

**TENDER FEES-RS.1000/-**



सत्यमेव जयते

GOVT. OF ASSAM

OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT  
DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU

**TENDER DOCUMENT**

**SUPPLY OF PRINTING FORMS AND ITEMS IN  
VARIOUS DEPARTMENT AT DIPHU MEDICAL  
COLLEGE & HOSPITAL, DIPHU PIN NO-782460, ASSAM**

**TENDER NO.: SMED/DMCH/NIQ/0140/2023/617**

**Dated:-04/05/2023**

**TWO BID SYSTEMS**

<b>Issue of NIT</b>	<b>04/05/2023</b>
<b>Date and Time of Start of Bid Submission</b>	<b>12.00 Noon of 05/05/2023</b>
<b>Date and Time of End of Bid Submission</b>	<b>12.00 Noon of 15/05/2023</b>
<b>Date and Time of Opening of Technical Bid</b>	<b>2.30 P.M. of 15/05/2023</b>
<b>Date and Time of Opening of Financial Bid</b>	<b>Shall be communicated only to the technically qualified bidders subsequently</b>

Tender document sale/ downloaded from institute's website [www.dmcassam.in](http://www.dmcassam.in)

Email: [principaldiphu@gmail.com](mailto:principaldiphu@gmail.com)



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT**  
**DIPHU MEDICAL COLLEGE & HOSPITAL**

*(Under Society for Medical Education, Diphu)*

*Tele No:-0361-299916, e-mail : principaldiphu@gmail.com*

No. SMED/DMCH/P&S TEND/117/2022/617

Date : 04/05/2023

**SHORT NOTICE INVITATION FOR TENDER**

Sealed Tenders (Two Bid system comprising of Technical Bid and Financial Bid) affixing court fee of **Rs. 8.25 (Rupees eight & twenty five paise)** only are invited from the eligible & experienced Offset Printing Press/Printing Firm/Printing Agencies for **“Supply of printing forms and items in various Departments at Diphu Medical College & Hospital, Diphu.”** The bidders are requested to submit the tender in separate sheet with seal and signature. The tender documents along with the specification may be downloaded from the office website of DMC&H ([www.dmcassam.in](http://www.dmcassam.in)) and deposit the payment of Rs. 1000/- as tender fee (non-refundable) and EMD of Rs. 5000/- in the form of demand draft in favour of Principal-cum-Chief Superintendent, Diphu Medical College & Hospital, Diphu along with the tender documents submit on or before 15/05/2023, 1.00 P.M. The tender will be opened on same date at 2.30 P.M. in the presence of tenderer or their authorized representatives. The tender are to be submitted to the office of the Principal cum Chief Superintendent, Diphu Medical College & Hospital, Diphu on all the working days during office hours.

Sd/-

Principal-cum-Chief Superintendent  
Diphu Medical College & Hospital, Diphu, Assam

No. SMED/DMCH/P&S TEND/117/2022/

Date : 04/05/2023

**Copy to: -**

1. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22.
2. The DIPRO, Assam. He is requested to publish this tender notice at least two of the leading newspaper of Assam.
3. The Superintendent, DMC&H, Diphu.
4. The Addl. Superintendent, DMC&H, Diphu.
5. The Dy. Superintendent, DMC&H, Diphu.
6. The F.A, DMC&H, Diphu.
7. The Central store In charge, DMC&H, Diphu.
8. Notice Board, DM&CH, Diphu.
9. Office copy.

Sd/-

Principal-cum-Chief Superintendent  
Diphu Medical College & Hospital, Diphu, Assam

**ANNEXURE - I**

**Documents to be submitted:**

1. Performance statement/Experience Certificate (previously supplied in Govt. institution) including copies of supply order from competent authority.
2. I.T. Clearance Certificate/I.T. Return of last three assessment years and PAN card. (photocopy duly attested).
3. GST Registration Certificate and up to date GST Clearance Certificate (photocopy duly attested).
4. Trade License from competent authority. (Photo copy duly attested).
5. A notarized undertaking to the effect that the company/firm/distributor has not been blacklisted.
6. Financial Statement of last 3 Years from C.A is to be closed.
7. Affidavit in support of tender is to be enclosed in original (duly signed by the Notary public).
8. Original Document is to be shown during opening of technical bid for scrutiny.
9. The bidder shall certify that the rates quoted are the lowest reasonable one for any institution (Govt. or Private) in the state.

Sd/-

**Principal cum Chief Superintendent  
Diphu Medical College & Hospital Diphu**

## ANNEXURE - II

### Terms and Condition:

1. Technical and Financial bids in separate envelope are to be submitted together in sealed envelope clearly indicating the Tender Ref. No on the envelope and addressed to the Principal, DMC&H, Diphu.
2. The rates against each items of the enclosed list should be quoted in figures and words and that shall be inclusive of all taxes, etc must be submitted in Financial bid.
3. The cover containing the tender should be super scribed as the **“TENDER FOR SUPPLY OF PRINTING ITEMS IN VARIOUS DEPARTMENTS OF DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU”** in block letters.
4. Incomplete and defective tender shall not be accepted.
5. Tender Fee of Rs. 1000/- (One thousand) only and EMD of Rs. 5,000/- (Five thousand) only in the form of FDR, Demand Draft of schedule Bank valid for one year pledged to the “Principal cum Chief Superintendent, Diphu Medical College & Hospital, Diphu” to be submitted. Any bid from a bidder who fails to furnish EMD will be summarily rejected as the purchaser nonresponsive.
6. The authorized Stockist / Distributors or authorized dealers will have to supply the same percent of materials as specified in the supply order. In case of any discrepancy noticed regarding quality/quantity of the materials, the tenderers’ will have to bear the losses for such supply.
7. The work/supply order will be placed as and when requirement arises and payment will made subject to the availability of fund after observing all formalities. Any claim for advance payment will not be entertained. No interest will be paid for late payment (if any).
8. In the event of failure to supply the required materials as ordered in stipulated period, the order will be automatically cancelled and will invite forfeiture of the earnest money.
9. The rates shall be valid for one year from the date of acceptance of the tender.
10. Items have to be supplied within 14 (Fourteen) days from the receipt of supply order.
11. There should be provision for supply immediately in emergency basis as and when necessary.
12. Samples to be submitted during technical evaluation. Technically qualified bids will be taken up for financial bid evaluation.
13. Items supplied should be as per specifications and samples submitted.
14. In case of holiday next working date and time will be the last submission date time of tender.
15. Canvassing in any form will make the tender liable to rejection.
16. Price escalation will not be allowed in any case.
17. The tender should be written neat and clean without any cutting/overwriting/erasing.
18. The Tender documents should be page marked with signature and seal on each page.
19. The undersigned reserve the right to accept or reject any or all tender or part thereof without assigning any reason thereof and under no any circumstances, the undersigned is bound to accept the lowest rate of the tender.
20. The Courts at Diphu shall have the jurisdiction to settle up any/all disputes if arise.

21. In case of any of the above mentioned dates being declared as a holiday the Bids will be sold / received / opened on the immediate next working day at the appointed time.
22. Any corrigendum related to this tender kindly to be seen at the official website of the college.
23. Authority reserves the right for any modification in the bid documents if required 7 days before the tender submission of last date.
24. The bidder should quote the prices of items as per the pack size i.e 100 pages.
25. In case the bid documents are sent by post or by courier, the time and date of depositing the bid documents at the office is to be as per schedule date of submission. Authority will not be responsible for any postal delay in process of submission of Bids & necessary fees.
26. Payment is to be made on received of the consignment with satisfactory certification by the concerned department HOD on the availability of the fund. No any interest is to be paid for late payment, if any.

**Sd/-**  
**Principal cum Chief Superintendent,**  
**Diphu Medical College & Hospital, Diphu**

### **Annexure-III**

#### **Format for Technical Bid**

<b>SL. No.</b>	<b>Name of the items</b>	<b>Make</b>	<b>Pack size( shall be as per list of items )</b>	<b>Basic Rate (exclusive of GST)</b>	<b>Rate of GST (%) as applicable</b>	<b>Amount (inclusive of GST)</b>

### **Annexure-IV**

#### **Format for Financial Bid**

<b>SL. No.</b>	<b>Name of the items</b>	<b>Make</b>	<b>Pack size( shall be as per list of items )</b>	<b>Basic Rate (exclusive of GST)</b>	<b>Rate of GST (%) as applicable</b>	<b>Amount (inclusive of GST)</b>

**Check List**

Document Submitted

- 1) Demand Draft
  - a) Tender Fees (Rs-1000/-) No.....Dt.....Bank Name.....
  - b) EMD fees (Rs-5000/-) No.....Dt..... Bank Name.....
- 2) GST Registration Certificate.
- 3) PAN Card/IT clearance
- 4) Trade Licenses
- 5) A notarized undertaking to the effect that the company/firm/distributor has not been blacklisted.
- 6) Financial Statement of last 3 Years from C.A is to be enclosed.
- 7) Affidavit in support of tender is to be enclosed in original (duly signed by the Notary public).
- 8) Performance statement/Experience Certificate from competent authority is to be enclosed.
- 9) Any other documents and Annexures required as per Tender document
  - a)
  - b)
  - c)
  - d)

Certified that above documents is true & legal as required for the tender. The original document will be produced at the time of opening /scrutiny of technical bid.

Signature of Tenderer

**Description of Printing items****TENTATIVE LIST OF PRINTING ITEMS**

(Subjected to modified specifications as per requirement at the time of work order)

Pack size of all items should be 100 pages.

LIST OF PRINTING ITEMS REQUIRED AT DMCH,DIPHU		SPECIFICATIONS	SIZE
SL.NO.	NAME OF ITEMS		
1.	APPLICATION FOR OBTAINING DISABILITY CERTIFICATE- A (BOTH SIDE)	70 GSM	A-4
2.	OTORHINO LARYNGOLOGY FORM- OPD (BOTH SIDE PRINT)	70 GSM	A-4 PAD
3.	OTORHINO LARYNGOLOGY FORM- IPD (BOTH SIDE PRINT)	70 GSM	A-4 PAD
4.	BLOOD GROUP LABEL- O,AB,B,A (PINK PAPER)	BALAPUR 1/16	A-16 PAD
5.	BIOCHEMISTRY LAB FORM-C	70 GSM	A4
6.	CASE HISTORY SHEETS- RADIOLOGY	70 GSM	LEGAL SIZE
7.	CCL REPORT FORM ( BLOOD R.E)	70 GSM	1/8
8.	HISTOPATHOLOGY REPORT	60 GSM	DEMY ¼ PAD
9.	INVESTIGATION SHEET (BOTH SIDE PRINT)	60 GSM	HALF DFC
10.	IPD REGISTER (100 PAGE)	DFC FULL 68 GSM	SIZE NO.9
11.	MICROBIOLOGY FORM-II	70 GSM	A4
12.	MICROBIOLOGY FORM- E	70 GSM	A4
13.	MEDICOLEGAL REGISTER (BOTH SIDE PRINT) (100 LEAFS)	60 GSM	HALF DFC REGISTER BINDING
14.	OPERATION REGISTER (BOTH SIDE PRINT)	60 GSM	DFC FULL WITH BINDING
15.	OPD REGISTER (BOTH SIDE PRINT) (100 LEAFS)	60 GSM	HALF DFC REGISTER BINDING
16.	PATHOLOGY LAB. FORM-A	60 GSM	A4
17.	PATHOLOGY LAB. FORM-B	60 GSM	DEMY 1/8 SIZE
18.	SCNU LABOUR/BABY REGISTER (BOTH SIDE PRINT) WITH BOOK BINDING OF 100 LEAFS	70 GSM	FULL DEMY
19.	JMCH LABOUR REGISTER (SINGLE SIDE PRINT) WITH BOOK BINDING OF 100 LEAFS	70 GSM	FULL DFC
20.	SCNU ADMISSION AND DISCHARGE REGISTER (SINGLE SIDE PRINT) WITH BOOK BINDING OF 100 LEAFS	70 GSM	FULL DEMY
21.	REPORT PRINTING PAD FOR THYROID PROFILE & FERRITIN TEST	70 GSM	A4 PAD
22.	ANNEX-A: FORM 1:APPLICATION FOR OBTAINING DISABILITY CHART (BOTH SIDE)	70 GSM	A4
23.	ANTENATAL LABOUR RECORD	70 GSM	A4
24.	APACHE – II SCORE	70 GSM	A4
25.	APPLICATION FOR PAYING CABIN	70 GSM	A4
26.	AUDIOGRAM CASE SHEET	75 GSM	A4
27.	AUDIOGRAM FORM	70 GSM	A4
28.	BP CHART	70 GSM	A4
29.	BABY ROOM FORM	60 GSM	A5



30.	BIOCHEMICAL TEST RESULT	60 GSM	A5
31.	BIOCHEMISTRY FORM	70 GSM	A4
32.	BIOCHEMISTRY LAB REPORTING	70 GSM	A4 PAD
33.	BIOCHEMISTRY LAB REQ. REPORT	70 GSM	A4
34.	BLOOD BANK MONEY RECEIPT	60 GSM	DEMY 1/8 SIZE
35.	BLOOD DONOR QUESTIONARY (BOTH SIDE)	60 GSM	FS
36.	BLOOD EXAMINATION	70 GSM	A4
37.	BLOOD GROUPING REPORT- A,B,O	60 GSM	DEMY 1/8 PAD
38.	BLOOD ISSUE RECORD REGISTER	60 GSM	FS
39.	BLOOD REQUISITION FORM	70 GSM	A4 PAD
40.	BLOOD TRANSFUSION REACTION REPORT	70 GSM	A4
41.	CADAVER REPORT FORM	60 GSM	DEMY ¼ PAD
42.	CASE SUMMARY & DISCHARGE RECORD	70 GSM	A4
43.	CERTIFICATE OF MENTAL	70 GSM	A4
44.	CERTIFICATE OF PERSON WITH DISABILITY	70 GSM	A4
45.	C-FORM SET (2) TWO LEAFS	70 GSM	A4
46.	CLINICAL CARE RECORD CHART	70 GSM	A4
47.	CONSENT FORM UPPER GI ENDOSCOPY	60 GSM	DEMY 1/8
48.	CONSENT FORM FOR OPERATION (BI-LINGUAL) BOTH SIDE PRINT	60 GSM	DEMY 1/8
49.	CPF FORM	70 GSM	A4
50.	CROSS MATCHING RECORD REGISTER (BOTH SIDE)	FULL – 70 GSM	FC
51.	CT SCAN REPORT	70 GSM	A4
52.	CULTURE & SENSIVITY REPORT (BOTH SIDE)	60 GSM	DEMY ¼ PAD
53.	DAILY ISSUE BOOK (STORE)	60 GSM	FS
54.	DIABETIC CHART	60 GSM	DEMY ¼ PAD
55.	DISCHARGE CERTIFICATE (PRINT IN GREEN)	70 GSM	A4 PAD
56.	DIET REQUISITION FORM (PRINT IN BLUE)	60 GSM	DFC 1/8
57.	DISCARD REGISTER FOR TTI LAB (BOTH SIDE)	60 GSM	FS
58.	DOCTORS ORDER	70 GSM	A4 PAD
59.	DONORS COLLECTION (BOTH SIDE)	60 GSM	FS
60.	ENTRY PASS (BOTH SIDE)	CENTURY CARD	A8
61.	FEEDING CHART	60 GSM	FS PAD
62.	GRAPHICS TPR CHART	70 GSM	A4
63.	HISTORY SHEET (BOTH SIDE PRINT)	60 GSM	DEMY ¼ PAD
64.	INDOOR BEDHEAD TICKET (TOP SHEET) BOTH SIDE	70 GSM	DFC ¼
65.	INTAKE & OUTPUT RECORD (BOTH SIDE PRINT)	70 GSM	A4
66.	INTRA OPERATIVE RECORDS	70 GSM	A4
67.	INVESTIGATION CHART (PINK PAPER)	60 GSM	DEMY
68.	LAB REQUISITION MASTER	60 GSM	DFC 1/8 PAD
69.	LABORATORY RECORD	70 GSM	A4
70.	LABORATORY REPORT	70 GSM	A4
71.	MANTOUX FORM	70 GSM	A4 HALF
72.	MEDICAL CERTIFICATE	70 GSM	A4 PAD
73.	MEDICAL CERTIFICATES OF DEATH (INTERNATIONAL)	70 GSM	A4
74.	MEDICINE UTILIZATION CHART	70 GSM	A4
75.	MEDICOLEGAL CASE REPORT	70 GSM	FS PAD WITH PIN BINDING
76.	MICROBIOLOGY REQ. REPORT	70 GSM	A4
77.	BIRTH & DEATH MONEY RECIPT WITH PIN BINDING AND PERFORMANCE 100 LEAFS	60 GSM	DFC 1/16
78.	MRI REPORTING FORMAT	70 GSM	A4
79.	MRI REQUISITION FORM (BOTH SIDE)	70 GSM	A4
80.	NURSES DAILY RECORD (BOTH SIDE)	70 GSM	A4

81.	OPERATION RECORD	70 GSM	A4
82.	OT LIST FORM	70 GSM	FS
83.	PATHOLOGY LAB FORM-C	60 GSM	DFC 1/8
84.	PATHOLOGY LAB REPORT (BLOOD)	60 GSM	DFC 1/8
85.	PATIENT REQ. SLIP (24 HRS DIS. ROOM)	60 GSM	DEMY 1/6
86.	PAY SLIP	70 GSM	A4
87.	PLAN FOR 24 HOURS	60 GSM	DFC ¼
88.	POST OPERATIVE SYSTEM	70 GSM	A4
89.	PRE-ANAESTHETIC CHECKUP FORM (BOTH SIDE)	70 GSM	A4
90.	PRE- OPERATIVE SYSTEM	70 GSM	A4
91.	PROGRESS RECORD (BOTH SIDE)	70 GSM	A4
92.	PSYCHIATRY FORM (BI-LINGUAL)	60 GSM	DFC 1/8
93.	RADIOLOGY REPORT(X-RAY REPORT)	70 GSM	FS
94.	JE ELISA	70 GSM	A4
95.	LAB REQ. SEROLOGY	70 GSM	A4
96.	RECOVERY CHART	70 GSM	FS
97.	REFEREL MEDICAL CERTIFICATE	70 GSM	A4
98.	REPORT OF THE MEDICAL BOARD	70 GSM	A4
99.	REQ. FOR ECG	60 GSM	DFC 1/8 PAD
100.	REQUISITION FORM FOR X-RAY	60 GSM	DFC 1/8 PAD
101.	REQUISITION/ SUPPLY ORDER BOOK (INDENT BOOK)	60 GSM	FS BOOK BINDING
102.	SEMEN ANALYSIS REPORT	70 GSM	A4
103.	SEROLOGY & MP	70 GSM	A4
104.	SPECTACLE PRESCRIPTION	60 GSM	DEMY 1/8 PAD
105.	STOOL EXAMINATION	60 GSM	DEMY 1/5 PAD
106.	SUPPLY OF FOOD ITEMS BOOK	60 GSM	DEMY 1/5 PAD
107.	THERAPY BLOOD TRANSFUSION REACTION REPORT	70 GSM	A4 PAD
108.	TTI LAB RECORD REGISTER (BOTH SIDE)	60 GSM	DFC
109.	ULTRA SONOGRAPHY (MALE)	70 GSM	A4 PAD
110.	ULTRA SONOGRAPHY (FEMALE)	70 GSM	A4 PAD
111.	ULTRA SONOGRAPHY (O&G)	70 GSM	A4 PAD
112.	ULTRA SONOGRAPHY REPORT	70 GSM	A4 PAD
113.	URINE EXAMINATION	60 GSM	DEMY 1/5 PAD
114.	VAGINAL EXAMINATION	70 GSM	A4
115.	CASH MEMO (PRE-PRINTED CONTINUOUS SHEET IN FS HALF SIZE WITH PREFIXED CARBON IN DUPLICATE)	80 GSM	FS HALF (DFC 1/8)
116.	MRD SHEETS (PRE-PRINTED CONTINUOUS SHEET IN 10×12 SIZE WITH BOTH SIDE PRINT)	80 GSM	10 ×12
117.	REGISTRATION SLIP IN PRE-PRINTED CONTINUOUS SHEET WITH PREFIXED CARBON IN DUPLICATE)	80 GSM	10 × 12
118.	FORM 4	70 GSM	A4
119.	FORM 4A	70 GSM	A4
120.	INFANT DEADBODY HANDOVER FORM	70 GSM	A4
121.	CRITICAL CARE RECORD CHART (BOTH SIDE PRINT)	60 GSM	HALF DFC
122.	EMERGENCY CASE RECORD FOR HEAD & SPINE TRAUMA (4 PAGES)	60 GSM	DFC ¼
123.	PAYING CABIN APPLICATION FORM	70 GSM	A4
124.	CCL (PATHOLOGY)	70 GSM	A4 BOTH SIDE
<b>SL. No</b>	<b>LIST OF COVID -19 FORMS</b>		<b>SIZE</b>
125.	RAPID ANTIGEN TEST FORM	70 GSM	1/8

126.	ICMR SPECIMEN REFERRAL FORM FOR COVID-19 (SARS-CoV <sub>2</sub> )	70 GSM	A4 BOTH SIDE
127.	ADVICE SLIP FOR ASYMPTOMATIC COVID POSITIVE INDIVIDUAL FORM	70 GSM	A4
128.	FORMAT -1 (TO BE MAINTAINED AT SCREENING LOCATION / TRIAGE)	70 GSM	A4
129.	UNDERTAKING FOR COVID-19 POSITIVE	70 GSM	A4
130.	DECHARGE CERTIFICATE FOR COVID-19 PATIENT	70 GSM	A4 (BOTH SIDE)
131.	TRIAGE AREA PATIENT DETAILS FORM FOR COVID-19 RATE POSITIVE/RTPCR CASES	70 GSM	A4
132.	ADVICE SLIP FOR OPD (MRD)/CASUALTY/EMERGENCY	70 GSM	A4
133.	UNDERTAKING FOR COVID-19 QUARANTINE	70 GSM	A4
134.	PATIENT CONSENT FORM	70 GSM	A4
135.	BONE MARROW REQUISITION FORM	70 GSM	A4
136.	CYTOPATHOLOGY REQUISITION FORM	70 GSM	A4
137.	HISTOPATHOLOGY REQUISITION FORM	70 GSM	A4
138.	BONE MARROW ASPIRATION REPORT	70 GSM	A4
139.	BONE MARROW TRIPHINE BIOPSY REPORT	70 GSM	A4
140.	CYTOLOGY REPORT FORM	70 GSM	A4
141.	HPLC/HBA1C REPORT FORM	70 GSM	A4
142.	CERVICAL PAP SMEAR REPORT	70 GSM	A4
143.	REQUISITION FOR BLOOD CULTURE	70 GSM	LEGAL
144.	SERVICE BOOK	70 GSM	CONQUEST PAPER
145.	REQUISITION FORM FOR PLASMA	70 GSM	A4

\*\*\*\*\*End of Annexures\*\*\*\*\*

