

Rate Contract

For

Printing of Investigation forms

And

Related Stationary Items

for

All India Institute of Medical Sciences, Bathinda

Ref. No.	AIIMS/BTI/Tender/06
Publishing Date	08 Feb 2021 at 03:00 PM
Bid Submission Start Date	10 Feb 2021 at 03:00 PM
Pre-Bid Meeting	18 Feb 2021 at 03:00 PM
Last Date of Bid Submission	06 Mar 2021 at 03:00 PM
Bid Opening	08 Mar 2021 at 03:00 PM

Tender documents may be downloaded from institute's web site www.aiimsbathinda.edu.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>

Schedule of Rate Contract

	Particular	Rate Contract for Printing of Investigation forms and related stationary items.
	Rate Contract No.	AIIMS/BTI/Tender/06
	Contract period	(01) One Year and can be continued / renewed for further (01) One Year subject to satisfaction of the All-India Institute of Medical Sciences (AIIMS), Bathinda
	Estimated value of tender	Rs. 10.00 Lakh (Rupees Ten Lakh Only)
	Earnest money deposit	Rs. 20,000/-
	Tender documents Download from	www.aiimsbathinda.edu.in https://eprocure.gov.in
	Pre-bid meeting	18 Feb 2021 at 03:00 PM at Committee room, AYUSH Block, AIIMS, Bathinda
	Website for online submission	https://eprocure.gov.in/eprocure/app .
	Last date and time for online submission	06 Mar 2021 at 03:00 PM https://eprocure.gov.in/eprocure/app .
	Date and time for Opening Bid	08 Mar 2021 at 03:00 PM

**Executive Director
AIIMS Bathinda**

All India Institute of Medical Sciences (AIIMS), Bathinda, Punjab, an apex healthcare institute being established by Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed bids for **Printing of Investigation forms and Related Stationary Items on rate contract basis** for a period of **one year which may be extendable up to one more year**. The estimated value of contract is **Rs. 10 Lakhs for one year**. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

(For detail description refer Annexure – “III”)

Instructions for the Tenderer/ Contractor/ Bidders: -

1. **Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**
2. The complete bidding process is online. Bidders should be in possession of a valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding, DSC needs to be registered on the website mentioned above. For free of cost training of e-bidding process, if required, and for any other assistance, bidders may contact the helpdesk at 0164-2867547.
3. **Tenderer/Contractor/Bidders are advised to follow the instructions provided in the “Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/e-procure/app>”.**
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.
5. **EMD Payment:** The bidder shall pay the respective amount of EMD of Rs. 20,000/- (Rs. Twenty Thousand Only) along with the Technical Bid by way of demand draft/FD/TD/CD in favour of “Executive Director AIIMS Bathinda” drawn on any Nationalized Bank/ Scheduled Bank and payable at Bathinda and must be valid for (6) six months. Bids received without tender fees and Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage. The original EMD will be put in cover-I containing with Technical bid.
 - a) The Public Sector Undertaking of the Central/State Govt./MSEs/MSME/Registered with Central Purchase Organization are exempted from furnishing Earnest Money along with tender, subject to submission of its valid proof.
 - b) The firms Registered with DGS & D/SSI and any approved source of Centre/States Govt. are not exempted from furnishing Earnest Money in so far as this institute is concerned.
 - c) Earnest Money deposited with AIIMS, Bathinda in connection with any other tender enquiry even if for same/similar material / Stores by the tenderer will not be considered against this tender.
6. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without

assigning any reasons and no communication in this regard shall be made. Therefore, if at any stage it has been found that the supplier has quoted lower rates than those quoted in this tender; the institute (the purchaser) would be given the benefit of lower rates by the Supplier and any excess payment if any, will become immediately payable to the AIIMS, Bathinda. If such affidavit is not submitted, tender will be out rightly rejected. **(Part of technical bid)**

7. Submission of Tender:

The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email/Hard Copy shall not be considered. No correspondence will be entertained in this matter.

I. Technical Bid

The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document:

- a. Duly filled format of Technical Bid as per Annexure – I.
- b. Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- c. **Financial Status:** - Bidder must have an average annual turnover of Rs. 30 lakhs during the last 3 financial years (Documentary proof like Income tax Return/financial statement/Balance sheet from Chartered Accountant/ equivalent statutory authority to be submitted).
- d. Copy of Income Tax Return Acknowledgement for last Three years financial years.
- e. Copy of PAN Card.
- f. Copy of GST/VAT/CST/ST/Other Taxes Registration Certificate.
- g. Affidavit on Rs. 100/- Non-Judicial Stamp for declaration of having printing press.
- h. Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.
- i. Certificate as per given Annexures.
- j. Duly Signed Tender document and their annexures including Tender conditions acceptance form
- k. All other document mentioned in tender document.
- l. Details of clients where similar services are presently provided by the tenderer separately for govt hospitals. The supplier shall also furnish a list of organizations where printing work, have been done during the last three years. Copies of Supply Order/Annual Rate Contract and Satisfactory Performance and Experience certificate issued by appropriate authority/authorities of the Hospitals should be upload in proof of the same.

II. Financial Bid

- a) Price bid Form [As per Annexure-IV duly filled and signed] - Price must be quoted as per format specified; failing which tender shall be summarily rejected.

General Term & Conditions

1. **"PRE –BID Meeting" with the intending bidders shall be held onfrom 03:00pm at AIIMS, Bathinda.** All the prospective bidders are requested to send comments/ representations on or before pre-bid meeting. Intending bidder will be allowed to seek clarification on specification, Conditions of Contract, etc. in writing to AIIMS,

Bathinda, within 48 hours after the pre-bid meeting.

2. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

3. **Technical Evaluation:**

- (a) Detailed technical evaluation shall be carried out by Institute pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- (b) AIIMS Bathinda shall have right to accept or reject any or all tenders without assigning any reasons thereof.

4. **Financial Evaluation:**

- (a) The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The institute shall inform the date, place and time for opening of financial bid.
- (b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
- (c) **The financial evaluation would be done composite basis and AIIMS, Bathinda will award the contract accordingly.**
- (d) After due evaluation of the bid(s) AIIMS, Bathinda will award the contract to the lowest evaluated responsive tenderer. Conditional bid will be treated as unresponsive and will be rejected.
5. A very high quality of printing is required. The work done in slipshod manner will not be accepted. All Design work has to be done by successful bidder, with the contents provided.

6. **Contract Period:** The rate contract for Supply of Printing items initially for a period of (01) one year and can be continued / renewed for further (01) year subject to satisfaction of the All India Institute of Medical Sciences (AIIMS), Bathinda and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time.
7. **Delivery:** - The firm must supply the required material within 15 days from the issue of supply order, in case of emergent requirement firm are ready to supply the required item within 07 days from issue of supply order and in few cases the items are to be delivered at a very short notice i.e. within 24 hours. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

If the contractor fails to complete the supply on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

In case the bidder 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 purchase (AIIMS Bathinda) may recover from the tender the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the order goods the supply order may be cancelled and bid security deposit will be forfeited.

8. **Signing the Contract:** - The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 500/- (Rs. Five Hundred only) along with performance security within fifteen days of the issue of the Letter of notification of award. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.
9. **Performance Security:** - As a guarantee towards due performance and compliance of the contract work, the successful bidder (contractor) will deposit an amount equals to 3% of the contract value and should be kept valid for a period of 60 day beyond completion of all the contractual obligation period towards security deposit by way of demand draft/ bank Guarantee in favor of “**Executive Director AIIMS Bathinda**” drawn on any Nationalized Bank/Scheduled Bank and payable at Bathinda within fifteen days of the issue of the Letter of notification of award along with non-judicial stamp paper of Rs. 500/- (Contract agreement). **Stamp paper Expenditure bear the bidder.**

The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract.

In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited.

Performance Security will be discharged after completion of contractor’s performance obligations under the contract.

10. **Quality of goods: The vendor will have to only use the paper that has following certification**

1. OHSAS 18001:2007 Occupational Health and Safety Management Certification
2. ISO 14001:2004
3. ISO 9001:2008

The firm will be entirely responsible for quality of supplied goods/ materials. The supplier should replace the rejected/ damaged stores within 07 days, failing which penalty will be imposed 0.5% per week of the total ordered value shall be levied subject to maximum of 10 % of the total ordered value by the Institute.

11. **Payment Term:** The Bill in triplicate may be send to this office for settlement after satisfactorily delivery against each order. The bill should have full particulars of the items. Payment shall be made to successful bidder only in Indian rupees.

No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work. The Contractor shall submit the bill only after satisfactorily delivery of the material to the satisfaction of the AIIMS, Bathinda.

The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted bill invoice from the Contractor. No payment will be made for goods rejected.

12. **Inspection: -**

- a) AIIMS, Bathinda shall have the right to inspect and/or to test the goods to confirm their conformity to the NIT Specifications at no extra cost to the Purchaser.
 - b) AIIMS, Bathinda right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by AIIMS, Bathinda prior to the goods shipment.
 - c) The Director, AIIMS Bathinda shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
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- d) No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

13. **Documents: -**

- (a) All pages of the Tender should be numbered and indexed.
- (b) The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the purchaser in the tender documents. For this purpose, the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.
- (c) The bidder shall provide a list of major Government Institutions where its relevant bid item has been supplied during last Three year.

14. **Arbitration:** If any difference arises concerning this agreement, its interpretation on payment to

the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

15. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Bathinda, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
16. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Bathinda in that event the security deposit shall also stands forfeited.
17. **Insolvency etc:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Bathinda shall have the power to terminate the contract without any prior notice.
18. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.
19. **Legal Jurisdiction:** - The agreement shall be deemed to have been concluded in Bathinda and all obligations hereunder shall be deemed to be located at Bathinda and Court within Punjab.
20. **Right to call upon information regarding status of work:** The AIIMS, Bathinda will have the right to call upon information regarding status of work / job at any point of time.
21. Bidder shall upload a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.

22. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
23. The quantity of item given in the tender is tentative, which may be increased or decreased as per the institute's requirement.
24. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
25. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
26. After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer
27. Conditional bid will be treated as unresponsive and it may be rejected.
28. The Income Tax/ Any other Taxes as applicable shall be deducted from the bill unless exempted by the Income-tax department.
29. The bidder, once applied, will not be allowed to withdraw at any stage. If the bidder wants to withdraw, the entire amount of EMD will be forfeited.
30. The firm should also have a valid GST/TIN number, which should be mentioned.
31. GST/VAT/ Taxes if payable extra should be clearly mentioned otherwise no GST/VAT/Taxes charges will be paid.
32. The Tenderers should furnish a copy of PAN Card and GST/VAT/CST/ST/Other taxes registration number. Tenders not complying with this condition will be rejected.
33. Please states whether business dealings with your firm presently stand banned, Blacklisted by any Government organization and, if so, furnish relevant details (Refer annexure - II).
34. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
35. AIIMS, Bathinda shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.
36. **The firm should have an Office or a Branch Office located at Bathinda city. Availability of a responsible person on call on all working days between 09.00 Hrs to 17.00 Hrs.**
37. The firm should have their own Printing Press in this regard firm should upload affidavit on Rs. 100/- Non-Judicial Stamp for declaration of having printing press. Authorities of AIIMS, Bathinda may visit for checking printing press during tender evaluation or before placing order.
38. The Successful Tenderer shall also provide the name and mobile number of a key person, who

can be contacted at any time, even beyond the office hours on holidays. The person should be capable of making arrangement for supply of the desired items even on short notice to AIIMS, Bathinda.

39. The firm has not been blacklisted in the past by any government/ Private institution and there is no Vigilance/CBI case pending against the firm supplier.
40. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
- 41. Applicable Law:**
- (a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
- (b) Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Bathinda, Punjab only.
- (c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bathinda. The decision of the Arbitrator shall be final and binding on both the parties.
- (d) Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

Executive Director
AIIMS Bathinda

Annexure – I

TECHNICAL BID

(Tenderer may use separate sheet wherever required)

S. No.	Details of the Tenderer / Bidder	Page No.	Remarks
1.	Name & Address of the Tenderer/ Bidder		
2.	Complete Address		
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4.	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees... ..)		
7.	Whether each page of NIT and its annexure have been signed and stamped		
8.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
9.	Last 3 years Income Tax Certificate		
10.	Affidavit on Rs. 100/- Non-Judicial Stamp for declaration of having printing press.		
11.	Have you previously worked to any government organization? If yes, please upload the relevant proof. (Also provide an affidavit that you have not quoted the price higher than previously supplied any government institute)		
12.	Permanent Account Number		
13.	Copy of GST/VAT/CST/ST/Other taxes Registration		
14.	GST/TIN No. with Proof		
15.	Whether copies of authenticated balance sheet for the past three years enclosed		
16.	Name and Mobile Number of a Key person, who can be contacted at any time.		
17.	Email Id		
18.	Landline No.		

• Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copies) of the document(s) is kept.

• In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

Date: _____ Name : _____
Place: _____ Business Address : _____
Signature of Bidder _____ : Seal of the Bidder _____

Annexure – II

CERTIFICATE

(To be submitted on letter head of the company/ firm)

I/ We hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I/ We also certify that firm will be supplied the item as per the specification given by Institution and also abide all the terms & conditions stipulated in tender.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may impose any action as per NIT rules

I/We also certify that I have read tender document in detail and have understood it completely and is accepting all the terms & Conditions as written in the tender document.

Date:

Name:

Place:

Business Address

Signature of Bidder

Seal of the Bidder

Annexure – III
Specifications for Printing Items

Sr. No.	Particular	Specification size in inch	Qty	Remarks	Paper GSM
1	Brown paper sheets	39 x 39	2000		80 - 90
2	Envelope - (White)	11.5x15.5	5000	With AIIMS Bathinda Address and Logo	80 - 90
3	Envelope - CT and MRI Printed Yellow	14.5x17.5	10000	With AIIMS Bathinda Address and Logo	80 - 90
4	Envelope - File Size (File size)	11.5x15.5	5000	With AIIMS Bathinda Address and Logo	80 - 90
5	Envelope - Laminated Yellow	8.8x11.9	6000	With AIIMS Bathinda Address and Logo	80 - 90
6	Envelope - X Ray Large Brown Colour	14.5x17.5	3000	With AIIMS Bathinda Address and Logo	80 - 90
7	Envelope - X Ray Small Brown Colour	10.5x12.5	8000	With AIIMS Bathinda Address and Logo	80 - 90
8	Envelope - X Ray Small Brown Colour	8.5x10.5	6000	With AIIMS Bathinda Address and Logo	80 - 90
9	File - Cancer patient hard cover laminated file (10 pages)	8.5x11.7	2000	Design will be approved later	70 -80
10	File - Day Care file (4 pages)	8.5x11.7	2000	Design will be approved later	70 -80
11	File - In-Patient Files (30 Pages)	8.5x11.7	20000	Design will be approved later	70 -80
12	Form - Anaesthesia Consent	8.5x11.7	1000	Single side	70 - 60
13	Form - Anaesthesia OT Chart	8.5x11.7	1000	Double side	70 - 60
14	Form - Biochemistry	8.8x7	150000	Single side	70 - 60
15	Form - Ct Scan requisition cum screening	11x8.7	200000	Double side	70 - 60
16	Form - Cytology form (fluid / floatation)	8.5x11.7	1500	Single side	70 - 60
17	Form - ECG Form	8.7x7.2	15000	Single side	70 - 60
18	Form - ECHO reporting forms	8.5x11.7	3000	Double side	70 - 60
19	Form - ECHO requisition forms	8.5x11.7	3000	Single side	70 - 60
20	Form - FNAC form	8.5x11.7	5000	Single side	70 - 60
21	Form - Haematology Form	7.8x8.8	50000	Double side	70 - 60
22	Form - Haematology form (bone image examination)	8.5x14	1000	Double side	70 - 60
23	Form - Haematology form (CBC)	8.5x14	10000	Double side	70 - 60
24	Form - Haematology form (coagulation profile)	8.5x14	10000	Double side	70 - 60
25	Form - Histopathology Form Pc	8.5x11.7	2000	Double side	70 - 60
26	Form - Imaging Guided Procedure Consent Forms	8.5x11.7	100	Double side	70 - 60
27	Form - Karyotyping/ fish	8.5x11.7	500	Double side	70 - 60
28	Form - Microbiology Form	8.8x7.2	20000	Single side	70 - 60
29	Form - MRI requisition cum screening Form	14.5x8.7	20000	Single side	70 - 60

Rate Contract for Printing of Investigation forms and Related Stationary Items

AIIMS, Bathinda

30	Form - PAP form	8.5x11.7	3000	Double side	70 - 60
31	Form - Pre Ames-Check Up Form	8.5x11.7	1000	Double side	70 - 60
32	Form - Surgeon record form	8.5x11.7	1000	Single side	70 - 60
33	Form - Urine Examination Form	8.5x14	25000	Single side	70 - 60
34	Form - Crossmatch & Blood Components Release or Hold Form	16.4x 13.2	1000	Single side	70 - 60
35	Form - Ultrasound Form	11x8.8	25000	Double side	70 - 60
36	Form - X Ray Form	8.8x6.8	30000	single side	70 - 60
37	Pads - RCT/MRI Reporting pads	8.5x11.7	500	PAD OF 100 SHEETS	80 - 90
38	Pads - USG Reporting pads	8.5x11.7	1000	PAD OF 100 SHEETS	80 - 90
39	Pads - X-RAY Reporting pads	8.5x11.7	100	PAD OF 100 SHEETS	80 - 90
40	Register - Blood grouping register	16.4x 13.2	15	1000 pages in each register	60 - 70
41	Register - Blood stock register	16.4x 13.2	10	1000 pages in each register	60 - 70
42	Register - CT/MRI Report, Contrast entry register	12.8x8	50	300 PAGES in each register	60 - 70
43	Register - Donor register	16.4x 13.2	10	1000 pages in each register	60 - 70
44	Register - Expense register	16.4x 13.2	10	1000 pages in each register	60 - 70
45	Register - PNDF - Form Register	8.5x11.7	50	200 pages in each register	60 - 70
46	Register - PNDF/ USG entry register	12.8x8	100	300 PAGES in each register	60 - 70
47	Register - Recipient register (Blood bank)	16.4x 13.2	10	1000 pages in each register	60 - 70
48	Register - Articles stock (Blood Bank)	16.4x 13.2	10	1000 pages in each register	60 - 70
49	Register - Blood investigation	16.4x 13.2	10	1000 pages in each register	60 - 70
50	Register - Cross matching	16.4x 13.2	15	1000 pages in each register	60 - 70
51	Register - Special tests	16.4x 13.2	10	1000 pages in each register	60 - 70
52	WHO Surgical Safety Check List	8.5x11.7	1000	Double side	60 - 70
53	Examinations sheet booklet (16 pages)	11.7x9.2	10000	Double side	67
54	Examinations sheet booklet (4 pages)	11.7x9.2	25000	Double side	67
55	Form - Psychological Investigation	8.5x11.7	1000	Single side	60-70

Note: Interested Bidder must review the sample for above said required materials from the Institute

Annexure - IV

Financial Bid

Format for Financial Bid

(To be submitted on the letterhead of the company / firm)

S. No	Name of Item	Approximate quantity (Yearly consumption) (A)	Rate per sheet (B)	GST Taxes in Rs. For per sheet (C)	Total Rate per Sheet (include GST)	Total Amount in Rs. (E) = (A) X (D)
					(D)	
1	Brown paper sheets	2,000				
2	Envelope - (White)	5,000				
3	Envelope - CT and MRI Printed Yellow	10,000				
4	Envelope - File Size (File size)	5,000				
5	Envelope - Laminated Yellow	6,000				
6	Envelope - X Ray Large Brown Colour	3,000				
7	Envelope - X Ray Small Brown Colour	8,000				
8	Envelope - X Ray Small Brown Colour	6,000				
9	File - Cancer patient hard cover laminated file (10 pages)	2,000				
10	File - Day Care file (4 pages)	2,000				
11	File - In-Patient Files (30 Pages)	20,000				
12	Form - Anaesthesia Consent	1000				
13	Form - Anaesthesia OT Chart	1000				
14	Form - Biochemistry	1,50,000				
15	Form - Ct Scan requisition cum screening	2,00,000				
16	Form - Cytology form (fluid / floatation)	1,500				
17	Form - ECG Form	15,000				
18	Form - ECHO reporting forms	3,000				
19	Form - ECHO requisition forms	3,000				
20	Form - FNAC form	5,000				
21	Form - Haematology Form	50,000				
22	Form - Haematology form (bone image examination)	1,000				
23	Form - Haematology form (CBC)	10,000				
24	Form - Haematology form (coagulation profile)	10,000				
25	Form - Histopathology Form Pc	2,000				

26	Form - Imaging Guided Procedure Consent Forms	100				
27	Form - Karyotyping/ fish	500				
28	Form - Microbiology Form	20,000				
29	Form - MRI requisition cum screening Form	20,000				
30	Form - PAP form	3,000				
31	Form - Pre-Anaesthetic -Check Up Form	1,000				
32	Form - Surgeon record form	1,000				
33	Form - Urine Examination Form	25,000				
34	Form - Crossmatch & Blood Components Release or Hold Form	1,000				
35	Form - Ultrasound Form	25,000				
36	Form - X Ray Form	30,000				
37	Pads - RCT/MRI Reporting pads	500				
38	Pads - USG Reporting pads	1,000				
39	Pads - X-RAY Reporting pads	100				
40	Register - Blood grouping register	15				
41	Register - Blood stock register	10				
42	Register - CT/MRI Report, Contrast entry register	50				
43	Register - Donor register	10				
44	Register - Expense register	10				
45	Register - PNDT F - Form Register	50				
46	Register - PNDT/ USG entry register	100				
47	Register - Recipient register (Blood bank)	10				
48	Register - Articles stock (Blood Bank)	10				
49	Register - Blood investigation	10				
50	Register - Cross matching	15				
51	Register - Special tests	10				
52	WHO Surgical Safety Check List	1000				
53	Examinations sheet booklet (16 pages)	10,000				
54	Examinations sheet booklet (4 pages)	25,000				
55	Form - Psychological Investigation	1,000				

(L1 will be decided on composite basis)

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. Rate must be quoted as per specification specify in Annexure III
3. **Interested Bidder must review the sample for above said required materials from the Institute Administration Block.**

4. No other charges would be payable by the Institute.

Date:

Place:

Name :

Business Address: Signature of Bidder: Seal of the Bidder