



सत्यमेव जयते

TENDER DOCUMENT

NAME OF WORK : SUPPLY OF PRINTING ITEMS
FOR
TEZPUR MEDICAL COLLEGE & HOSPITAL ,
TUMUKI TEZPUR, ASSAM - 784010.

NIT NO. :NO.TMCH/Printing Items/41/2014/Pt-IV/

NIT ISSUE DATE :21/02/2024

Last date of Submission :12/03/2024

Date of Opening :12/03/2024

Name of the party in whose favour
the Tender form has been issued :

Tezpur Medical College Hospital, Tezpur, Bihaguri-784010, Assam
(Under Society for Medical Education, Tezpur)
Phone No:-03712-241305 [www .tmchassam.edu.in](http://www.tmchassam.edu.in)

(SEAL & SIGN OF THE ISSUING AUTHORITY)

GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT
Tezpur Medical College Hospital, Tezpur, Bihaguri-784010, Assam.
(Under Society for Medical Education Tezpur)

No: TMCH/Printing/Items/41/2014/Pt-IV/

Date: 21/02/2024

TENDER NOTICE

Sealed bids (Single envelope system) affixing court fee of Rs. 8.25 (Rupees eight & twenty five paisa) only from the authorized Stockist / Distributors or authorized dealers are invited for supply of the **Printing items** to Tezpur Medical College & Hospital, Tezpur. The list of the items along with detailed terms & conditions may be collected on payment of **Rs. 1000/-** (Non- Refundable) only from the office of the Medical Superintendent, Tezpur Medical College Hospital, Tezpur during office hours on all working days from 21/02/2024 to 12/03/2024.

Prescribed tender documents containing terms and condition can also be downloaded from the website www.tmchassam.edu.in which should be accompanied by the requisite tender cost of Rs. 1000/- (Non- Refundable) in the form of demand draft payable at Tezpur in favour of “**The Member Secretary, SMET, Tezpur Medical College & Hospital, Tezpur**” payable at Tezpur.

The tenders are to be submitted to the Office of the Medical Superintendent , Tezpur Medical College & Hospital, Tezpur during office hours. Last date & time of submission will be on 12/03/2024. Tenders will be opened on the same day at 2.00 P.M in presence of the intending tenders’ or their authorized representatives.

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

ANNEXURE - I

Documents to be submitted:

1. Dealership/ Authorization Certificate from manufacturer.
2. Performance statement/Experience Certificate from competent authority.
3. I.T. Clearance Certificate/I.T. Return of last three (3) assessment year including latest (2023-2024) and PAN card (photocopy duly attested).
4. GST Registration Certificate and upto date GST Clearance Certificate (photocopy duly attested).
5. Trade License from competent authority. (photocopy duly attested).
6. Non Conviction Certificate & Market Standing Certificate (if any) from competent authority.
7. Financial Statement of last 3 Years from C.A is to be enclosed.
8. Financial sound Certificate from banker is to be enclosed.

Sd/-

**Principal cum Chief Superintendent
Tezpur Medical College & Hospital, Tezpur**

Terms and Condition:

1. The rates against each items of the enclosed list should be quoted in figures and words and that shall be inclusive of all taxes and GST should be shown separately.
2. The cover containing the tender should be super scribed as the **“TENDER FOR PRINTING ITEMS”** in block letters and sealed properly.
3. Incomplete and defective tender shall not be accepted.
4. EMD of Rs. 25,000/- (twenty five thousand) only in the form of FDR of schedule Bank valid for one year pledged to the “Member secretary, SMET” to be submitted. Any bid from a bidder who fails to furnish EMD will be summarily rejected as the purchaser non responsive.
5. 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.
6. 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).
7. 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 security deposit.
8. The rates shall be valid for one year from the date of acceptance of the tender.
9. Items have to be supplied within 10 (ten) days from the receipt of supply order.
10. There should be provision for supply immediately in emergency basis as and when necessary.
11. Samples to be submitted as and when required.
12. Items supplied should be as per specifications and samples submitted.
13. In case of holiday next working date and time will be the last submission time of tender.
14. Canvassing in any form will make the tender liable to rejection.
15. Price escalation will not be allowed in any case.
16. The tender should be written neat and clean without any cutting/overwriting.
17. The Tender documents should be page marked with signature and seal on each page.
18. 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.
19. The Courts at Tezpur shall have the jurisdiction to settle up any/all disputes if arise.
20. Specimen copy of the formats can be obtained from the office of the Medical Superintendent, Tezpur Medical College Hospital.

Sd/-

**Principal cum Chief Superintendent, Tezpur
Medical College & Hospital, Tezpur**

List of the Printing Items

Sl. No	Name of Printing Items	Unit	Unit price in figure	Unit Price in word	GST per unit	Unit price with inclusive GST
1.	Advice Slip (1/16)	1 book of 100 pages				
2.	Advice Slip (1/8)	1 book of 100 pages				
3.	Acutance Register	Per Register				
4.	Attendant Visiting Card Yellow	card				
5.	Attendant Visiting Card Red	Card				
6.	Audiology Unit Sheet (ENT Sheet)	1 book of 100 pages				
7.	C/S Report Form 21cm*14cm	1 book of 100 pages				
8.	Cause of death	1 book of 100 pages				
9.	Clinical Biochemistry Report	1 book of 100 pages				
10.	Consent Form ENT	1 book of 100 pages				
11.	Discharge Certificate (Gynae Septic)	1 book of 100 pages				
12.	Discharge Certificate (Obs - Baby)	1 book of 100 pages				
13.	Discharge Sheet	1 book of 100 pages				
14.	Doctor's Sheet	1 book of 100 pages				
15.	ECG Report	1 book of 100 pages				
16.	ECG Requisition	1 book of 100 pages				
17.	Hematology Report	1 book of 100 pages				
18.	History Sheet	1 book of 100 pages				
19.	History Sheet(Psychaitry Deptt) (3 pages)	1 set =3 pages				
20.	Indent book (3 folio)	1 book of 100 pages				
21.	Injury Report Form	1 book of 100 pages				
22.	Intake And Output	1 book of 100 pages				
23.	Investigation Sheet	1 book of 100 pages				
24.	Lab Form A (Path) 21cm*14cm	1 book of 100 pages				
25.	Lab Form B (Path) 21cm*14cm	1 book of 100 pages				
26.	Lab Form C (Path) 20cm*18cm	1 book of 100 pages				
27.	Lab Form C (Bio) 21cm*14cm	1 book of 100 pages				

28.	Major OT Record Register	Per Register				
29.	Medical Certificate	1 book of 100 pages				
30.	Medicine Chart	1 book of 100 pages				
31.	Medico legal Case record Register	Per register				
32.	Medico legal Injury Report Sheet	Per register				
33.	Micro lab Form (II) 21cm*14cm	1 book of 100 pages				
34.	Micro lab Form D 21cm*14cm	1 book of 100 pages				
35.	Minor OT Record Register	1 book of 100 pages				
36.	Money Receipt Book Type-A 21cm*14cm	1 book of 100 pages				
37.	Money Receipt Book Type-B 21cm*14cm	1 book of 100 pages				
38.	MRD (Otorhinolaryngology head Neck Surgery Sheet) (both sided)	1 book of 100 pages				
39.	Nurses Daily record	1 book of 100 pages				
40.	Nurses Quick Reference Record	1 book of 100 pages				
41.	Nurses Record for ICU	1book of 100 pages				
42.	Operation List (Legal Size)	1 book of 100 pages				
43.	Operation Record Sheet	1 book of 100 pages				
44.	Post mortem Report Sheet (A3 page)	Per sheet				
45.	Pre Printed Money Receipt (7x6x2)	Per sheet				
46.	Pre Printed MRD (summery sheet) (10x12x1)	Per sheet				
47.	Pre Printed Note sheet Paper (legal size)	Per sheet				
48.	Pre Printed Registration Sheet (10x12x3)	Per sheet				
49.	Report of Histopathology./FNAC	1 book of 100 pages				
50.	Reporting Pad Office Of the Professor Of Head Deptt. Of Forensic Medicine of Toxicology	1 book of 100 pages				
51.	Slit and Skin Sheet	1 book of 100 pages				
52.	Stock Register For Medicine 500 Pages	Per register				
53.	TPR Chart	1 book of 100 pages				
54.	urine And Semen Examination Report Sheet	1 book of 100 pages				
55.	Vaccination card	Per card				
56.	Indoor Register (Formatted)	Per Register				
57.	ICU consent form	1 book of 100 pages				

Psychiatry						
58.	Patient history sheet (Psychiatry, 8 pages)	Per set				
Ophthalmology						
59.	Pledge card for eye donation	1 book of 100 pages				
60.	Eye donor's card (to be laminated)	Per Card				
61.	Medical certificate	1 book of 100 pages				
62.	Prescription for glasses	1 book of 100 pages				
63.	Facts about Eye donation in English(for public awareness)+ Facts about Eye donation in Assamese(for public awareness) both side joined	1 book of 100 pages				
64.	Advices for post operative period in Assamese (for cataract surgery mainly)+ Advices for post operative period in English (for cataract surgery mainly) both side joined	1 book of 100 pages				
65.	Thanks letter to be issued to the concerned family after eye donation	1 book of 100 pages				
66.	Pre operative check (list for ward sister in English)+ Pre operative check (list for ward sister in Assamese) both side joint	1 book of 100 pages				
Surgery						
67.	ML Register	Per Register				
68.	Surgery OT list	1 book of 100 pages				
Blood bank						
69.	Blood Donor questionnaire & consent form (4 pages)	Per set				
70.	Appreciation certificate	Per copy				
71.	Blood Requisition Form /Blood Component Form	1 book of 100 pages				
72.	Transfusion Reaction Report form	1 book of 100 pages				
73.	Template for ELISA	1 book of 100 pages				
74.	ABO & RH Grouping Test Report 21cm*14cm	1 book of 100 pages				
75.	Blood Bank Money Receipt	1 book of 100 pages				
76.	Blood bank sticker size (6.5*1.75)	Per sticker copy				
77.	Patient Registration register	Per Register				
78.	Transfusion reaction register	Per Register				
79.	Blood component register	Per Register				
80.	Consumables Register	Per Register				
81.	Equipments register	Per Register				
82.	Blood discard register	Per Register				
83.	Blood stock Register	Per Register				
84.	Donor master record register	Per Register				
85.	Blood issue register	Per Register				

86.	Cross matching register	Per Register				
87.	Syphilis screening register	Per Register				
88.	Malaria screening register	Per Register				
89.	HBSAG Rapid screening register	Per Register				
90.	HCV Rapid screening register	Per Register				
91.	Whole blood label (A,B,O,AB) (Blood Bank Sticker O+/B+/A+/AB)	Each				
92.	HBSAG ELISA Screening Register	Per Register				
93.	HCV ELISA screening register	Per Register				
94.	HIV ELISA screening Register	Per Register				
95.	Serum Grouping Register	Per Register				
96.	Cell grouping register	Per Register				
97.	Patient Record Register	Per Register				
98.	Blood collection register	Per Register				
99.	Donor reaction register	Per Register				
100.	Donor referral register	Per Register				
101.	Donor deferral Register	Per Register				
102.	Component separation SOP Binded copies	Each				
103.	Component separation SOP Laminated copies	Each				
104.	Component separation register	Per Register				
105.	Facility based post neonatal death review form	1 book of 100 pages				
Microbiology						
106.	Form No. 1 Serological Test (Microbiology)	1 book of 100 pages				
107.	Form No. 2 Mantoux Test	1 book of 100 pages				
108.	Form No. 3 Gram Stain	1 book of 100 pages				
109.	Form No. 4 Stool RE	1 book of 100 pages				
110.	Form No. A Culture & Sensitive report	1 book of 100 pages				
111.	Form No. A Culture & requisition form	1 book of 100 pages				
112.	AES/JEF-5 report & request form	1 book of 100 pages				
113.	VRDL data entry form (1page both side)	1book of 100 pages				
114.	CRF (Case report form)	1 book of 100 pages				
115.	Laboratory test report form for HCTS confirmation facility	1 book of 100 pages				
116.	Microbiological direct staining form	1 book of 100 pages				
117.	Laboratory requesting form	1 book of 100 pages				
118.	Requisition form for dengue & chikungunya	1 book of 100 pages				
119.	Laboratory test report form for HCTS confirmation facility	1 book of 100 pages				
Radiology						
120.	PNDT Form F (4page)	Per sheet				
121.	X-ray Report (White/Red)	1 book of 100 pages				
122.	X-Ray Requisition 21cm*14cm	1 book of 100 pages				
123.	USG Report	1 book of 100 pages				
124.	USG Requisition 21cm*14cm	1 book of 100 pages				

125.	MRI Consent Form	1 book of 100 pages				
126.	MRI Register	Per register				
127.	CT Consent form	1 book of 100 pages				
128.	Paper Cover CT Scan Film (14"*17")	Each				
129.	Discharge certificate	1 book of 100 pages				
130.	Serial axial scan of NECT brain reveals format (one page, A4 paper)	1 book of 100 pages				
131.	Obstetrics Doppler study format (one page, A4 paper)	1 book of 100 pages				
132.	X-ray Nose and PNS format (one page, A4 paper)	1 book of 100 pages				
133.	X-ray LS spine (AP & Lateral views) (one page, A4 paper)	1 book of 100 pages				
134.	X-ray cervical spine (one page, A4 paper)	1 book of 100 pages				
135.	U.S.G F.A.S.T	1 book of 100 pages				
Biochemistry						
136.	Biochemistry Daily record sheet A (A3 Paper)	1 book of 100 pages				
137.	Biochemistry Daily record sheet B (A3 Paper)	1 book of 100 pages				
Anaesthesiology						
138.	Requisition for Electrocardiogram	1 book of 100 pages				
139.	Intake/Output chart for ICU (both side)	Per copy				
140.	Pre Anaesthetic check up form (1page both side)	1 book of 100 pages				
141.	Format for rabies vaccines issue record	1 book of 100 pages				
142.	Anaesthesia Note (A4 paper one side)	1 book of 100 pages				
143.	Positioning chart (A4 paper both side)	1 book of 100 pages				
144.	Anaesthesiology OT record register	Per register				
145.	Diabetic chart (A4 paper both side)	1 book of 100 pages				
Paediatrics						
146.	Exchange Transfusion record sheet Special care newborn unit, TMCH (NICU) (A4,2 Pages)	1 book of 100 pages				
147.	Left against Medical Advice form (NICU) (A4 paper)	1 book of 100 pages				
148.	The new ballard score (NICU) (A4 paper)	1 book of 100 pages				
149.	Form 4a Facility based neonatal death review form (NICU) (2 pages both side)	Per set				
150.	PSS format (For MUSQAN) (NICU)	1 book of 100 pages				
151.	Transfer form for newborn from LR/CS OT to SNCU (NICU)	1 book of 100 pages				
152.	SNCU Tezpur Medical College & Hospital, Resuscitation checklist (NICU)	1 book of 100 pages				
153.	SNCU Tezpur Medical College & Hospital, Intake chart(NICU)	1 book of 100 pages				
154.	PSS format for MUSQAN (ward)	1 book of 100 pages				

155.	Out patients department (OPD)	1 book of 100 pages				
156.	Universal Immunization Programme Monthly BPHC performance report (OPD) (legal paper both side)	1 book of 100 pages				
157.	Vaccine and logistics indent from (OPD)	1 book of 100 pages				
158.	Intake/output chart, I.C.U chart T.P.R –B.P chart (one long format) (PICU)	Per sheet				
159.	Inpatients details (PICU)	1 book of 100 pages				
160.	PSS format (For MusQan) (NRC)	1 book of 100 pages				
161.	Patient details orthopedics	1 book of 100 pages				
162.	Pre operative note	1 book of 100 pages				
163.	Investigations patient details	1 book of 100 pages				
164.	Doctor's sheet	1 book of 100 pages				
165.	BT Note	1 book of 100 pages				
166.	O.T sheet orthopedics	1 book of 100 pages				
167.	HMIS deptt. sheet	1 book of 100 pages				
168.	HMIS Emergency sheet	1 book of 100 pages				
169.	PICU Consent Form	1 book of 100 pages				
ENT						
170.	Vertigo assessment form (3 pages, A4 Paper)	Per set				
171.	Investigation chart (One page, Legal paper)	1 book of 100 pages				
172.	PAC form (A4 paper, One page)	1 book of 100 pages				
173.	OT list (Legal paper)	1 book of 100 pages				
174.	Mastoidectomy form (A4 paper, One page)	1 book of 100 pages				
175.	EUM form (A4 paper, One page)	1 book of 100 pages				
176.	DNE form(A4 paper, One page)	1 book of 100 pages				
177.	VDL form (A4 paper, One page)	1 book of 100 pages				
178.	Student log book	50 pages				
179.	Student log book	100 pages				
180.	Student log book	150 pages				
181.	Student log book	200 pages				
182.	Medical certificate format	1 book of 100 pages				