. Mode of Payment**



On satisfactory completion of all the processes in the programme, the agency will submit the bill for payment. On receipt of the original GST bill, payment shall be released through e-transfer/cheque to the bank account of the agency after the deduction of statutory dues, if any.

#### 0. Other Terms & Conditions

- i. The rate quoted per unit inclusive of all taxes, charges duties if any along with material cost, labour cost, printing and supply of T-shirt and Cap with logo and event name etc.
- ii. The bidder has to show samples as per specification mentioned in Annexure-C. The bidder will abide by all the Terms & Conditions of the Tender Document.
- iii. Superintendent, SCB Medical College & Hospital, Cuttack reserves the right to negotiate the final price with the successful bidder.
- iv. The firm must be registered under OGST act .

#### Annexure-A

##### **CHECKLIST**

(Attach self-attested photocopy)

SL.NO	Item Name	Details
1.	Firm Registration No	YES/NO
2.	Tender fee deposited	YES/NO
3.	EMD deposited	YES/NO
4.	PAN	YES/NO
5.	GST Registration No.	YES/NO
6.	Average Annual Turnover of last 3 years (2022-23,2023-24 and 2024-25)	YES/NO
7.	IT Return of last 3 years (2022-23,2023-24 and 2024-25)	YES/NO
8.	Copy of the work/event order(s) confirming execution of similar activities for the supply of T-shirts and Caps not less than Rs.1,50,000/- as a single order.	YES/NO
9.	Copy of minimum turnover of Rs. 30,00,000/- (per year) for last three consecutive years ie 2022-23,2023-24 and 2024-25 duly certified by CA	YES/NO
10.	Declaration regarding Blacklisting	YES/NO
11.	Bank Details	YES/NO

Date:  
Place:

Signature of the Tenderer/Authorized person  
Name:  
Seal



**Annexure- B****TECHNICAL BID FORMAT**  
(Photocopy of documents to be attached)

SL NO.	Item Name	Details	
1.	Name of the Agency		
2.	Name of Proprietor/Partner/Director		
3.	Full Address of Registered Office, Telephone No., FAX No. and E-mail ID		
4.	Full Address of Operating/ Branch Office, Telephone No., FAX No, and E-mail ID		
5.	Name, Address & Telephone No. Of Authorized Officer/Person		
6.	Year of Establishment		
7.	Firm Registration Number		
8.	Annual turnover for last 3 years 2022-23, 2023-24 and 2024-25	2022-23	
		2023-24	
		2024-25	
9.	Average turnover of 2022-23, 2023-24 and 2024-25		
10.	IT Return of last 3 years (2022-23, 2023-24 and 2024-25)		
11.	PAN		
12.	GST Registration No.		
13.	Bank Details:- Bank Account Number Name of the Account Holder Name of Bank/Branch IFS Code		

N.B.:- Additional Sheets may be attached for the points mentioned above in case the space is not sufficient.

Date:  
Place:

Signature of Tenderer/Authorized person  
Name:  
Seal:



**Annexure- C**

**FORMAT FOR FINANCIAL BID FOR SUPPLY OF T-SHIRT & CAP PRINTING FOR  
PROGRAMEE/EVENT OF SCB MEDICAL COLLEGE & HOSPITAL ,CUTTACK**

Sl.No	Item/Activity	Specifications	Unit Cost (in Rs)	GST	Total Cost
1.	T-Shirts	<ul style="list-style-type: none"><li>• T-shirts with collar neck with sublimation design and Screen printing of logo and event name, twin tipped in contrast collar and sleeve design</li><li>• Colour: White/Blue/Red</li><li>• Fabric: 100% Polyester</li><li>• Dot Knit</li><li>• Sleeves: Half Sleeves</li><li>• Neck: Collar Neck</li><li>• Size: Medium, Large and XL</li></ul>			
Total cost inclusive of all taxes, transportation cost, printing of logo and other costs involved.					
In words					

**N.B. (1)** There is requirement of 1500 numbers of T-shirts and Cap P.M approximately. The actual number of set (T-shirts and Cap) may increase or decrease which shall be Intimated in the work order and in other communication. Additionally, the needed quantity of will be communicated by .

(2) Superintendent, SCB Medical College & Hospital, Cuttack will provide the matter for printing of Logo and event name.

Place:

Date:

Signature of Tenderer/Authorized person.

Name:

Seal:



## Annexure-D

### DECLARATION

1. I, \_\_\_\_\_, Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Partner/Director/authorized signature of M/S \_\_\_\_\_ and competent to sign this declaration and execute this tender document.
2. I/ any member of the agency or organization is not blacklisted by any Government/Public Undertaking
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
4. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.  
I/we/am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law

I/We hereby declare that I/We have not been penalized /blacklisted by any Government Department or undertaking.

Place:

Date:

Signature of Tenderer/Authorized person

Full Name:

Seal: