



**EMPLOYEES' STATE INSURANCE CORPORATION HOSPITAL  
&  
OCCUPATIONAL DISEASE CENTRE (EASTERN ZONE)  
Diamond Harbour Road, Joka, Kolkata – 700 104, Fax: 033 2467 2795**

**No.:412.D.16/14/3/2009/GPST/Tender/Forms**

**Dated:**

**Sub: Tender Enquiry for Printing of Hospital Forms and Registers.**

(NOTE: The envelope containing the tender as well as subsequent communications should be addressed and delivered to 'The Medical Superintendent', ESIC Hospital & O.D.C. (E.Z), Diamond Harbour Road, P.O.: Joka, Kolkata, 700 104, West Bengal. All communications must be addressed to the officer named above by title only and not by name.)

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

Sir(s),

Sealed tenders are invited by post/per bearer from bonafide manufacturers / Authorised Dealers for "Printing of Hospital Forms and Registers" as per categories / specifications and/or quantities detailed in the **Schedules / Specifications** (Annexure – IV) attached.

The "Tender Documents" comprising the *General Terms and Conditions of Contract (Annexure I)* and the *Special Terms and Conditions of Contract (Annexure II)* which will govern any contract made, the *Tender Application Form (Annexure III)* and the *Schedule of contract / specifications of items (Annexure-IV)* are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule as per the terms and conditions stated, please submit your quotation to this office.

The tender document may be obtained from the office of the Medical Superintendent in person by the bonafide applicant or his authorised representative by applying in their letter head at a cost of Rs.100.00 (Rupees One Hundred Only).

The "tender documents" can also be downloaded from the web site ([www.esic.nic.in](http://www.esic.nic.in)) and in such case the same may be signed and submitted as per the procedures mentioned hereinafter along with the fee(s) for the "tender documents" @ Rs 100.00 (Rupees One Hundred Only).

All the payment may be made by **Demand Draft**; drawn in favour of **ESI Fund A/c No. 1, ESIC Hospital & ODC (E.Z), payable at Kolkata; Cheques will not be accepted.**

**Tenderers are requested that, before quoting their rates or sending tender, the tender forms may please be read out thoroughly (line by line) so as to have a clear knowledge of the requirement contained therein, otherwise purchaser will not be held responsible for any error / oversight of his own and the penalties shall be levied for not complying with the requirements stated herein or supply of the required item/services.**

The form is a Standard Form of Tender. Certain clause / clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause / clauses, which are not applicable in the instant case.

The Tender forms containing the Terms and Conditions (**Annexure – I & II**), the Tender Application Form (**Annexure III**) and the Schedule of contract / specifications of items (**Annexure-IV**) **should be returned in original, intact, after filling up the same and duly signing in full with stamp, on each page.**

In the event of the space on the Schedule of contract / specifications of items/proforma being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bearing the Tender Number and be duly signed and stamped by the tenderer. In such cases, reference to the additional pages must be made in the Tender Form. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender.

<b>Cost of each Tender Document</b>	<b>Rs. 100.00 (Rupees Hundred Only)</b>
<b>Period for supply of Blank Tender Forms and related documents at the Hospital on all Working Days (Except Saturdays, Sundays and Holidays)</b>	<b>21.04.2009 to 11.05.2009 10 AM to 2 PM on all working day from Monday to Friday</b>
<b>Last Date &amp; Time of submission of completed Tender Document in the Tender Box kept in the Office of ESIC Hospital.</b>	<b>12.05.2009 up to 2 PM</b>
<b>Date &amp; Time of Opening of Tender</b>	<b>12.05.2009 at 2.30PM</b>

Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any tender and reserves the right of accepting or rejecting the whole or any part of the tender without assigning any reason thereof and you shall supply the same / execute the work at the rate quoted by you. Canvassing in any form by the tenderer or his representative with any of the officials of ESIC Hospital shall render the tender liable to be rejected.

Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

Enclosures:

- Annexure – I (General Tender Terms & Conditions).
- Annexure – II (Special Tender Terms & Conditions).
- Annexure – III (Tender Application Form).
- Annexure – IV (Schedule / specifications of items/Furniture).

**Yours faithfully,**

**MEDICAL SUPERINTENDENT**

Copy for information and necessary action to:

1. D.D. (Finance), ESIC Hospital, Joka, Kolkata
2. Jt. Director / Dealing Assistant (Tender), ESIC Hospital Joka, Kolkata.

**ANNEXURE-I****GENERAL TERMS AND CONDITIONS FOR TENDER/BID****1. PREPARATION OF TENDER:**

- a. The Tender form containing the Terms and Conditions (General and Special) and the Schedule should be returned in original after filling up the form and duly signing in full on each page with stamp, whether you are quoting for any item or not. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by writing '**not quoting**'.
- b. In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be duly signed and stamped by you. In such cases, reference to the additional pages must be made in the Tender Form.
- c. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent with the Tender.
- d. The Tenderer shall, wherever, call upon to do so, give full information with reference to the services in hand and shall also permit the Medical Superintendent or any other officer nominated by him to inspect the premises of the tenderer at all reasonable times and shall give full assistance and information as may be required by him in connection with the contract.

**2. SIGNING OF TENDER:**

- a) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not duly & fully filled in. Particular attention may be given to the dates of delivery, places of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.
- b) Individuals signing tender or other documents connected with the contract must 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 Procreation'?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, if called upon to do so.

**NOTE:** In case of unregistered firms, all the members or all Attorneys duly authorised by all of them or the Manager of the firm should sign the tender and subsequent documents.

**3. PROCEDURE FOR SUBMISSION OF TENDERS / BIDS:**

- I. The original copy of tender (Annexure – I to annexure - IV), duly completed and signed on each page, should be submitted/returned back, enclosed along with the Tender.
- II. The tender documents and the price bid should be enclosed in a double cover and sealed. The inner cover shall be super-scribed with "**Tender for Printing of Hospital Forms and Registers**".
- III. The outer cover should also be sealed and addressed to the Medical Superintendent in the address mentioned hereinbefore.
- IV. The right to ignore / reject any tender, which fails to comply with the above instructions, is reserved. All outstation tenders should be sent by Registered Post.

**4. LATEST HOUR FOR RECEIPT OF THE TENDER:**

Your tender must reach this office not later than the date and time notified in the Tender Notice stated in the TENDER DOCUMENT. Any tender received after that shall be rejected. In the event of the stipulated date of opening of the tender being declared a closed holiday for Govt. offices, the date of opening of the tender(s) will be the next working day. Tender sent by hand delivery, should be delivered at this office not later than the due date and time stipulated in the schedule of tender.

**5. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN AND PERIOD OF VALIDITY:**

- i) All tenders should remain open for acceptance for a **period of twelve months** from the **date of award of Contract** / tender or for such period as stated in Special Terms & Conditions.
- ii) The contract / tender, if awarded, shall be valid **initially for one year from the date of award of Contract** subject to continuous satisfactory performance and on failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period at the discretion of the Competent Authority, to a maximum of one year, on terms and conditions of the hospital, while accepting the tender.
- iii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance'; 'subject to prior sale' etc. will not be considered.

## **6. OPENING OF TENDER:**

- I. The **tender shall** be opened in the presence of bidders/representatives who choose to attend on the date and time as mentioned.
- II. The bidders/ representatives who are present in the opening shall sign evidencing their attendance.
- III. The decision of the committee on technical / price suitability shall be final and shall not be opened for discussion.

## **7. PRICES:**

- i) Prices quoted in the Bid must be meaningful and measurable in the context.
- ii) The prices quoted must be per unit shown in the schedule inclusive of all packaging and delivery charges wherever applicable. Refunds on account of returnable package (if any) are to be separately specified. Price & Fund must be clearly shown in figures and words in Indian Currency.
- iii) Tenderers should clearly specify whether prices quoted are inclusive of Sales Tax/ VAT / duties / statutory charges or such charges as extra. Where no specific mention is made to Sales tax / VAT/ or other duties, prices quoted shall be deemed to be inclusive of such taxes / charges.

## **8. DELIVERY TERMS**

- a) The delivery of the stores / execution of work / providing the services etc. are required within a period as specified and as the place mentioned therein.
- b) The tenderer shall deliver the stores/ execute the work at the destination / space defined to the consignee / authority in good order (of which the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, Kolkata shall be the sole judge) within the limits of the time as deemed reasonable and specify in such quantities/qualities as may be ordered by him from time to time.
- c) Time for and date of delivery: The essence of contract: - The time for and the date of delivery of the stores / date of execution of work as stipulated in the schedule shall be deemed to be the essence of contract and delivery / execution must be completed not later than the date(s) specified.

But if the delay shall have arisen from any cause, such as strikes, lockouts, fire accidents, riots etc., which, the Medical Superintendent, ESIC Hospital & ODC (E.Z) may admit it as reasonable ground for further time, the Medical Superintendent may allow such additional time required by circumstances of the case.

## **9. OTHER TERMS**

- A. **Responsibility for executing Contract:** The contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
- B. The contractor shall not sublet transfer or assign the contract to any part thereof without the written permission of the Medical Superintendent. In the event of the contractor contravening this condition, Medical Superintendent be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, may sustain in consequence or arising out of such replacing of the contract.
- C. **Bid Security / Earnest Money:** The tenderer shall have to deposit an earnest money amount of **Rs. 20,000/- (Rupees Twenty thousand only) tender at the time of application, failing which the tender shall be rejected.** The earnest money is to be paid by **Demand Draft** drawn in favour of **ESI Fund A/c No. 1, ESI Hospital & ODC (E.Z), payable at Kolkata. NO CHEQUES WILL BE ACCEPTED.** In the event of the

withdrawal / revocation of tenders before the date specified for acceptance, the earnest money shall stand forfeited. In the event of acceptance of the tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned herein. The earnest money will however, be returned without interest to the tenderer whose tender is not accepted after the finalisation of the tender.

- D. **Security Deposit / Performance security:** On acceptance of the tender, within the period specified by the Medical Superintendent, the contractor shall deposit a sum equivalent to 10 % (Ten Percentages) of the Bill Value, as security deposit, for due compliance & fulfilment of the terms and conditions of the contract. This has to be in the form of a bank draft, drawn in any of the nationalised bank, in favour of ESI Fund A/c No. 1, ESI Hospital & ODC (E.Z), payable at Kolkata. **NO CHEQUES WILL BE ACCEPTED** for this purpose. The Tenderer may also provide bank Guarantee of any Nationalised Bank in lieu of payment by D.D. The period of Bank Guarantee will be of One year and two months. On due performance and successful completion of the contract in all respect, the security money deposit shall be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor. If the contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and the Medical Superintendent shall be entitled to make other arrangements at the risk and expense of the contractor. Also, non-performance/unsatisfactory performance or violation of terms and conditions of the contract will make the contractor liable for forfeiture of security deposit. The decision of the Medical Superintendent shall be final and binding on this count.
- E. **Recovery of sums due:** Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recover of such sum by appropriating, in part or whole the security/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to recoverable under this or any other contract with the purchaser. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.
- F. **Insolvency and breach of contract:** The Medical Superintendent may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-
- i) *If the contractor being at individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or*
  - ii) *If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.*
  - iii) *If the contract commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.*
- G. **Arbitration:** In the event of any question, dispute or difference arising under these conditions or any special conditions of the contract, or in connection with this contract, except as to any matter the decision of which is specially provided for by these on the special conditions, the same shall be referred to the sole arbitration as appointed by the Medical Superintendent. It will be no objection that the arbitrator is a Govt. servant, that he had to deal with the matter to which the contract relates for that in the course of his duties as a Govt. servant he had expressed views on all or any of the arbitration dispute or difference. The award of the arbitrator shall be final and binding on the parties to the contract, it is a term of this contract: -
1. *If the arbitrator be Medical superintendent, ESIC Hospital & ODC (E. Z), Joka.*
    - *In the event of his being transferred to vacating his office by resignation or otherwise, it shall be lawful for his successor in office either to proceed with the reference himself or to appoint another person as arbitrator, OR*



*In the event of his becoming unable to act for any reason, it shall be lawful for Medical Superintendent, ESIC Hospital & ODC (E. Z), Joka, to appoint another person as arbitrator.*

2. *If the arbitrator be a person appointed by the Medical Superintendent.*

In the event of his denying neglecting or refusing to act being unable to act, for any reason, it shall be lawful for the Medical Superintendent either to proceed with the reference himself or to appoint another person as arbitrator in place of the outgoing arbitrator. It is further a term of this contract that no person other than the Director General, ESI Corporation or the person appointed by him should act as arbitrator and that if for any reason that is not possible, the matter is not to be referred to arbitrator at all. Upon every and such reference, the assessment of the costs incidental to the reference and award respectively shall be in the discretion of the arbitrator.

Subject as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitrator proceedings under this clause. Work under the contractor shall, if reasonable possible continue during the arbitration proceeding and no payment due to payable by the purchaser shall be withheld on account of proceedings: -

The venue of arbitration shall be at Kolkata.

In the clause, the expression 'The Director General', ESI Scheme means, the Medical Superintendent, ESI Scheme for the time being and includes is there be no Medical Superintendent the officer who is for the time being the administrative head of the ESI Corporation, whether in addition or otherwise.

For the purpose of the contract including arbitration proceedings there under, the Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, shall be entitled to exercise all the rights and powers of the purchaser.

- H. **Document:** The tenderer should have a valid **Trade licence / PAN / TAN / other statutory document as applicable** and produce attested copies of such certificates along with the tender papers.
- I. **Right to accept / reject:** The hospital authority reserves the right to **reject** any or all tender without assigning any reason whatsoever. Also, the hospital authority reserves the right to **award** any or part or full contract to any successful agency at its discretion and this will be binding on the tenderer.
- J. **Assistance to contractor:** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfilment of the contract or in the securing of transport facilities.
- K. The tenderer should have a permanent place of business in Kolkata and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.
- L. The rates once accepted by the hospital shall remain unaltered throughout the period of contract, including any extended period.
- M. In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the hospital authority reserves the right to award the contract to the next higher tenderer or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the tenderer.
- N. The form is a Standard Form of Tender. Certain clause /clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause /clauses, which are not applicable in the instant cases.
- O. Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.
- P. **Failure and Termination:** If the contractor fails to delivery the stores or any instalments thereof within the period prescribed for such delivery in the contract or any time liquidation the contract before the expiry of such period, the Director (Medical)/Medical Superintendent may without prejudice to his right to recover damages for breach of the contract, be entitled at his option.
- I. To recovery from the contractor as agreed liquidated damages, and not by way of penalty a sum equivalent to 2% of the price of any stores which the contractor has failed to deliver within the period fixed for delivery for the schedule for each month or part of the month during which the delivery of such stores may be in arrears, where delivery thereof is accepted after expiry of the aforesaid period, or



- To purchase elsewhere, without notice to the contractor, on his account and at the risk of the contractor, the stores not delivered or stores of similar description (where stores exactly complying with the particulars are not in the opinion of the Director (Medical)/Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, readily procurable such opinion being final). Without cancelling the delivery in respect of the consignments not yet due for delivery, or
- III. To cancel the contract or a portion thereof, and if so decided to purchase or authorise to purchase of stores not so delivered or other of a similar description (where stores exactly complying with the particulars are not, in the opinion of the Director (Medical) / Medical Superintendent readily procurable, such opinion being final) at the risk and cost of the contractor.

**MEDICAL SUPERINTENDENT**





## **SPECIAL TERMS AND CONDITIONS**

### **Annexure-II**

The following special terms and conditions shall apply for **Printing of Hospital Forms and Registers** at ESIC Hospital & O.D.C. (E.Z), Joka.

#### **A. GENERAL:**

- 1.0. **The tenderer should have a permanent place of business in Kolkata and the complete Postal Address, telephone / Mobile / Fax / E-mail address, etc. while submitting the completed tender form.**
- 2.0. The agency while submitting their tender form shall enclose certified Photostat copies of experience, trade licence essential for carrying out the activities under reference, Sales tax / VAT and any such other documents specified hereto. Tender form incomplete in any respect and not supported with Earnest Money and the above-mentioned requisite documents, will be summarily rejected by the hospital.
- 3.0. The tender application form and related documents along with the Earnest Money is to be submitted in a sealed cover as specified in Annexure –I (General Terms and Conditions) of the tender document and it shall be dropped in the Tender Box kept for the purpose in the Office of the Medical Superintendent at the date and time specified in this document.
- 4.0. The Competent Authority reserves the right to reject any or all tenders without assigning any reason whatsoever.

#### **B. INSPECTION / INSTALLATION OF STORES / EQUIPMENTS:**

Supplies shall be accepted subject to the complete satisfaction of Medical Superintendent. Any defect found in the materials / stores supplied / work done will render the supplies / work open to rejection and decision of the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, shall be final and legally binding. The rejected store shall **have to take the same back** at their own cost and risk, and **shall replace** such rejections with the items of standard specifications / quality as acceptable to the Hospital Authority. Alternatively, the stores may be purchased from others / work may be executed through others, at the risks and costs of the tenderer, at the discretion of the authority.

#### **C. SAMPLES**

Wherever applicable / whenever asked, the firms shall have to submit samples of item(s) for verification / inspection, approval, etc., if required and the firm shall have to comply with such conditions. It is, therefore, in the own interest of the firm(s) concerned to get their proofs / samples, etc verified / inspected before effecting supply at their own cost. Samples supplied should not be less than the quantity necessary for the test given in the specifications (if any) or in the schedule to tender. Each sample should have a card affixed to the sample which should bear the following information:

- i. Your Name and address
- ii. Tender Number
- iii. Date of opening of tender
- iv. Item no. against which tendered
- v. Any other relevant description deemed fit.

Samples shall not be returned normally (until specifically asked for within one month of opening of tender in case of implants, Equipments, furniture and instruments only, where the same shall be collected back from the hospital at the cost and risk of the tenderer) and shall be the property of the ESIC. No payment will be made for samples submitted by the Tenderer.

#### **D. DETAILS OF ITEMS QUOTED:**

It is mandatory to indicate the full name, make / brand, model number, and detailed specifications of the item quoted by them, (in addition, a brochure of product information may be attached along with). Tenderers also have to indicate clearly the Name, Address, Web site / E-mail address if any and all Contact numbers of the MANUFACTURING FIRM of the items quoted by them.

**MEDICAL SUPERINTENDENT**

**ANNEXURE - III****TENDER APPLICATION FORM**

1	Name of the firm:-	
2	a Full Postal Address:-	
	b Cell Phone No.	
	c Telephone No:-	
	d Fax No.	
3	Date of Establishment of Firm:-	
4	If your Firm Registered under:-	
	a The Indian Factories Act:-	
	b Any other Act, if not, who are the owners (Please give full address):-	
5	Name and Address of your Bankers stating the name in which the Account stands:-	
6	Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy no:-	
7	Total number of Employees:-	
8	Are you in the list of approved contractors of any other organisations / institutions, if any give details (Append extra page if necessary):-	
9	Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):-	
10	Any other information which you consider necessary to furnish:	

**UNDERTAKING:**

- I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution/ hospital in India.
- The earnest money of Rs. \_\_\_\_\_ to be deposited by me has been enclosed herewith vide Demand Draft no. \_\_\_\_\_, Dt. \_\_\_\_\_, drawn on bank \_\_\_\_\_, Branch \_\_\_\_\_.
- I/We give the rights to Medical superintendent to forfeit the earnest money deposited by me/us if any delay occur on my/agent's part or failed to supply the article within the appointed time or the items of desired quality.
- There is no vigilance/CBI case or court case pending against the firm.
- I hereby undertake to supply the items as per directions given in the tender document / supply order within stipulated period.

**Date: -**  
**Place: -**

**Signature of the tenderer:-**  
**Full Name:-**  
**Designation:-**

**(Office seal of the tenderer)**

**ANNEXURE-IV****NAME AND SPECIFICATION OF PRINTING OF HOSPITAL FORMS AND REGISTERS**

Sl. No.	Name / Particulars of the Forms / register	Paper Specification	Paper Size in cm (with margin of error +2 cm to - 0.5 cm)	Printing and Packing
1	Admission & Discharge Register	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 200, Centre Folding	34.5 x 43.0	Register of 200 Folios each
2	Admission & Discharge Records	14 kg Sirpur Ledger Paper	34.00 x 21.00	Pad binding, Pad of 100
3	Admission Register	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 500, Centre Folding	34.5 x 43.0	Register of 500 Folios each
4	Anesthesia Record	1st copy 8.9 kg (Maplitho) While, 2nd copy 5.9kg (Sirpur) Green	29.00 x 22.00	Pad binding. Pad of 100, (50 x 2 set)
5	Antenatal Record Card	14kg Light Pink Pulp Board, Centre Folding	34.00 x 26.00	Loose pack of 100 (Centre Folding)
6	Assistant Diary(M-30)	8.9 kg Maplitho, with Brown paper cover book Binding with Labeling Page No. 1 to 100	21.5 x 34.5	Pack of 100 Books
7	Attendance Register(Large)SY-302	10.4 kg W. C Ledger paper, with Yellow Pulp Board cover book Binding with Labeling Page No. 1 to 100	21.5 x 34.5	Pack of 20 Books
8	Attendance Register(Small)S-37	10.4 kg W. C Ledger paper, with Brown Paper cover book Binding with Labeling Page No. 1 to 50	21.0 x 17.0	Pack of 100 Books
9	Audit Register (F-7)	8.9 kg Maplitho, with Brown paper cover book Binding with Labeling Page No. 1 to 100	21.5 x 34.5	Pack of 50 Books
10	Bill Register GAR-9	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 200, Centre Folding	34.5 x 43.0	Register of 200 Folios each
11	Bin Card	14kg Yellow Pulp Board, single sheets	23.00 x 28.00	Loose pack of 100 (single sheets)
12	Blood Requisition Form	8.6 kg Ballarpur Creamwove paper	34.00 x 21.00	Pad binding, Pad of 100
13	Case History Sheet	36cm X46cm with centre folding,10.4Kg Ledger West Coast Both side printing ,Pad Binding,		Pad of 100
14	Cash Book A/C.No.2	14.1 Kg Conquest Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper(AP),Ruled, Centre folding [2 x 34.5] x 42.0	69 x 42 cm	Register of 400 Folios each
15	Cash Book TR-4/GAR-3	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 200, Centre Folding	50.0 x 38.0	Register of 200 Folios each
16	Casual Leave Register S-189	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 200, Centre Folding	34.5 x 43.0	Register of 200 Folios each
17	Certificate of Death	1st copy 6.9 kg (Sirpur) Pink, 2nd copy 6.9 kg Sirpur) Yellow	15.0 x 19.0	50 X 2 Sets, 1st perforated, 2nd fixed, Cheque binding
18	Challan Form for Deposit in A/C.No.1	8.6 kg Ballarpur Creamwove paper	66.00x 21.01	Pad Binding, Pad of 100
19	Clinical Bio-Chemistry Report	8.9 kg, Maplitho Sirpur Light Yellow, Both side printing	22.00 X 17.00	Pad binding , Pad of 100
20	Clinical Monitoring Chart	8.9 kg, Maplitho Sirpur white	34.0 x 21.0	Pad binding, Pad of 100
21	Compilation Register	14.1kg Conquest / W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 200, Centre Folding	69.0 x 43.0	Register of 200 Folios each
22	Complaint Form (Building Repair)	8 Kg Andhra White	21.0 x 34.0	Pad of 100, Pad binding
23	Consent for Surgery	8.9 Kg Ballarpur Essi Print White	22.0 x 34.0	Pad binding, Pad of 100
24	Contingent Bill GAR-29/TR-30	8.6 kg Ballarpur Creamwove paper	34.00 x 21.00	Pad binding, Pad of 100
25	Contingent Register TR-29	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 200, Centre Folding	34.5 x 43.0	Register of 200 Folios each
26	Daily Ward Census(Med-7)	1st copy 6.9 Kg White (Ballarpur), 2nd Copy 6.9 Kg Pink (Ballarpur)	22.0 x 17.0	100 x 2 sets, 1st perforated, 2nd fixed, cheque binding

27	Death Register	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 500, Centre Folding	34.5 x 43.0	Register of 500 Folios each
28	Despatch Register(S-32)	8.9 Kg Maplitho White paper, Book binding, Page numbered from 1 to 100	22.0 x 19.0	Loose books of 50
29	Diet Book	1st copy 5.9 kg (Sirpur) Yellow, 2nd copy 5.9kg (Sirpur)Green, 3rd copy 5.9kg (Sirpur)Pink	29.00 x 22.00	Book of 150 sheets, Cheque binding 50x3 Sets each, 1st & 2nd perforated; 3rd copy fixed
30	Discharge Summary Slip	8.6 kg Ballarpur Creamwove paper	34.00 x 21.00	Pad binding, Pad of 100
31	Discharge Certificate (Family)	1st copy 8.9 kg (Maplitho) White, 2nd copy 5.9kg (Sirpur) Yellow	29.00 x 22.00	Cheque binding. Pad of 100, 50 x2 sets each. 1st perforated; 2nd copy fixed
32	Discharge Certificate (Maternity)	1st copy 8.9 kg (Maplitho) White, 2nd copy 5.9kg (Sirpur) Pink	29.00 x 22.00	Cheque binding. Pad of 100, 50 x2 sets each. 1st perforated; 2nd copy fixed
33	Earn Leave form(SR-1)	8.6 kg Ballarpur Creamwove paper	34.0 x 21.0	Pad binding, Pad of 100
34	Emergency Patient Registration Register	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 200, Centre Folding	34.5 x 43.0	Register of 200 Folios each
35	Emergency Slip	8.9 kg, Maplitho Sirpur Light Pink	22.00 X 17.00	Pad binding, Pad of 100
36	Essential Certificate (Med-103)	8.6 kg Ballarpur Creamwove paper	34.0 x 21.0	Pad binding, Pad of 100
37	Essential Certificate-B (Med-104)	8.6 kg Ballarpur Creamwove paper	34.0 x 21.0	Pad binding, Pad of 100
38	File Cover(S-37)	Hard & compressed Yellow Pulp Board 14 Kg, Centre Folding, with left upper corner perforation with metal ring for paper tagging with one side printing.	35.0 x 52.0	Pack of 100 Covers
39	Fluid Intake output Chart	8.6 kg Ballarpur Creamwove paper	34.00 x 21.00	Pad binding, Pad of 100
40	Form-F	8.6 kg Ballarpur Creamwove paper	33.00 x 21.00	Pad binding, Pad of 100
41	Health Check-up Camp Register	10.4 kg W. C Ledger paper, with Yellow Pulp Board cover book Binding with Labeling Page No. 1 to 200	21.5 x 34.5	Pack of 20 Books
42	Hematology Report	8.9 kg, Maplitho Sirpur Light Pink, Both side printing	22.00 X 17.00	Pad binding, Pad of 100
43	Histopathological Examination form	8.9 kg, Maplitho Sirpur Light Green, Both side printing	22.00 X 17.00	Pad binding, Pad of 100
44	Immunology / Serology Report	8.9 kg, Maplitho Sirpur Light Blue, Both side printing	22.00 X 17.00	Pad binding, Pad of 100
45	Income Tax Challan	7.9 kg Ballarpur Essi Print, Bothside printing	22.0 x 29.0	Pad binding, Pad of 100
46	Increment Certificate TR-24/GAR-21	8.6 kg Ballarpur Creamwove paper	34.00 x 21.00	Pad binding, Pad of 100
47	Injury Report(MLC Register)	1st -8.9 Kg Ballarpur Essi Print Light Green Paper, 2nd - 8.9 Kg Ballarpur Essi Print White paper	43.0 x 34.0	Page No. 1 to 50, printed in duplicate, Book of 50 X 2 sets, 1st - Perforated, 2nd- Fixed, Check Binding
48	Inspection Note	8.9 Kg Ballarpur Essi Print White	22.0 x 34.0	Pad binding, Pad of 100
49	Investigation Requisition Slip (Universal)	8.9 kg, Maplitho Sirpur White, Both side printing	22.00 X 17.00	Pad binding, Pad of 100
50	Labour Monitoring Chart	8.6 kg Ballarpur Creamwove paper	34.00 x 21.00	Pad binding, Pad of 100
51	Last Pay Certificate GAR-2/TR-73	8.6 kg Ballarpur Creamwove paper	34.00 x 21.00	Pad binding, Pad of 100
52	Laundry Book	1st copy 5.9 kg (Sirpur) Yellow, 2nd copy 5.9kg (Sirpur)Green, 3rd copy 5.9kg (Sirpur)Pink	29.00 x 22.00	Book of 150 sheets, Cheque binding 50x3 Sets each, 1st & 2nd perforated; 3rd copy fixed
53	Local purchase Requisition Form	6.9 Kg Ballarpur Essi Print paper	21.0 x 34.0	Pad of 100, Pad binding
54	Log Book S-263	8.9 Kg Maplitho White paper, Book binding, Page numbered from 1 to 100	22.0 x 19.0	Loose books of 50
55	LTC Advance Form FC-33	8.6 kg Ballarpur Creamwove paper	34.00 x 21.00	Pad binding, Pad of 100
56	LTC Bill TR-25(c)/GAR-14 (C)	8.6 kg Ballarpur Creamwove paper	34.00 x 21.00	Pad binding, Pad of 100
57	Drug Slip for OPD	8.9 Kg Ballarpur Essi Print White	22.0 x 34.0	Pad binding, Pad of 100
58	Medical Charges Bill, (TR 27A/GAR 23)	8.6 kg Ballarpur Creamwove paper	34.00 x 21.00	Pad binding, Pad of 100
59	Medical Indent Book (Med-31)	1st White Paper 6.9 kg. (A), 2nd Green Paper 5.9 kg (Sirpur), 3rd Pink Paper 5.9 kg (Sirpur), 4th Yellow Paper 5.9 kg (Sirpur)	33.0 x 21.0	50 x 4 sets, 1st , 2nd, 3rd, Perforated, 4th – Fixed. Cheque Binding
60	Medical Re-imburement Bill (Med-97)	8.6 kg Ballarpur Creamwove paper	34.00 x 21.00	Pad binding, Pad of 100
61	Non-Medical Indent Book(Med-31A)	1st White Paper 6.9 kg. (A), 2nd Green Paper 5.9 kg (Sirpur), 3rd Pink Paper 5.9 kg (Sirpur), 4th Yellow Paper 5.9 kg (Sirpur)	33.0 x 21.0	50 x 4 sets, 1st , 2nd, 3rd, Perforated, 4th – Fixed. Cheque Binding

62	O.T.Registration Register	14.1 Kg Conquest Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper(AP),Ruled, Centre folding [2 x 34.5] x 42.0	69 x 42 cm	Register of 400 Folios each
63	Objection Book 100F MSO(T)127-(A)	8.9 Kg Maplitho White paper, Book binding, Page numbered from 1 to 100	22.0 x 19.0	Loose books of 50
64	OPD Registration Register	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 500, Centre Folding	34.5 x 43.0	Register of 500 Folios each
65	OPD Slip	14 kg Sirpur Ledger W.C.Paper	22.00 X 17.00	Pad binding, Pad of 100
66	Operation Theatre List	1st to 4th 5.9Kg different colour (Ballarpur), 5th Ballarpur Maplitho 7.6Kg White paper	44.0 x 28.0	20 x 5 Sets 1st to 4th perforated & 5th Fixed, Cheque Binding
67	Out Patient Clinic Daily Census form	6.9 Kg Andhra White	22.0 x 28.0	Pad binding of 100
68	Patient feedback form(Bengali, English, Hindi)	8.6 kg Ballarpur Cream wove paper	33.00 x 21.00	Pad Binding , Pad of 100
69	Pay Bill Register TR-22A/GAR-17 (Thin Volume)	11.2kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 100 as per sample, Centre Folding	69.0 x 43.0	Register of 100 Folios (50 page)
70	Pay Bill Register TR-22A/GAR-18 (Thick Volume)	11.2kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 200 as per sample, Centre Folding	69.0 x 43.0	Register of 200 Folios (100 page)
71	Pay Bill(Inner) TR-22/GAR-13	14.1 Kg West Coast Ledger Paper,Ruled	69 x 30	Loose pack of 100 (single sheets)
72	Pay Bill(Outer) TR-22/GAR-13	14.1 Kg West Coast Ledger Paper,Ruled	69 x 42	Loose pack of 100 (single sheets)
73	Peon Book S-38	10.4 kg W. C Ledger paper, with Brown Paper cover book Binding with Labeling Page No. 1 to 50	21.0 x 17.0	Pack of 100 Books
74	PF Advance Form FC-17	8.6 kg Ballarpur Cream wove paper	34.0 x 21.0	Pad binding, Pad of 100
75	PF Schedule TR 56(L)/GAR41	8.6 kg Ballarpur Cream wove paper	34.00 x 21.00	Pad binding, Pad of 100
76	PF Withdrawal Bill TR-58A/GAR-42	8.6 kg Ballarpur Cream wove paper	34.00 x 21.00	Pad binding, Pad of 100
77	Pre-Anaesthetic Check-up	8.9 Kg Ballarpur Essi Print White	22.0 x 34.0	Pad binding, Pad of 100
78	Progress Record & Doctors Order	8.9 Kg Maplitho White	34.0 x 22.0	Pad binding, Pad of 100
79	Purchase Order Form	8.9 Kg Ballarpur Essi Print White	22.0 x 34.1	Pad binding, Pad of 101
80	Receipt Diary S-31	8.9 Kg Maplitho White paper, Book binding, Page numbered from 1 to 100	22.0 x 19.0	Loose books of 50
81	Record of Daily Consumption of Drug	14kg Light Green Pulp Board,	85.00 x 70.00	Lose pack of 100 ( Single Sheet)
82	Register of Deposit CAM-63	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 200, Centre Folding	34.5 x 43.0	Register of 200 Folios each
83	Requisition form for Staff Car/Ambulance	6.9 Kg Ballarpur Essi Print paper	15.0 x 19.0	Pad binding of 100
84	Semen Analysis	8.9 kg, Maplitho Sirpur white, Both side printing	22.00 X 17.00	Pad binding , Pad of 100
85	Service Book ATC-4	14 kg Sirpur Ledger paper, 98 GSM, with BluePulp Board cover book Binding with Labeling Page No. 1 to 100	21.5 x 34.5	Pack of 100 Books
86	Service Card	14kg Yellow Pulp Board, Single sheets	22.0 x 34.0	Loose pack of 100 (single sheets)
87	Spirometry Pulmonary Function Test Register	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 200, Centre Folding	34.5 x 43.0	Register of 200 Folios each
88	Stock Register (Drug/Equipment etc.)	14.1 Kg Conquest Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper(AP),Ruled, Centre folding [2 x 34.5] x 42.0	69.0 x 43.0	Register of 400 Folios each
89	Stock Register(Stock & Issue Register)	14.1 Kg Conquest Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper(AP),Ruled, Centre folding [2 x 34.5] x 42.0	69.0 x 43.0	Register of 300 Folios each
90	Stool Examination Requisition	8.9 kg, Map litho Sirpur Dark Yellow, Both side printing	22.00 X 17.00	Pad binding , Pad of 100
91	TA Payment Register MSO(T)-32	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 200, Centre Folding	34.5 x 43.0	Register of 200 Folios each
92	Treatment Card	14kg Light Green Pulp Board, Centre Folding	46.00 x 28.00	Loose pack of 100 (Centre Folding)
93	Treatment Card Continuation sheet	14kg Light Green Pulp Board, single sheets	23.00 x 28.00	Loose pack of 100 (single sheets)
94	Ultrasonography (Antenatal) Requisition Slip	1st copy 8.9 kg (Maplitho) While, 2nd copy 5.9kg (Sirpur) Yellow	19.00 x 22.00	Pad binding. Pad of 100 (50 x 2 set)

95	Ultrasonography (General) Requisition Slip	1st copy 8.9 kg (Maplitho) While, 2nd copy 5.9kg (Sirpur) Yellow	19.00 x 22.00	Pad binding. Pad of 100 (50 x 2 set)
96	Urinalysis Report	8.9 kg, Maplitho Sirpur Light Green, Both side printing	22.00 X 17.00	Pad binding, Pad of 100
97	Visitor Card	12.5Kg Green Pulp Board	11.00 X 7.00	Pack of 100 Cards
98	Visitor Slip	14kg Light Green Pulp Board,	7.00 x 11.00	Loose pack of 100
99	Well Baby Clinic Card	1/8 Demy size approx.,12.5 Kg Yellow Pulp Board, Both side Printing,	36.0 x 28.0	Loose Sheet, Pack of 100
100	X-Ray Registration Register	11.2 kg W.C. Ledger Paper with ½ Leather Rexene Binding with Labeling on West Coast Ledger Paper, Page No. 1 to 500, Centre Folding	34.5 x 43.0	Register of 500 Folios each
101	X-Ray Requisition cum Radiology form	1st Copy 8.9 Kg Ballarpur Essi Print White, 2nd Copy 6.9 Kg yellow (Ballarpur), Both side printing	22.0 x 17.0	Pad Binding , Pad of 100
102	Operation Theatre Chart	8.6 kg Ballarpur Cream wove paper	34.00 x 21.00	Pad binding , Pad of 100
103	O.T.Cancellation(cancel Surgery) Chart	8.6 kg Ballarpur Cream wove paper	34.00 x 21.00	Pad binding , Pad of 100
104	O.T.Emergency Intimation Chart	1 <sup>st</sup> to 4 <sup>th</sup> 5.9Kg different colour(Ballarpur), 5 <sup>th</sup> Ballarpur Map litho 7.6Kg White paper	44.0 x 28.0	20 x 5 Set 1 <sup>st</sup> to 4 <sup>th</sup> perforated & 5 <sup>th</sup> fixed, cheque binding

**List of documents enclosed:**

- 1.
- 2.
- 3.
- 4.

Date:  
Place:



**Signature & Seal of the Tenderer**

**Full Name of the Tenderer:**