

TENDER FEES-RS.1000/-



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GOVT. OF ASSAM

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

RE-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/P&S TEND/117/2022/1158

Date : 31/05/2023

TWO BID SYSTEMS

Issue of NIT	31/05/2023
Date and Time of Start of Bid Submission	12.00 Noon of 01/06/2023
Date and Time of End of Bid Submission	12.00 Noon of 15/06/2023
Date and Time of Opening of Technical Bid	2.30 P.M. of 15/06/2023
Date and Time of Opening of Financial Bid	Shall be communicated only to the technically qualified bidders subsequently

Tender document sale/ downloaded from institute's website www.dmcassam.in

Email: 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/117/2022/1158

Date : 31/05/2023

RE-TENDER NOTICE

Sealed Tenders (Two Bid system comprising of Technical Bid and Financial Bid) affixing court fee of **Rs. 8.25 (Rupees eight & twenty five paisa)** 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) 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 15/06/2023, 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/117/2022/1158(A)

Date : 31/05/2023

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 Financialbid.
3. The cover containing the tender should be super scribed as the **“RE-TENDER FOR SUPPLY OF PRINTING FORMS AND ITEMS IN VARIOUS DEPARTMENTS OF DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU”** in block letters.
4. Incomplete and defective tender shall not beaccepted.
5. Tender Fee of Rs. 1000/-(Onethousand) 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 thetender.
10. Items have to be supplied within 14 (Fourteen) days from the receipt of supplyorder.
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 bidevaluation.
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 oftender.
15. Canvassing in any form will make the tender liable to rejection.
16. Price escalation will not be allowed in anycase.
17. The tender should be written neat and clean without anycutting/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 thetender.

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. Those bidders who participated in the tender vide SMED/DMCH/P&S TEND/117/2022/617 dtd. 24/04/2023 and submitted the EMD earlier need not to submit again, but the tender fees must be submitted again.
27. 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

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

Annexure-IV

Format for Financial Bid

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

Annexure-V

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

30.	BIOCHEMICAL TEST RESULT	60GSM	A5
31.	BIOCHEMISTRYFORM	70GSM	A4
32.	BIOCHEMISTRY LAB REPORTING	70GSM	A4PAD
33.	BIOCHEMISTRY LAB REQ. REPORT	70GSM	A4
34.	BLOODBANK MONEY RECEIPT	60GSM	DEMY1/8SIZE
35.	BLOOD DONOR QUESTIONARY(BOTH SIDE)	60GSM	FS
36.	BLOOD EXAMINATION	70GSM	A4
37.	BLOOD GROUPING REPORT-A,B,O	60GSM	DEMY1/8PAD
38.	BLOOD ISSUE RECORD REGISTER	60GSM	FS
39.	BLOOD REQUISITION FORM	70GSM	A4PAD
40.	BLOOD TRANSFUSION REACTION REPORT	70GSM	A4
41.	CADAVER REPORTFORM	60GSM	DEMY¼PAD
42.	CASESUMMARY& DISCHARGERECORD	70GSM	A4
43.	CERTIFICATEOFMENTAL	70GSM	A4
44.	CERTIFICATEOFPERSONWITHDISABILITY	70GSM	A4
45.	C-FORMSET(2)TWO LEAFS	70GSM	A4
46.	CLINICALCARE RECORDCHART	70GSM	A4
47.	CONSENTFORMUPPERGIENDOSCOPY	60GSM	DEMY1/8
48.	CONSENT FORM FOR OPERATION (BI-LINGUAL)BOTH SIDEPRINT	60GSM	DEMY1/8
49.	CPFFORM	70GSM	A4
50.	CROSS MATCHING RECORD REGISTER (BOTH SIDE)	FULL-70GSM	FC
51.	CTSCANREPORT	70GSM	A4
52.	CULTURE &SENSIVITYREPORT (BOTH SIDE)	60GSM	DEMY¼PAD
53.	DAILYISSUE BOOK(STORE)	60GSM	FS
54.	DIABETICCHART	60GSM	DEMY¼PAD
55.	DICHARGE CERTIFICATE (PRINTIN GREEN)	70GSM	A4PAD
56.	DIET REQUISITION FORM (PRINTING BLUE)	60GSM	DFC1/8
57.	DISCARD REGISTER FOR TTI LAB (BOTH SIDE)	60GSM	FS
58.	DOCTORS ORDER	70GSM	A4PAD
59.	DONORS COLLECTION (BOTH SIDE)	60GSM	FS
60.	ENTRY PASS (BOTH SIDE)	CENTURY CARD	A8
61.	FEEDING CHART	60GSM	FSPAD
62.	GRAPHICS TPR CHART	70GSM	A4
63.	HISTORYSHEET (BOTH SIDE PRINT)	60GSM	DEMY¼PAD
64.	INDOOR BEDHEAD TICKET (TOP SHEET) BOTH SIDE	70GSM	DFC¼
65.	INTAKE& OUTPUT RECORD(BOTH SIDEPRINT)	70GSM	A4
66.	INTRAOPERATIVE RECORDS	70GSM	A4
67.	INVESTIGATIONCHART(PINKPAPER)	60GSM	DEMY
68.	LABREQUISITIONMASTER	60GSM	DFC 1/8PAD
69.	LABORATORY RECORD	70GSM	A4
70.	LABORATORY REPORT	70GSM	A4
71.	MANTOUX FORM	70GSM	A4HALF
72.	MEDICAL CERTIFICATE	70GSM	A4PAD
73.	MEDICAL CERTIFICATES OF DEATH(INTERNATIONAL)	70GSM	A4
74.	MEDICINEUTILIZATIONCHART	70GSM	A4
75.	MEDICOLEGALCASEREPORT	70GSM	FS PAD WITH PINBINDING
76.	MICROBIOLOGYREQ.REPORT	70GSM	A4
77.	BIRTH & DEATH MONEY RECIPIT WITH PINBINDINGANDPERFORMANCE100LEAF S	60GSM	DFC1/16
78.	MRIREPORTINGFORMAT	70GSM	A4
79.	MRIREQUISITIONFORM(BOTH SIDE)	70GSM	A4
80.	NURSES DAILYRECORD(BOTH SIDE)	70GSM	A4

81.	OPERATION RECORD	70GSM	A4
82.	OTLISTFORM	70GSM	FS
83.	PATHOLOGYLABFORM-C	60GSM	DFC1/8
84.	PATHOLOGYLABREPORT(BLOOD)	60GSM	DFC1/8
85.	PATIENTREQ.SLIP(24HRSDIS.ROOM)	60GSM	DEMY1/6
86.	PAYSLIP	70GSM	A4
87.	PLANFOR24HOURS	60GSM	DFC¼
88.	POST OPERATIVESYSTEM	70GSM	A4
89.	PRE-ANAESTHETIC CHECKUP FORM (BOTH SIDE)	70GSM	A4
90.	PRE-OPERATIVE SYSTEM	70GSM	A4
91.	PROGRESS RECORD(BOTH SIDE)	70GSM	A4
92.	PSYCHIATRY FORM(BI-LINGUAL)	60GSM	DFC1/8
93.	RADIOLOGY REPORT(X-RAY REPORT)	70GSM	FS
94.	JE ELISA	70GSM	A4
95.	LAB REQ. SEROLOGY	70GSM	A4
96.	RECOVERY CHART	70GSM	FS
97.	REFEREL MEDICAL CERTIFICATE	70GSM	A4
98.	REPORT OF THE MEDICAL BOARD	70GSM	A4
99.	REQ.FOR ECG	60GSM	DFC 1/8PAD
100.	REQUISITION FORM FOR X-RAY	60GSM	DFC 1/8PAD
101.	REQUISITION/SUPPLY ORDER BOOK(INDENT BOOK)	60GSM	FSBOOKBINDING
102.	SEMEN ANALYSIS REPORT	70GSM	A4
103.	SEROLOGY&MP	70GSM	A4
104.	SPECTACLEPRESCRIPTION	60GSM	DEMY1/8PAD
105.	STOOLEXAMINATION	60GSM	DEMY1/5PAD
106.	SUPPLYOFFOODITEMSBOOK	60GSM	DEMY1/5PAD
107.	THERAPYBLOODTRANSFUTIONREACTIONR EPORT	70GSM	A4PAD
108.	TTILABRECORDREGISTER(BOTH SIDE)	60GSM	DFC
109.	ULTRASONOGRAPHY(MALE)	70GSM	A4PAD
110.	ULTRASONOGRAPHY(FEMALE)	70GSM	A4PAD
111.	ULTRASONOGRAPHY(O&G)	70GSM	A4PAD
112.	ULTRASONOGRAPHYREPORT	70GSM	A4PAD
113.	URINEEXAMINATION	60GSM	DEMY1/5PAD
114.	VAGINALEXAMINATION	70GSM	A4
115.	CASHMEMO(PRE-PRINTEDCONTINIOUS SHEET IN FS HALF SIZE WITH PREFIXEDCARBON INDUPLICATE)	80GSM	FSHALF(DFC1/8)
116.	MRD SHEETS (PRE-PRINTED CONTINIOUSHEET IN 10×12SIZE WITH BOTH SIDEPRINT)	80GSM	10×12
117.	REGISTRATION SLIP IN PRE- PRINTEDCONTINIOUSHEET WITHPREFIXEDCARBONIN DUPLICATE)	80GSM	10×12
118.	FORM4	70GSM	A4
119.	FORM4A	70GSM	A4
120.	INFANTDEADBODYPHANDOVERFORM	70GSM	A4
121.	CRITICALCARERECORDCHART(BOTH SIDEPR INT)	60GSM	HALF DFC
122.	EMERGENCY CASE RECORD FOR HEAD &SPINETRAUMA(4PAGES)	60GSM	DFC¼
123.	PAYINGCABIN APPLICATIONFORM	70GSM	A4
124.	CCL(PATHOLOGY)	70GSM	A4 BOTH SIDE
SL. No	LIST OF COVID-19 FORMS		SIZE
125.	RAPID ANTIGEN TEST FORM	70GSM	1/8

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

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

