



OFFICE OF THE MEDICAL SUPERINTENDENT  
ESIC MODEL HOSPITAL, ANDHERI (E), MUMBAI.  
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Form No.

Dtd:

**Sub.: Invitation to tender for Printing of Hospital Forms & Register**

(NOTE: The envelope containing the tender as well as subsequent communications should be addressed and delivered to 'The Medical Superintendent', ESIC Model Hospital Cum ODC & PGIMSR, Andheri (E), Mumbai. All Communications must be addressed to the officer named above by title only and not by name.)

From: The Medical Superintendent,  
ESIC Model Hospital Cum ODC,  
MIDC, Andheri (E), Mumbai -93.

To: \_\_\_\_\_

Sir(s).

The Medical Superintendent, ESIC Model Hospital Cum ODC & PGIMSR, Andheri (E), Mumbai-93 invites sealed tenders from reputed printers, preferably in and around Mumbai to form Annual Rate Contract for the year 2011- 2012, for printing of forms and registers contained in Annexure - "A" of which specimens are available. Tender forms can be downloaded from our website as mentioned above.

Every participating Tenderer should deposit an amount of Rs.25,000/- by means of D.D. in favour of E.S.I. fund Account No. 1, payable at Mumbai towards EMD. The Tenderers should also enclose samples of quality of paper duly noting the specifications with the signature and seal of the Tenderer on each specimen paper. The Tenderers are directed to quote their cost at the respective place in Annexure "A". Tenders should also contained samples of papers for each forms and registers.

Last date for receipt of Tenders is 8<sup>th</sup> November 2011 till 1:00 PM. Tenders will be opened on the same day at 2:00 P.M. The Tenderers may remain present for the opening of the Tender if they desire. Tenders not conforming to the above will be liable to be rejected. The selected Tenderer should deposit an amount equal to 5% of cost of work sanctioned to them as security deposit within 7 days.

The rate should be quoted in the enclosed "Annexure A". The supplies should be strictly as per specifications particularly in regard to dimensions, paper grammage, the quality of paper and printing directions. Supplies not conforming to the specifications will be rejected, invite risk purchase and security deposit may be forfeited.

Selected Tenderer should complete their work within 30 days from the date of order and approval of proof thereon. In case of default for any reason whatsoever, the printing order will be cancelled. In that case, the order will be placed with any other party and the consequent difference in total printing cost, if any, will be recovered from the first selected party towards risk purchase. The tenderer should quote PAN/TAN and attach copy of the same with tender. Appropriate I.T. will be deducted from payments due.

The Medical Superintendent, ESIC Model Hospital Cum ODC & PGIMSR, Andheri (E), Mumbai - 93 reserves the right to accept or reject the tender without assigning any reason whatsoever.

MEDICAL SUPERINTENDENT

## PREPARATION OF TENDER

With reference to the Advertisement in the newspapers dated 14<sup>th</sup> October 2011, inviting tenders/ quotations on above subject, I am directed to inform you as follows:

1. **SEALED TENDERS** are invited from reputed Printers/Firms for the supply of printed stationery items as per the list enclosed.

### 2. SALE OF TENDERS/LAST DATE OF RECEIPT AND OPENING OF TENDERS

**2.1 Issue of Tenders:** A complete set of Tender Documents (Non transferable) giving terms and conditions will be available for sale upto 05.11.2011 between 10:00 AM to 4:00 PM on all working days. The Tender documents can also be downloaded from [www.esic.nic.in](http://www.esic.nic.in) & [www.esicmh-andheri.org](http://www.esicmh-andheri.org) and can be submitted along with Tender cost of Rs 250/- (Rupees Two Fifty only) in the form of D.D. in favour of ESI Fund A/C No. 1, ESIC Model Hospital Andheri payable at State Bank of India, Mumbai, separately.

**2.2 Last date of Receipt:** The sealed tenders, complete in all respect, numbered, signed with stamp of the firm on each page, should be dropped in the Tender Box Placed in The Office of Medical Superintendent, 2<sup>nd</sup> Floor, ESIC Model Hospital Cum ODC & PGIMSR Andheri (E), Mumbai on or before 08.11.2011 by 1:00 PM. In case date of receipt of tenders happens to be declared a public holiday, the tender will be accepted on next working day till 1:00 PM. Late Bids i.e., bids received after the specified date and time of receipt, will not be considered. For Postal/ Courier delays and loss of Tender documents in transit, the Medical Superintendent is not responsible. Telegraphic/Telex/Fax/ E-mail/ conditional/ incomplete Tenders are not entertained and shall be rejected.

**2.3 Opening of Tenders:** Tenders will be opened on dates & time mentioned in advertisement (08.11.2011 at 2:00 PM) in the presence of tenderers or their authorized representatives. In case, date of opening of tenders happens to be declared a public holiday, the tender shall be opened on next working day. Other conditions will remain unchanged.

**2.4 Date of opening of Price Bid:** Date of opening of price bid will be fixed after completion of the Technical Evaluation. Only tenders of technically qualified tenderers will be opened.

**2.5 Signing of Tender:** Individuals signing tender or other documents connected with the contract specify:

- (i) Whether signing as a "Sole Proprietor" of the firm or his attorney.
- (ii) Whether signing as a "Registered Active Partner" of the firm or his attorney.
- (iii) Whether signing for the firm "Per Procurationem."
- (iv) In the case of companies and firms registered under the Indian Partnership Act the capacity in which signing, e.g. Secretary, Manager, Partner etc. or their attorney and produce copy of a document, empowering him to do so, if called upon to do so.

Note: In case of unregistered firms all the members or all attorneys duly authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.

*Signature of the Tenderer with  
Seal of the firm*

**3. VALIDITY OF TENDERS:** The validity of rates quoted will be for a period of one year from the date of finalizing of tender by Committee appointed by Medical Superintendent. However, Medical Superintendent is at discretion to extend the validity for further period on same terms, conditions and rates.

**4. PROCEDURE FOR SUBMITTING TENDERS**

The tender shall be submitted in 2 parts, viz.

(i) Technical Bid.

(ii) Price Bid.

Each bid is to be submitted in separate wax sealed envelope marked as "Technical Bid" and "Price Bid". These two envelopes should be kept in a third bigger sized envelope and wax sealed.

**5. SUBLETTING OF CONTRACT:** The Tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the Medical Superintendent. Cost of Tender document is not refundable. In the event of the contractor contravening this condition, D(M)D has right to scrap the tender.

**6. SPECIFIC TERMS & CONDITIONS**

**6.1 Technical Specifications:** The Specifications of printing items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure "A")

**6.2 Samples:** Samples of items as listed in Annexure "A" should be enclosed. All samples should be signed with seal and tagged properly. Samples of each item should be submitted along with tender in sealed box/packet. Name of the firm should be mentioned on the box. Tender without samples will not be entertained.

**7. PRICES:** The prices quoted should be at par and confirm to the prices quoted in other Government /Institutions/Departments. Price should be quoted in words as well as in figures.

**8. DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:**

- a) Original Tender Documents.
- b) EMD.
- c) Photocopies of last 3 years Income Tax Return (ie. financial year 2007-2008, 2008-09 & 2009-2010).
- d) Photocopy of PAN No. of the Firm/Dealer/Proprietor.
- e) TIN Number under TIN VAT Act.
- g) List of items quoted by the tenderer in Annexure "A".
- h) Each of the documents should be signed by the tenderer/bidder.
- i) Samples of each items mentioned as per Annexure "A".
- j) Declaration certificate from license department Maharashtra Police
- k) Proof of ownership of premises/ if on rent copy of rent agreement
- l) Proof of working with a Govt department if any
- m) Proof of an annual turnover more than 05 lacs.
- n) Proof of executing one single order of One lacs or more value in one financial year.

*Signature of the Tenderer with  
Seal of the firm*

## 9. DOCUMENTS TO BE ATTACHED WITH PRICE BID

- a) While quoting the rates, serial number of the tender list must be indicated technically in prescribed Performa of price bid (Annexure-“B”). The prices should be indicated in words and figures without any overwriting/erasing/cutting, failing which, such bid shall be rejected out right.
- b) The rates should be inclusive of freight charges, packing charges and octroi (CIF value) etc.
- c) Price Bids showing rates like “Tax Included/Inclusive of tax/Tax paid” etc are not acceptable and such offer shall not be considered.
- (d) VAT should be quoted separately for each item.

**Any violation of the above mentioned terms & conditions shall lead to rejection of Tender and forfeiture of EMD or Security Deposit.**

## 10. IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE TENDERERS:-

1. **EARNEST MONEY DEPOSIT (EMD)** : EMD for Rs.25,000/- in the form of Pay Order/ DD/Bankers Cheque in the name of ESIC Fund A/C No. 1 payable at Mumbai. EMD by cheque or in any other form is not acceptable.
2. **ANNUAL TURNOVER** : Annual Turnover should be more than 05 Lacs.
3. **EXCLUSIVE RIGHT OF DIRECTOR (MEDICAL) DELHI**: Medical Superintendent, ESIC Model Hospital Cum ODC & PGIMSR, Andheri (E), Mumbai the full and exclusive right to accept or reject any or all the tenders without assigning any reason.
11. **TECHNICAL EVALUATION BID**: On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be opened. Technical Bid of the qualified bidders shall be sent for technical evaluation to the Technical Committee constituted by Competent Authority.
12. **UNDERTAKING**: The undertaking (Annexure-“B”) duly signed by the tenderer must be enclosed with the Technical Bid of Tender form, failing which, the tender shall not be considered.
13. **PRICE BID**: Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/ bids only of those technically accepted offers, shall be opened for evaluation.
14. **DELIVERY TO STORES:-**
  - a) The delivery should be made to the AG Branch, ESIC Model Hospital Cum ODC, Andheri (E), Mumbai on F.O.R. destination basis within 42 days from the date of dispatch of supply order.

*Signature of the Tenderer with  
Seal of the firm*

b) The supply shall have to be made in 2-3 installments during the year to ESIC Model Hospitals Cum ODC, Andheri (E), Mumbai – 93.

c) If the firm/Printer fails to execute the supply order within stipulated time, the order will be awarded to firm at second preference and the risk purchase will be recovered from the firm/Printer at first preference.

d) If two bids are of same value store will be distributed equally.

e) The time and the date of delivery of stores stipulated in the supply order shall be deemed to be the essence of the contract and delivery must be completed not later than the date(s) so specified or extended in the order and shall be within 42 days.

#### **15. PENALTY CLAUSE & RISK PURCHASE**

a) The tenderer will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.

(b) **For delayed supply-** Penalty of 5% of value of the order calculated at the contract rate per week will be levied. The maximum penalty for the late supply shall not exceed 10% of the total value of the order and if the order is still not supplied, then the item will be procured from next higher bidder and the difference will be recovered from subsequent bills/security money deposit. The cut off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at FOR destination.

(c) **For Non Supply -** EMD/Security Deposit of the firm shall be forfeited in case firm stops supplying stationery for any reason.

**16.PACKING OF STORES:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.

**17. PAYMENT :** Payment shall be made after receipt of complete stores, due inspection by Inspection Board. No advance payment shall be made.

**18. E.M.D (Refundable) AS PER ANNEXURE-:** EMD will be released after the finalization of the Tender.

**19.SECURITY DEPOSIT:** Successful Tenderer's EMD will be converted into security deposit.

#### **20. DISPUTES AND ARBITRATION**

In case of any dispute the decision of Medical Superintendent will be final. The venue of any arbitration shall be Mumbai.

*Signature of the Tenderer with  
Seal of the firm*

## ANEXURE "A"

## FORMS

Sr. No.	Items	Approximate Annual Quantity Required	Paper Size in Cm/Inch	Quality	Instructions	Amount quoted
1	OPD Paper	2000	6 ½" X 8 ½"	80 gsm maplitho Ballarpur/Andhra	Pads of 100 pages with duplicate	
2	Form ESIC – MED – 6A	1000	66 Cm X 14 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
3	Form ESIC – MED – 6A	1000	66 Cm X 14 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
4	Form No. 22	1000	22½ Cm X 14 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
5	Form No. 4	5000	9" X 11½"	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
6	Form of Medical Certificate	1000	22½ Cm X 14 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
7	Pre – Operative Record form (Anaesthesia Dept)	1000	9" X 11½"	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
8	Patients Referral Form (Pink)	5000	28½ Cm X 22½ Cm	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
9	Continuation Sheet	20000	9" X 11½"	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
10	Form of Report of the Ophthalmic Specialist	1000	22½ Cm X 14 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
11	X-Ray/Ultrasound Requisition Slip	20000	22½ Cm X 14 Cm	65 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
12	Form of Operation List	5000	22½ Cm X 14 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
13	Form of Pratigyapatra	10000	9" X 11½"	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
14	Form of Entitlement	5000	9" X 11½"	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
15	Form of Reference	5000	9" X 11½"	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
16	Form for Investigation/Procedure/Surgery	5000	9" X 11½"	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
17	ECG Report Card	10000	27½Cm X 22 Cm		10000 Card	

18	Form of Absentee Statement	5000	28½ Cm X 22 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
19	Laboratory Investigation Request Form - Pathology	20000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
20	Laboratory Investigation Request Form - Biochemistry	20000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
21	Laboratory Investigation Request Form - Microbiology	20000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
22	Emergency Laboratory Investigation Request Form - Pathology	10000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
23	Coagulation Profile Report	5000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
24	Semen Analysis Report	500	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
25	Body fluid Anlysis Report	500	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
26	G6PD Level Report (Qualitative)	5000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
27	Urine Analysis Report	10000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
28	MRI Consent Form	2000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
29	CT Consent Form	2000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
30	Anesthesia Consent	1000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
31	CT & MRI Sanction Receipt	1000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
32	Letter Head	3000	11 ¼ " X 8 ¼ "	80 gsm royal excutive bond paper	Pads of 200 pages
33	Bio-Medical Waste Sticker	20000	22½ Cm X 14 Cm	Sticker	1000 Pakets
34	Patients Referred Form (CMO Form)	5000	22½ Cm X 14 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
35	Patient Referring Form	3000	22½ Cm X 14 Cm	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
36	Serology Report	3000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages

37	Patient Consent Form	5000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
38	Feedback Form (Green)	10000	33 Cm X 20½ Cm	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
39	Feedback Form (Pink)	10000	33 Cm X 20½ Cm	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
40	Feedback Form (Yellow)	10000	33 Cm X 20½ Cm	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
41	Operation Note	1000	9" X 11½ "	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
42	Fever Chart	20000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
43	Discharge Card	10000	27½Cm X 22 Cm	Card	10000 Card	
44	Proforma for Procurement of Life Saving Device and investigation	500 Book	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate	
45	Patient Referring Form (Pink)	5000	9" X 11½ "	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
46	Physiotherapy Dept. Card	1000	23 Cm X 14 Cm	Card	1000 Cards	
47	Fumigation Report Form Columns	1000	(23 Cm X 30 Cm)	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
48	Histopathology Report	1200	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
49	Requisition form for Surgical Pathology Speciment	1200	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
50	FNAC/Fluid/Gynae. Cytology Requisition Form	1200	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
51	Cytology Report	1200	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages	
52	General ANC (Obstetric) USG	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate	
53	ANC (Obstetric) Anomaly Scan	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate	
54	USG Abdomen & Pelvis (Male)	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate	

55	USG Abdomen & Pelvis (Female)	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate
56	USG Pelvis (Female)	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate
57	USG KUB	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate
58	Follicular Study	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate
59	Plain Book – USG/ Doppler	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate
60	Obstetric Doppler	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate
61	Renal Doppler	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate
62	Carotid Doppler	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate
63	Mammography (Normal Format)	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate
64	Mammography (Blank Format)	30 Books	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with duplicate
65	Form F	30 Books	34 Cm X 21 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
66	Family Planning (LWD)	3000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
67	Cash Reward (LWD)	3000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
68	2D – Echo and Colour Doppler Report	25 Book	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 100 pages with duplicate
69	Special Diet Sanction Form	5000	22½ Cm X 14 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
70	Patient Referral Form (Pink)	5000	28½ Cm X 22 Cm	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
71	Operation List	5000	22½ Cm X 14 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages

72	I O Chart (Dual Side Printing)	5000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
73	Form C (WD 10/11)	2000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
74	Form I (WD 10/11)	2000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
75	Central Library Membership Form	1000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
76	Central Library ID Card	1000	8 Cm X 10 Cm		1000 Cards
77	Pre-Operative Case Sheet	3000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
78	Continuation Sheet (Pre-Operative Order)	3000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
79	Continuation Sheet (Post Operative Order)	3000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
80	Histopathology Requisition Form	5000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
81	Microbiology culture & Sensitivity Report	1000	22½ Cm X 14 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
82	Microbiology Antibiotic Report	1000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
83	Microbiology Sterility Swabs Report	1000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
84	Admission Form	10000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
85	Inspection Note	10000	33 Cm X 21 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
86	Supply Order of Med. & MISC Item	10000	33 Cm X 21 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
87	Fully Cont. Bill	10000	33 Cm X 21 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
88	Sanction Order (AG)	10000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
89	Abstract. Cont. Bill	5000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
90	Reimbursement Notice	5000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
91	X- Ray Report Form	20000	22½ Cm X 14 Cm	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
92	T.R. 22 (OUTER)	5000	33 Cm X 42 Cm	80 gsm maplitho Ballarpur/Andhra	5000 Nos.

93	File Cover	1000	22" X 13½"	31 Kg File cover with top single eye let cloth streep 2"	1000 Nos.
94	Bill Cash Sheet (Hindi)	5000	9" X 11½ "	80 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
95	Drug Receipt Book	500 Book			
96	Indent Book	200 Book	9" X 11½ "	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages with Duplicate
97	Donor Feedback Form	5000	9" X 11½ "	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
98	Blood/Component Issue Request Forms	15000	9" X 11½ "	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
99	Donor questionnaire and Consent Forms	15000	9" X 11½ "	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
100	Daily Q. C. of Reagents Used in Blood Bank	15000	9" X 11½ "	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
101	Transfusion Adverse reaction report	1000	9" X 11½ "	75 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
102	Replacement Donation Slip (Green)	1000	22½ Cm X 14 Cm	65 gsm maplitho Ballarpur/Andhra	Pads of 200 pages
103	Slip for Replacement (Pink)	1000	22½ Cm X 14 Cm	65 gsm maplitho Ballarpur/Andhra	Pads of 200 pages

**TOTAL AMOUNT:**

Sample papers are available in Office. Printing should be strictly on same quality of samples issued.

Signature of Tenderer

Place:

Name of firm:

Date:

Address:

### REGISTERS

Sl. No.	Name of Register	No. of Pages	Qty.	Amnt. Quoted
1	OPD Investigation Register (45 Cm X 30 Cm)	400	5	
2	Hematology Reporting Register (45 Cm X 30 Cm)	400	4	
3	Urine Reporting Register (45 Cm X 30 Cm)	400	3	
4	Clinical Pathology Reporting Register (45 Cm X 30 Cm)	400	2	
5	Coagulation Profile Register (45 Cm X 30 Cm)	400	2	
6	Diet Book (12" X 15" )	400	10	
7	Cot List Book	400	10	
8	Tr. Out Book	400	10	
9	Inventery Book	400	10	
10	Duty List Book (Nurses)	400	10	
11	Duty List Book (Servent)	400	10	
12	Injection Account Book	400	10	
13	Tablete Account Book	400	10	
14	Special Order Book	400	10	
15	Injection Inventory Book	400	10	
16	Histopathology Register (56 Cm X 44 Cm)	100	10	
17	Autoclave Cycle – Indicator Book	400	6	
18	Account Book	400	3	
19	Dressing Material Supply Book	400	6	
20	Article Receive and Return	400	6	
21	Monthly Statement Recort	400	6	
22	Fumigation Report Form Columns (23 Cm X 30 Cm)	400	3	
23	Drug Account Book (40 Cm X 29 Cm)	400	3	
24	Parchuration Register (23 Cm X 34 Cm)	400	3	
25	Transfer In / Transfer Out Book (42 Cm X 30 Cm)	400	3	
26	Minor OT Register (23 Cm X 34 Cm)	400	3	
27	Day and Night Report Book (25 Cm X 35 Cm)	400	3	
28	Order Book	400	40	
29	Admission Book	400	40	
30	Daily Admission & Discharge Book (24" X 15")	400	10	
31	Tubal Ligatinon Book (15" X 12 ")	400	5	
32	Bio-Medical Waste Book (15" X 12")	400	10	
33	OT Sending Book (15" X 12")	400	5	

34	Old Case Paper Demand Book (12" X 15")	400	3	
35	Stock Book Reg.	400	100	
36	Master Register (43cm X 34cm - Laser Paper)	200	2	
37	Donor Detail Register (35cm X 22cm - Laser Paper)	200	4	
38	Patient Blood Group Register (35cm X 22cm - Laser Paper)	200	4	
39	Donor Blood Group Register (35cm X 22cm - Laser Paper)	200	4	
40	Cross Matching Register (35cm X 25cm - Laser Paper)	200	5	
41	Component Register (35cm X 22cm - Laser Paper)	200	2	
42	Discard Register for WB/PC	200	2	
43	Discard Register for FFP/Platelets/Cryo ppt (35cm X 22cm - Laser Paper)	200	2	
44	Fumigation Register (35cm X 22cm - Laser Paper)	200	2	
45	Whole Blood Issue Register (35cm X 25cm - Laser Paper)	200	4	
46	Packed Red Cell Issue Register (35cm X 25cm - Laser Paper)	200	2	
47	Platelet Issue Register (35cm X 25cm - Laser Paper)	200	2	
48	Fresh Frozen Plasma Issue Register (35cm X 35cm - Laser Paper)	200	2	
49	Cryopoor Plasma/Cry-ppt Issue register (35cm X 25cm - Laser Paper)	200	2	
50	Platelet Issue Register (35cm X 25cm - Laser Paper)	200	2	
51	Quality Control Register of WB/PC (35cm X 22cm - Laser Paper)	200	2	
52	Quality Control Register of Platelets (35cm X 22cm - Laser Paper)	200	2	

**TOTAL AMOUNT:**

Sample papers are available in Office. Printing should be strictly on same quality of samples issued.

Signature of Tenderer

Place:  
Date:

Name of firm:  
Address:

**TO BE FILLED IN BY TENDERER AND RETURNED WITH THE TENDER**

To,  
Medical Superintendent  
ESIC Model Hospital Cum ODC & PGIMSR  
Central Road, MIDC,  
Andheri (E), Mumbai – 400093

Dear Sir,

We return herewith your Rate Inquiry No. EMHA/MUM/Printing & Stationery/ AG/2011 dated \_\_\_\_\_ with our quotation against respective items. We have carefully perused the Terms and Conditions of the Rate Contract and accept the same.

For and on behalf of the firm  
(Firms Name & Address)

(Signature of Authorised Signatory)

WITNESS:

Signed in my presence:

Name :  
Designation:  
Seal:

Notary Public/Gazetted Officer

(with name & Complete Address)

**PROFORMA TO BE FILLED IN BY TENDERER**

1. Name of Firm : \_\_\_\_\_

2. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Tele No./Fax No/E-mail address: \_\_\_\_\_

4. Person responsible for conduct of business: \_\_\_\_\_

5. Has the firm ever been blacklisted/de-banned by any Govt agency. If yes details thereof: \_\_\_\_\_

6. Is the firm, manufacturer or authorized distributor/supplier for the firms, if distributor, give names: \_\_\_\_\_

7. PAN No.: \_\_\_\_\_

8. VAT No.: \_\_\_\_\_

I \_\_\_\_\_, proprietor/partner/director of

M/S \_\_\_\_\_

hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

Name of Designators with Stamp



Date: \_\_\_\_\_

UNDERTAKING

I/We undersigned is/are authorized signatory/signatories of the firm M/s \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin. \_\_\_\_\_

Do here by undertake that-

1. The firm is in this business since last three years.
2. If above information is found incorrect/false at any time the tender is liable to be rejected.

Authorized Signatory