

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Bathinda (Punjab) 151001

Website: <https://aiimsbathinda.edu.in/>

E-Tendering Portal: CPP Portal

**E- TENDER DOCUMENT**

Rate Contract for the supply and printing of Inpatient files, envelopes, registers, and other related items

**Notice Inviting E-Tender**

E-Tender No. **AIIMS/BTH/Tender/75**

Dated: **1/2/2023**

The Executive Director, AIIMS Bathinda, invites E-Bids in Two Bid System (i.e., Technical and Financial Bid) from eligible Registered Printing Press through the e-procurement solution portal of AIIMS Bathinda, 750 Bedded Hospital, on mutually agreed terms and conditions and satisfactory performance for the supply of below-mentioned gases on Rate Contract basis for a period of **(02) Two Years** from the date of commencement of the award. If the performance is found satisfactory, the contract would be extendable further for a period of (01) one year. However, the contract may be terminated by AIIMS, Bathinda if the services are not satisfactory.

- 1) Rate Contract for the printing of Inpatient files and Various forms (**Category - A**)
- 2) Rate Contract for the printing of Registers and Similar items (**Category - B**)
- 3) Rate Contract for the printing of Envelopes (**Category - C**)

**Note:**

1. FOR A PERIOD OF (02) TWO YEARS FROM THE DATE OF COMMENCEMENT OF THE AWARD. IF THE PERFORMANCE IS FOUND SATISFACTORY, THE CONTRACT WOULD BE EXTENDABLE FURTHER FOR A PERIOD OF (01) ONE YEAR. HOWEVER, THE CONTRACT MAY BE TERMINATED BY AIIMS, BATHINDA IF THE SERVICES ARE NOT SATISFACTORY.
2. THE BIDDERS HAVE TO QUOTE FOR ALL THE ITEMS. ANY ITEMS WHICH ARE NOT QUOTED BY THE BIDDER SHALL BE COUNTED AS A ZERO (RS. 0) QUOTE FOR THAT ITEM, WHICH MEANS, IT WILL BE THE RESPONSIBILITY OF THE VENDOR TO PROVIDE THAT PARTICULAR ITEM AT ZERO COST FOR ENTIRE CONTRACT PERIOD.
3. THE QUANTITY OF ARTICLES LISTED IS APPROXIMATELY CALCULATED FOR A PERIOD OF ONE YEAR. THE QUANTITY OF EACH ITEM, AS WELL AS CATEGORY IS TENTATIVE AND MAY INCREASE OR DECREASE, AS PER THE ACTUAL REQUIREMENT OF THE HOSPITAL. THE ITEMS WILL BE PRINTED IN A PHASED MANNER OVER THE PERIOD OF CONTRACT. THE SUCCESSFUL VENDOR/VENDORS SHALL SUPPLY ANY QUANTITY ASKED, AND SHALL NOT LIMIT TO A MINIMUM OR MAXIMUM QUANTITY.
4. BIDDERS ONLY HAVING A PRINTING PRESS CAN PARTICIPATE IN THIS BID.
5. TEST REPORT FOR THE PAPER FROM ANY GOVERNMENT OR ANY NABL ACCREDITED LABS SHOULD BE ATTACHED.

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding document. The bid should be precise, complete, and in the prescribed format as per the requirement of the bid document. The bid should not be conditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

The Procurement of goods and services under this tender will be regulated as per the applicable provision of

**DR. MOONIS MIRZA**  
Deputy Medical Superintendent  
AIIMS Bathinda

**DR. MADHUR VERMA**  
Assistant Professor  
Dept. of Con. & Family Medicine  
AIIMS Bathinda

**DR. LATA GOYAL**  
Asst. Director  
AIIMS Bathinda

## envelopes, registers, and other related items

Public Procurement (Preference to Make in India), order 2017 of MoC&I (DIPP), Govt. of India, therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim (As per the latest notifications).

The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Bathinda will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

*E-Tendering Portal: Tender documents may be downloaded from the institute's web site [www.aiimsbathinda.edu.in](http://www.aiimsbathinda.edu.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>  
Email: [procurement@aiimsbathinda.in](mailto:procurement@aiimsbathinda.in)*

### E-TENDERING SCHEDULE

**Rate Contract for the supply and printing of Inpatient files, envelopes, registers, and other related items for AIIMS, Bathinda**

#### Schedule of Tender

Issue / Publishing Date	:	1- Feb-2023 5:00 PM
Pre-Bid Conference, Date & Time	:	9- Feb-2023 03:00 PM
Last date and time of submission of e-tender	:	23- Feb-2023 12:00 PM
Date & time of opening of e-Tender	:	24- Feb-2023 12:00 PM
Venue	:	
Tender Value		The approximate value of this tender is Rs. <u>1,25,00,000/-</u>
EMD	:	EMD 2.5 % of the estimated annual value of the quoted item, in the form of declaration, to be provided for participating in the Bid in favor of "Executive Director AIIMS Bathinda"

envelopes, registers, and other related items

**General Conditions of Contract**

E-tenders in Two Bids (Technical & Financial) are invited on behalf of the Executive Director, All India Institute of Medical Sciences, Bathinda from interested and eligible registered printing presses for **Rate Contract for the supply and printing of Inpatient files, envelopes, registers, and other related items for AIIMS Bathinda**

- 1) Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- 2) The complete bidding process is online. Bidders should be in possession of a valid Digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC needs to be registered on the website mentioned above. For any assistance in the e-bidding process, if required, the bidder may contact the helpdesk at [0164-2867741](tel:0164-2867741).
- 3) Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>'.
- 4) Bid documents may be scanned with 100 dpi with a black and white option which helps in reducing the size of the scanned document.
- 5) Hard Copy of earnest money deposit and tender fee etc., must be delivered to AIIMS, Bathinda on or before the last date/time of Bid Submission as mentioned above. The bid without EMD and tender fee will be summarily rejected.
- 6) The tender shall be submitted online in two parts, viz., technical bid and financial bid. All the pages of a bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of the content of the documents before uploading.

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

- 7) Any future clarification and/or corrigendum(s) shall be communicated through <https://eprocure.gov.in/eprocure/app> or through our website: [www.aiimsbathinda.edu.in](http://www.aiimsbathinda.edu.in). The bidders are required to regularly check the website to know about any/all such corrigendum(s) as only these bids, taking care of such corrigendum(s) shall be considered for finalization of the tender.
- 8) Bidder should necessarily enclose a covering letter mentioning a summary of the applied document with proper numbering. Secondly, bids should also attach a compliance sheet as per specification mentioning that they are complying with all specifications or have any variations.
- 9) The pre-bid conference would be held on..... at **03.00 PM** in the office of Tender Opening Room, AIIMS, Bathinda. All representatives of the firms who are attending the pre-bid meeting shall produce an authorization letter from their firm on the firm's letterhead. They are required to put their query in writing before the committee and submit the same in writing on its letterhead.
- 10) All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with the tender. A copy of



the terms & conditions shall be signed on each page and submitted with the technical bid as a token of acceptance of the terms & conditions. Tenders with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.

- 11) Any omission in filling the columns of the Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filed carefully by the tenderer. All corrections in this schedule must be duly attested by the full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and the tender would be rejected by full the signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and the tender would be rejected.
- 12) (i) **Bid Security (Earnest Money Deposit (EMD))**: - Reference to Office Memorandum vide no. F.9/4/2020 PPD Government of India, Ministry of Finance, Department of Expenditure: Dated 12th November 2020; Bid security declaration to be provided for participating in the Bid in favor of "Executive Director AIIMS Bathinda"
- (ii) EMD is required to protect the purchaser against the risk of Bidder conduct. The EMD will be fortified if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to the notice that the information/document furnished in its tender is incorrect or false.
- 13) Bidders are not allowed to submit more than one bid for the same/similar tendered item else all his bids shall be canceled thereby making him disqualified in addition to the forfeiture of the EMD.
- 14) The successful bidders have to execute a contract on Indian non-judicial stamp paper of Rs.100/- (Rupees one hundred only) within twenty-one (21) days from the date of award of this tender in his favour and are required to furnish the **Security Deposit (Performance Bank Guarantee) (PBG) equals to 3% of the contract value** in the form of FD/BG/TD/CD for **two months extra of the contract period** from any Nationalised/Scheduled bank duly pledged in favour of "Executive Director AIIMS Bathinda" & payable at Bathinda only. If the successful bidder fails to furnish the full security deposit or difference amount between the Security Deposit and EMD within 21 (twenty-one) days after the issue of the **Letter of Award** of Work, his bid security (EMD) shall be forfeited and award of tender in suppliers favour automatically stands terminated at his cost & liability, unless a time extension has been granted by AIIMS, Bathinda.
- 15) The EMD/PBG shall be forfeited if the successful bidder fails to supply the goods/equipment in the stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.
- 16) The bid shall be valid and open for acceptance by the competent authority of AIIMS Bathinda for a period of 180 (one hundred eighty) days from the published date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained. The unilateral withdrawal at any stage will cause forfeiture of EMD in addition to any remedy that the purchaser may have under the law.
- 17) To assist in the analysis, evaluation, and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for Clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.



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- 18) After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions of the contract and who has quoted the lowest rate as per financial bid after complying with all the Acts/ provisions stated/referred to for adherence in the tender.
  - 19) The competent authority of AIIMS, Bathinda reserves all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any administrative terms and conditions/specifications of the tender inquiry after due discussion in the pre-bid conference. This will be communicated and shown on the website of the Institute. No representation will be considered after the pre-bid meeting and **bidders may ensure their queries only in the pre-bid meeting**. AIIMS, Bathinda also reserves the right to reject any bid that in his opinion is non-responsive or violates any of the conditions/specifications without any liability for any loss whatsoever it may cause to the bidder in the process.
  - 20) Tender must be submitted on the prescribed Tender Form otherwise tender will be canceled straightway.
  - 21) The tender form is not transferable.
  - 22) Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.
  - 23) It is required by all concerned, namely the Bidders/Suppliers, as the case may be to observe the highest standard of ethics during the procurement and execution of this Tender.
  - 24) In case the quality of goods supplied is not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The competent authority reserves all rights to reject the goods if the same is not found in accordance with the required description/specifications and liquidated damages shall be charged in addition to the cost of re- tender. The supplier is required to provide the demonstration of equipment at AIIMS premises to the AIIMS representatives for its evaluation as per the specification & desired functionality standard.
  - 25) In case the bidder on whom the supply order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort to risk purchase, the purchaser (AIIMS, Bathinda) may recover from the tender the difference between the cost calculated on the basis of the risk purchase price and that calculated on the basis of rates quoted by the tenderer. In case of repeated failure in supplying the order goods the supply order may be canceled and the bid security deposit will be forfeited.
  - 26) The bidders should have furnished a copy of the GST registration number, the State / U.T. of registration, and the date of such registration, Tenders not complying with this condition will be rejected.
  - 27) **Turnover provisions: -**
    - (i) The tenderers should submit along with the tender, a photo state copy of the last three years' Annual Accounts with Audit certificate by Chartered Accountant, Income Tax returns, and a copy of current valid income tax clearance certificate (IT CC), otherwise bidder will not be considered for administrative evaluation (in the evaluation of technical bid) and will be declared **disqualified** in technical evaluation.
    - (ii) Should have minimum average annual turnover of 30% of the estimated value of the contract, per category of the last three years (valid and certified proofs are to be attached).
    - (iii) In case a bidder falls under Section 44AD/44ADA/44AE of Income Tax shall be required to submit

**envelopes, registers, and other related items**

a turnover certificate verified by a Chartered Accountant with his Registration number issued by the Institute of Chartered Accountants of India.

- (iv) In case the supplier is an Indian Agent, the firm can submit copies of purchase orders issued in favour of the firm (*As the payment is made through LC directly to foreign manufacturers and equipment payment does not exist in the book of account of the supplier*) in support of its turnover whatever amount is getting short.

**28) Eligibility of the bidders**

Should have a Registered Indian Standard Printing Press.

Should have minimum average annual turnover of 30% of the estimated value of the contract, per category of the last three years (valid and certified proofs are to be attached).

Should have minimum three years of experience in printing of Publications with Govt. Depts./PSUs/Private Institutions like Hospital, Universities, Officers, etc.

Should not have been blacklisted by the Departments/Ministries of the Govt. of India. Declaration to this effect is to be submitted in the prescribed format (Annexure II).

**29) Documents/Certificates required**

For bidding, the firms are required to submit the following self-attested and duly rubber stamped (on each page) photocopies of the following documents relating to their printing press/ firm, failing which their bid will be summarily/out-rightly rejected and will not be considered any further:

- a) Registration Certificate of Printing Press as per existing norms from Government Department;
- b) Copy of GST Certificate showing clearly GST no. of the firm;
- c) Copy of PAN Card in the name of the firm;
- d) Copies of Income Tax Returns filed for last 3 financial years
- e) Balance Sheet of the last three financial years
- f) Proof of minimum 3 years' experience of printing work with Govt. Depts./PSUs/Private Institutions like Hospital, Universities, Officers, etc.; A list of Clients etc. to be submitted;
- g) Declaration regarding blacklisting or otherwise (Annexure-II); and
- h) Rates/ Prices
  - The rates should be quoted in Indian Rupees (in both words and figures) only.
  - Prices should be quoted F.O.R. Destination (Free delivery at Store Section, AIIMS, Bathinda, Punjab).

**30) Sample/demonstration: -**

a) **Successful L1 vendors** have to submit the samples of items, at their own expenses, to the store section at AIIMS Bathinda, so that the technical evaluation committee may check and approve the quality of paper, hardcover, printing quality, envelopes, quality of color, etc. The bidder will have to bear all the expenses for the same.

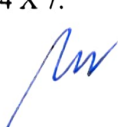


b) **Successful L1 vendors**, will be shared soft copies for all the items via email by the Officer in charge (OIC) stores, AIIMS Bathinda. The vendors will format the softcopies



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and send physical samples, adhering to specifications on GSM, size, color, printing, quality, etc., to the store section of AIIMS Bathinda. **Only after the final approval** of each item by the OIC store, bulk printing will be done by the vendor. Printing without the final approval will be rejected, and shall not be liable for any payment. All expenses for printing and sending samples for approval will be borne by the vendor.

31) **Inspection:**

- a) AIIMS, Bathinda shall have the right to inspect and/or test the goods to confirm their conformity to the NIT Specifications at no extra cost to the Purchaser.
  - b) AIIMS, Bathinda right to inspect, test, and, where necessary, reject the Goods after the goods arrive at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by AIIMS, Bathinda prior to the shipment of the goods.
  - c) The Director, AIIMS Bathinda shall be the final authority to reject full or any part of the supply which is not conforming to the specification and other terms and conditions.
  - d) No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, they will be auctioned at the risk and responsibility of the suppliers without any further notice.
- 32) **Force Majeure:** Any failure or omission to carry out the provisions of this supply by the supplier shall not give right for any claim by supplier and purchaser to one against the other if such failure or omission arises from an act of God which shall include all acts of natural calamities from civil strikes compliance with any statistics and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the supplier's control including war (whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to force majeure. Any delay due to Force Majeure will not be attributable to either of the parties.
- 33) The successful Bidder shall at all times agree to indemnify and keep indemnified the purchaser against all losses, damages which may arise in respect of action/inactions of such Bidder or breach of any term of this tender by such Bidder. All claims regarding indemnity shall survive the termination of the contract with such Bidder.
- 34) **Delivery Period:** The firm must supply the required material within 15 days from the issue of the supply order, in the case of emergent requirement firm are ready to supply the required item within 07 days from the issue of the supply order. All aspects of safe delivery shall be the exclusive responsibility of the supplier. The material should be supplied to the store section of AIIMS Bathinda.
- 35) **Right to call upon information regarding the status of work:** The AIIMS, Bathinda will have the right to call upon information regarding the status of work/job at any point in time.
- 36) The firm should have an Office or a Branch Office located at Bathinda. Availability of a responsible person on call on all days 24 X 7.
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- 37) The Successful Tenderer shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond office hours on holidays. The person should be capable of making arrangements for the supply of the desired items even on short notice to AIIMS, Bathinda.
- 38) **Liquidated damage/demerge:** - The time for the date of delivery/ dispatch stipulated in the supply order shall be deemed to be the essence of the contract and if the supplier fails to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to a maximum of 10% of the value of the delayed goods or services under the contract. The competent authority of the institute may also cancel the supply at the cost & liability of the supplier. In such a case, the bid security of the supplier shall stand forfeited. The supply of equipment must be in a single consignment, inclusive of all parts & accessories in adherence to the specification.
- 39) **Legal Jurisdiction:** -The Courts at Bathinda alone and no other Court will have the jurisdiction to try the matter, dispute, or reference between the parties arising out of this tender/supply Order/contract.
- 40) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and cancel the bidding process, and reject all quotations at any time prior to the award of the contract.
- 41) The firm has not been blacklisted in the past by any government/ Private institution and there is no Vigilance/CBI case pending against the firm supplier.
- 42) **Penalty clause:**
- a) Liquidated damages may be deducted from the bill @ 0.5% per week subject to a maximum of 10% of the value of the delayed goods or services under the contract.
  - b) Low quality supply in terms of paper quality, printing quality, typographic errors or any other issue raised by the used department, shall be replaced by the vendor at its own cost, within a period of 10 days, failing which a penalty of Rs. 500/- per day will be imposed of the vendor.
  - c) Damage or delay of supply due to any issues related to packing and transportation, shall be the responsibility of the vendor. Any damaged supply which not be accepted by the purchaser. Penalty same a per Liquidated damages will be imposed on the vendor.

**Applicable Law:**

- 43) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing.
- 44) Any disputes are subject to the exclusive jurisdiction of the Competent Court and Forum in Bathinda/Chandigarh, Punjab India only.
- 45) Except as otherwise provided under this Contract for immediate termination of the Contract, in the event of a dispute which may be arising out of the execution of the tender contract, the matter will be referred to the Administrative Officer, AIIMS Bathinda. Appeal against the decision of the Administrative Officer will lie to the Executive Director, AIIMS Bathinda and his decision shall be final and binding upon both the





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parties.

I / We hereby accept the terms and Conditions given in the tender

*(Signature & Stamp of the bidder)*

Note- Please sign each page of the document including  
terms & conditions & tender

*[Handwritten signatures]*

**Financial terms and conditions**

1. Rates are strictly required to be offered/quoted on the prescribed "**Financial Bid format**". Financial bids submitted without a prescribed format may not be considered and will be deemed improper subject to the condition that there is a requirement to mention other items which are not mentioned in the said format.
2. Item wise rate needs to be submitted separately, but L1 will be calculated in by adding total of all the items listed. The vendor having lowest in total, shall be L1
3. The rate quoted by the firm should be final and written in ink or typed against each item and should not be overwritten.
4. Rates quoted should be inclusive of all applicable taxes, packing, forwarding, postage, transportation, and any other charges for AIIMS Bathinda (Site of Use).
5. No additional, incidental, or hidden charges will be paid, other than the quoted price.
6. The supplier has to submit a notarized affidavit on Indian Non-Judicial Stamp Paper of Rs.100/- that the bidder has not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D rate in the recent past. Therefore, if at any stage it has been found that the supplier has quoted lower rates than those quoted in this tender; the Institute (the purchaser) would be given the benefit of lower rates by the Supplier, and any excess payment if any, will become immediately payable to the AIIMS, Bathinda. If such an affidavit is not submitted, the tender will be rightly rejected. **(Part of technical bid)**
7. If at any time during the period of the contract, the prices of tendered items are reduced or brought down by any law or Act of the Central or State government, the supplier shall be bound to inform Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on the lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates afterward.
8. If the price of the contracted articles is/ are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
9. Tender will be regarded as constituting an offer open to acceptance in whole or in part at the discretion of the competent authority of the institute for a period of 180 days (6 months) valid from the date of opening of the tender by the committee.
10. **Order shall be issued on an actual need basis.** Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made by AIIMS, Bathinda.
11. The corrections made by using fluid and overwriting will not be accepted and the tender would be rejected.





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12. **Tender Currencies:** The bidders are required to quote in Indian Rupees only.
13. **GST:** - If a bidder asks for GST to be paid extra, the rate and nature of tax applicable should be shown separately. The GST will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to GST and is payable as per the terms of the contract.
14. **Payment terms:** - For processing the payment, the supplier has to submit three copies of the Invoice along with the received challan copy duly countersigned by the user department and other relevant papers like Lorry receipts etc. An advance payment shall not be made under any circumstances. The payment shall be made to the supplier's A/C through NEFT/RTGS mode as per the details provided by the supplier.
15. The firm should not demand separate security, caution money & rent/maintenance charge, transport charges, and holding charges.

NO DEMURRAGE / WHARFAGE CHARGES WILL BE PAYABLE BY THE INSTITUTE UNDER ANY CIRCUMSTANCES. NO ADVANCE PAYMENT WILL BE PAYABLE FOR CUSTOM CLEARANCE/ FREIGHT/INSURANCE ETC

**Note: In case of any dispute regarding the award of the tender, the decision of the AIIMS Administration would be final.**

I / We hereby accept the terms and Conditions given in the tender

(Signature & Stamp of the bidder)

*Note- Please sign each page of the document including terms & conditions & tender*

**FINANCIAL EVALUATION:**

1. The financial bid shall be opened for only those bidders who have been found to be technically eligible. The financial bids may be opened in presence of representatives of technically eligible bidders, who may like to be present. The Institute shall inform the date, place, and time for the opening of the financial bid.
2. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
3. The AIIMS Bathinda does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The AIIMS Bathinda reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever. The rate contract is not awarded in piece meal and item wise to the firm(s) who have quoted the lowest rate(s) for item(s).
4. L-1 will be calculated in by adding total of all the items listed. The vendor having lowest in total, shall be L-1
5. In case of more than on bids are L-1, the Executive Director reserves the right to decide L-1 on the basis of any method that will be in the favour of the institution, i.e., turn over, experience of supply, highest values of previous contracts or supply provided to institutes of national importance, having multi-manufacturing unit & may not be dependent on one unit only, total production units, etc.





**Annexure - I**  
**Specifications**

1. Quality of paper — cream laid, cream wove, white printing hard sized or azure laid paper (sec is:1848-1961) of minimum 60 g/m2 substance shall be used. The quality of the paper shall be such that the matter can be written on both sides using a latem pattern nib and ink conforming to is:222-1962 without any loss of legibility.
2. Test report for the paper from any government or any NABL accredited labs should be attached.

(Category A)

(Category – B)

(Category – C)

**(Category A) Inpatient files and Various forms**

Sr No.	Particular	Size in Centimetres (Length X Width)	GSM	Numbered/non-numbered	With hard cover / without hard cover	Single/Double Side	Approximate Leaflets Quantity yearly	Remarks/ Special Instructions
1	IPD File with 16 leaflets in each file	21 X 29.7	70-90	Non-Numbered	With Hard Cover (120 GSM)	Double Side	50000	With AIIMS Bathinda Logo, 16 leaflets in each file
2	Day-care File with 8 leaflets in each file	21 X 29.7	70-90	Non-Numbered	With Hard Cover (120 GSM)	Double Side	1000	With AIIMS Bathinda Logo, 08 leaflets in each file
3	IPD File orthopaedics with 8 leaflets in each file	21 X 29.7	70-90	Non-Numbered	With Hard Cover (120 GSM)	Double Side	2000	With AIIMS Bathinda Logo, 08 leaflets in each file
4	Radiotherapy Treatment Files with 10 leaflets in each file	21 X 29.7	70-90	Numbered	With Hard Cover (120 GSM)	Double Side	1000	With AIIMS Bathinda Logo, 10

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**AIIMS Bathinda**

								leaflets in each file
5	Radiation Oncology Case Record File with 10 leaflets in each file	21 X 29.7	70-90	Numbered	With Hard Cover (120 GSM)	Double Side	1000	With AIIMS Bathinda Logo, 10 leaflets in each file
6	Log Book of Nursing Collage with 16 leaflets	21 X 29.7	70-90	Numbered	With Hard Cover (120 GSM)	Double Side	1000	With AIIMS Bathinda Logo, 16 leaflets in each file
7	Booklets for dermatology with 8 leaflets in each file	10.5 X 14.9	70-90	Non-Numbered	With Hard Cover (120 GSM)	Double Side	300	With AIIMS Bathinda Logo, 08 leaflets in each file
8	Radiotherapy Appointment Cards with 2 leaflets	21 X 29.7	70-90	Numbered	With Hard Cover (120 GSM)	Double Side	1000	With AIIMS Bathinda Logo, 02 leaflets in each file
9	Paediatric Discharge Booklet with 12 leaflets	10.5 X 14.9	70-90	Non-Numbered	With Hard Cover (120 GSM)	Double Side	600	With AIIMS Bathinda Logo, 12 leaflets in each file
10	Periodontics Case File with 12 leaflets	21 X 29.7	70-90	Non-Numbered	With Hard Cover (120 GSM)	Single Side	200	With AIIMS Bathinda Logo
11	Nursing Notes sheets for IPD file	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	50000	With AIIMS Bathinda Logo
12	Investigations Chart	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	50000	With AIIMS Bathinda Logo
13	Input Output Chart	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	10000	With AIIMS Bathinda Logo
14	Nursing Officer Medication Record	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	100000	With AIIMS Bathinda Logo
15	Medication Chart	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	15000	With AIIMS Bathinda Logo
16	Vital Chart	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	50000	With AIIMS Bathinda Logo
17	Treatment Chart	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	10000	With AIIMS Bathinda Logo

18	Daily Progress Sheets for IPD file	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	200000	With AIIMS Bathinda Logo
19	OT Record Sheet Notes specific for each surgical branch	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	10000	With AIIMS Bathinda Logo, Specific for each surgical branch, Format will be given by each surgical branch separately
20	Preop checklist for specific for each surgical branch	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	10000	With AIIMS Bathinda Logo, Specific for each surgical branch, Format will be given by each surgical branch separately
21	Preop order for specific for each surgical branch	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	10000	With AIIMS Bathinda Logo, Specific for each surgical branch, Format will be given by each surgical branch separately
22	Triage Form	21 X 29.7	80-90	Non-Numbered	With Hard Cover	Single Side	20000	With AIIMS Bathinda Logo
23	PAC Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	20000	With AIIMS Bathinda Logo
24	Consent Form Anaesthesia	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	20000	With AIIMS Bathinda Logo
25	Intra Operative Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	20000	With AIIMS Bathinda Logo
26	Consent Form Pain	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	10000	With AIIMS Bathinda Logo
27	WHO Surgical Safety Checklist Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	30000	With AIIMS Bathinda Logo
28	Ayushman Bharat Drug Requisition Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	100000	With AIIMS Bathinda Logo



**Rate Contract for the supply and printing of Inpatient files, envelopes, registers, and other related items**

**AIIMS Bathinda**

29	ICU Investigation Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	50000	With AIIMS Bathinda Logo
30	Consent for Home Leave	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	20000	With AIIMS Bathinda Logo
31	Medical Record Department Checklist	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	20000	With AIIMS Bathinda Logo
32	TRF Routine investigations	21 X 36	70-90	Non-Numbered	Without Hard Cover	Single Side	50000	With AIIMS Bathinda Logo
33	TRF Special Investigations	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	50000	With AIIMS Bathinda Logo
34	TRF ABG	10.5 X 14.9	70-90	Non-Numbered	Without Hard Cover	Single Side	30000	With AIIMS Bathinda Logo
35	TRF Urine analysis	10.5 X 14.9	70-90	Non-Numbered	Without Hard Cover	Single Side	10000	With AIIMS Bathinda Logo
36	Burns and Plastic Surgery Consent form ENGLISH	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	500	With AIIMS Bathinda Logo
37	Burns and Plastic Surgery Consent form PUNJABI	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	500	With AIIMS Bathinda Logo
38	OT Notes for Burns and Plastic	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
39	Pre-Operative Order for Burns and Plastic	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
40	Post Operative Order for Burns and Plastic	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
41	Instrument Checklist Burns and Plastic	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
42	TMT consent forms	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	3000	With AIIMS Bathinda Logo
43	TEE consent forms	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	500	With AIIMS Bathinda Logo
44	Stress Echo consent forms	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	500	With AIIMS Bathinda Logo
45	Coronary Angiography Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	2000	With AIIMS Bathinda Logo
46	Coronary Angiography Punjabi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	3000	With AIIMS Bathinda Logo
47	Coronary Angioplasty Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	800	With AIIMS Bathinda Logo

48	Coronary Angioplasty Punjabi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	1200	With AIIMS Bathinda Logo
49	TPI insertion Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	400	With AIIMS Bathinda Logo
50	TPI insertion Punjabi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	600	With AIIMS Bathinda Logo
51	PPI insertion Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	400	With AIIMS Bathinda Logo
52	PPI insertion Punjabi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	600	With AIIMS Bathinda Logo
53	Peripheral Angioplasty Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	200	With AIIMS Bathinda Logo
54	Peripheral Angioplasty Punjabi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	300	With AIIMS Bathinda Logo
55	Coil glue intervention Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	200	With AIIMS Bathinda Logo
56	Coil glue intervention Punjabi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	300	With AIIMS Bathinda Logo
57	AICD implantation Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	200	With AIIMS Bathinda Logo
58	AICD implantation Punjabi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	300	With AIIMS Bathinda Logo
59	EPS RFA Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	200	With AIIMS Bathinda Logo
60	EPS RFA Punjabi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	300	With AIIMS Bathinda Logo
61	Investigation chart	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	5500	With AIIMS Bathinda Logo
62	Intake output chart	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	5500	With AIIMS Bathinda Logo
63	Treatment Chart	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	5500	With AIIMS Bathinda Logo
64	Cardiac Cath Lab Utilisation form	21 X 36	70-90	Non-Numbered	Without Hard Cover	Single Side	5000	With AIIMS Bathinda Logo
65	Mammography Requisition form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	15000	With AIIMS Bathinda Logo
66	Blood transfusion Consent and information	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	2000	With AIIMS Bathinda Logo

**Rate Contract for the supply and printing of Inpatient files, envelopes, registers, and other related items**

**AIIMS Bathinda**

67	Consent form for surgery	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	2000	With AIIMS Bathinda Logo
68	Diet Chart for ward	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	2000	With AIIMS Bathinda Logo
69	Implant Use Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	2000	With AIIMS Bathinda Logo
70	IO Chart	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	2000	With AIIMS Bathinda Logo
71	Trauma assessment sheet	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	2000	With AIIMS Bathinda Logo
72	Donor Bone Bank	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	200	With AIIMS Bathinda Logo
73	Bone Bank Issue Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	200	With AIIMS Bathinda Logo
74	Check List for bone bank	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	200	With AIIMS Bathinda Logo
75	Recipient consent Bone Bank	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	200	With AIIMS Bathinda Logo
76	Cytopathology and FNAC form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	4000	With AIIMS Bathinda Logo
77	PAP smear form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	8000	With AIIMS Bathinda Logo
78	Bone Marrow Aspiration & biopsy form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	3600	With AIIMS Bathinda Logo
79	Fluid for cytology form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1800	With AIIMS Bathinda Logo
80	Semen analysis form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1800	With AIIMS Bathinda Logo
81	PICU Master Chart	45.7 X 30.5	70-90	Non-Numbered	Without Hard Cover	Double Side	1000	With AIIMS Bathinda Logo
82	NICU Master Chart	45.7 X 30.5	70-90	Non-Numbered	Without Hard Cover	Double Side	1500	With AIIMS Bathinda Logo
83	Consent form independent patients Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
84	Consent form independent patients English	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
85	Consent form Minor needs admission Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo



**Rate Contract for the supply and printing of Inpatient file envelopes, registers, and other related items**

**AIIMS Bathinda**

86	Consent form Minor needs admission English	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
87	Consent form Admission with high support needs Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
88	Consent form Admission with high support needs English	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
89	Consent form Continuous admission with high support needs Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
90	Consent form Continuous admission with high support needs English	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
91	Consent form independent patients apply for discharge Hindi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
92	Consent form independent patients apply for discharge English	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
93	POMR Sheet For IPD	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
94	Consultation Chart For IPD	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1000	With AIIMS Bathinda Logo
95	Disulfiram Consent Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	500	With AIIMS Bathinda Logo
96	Consultation Liaison Performa	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	2000	With AIIMS Bathinda Logo
97	HAMD Scale	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	200	With AIIMS Bathinda Logo
98	Bush-Francis Catatonia Rating Scale BFCR	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	200	With AIIMS Bathinda Logo
99	Columbia Suicide Severity Rating Scale C SSRS	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	200	With AIIMS Bathinda Logo
100	Brief Psychiatric Rating Scale BPRS	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	200	With AIIMS Bathinda Logo
101	Beck Depression Inventory BDI	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	200	With AIIMS Bathinda Logo
102	Positive and Negative Syndrome Scale PANSS	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	200	With AIIMS Bathinda Logo
103	Hamilton Anxiety Rating Scale HAM-A	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	200	With AIIMS Bathinda Logo
104	ECT Consent Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	500	With AIIMS Bathinda Logo

**Rate Contract for the supply and printing of Inpatient files, envelopes, registers, and other related items**

**AIIMS Bathinda**

105	Lithium Booklet	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	200	With AIIMS Bathinda Logo
106	Detailed history proforma	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	1200	With AIIMS Bathinda Logo
107	History perform for Child and Adolescent Psychiatry	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	500	With AIIMS Bathinda Logo
108	Blood Transfusion Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1200	With AIIMS Bathinda Logo
109	Patient feedback form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1200	With AIIMS Bathinda Logo
110	Document Checklist for Nursing Collage	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	100	With AIIMS Bathinda Logo
111	Original Documents Checklist for Nursing Collage	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	100	With AIIMS Bathinda Logo
112	Undertaking Two Wheelers	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	100	With AIIMS Bathinda Logo
113	Medical Examination Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	100	With AIIMS Bathinda Logo
114	Finger Print Card	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	100	With AIIMS Bathinda Logo
115	Envelop Cover List Documents	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	50	With AIIMS Bathinda Logo
116	Hostel Accommodation Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	100	With AIIMS Bathinda Logo
117	Hostel Student Leave Application	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	500	With AIIMS Bathinda Logo
118	College Leave form for Students	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	500	With AIIMS Bathinda Logo
119	Students Clinical Evaluation Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	700	With AIIMS Bathinda Logo
120	Public Health Student Clinical Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	200	With AIIMS Bathinda Logo
121	Immunization card Boys	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	2500	With AIIMS Bathinda Logo
122	Immunization card Girls	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	2500	With AIIMS Bathinda Logo
123	Immunization card adult	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	5000	With AIIMS Bathinda Logo

124	Biopsy Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	3000	With AIIMS Bathinda Logo
125	KOH Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	2000	With AIIMS Bathinda Logo
126	Consent Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	3000	With AIIMS Bathinda Logo
127	STD File	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	500	With AIIMS Bathinda Logo
128	Leprosy Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	500	With AIIMS Bathinda Logo
129	Phototherapy Card	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	500	With AIIMS Bathinda Logo
130	Patch Test Card	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	500	With AIIMS Bathinda Logo
131	Yearly Glycemic Chart	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	8000	With AIIMS Bathinda Logo
132	Diabetes Performa with Colour	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	15000	With AIIMS Bathinda Logo with writing in colour
133	Diet Chart English	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	18000	With AIIMS Bathinda Logo
134	Diet Chart Punjabi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	18000	With AIIMS Bathinda Logo
135	Diet Chart English WL	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	18000	With AIIMS Bathinda Logo
136	Diet Chart Punjabi WL	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	18000	With AIIMS Bathinda Logo
137	Glycaemic Chart English	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	18000	With AIIMS Bathinda Logo
138	Glycaemic Chart Punjabi	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	18000	With AIIMS Bathinda Logo
139	Growth Chart Boy 0 to 18 years with Colour	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	10000	With AIIMS Bathinda Logo with writing in colour
140	Growth Chart Boy WFL with Colour	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	10000	With AIIMS Bathinda Logo



								with writing in colour
141	Growth Chart Boy BMI with Colour	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	10000	With AIIMS Bathinda Logo with writing in colour
142	Growth Chart Boy HC with Colour	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	10000	With AIIMS Bathinda Logo with writing in colour
143	Growth Chart Girl 0 to 18 years with Colour	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	10000	With AIIMS Bathinda Logo with writing in colour
144	Growth Chart Girl WFL with Colour	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	10000	With AIIMS Bathinda Logo with writing in colour
145	Growth Chart Girl BMI with Colour	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	10000	With AIIMS Bathinda Logo with writing in colour
146	Growth Chart Girl HC with Colour	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	10000	With AIIMS Bathinda Logo with writing in colour
147	Chemotherapy consent form	14.9 X 21	70-90	Non-Numbered	Without Hard Cover	Single Side	3000	With AIIMS Bathinda Logo
148	Donor Questionnaire Forms	21 X 36	70-90	Non-Numbered	Without Hard Cover	Double Side	5000	With AIIMS Bathinda Logo
149	Component Form Yellow Colour Requisition Forms	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	5000	With AIIMS Bathinda Logo
150	Requisition Form-Packed Red Blood Cells PRBCs	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	5000	With AIIMS Bathinda Logo
151	Compatibility Forms	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	5000	With AIIMS Bathinda Logo
152	Donor Reaction Forms	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	1000	With AIIMS Bathinda Logo

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**AIIMS Bathinda**

153	Consent Form for Blood bank	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	1000	With AIIMS Bathinda Logo
154	Performance Bank Guarantee Performa	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	1000	With AIIMS Bathinda Logo
155	BG Receipt Performa	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	1000	With AIIMS Bathinda Logo
156	Bank Guarantee Reminder Performa	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	1000	With AIIMS Bathinda Logo
157	Contingency Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	1000	With AIIMS Bathinda Logo
158	Triage Assessment Form	21 X 14.8	70-90	Non-Numbered	Without Hard Cover	Single Side	20000	With AIIMS Bathinda Logo
159	Death Form Certificate	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	20000	With AIIMS Bathinda Logo
160	Poor Prognosis Sheet	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	20000	With AIIMS Bathinda Logo
161	LAMA Consent	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	10000	With AIIMS Bathinda Logo
162	Emergency Discharge LAMA Death Summary	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	30000	With AIIMS Bathinda Logo
163	Emergency Discharge LAMA Death Checklist	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	20000	With AIIMS Bathinda Logo
164	Emergency Unit Form General	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	10000	With AIIMS Bathinda Logo
165	Emergency Unit Form Trauma	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	10000	With AIIMS Bathinda Logo
166	Microbiology	17 X 22	70-90	Non-Numbered	Without Hard Cover	Single Side	66000	With AIIMS Bathinda Logo
167	USG Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	76000	With AIIMS Bathinda Logo
168	MRI Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	67000	With AIIMS Bathinda Logo
169	X-Ray Form	17 X 22	70-90	Non-Numbered	Without Hard Cover	Single Side	80000	With AIIMS Bathinda Logo
170	Histopathology	17 X 22	70-90	Non-Numbered	Without Hard Cover	Single Side	70000	With AIIMS Bathinda Logo
171	ECG	17 X 22	70-90	Non-Numbered	Without Hard Cover	Single Side	14000	With AIIMS Bathinda Logo

**Rate Contract for the supply and printing of Inpatient files, envelopes, registers, and other related items**

**AIIMS Bathinda**

172	CT Scan Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	14000	With AIIMS Bathinda Logo
173	Mammography	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	5000	With AIIMS Bathinda Logo
174	Blood Sugar Monitoring Chart	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Double Side	6000	With AIIMS Bathinda Logo
175	Urine Examination	17 X 22	70-90	Non-Numbered	Without Hard Cover	Double Side	1000	With AIIMS Bathinda Logo
176	MRD Forms	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	5000	With AIIMS Bathinda Logo
177	General Consent Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	5000	With AIIMS Bathinda Logo
178	High Risk Consent Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	2000	With AIIMS Bathinda Logo
179	Blood Transfusion Form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	5000	With AIIMS Bathinda Logo
180	ECHO Forms	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	5000	With AIIMS Bathinda Logo
181	Patient feedback form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1200	With AIIMS Bathinda Logo
182	Chemotherapy consent form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	3000	With AIIMS Bathinda Logo
183	FNAC form	21 X 29.7	70-90	Non-Numbered	Without Hard Cover	Single Side	1800	With AIIMS Bathinda Logo
184	Informed Consent for Periodontal Procedures	21 X 29.7	70-90	Non-Numbered	With Hard Cover	Single Side	200	With AIIMS Bathinda Logo



(Category – B) Registers and Similar items

Sr No.	Particular	Size in centimetres (Length X Width)	GSM	Leaflets in Register /pads	Numbered/non-numbered	With hard cover (specifications)/ without hard cover	Single/Double Side	Quantity of registers (yearly)	Remarks/ Special Instructions
1	Station Dak Book	21 X 17	70-90	100	Non-Numbered	With Hard cover	Double Side	1000	With AIIMS Bathinda Logo
2	Attendance Register	32 X 18	70-90	100	Non-Numbered	With Hard cover	Double Side	500	With AIIMS Bathinda Logo
3	Attendance Register	32 X 18	70-90	200	Non-Numbered	With Hard cover	Double Side	500	With AIIMS Bathinda Logo
4	Stock Register	32 X 18	70-90	400	Numbered	With Hard cover	Double Side	500	With AIIMS Bathinda Logo
5	Dispatch Register	32 X 18	70-90	400	Non-Numbered	With Hard cover	Double Side	500	With AIIMS Bathinda Logo
6	Biopsy Register	32 X 18	70-90	700	Non-Numbered	With Hard cover	Double Side	500	With AIIMS Bathinda Logo
7	Routine Biochemistry Register	21 X 29.7	70-90	300	Numbered	With hard cover	Double Side	20	With AIIMS Bathinda Logo
8	Special Biochemistry Register	21 X 29.7	70-90	300	Numbered	With hard cover	Double Side	20	With AIIMS Bathinda Logo
9	Admission and Discharge Register	32 X 18	70-90	500	Numbered	With hard cover	Double side	1000	With AIIMS Bathinda Logo
10	Echocardiography Adult format	33 X 41	100-120	300	Numbered	With hard cover	Double side	1000	With AIIMS Bathinda Logo
11	Echocardiography Paediatric format	33 X 41	100-120	300	Numbered	With hard cover	Double side	500	With AIIMS Bathinda Logo
12	Indent Book	22 X 18	60-70	300	Numbered with carbon copy page	With hard cover	Single Side (Triplicate Pages)	800	With AIIMS Bathinda Logo

**Rate Contract for the supply and printing of Inpatient files, envelopes, registers, and other related items**

**AIIMS Bathinda**

13	Claim Form Boof Imprest Expenditure	27 X 22	70-90	200	Numbered with carbon copy page	With hard cover	Single Side (Duplicate Pages)	200	With AIIMS Bathinda Logo
14	PNDT Register	36 X 22	70-90	400	Numbered	With hard cover	Double Side	50	With AIIMS Bathinda Logo
15	PNDT form F register	33 X 21	70-90	100	Numbered with carbon copy page	With hard cover	Single Side	50	With AIIMS Bathinda Logo
16	MBBS Log Book	21 X 29.7	60-70	84	Numbered	With hard cover	Double side	250	With AIIMS Bathinda Logo
17	Paediatric Emergency Triage Book	21 X 29.7	60-70	100	Non-Numbered	With hard cover	Double side	15	With AIIMS Bathinda Logo, Hard cover with title- Paediatric Emergency triage book
18	Laundry book	22 X 17.5	70-90	200	Numbered with carbon copy page	With Hard cover	Single Side (Duplicate Pages)	500	With AIIMS Bathinda Logo
19	Crash cart Inventory Register	46 X 31	70-90	400	Numbered	With Hard cover	Double Side	200	With AIIMS Bathinda Logo
20	Article inventory Register	46 X 31	70-90	400	Numbered	With Hard cover	Double Side	70	With AIIMS Bathinda Logo
21	Hospital daily census Register	31 X 23	70-90	400	Numbered	With Hard cover	Double Side	100	With AIIMS Bathinda Logo
22	Purchase Requisition Register	38 X 31	60-70	50	Numbered	With Hard cover	Double Side	10	With AIIMS Bathinda Logo
23	Supply Order Register	31 X 25	60-70	50	Numbered	With Hard cover	Double Side	10	With AIIMS Bathinda Logo
24	Biopsy Register	21 X 29.7	70-90	400	Numbered	With Hard cover	Double Side	12	With AIIMS Bathinda Logo
25	Nurse report register	32 X 18	70-90	500	Numbered	With Hard cover	Double Side	500	With AIIMS Bathinda Logo
26	TTI Register	21 X 29.7	70-90	500	Numbered	With Hard cover	Single Side	5	With AIIMS Bathinda Logo
27	Sample Receiving Register	21 X 29.7	70-90	500	Numbered	With Hard cover	Single Side	5	With AIIMS Bathinda Logo

**Rate Contract for the supply and printing of Inpatient file envelopes, registers, and other related items**

AIIMS Bathinda

28	Issue Register	21 X 29.7	70-90	200	Numbered	With Hard cover	Single Side	5	With AIIMS Bathinda Logo
29	Daily Quality Control Sheets	21 X 29.7	70-90	200	Numbered	With Hard cover	Single Side	5	With AIIMS Bathinda Logo
30	Monthly Quality Control Sheets	21 X 29.7	70-90	200	Numbered	With Hard cover	Single Side	5	With AIIMS Bathinda Logo
31	Temperature Log Pads	21 X 29.7	70-90	200	Numbered	With Hard cover	Single Side	5	With AIIMS Bathinda Logo
32	Quality Control an Antisera New Lot	21 X 29.7	70-90	200	Numbered	With Hard cover	Single Side	5	With AIIMS Bathinda Logo
33	Quality Control B Antisera New Lot	21 X 29.7	70-90	200	Numbered	With Hard cover	Single Side	5	With AIIMS Bathinda Logo
34	Permanent Register on Green Sheet Pakka Register	22 X 36	90-100	100	Numbered	With Hard cover	Single Side	10	With AIIMS Bathinda Logo
35	Green Sheet Without Line	22 X 36	90-100	1000	Numbered	With Hard cover	Single Side	10	With AIIMS Bathinda Logo
36	MLC Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	25	With AIIMS Bathinda Logo
37	Death Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	25	With AIIMS Bathinda Logo
38	MRD Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	50	With AIIMS Bathinda Logo
39	Call Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	25	With AIIMS Bathinda Logo
40	Lab Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	60	With AIIMS Bathinda Logo
41	Movement Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	50	With AIIMS Bathinda Logo
42	Oxygen Refilling Book	21 X 17	70-90	300	Non-Numbered	With Hard cover	Double Side	50	With AIIMS Bathinda Logo
43	Incident report Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	25	With AIIMS Bathinda Logo
44	Assignment Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	50	With AIIMS Bathinda Logo
45	Mortuary Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	25	With AIIMS Bathinda Logo
46	Leave Record Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	25	With AIIMS Bathinda Logo

**Rate Contract for the supply and printing of Inpatient files,  
envelopes, registers, and other related items**

**AIIMS Bathinda**

47	Ward Complaint Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	25	With AIIMS Bathinda Logo
48	Loan Register	32 X 20	70-90	500	Non-Numbered	With Hard cover	Double Side	25	With AIIMS Bathinda Logo
49	Birth Register	33 X 20	70-91	500	Numbered	With Hard cover	Double Side	26	With AIIMS Bathinda Logo

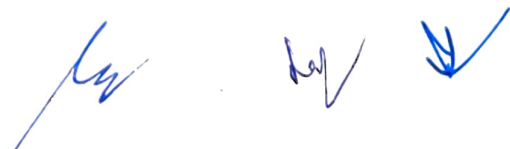


(Category – C) Envelops

S. No	Item Name	Size in inches	type	Colour	GSM	Printing instructions	Quantity yearly (Approximate)
1	Dak Envelope small white laminated	4 X 9	Laminated	White	100 GSM	With AIIMS Bathinda Logo and address, along with text in bilingual language (Department Specific)	15000
2	Dak Envelope small yellow laminated	4 X 9	Laminated	Yellow	100 GSM	With AIIMS Bathinda Logo and address, along with text in bilingual language (Department Specific)	20000
3	Dak Envelope Medium laminated	9.8 X 12.4	Laminated	Yellow	100 GSM	With AIIMS Bathinda Logo and address, along with text in bilingual language (Department Specific)	30000
4	Dak Envelope large with inner cloth	11.7 X 15.7	Inner Cloth Coating Hard	Yellow	100 GSM	With AIIMS Bathinda Logo and address, along with text in bilingual language (Department Specific)	15000
5	Dak Envelope large laminated	11.7 X 15.7	Laminated	Yellow	100 GSM	With AIIMS Bathinda Logo and address, along with text in bilingual language (Department Specific)	10000
6	CT/MRI/X-ray Envelope laminated	14.7 x 17.7	Laminated	Yellow	100 GSM	With AIIMS Bathinda Logo and address. Along with other text as per the requirement of Radiology department	40000
7	X-Ray Envelope small laminated	8.7 x 10.7	Laminated	Yellow	100 GSM	With AIIMS Bathinda Logo and address. Along with other text as per the requirement of Radiology department	60000
8	X-Ray Envelope medium 1 laminated	10.7 x 12.7	Laminated	Yellow	100 GSM	With AIIMS Bathinda Logo and address. Along with other text as per the requirement of Radiology department	60000
9	X-Ray Envelope medium 2 laminated	11.7 x 14.7	Laminated	Yellow	100 GSM	With AIIMS Bathinda Logo and address. Along with other text as per the requirement of Radiology department	60000

Note:

1. *The bidders have to quote for all the items in a Category. The Bidder can quote either for all the three categories, i.e., (Category – A), (Category - B) & (Category – C), or for each category separately. In any case, all the items per category need to be quoted.*
2. *The quantity of articles listed is approximately calculated for a period of one year. The quantity of each item, as well as category is tentative and may increase or decrease, as per the actual requirement of the hospital. The items will be printed in a phased manner over the period of contract. The successful vendor/vendors shall supply any quantity asked, and shall not limit to a minimum or maximum quantity.*
3. *Minor changes in the size and content to be printed (if any) shall be discussed and finalized by the specific user clinical department before bulk printing.*
4. *The bidders have to quote for all the items.*
5. *One leaflet is equal to two pages.*
6. *Any items which are not quoted by the bidder in that category shall be counted as a Zero (Rs. 0) quote for that item, which means, it will be the responsibility of the vendor to provide that particular item at zero cost for the entire contract period.*
7. *Successful L1 vendors have to submit the samples of items, at their own expenses, to the store section at AIIMS Bathinda, so that the technical evaluation committee may check and approve the quality of paper, hardcover, printing quality, envelopes, quality of color, etc. The bidder will have to bear all the expenses for the same.*
8. *Successful L1 vendors, will be shared soft copies for all the items via email by the Officer in charge (OIC) stores, AIIMS Bathinda. The vendors will format the softcopies and send physical samples, adhering to specifications on GSM, size, color, printing, quality, etc., to the store section of AIIMS Bathinda. Only after the final approval of each item by the OIC store, bulk printing will be done by the vendor. Printing without the final approval will be rejected, and shall not be liable for any payment. All expenses for printing and sending samples for approval will be borne by the vendor.*



**Annexure – II (Table – 1)**

**Financial break-up per unit item to be uploaded along with the financial bid**  
**(Category A) Inpatient files and Various forms**

		Rate per unit	GST per unit	Total Rate per unit (Including GST)
S. No	Name of Item	(B)	(C)	(D)
1	IPD File with 16 leaflets in each file			
2	Day-care File with 8 leaflets in each file			
3	IPD File orthopaedics with 8 leaflets in each file			
4	Radiotherapy Treatment Files with 10 leaflets in each file			
5	Radiation Oncology Case Record File with 10 leaflets in each file			
6	Log Book of Nursing Collage with 16 leaflets			
7	Booklets for dermatology with 8 leaflets in each file			
8	Radiotherapy Appointment Cards with 2 leaflets			
9	Paediatric Discharge Booklet with 12 leaflets			
10	Periodontics Case File with 12 leaflets			
11	Nursing Notes sheets for IPD file			
12	Investigations Chart			
13	Input Output Chart			
14	Nursing Officer Medication Record			
15	Medication Chart			
16	Vital Chart			
17	Treatment Chart			
18	Daily Progress Sheets for IPD file			
19	OT Record Sheet Notes specific for each surgical branch			
20	Preop checklist for specific for each surgical branch			
21	Preop order for specific for each surgical branch			
22	Triage Form			
23	PAC Form			
24	Consent Form Anaesthesia			
25	Intra Operative Form			
26	Consent Form Pain			
27	WHO Surgical Safety Checklist Form			
28	Ayushman Bharat Drug Requisition Form			
29	ICU Investigation Form			
30	Consent for Home Leave			
31	Medical Record Department Checklist			
32	TRF Routine investigations			
33	TRF Special Investigations			
34	TRF ABG			
35	TRF Urine analysis			
36	Burns and Plastic Surgery Consent form ENGLISH			
37	Burns and Plastic Surgery Consent form PUNJABI			
38	OT Notes for Burns and Plastic			
39	Pre-Operative Order for Burns and Plastic			
40	Post Operative Order for Burns and Plastic			
41	Instrument Checklist Burns and Plastic			
42	TMT consent forms			

43	TEE consent forms			
44	Stress Echo consent forms			
45	Coronary Angiography Hindi			
46	Coronary Angiography Punjabi			
47	Coronary Angioplasty Hindi			
48	Coronary Angioplasty Punjabi			
49	TPI insertion Hindi			
50	TPI insertion Punjabi			
51	PPI insertion Hindi			
52	PPI insertion Punjabi			
53	Peripheral Angioplasty Hindi			
54	Peripheral Angioplasty Punjabi			
55	Coil glue intervention Hindi			
56	Coil glue intervention Punjabi			
57	AICD implantation Hindi			
58	AICD implantation Punjabi			
59	EPS RFA Hindi			
60	EPS RFA Punjabi			
61	Investigation chart			
62	Intake output chart			
63	Treatment Chart			
64	Cardiac Cath Lab Utilisation form			
65	Mammography Requisition form			
66	Blood transfusion Consent and information			
67	Consent form for surgery			
68	Diet Chart for ward			
69	Implant Use Form			
70	IO Chart			
71	Trauma assessment sheet			
72	Donor Bone Bank			
73	Bone Bank Issue Form			
74	Check List for bone bank			
75	Recipient consent Bone Bank			
76	Cytopathology and FNAC form			
77	PAP smear form			
78	Bone Marrow Aspiration & biopsy form			
79	Fluid for cytology form			
80	Semen analysis form			
81	PICU Master Chart			
82	NICU Master Chart			
83	Consent form independent patients Hindi			
84	Consent form independent patients English			
85	Consent form Minor needs admission Hindi			
86	Consent form Minor needs admission English			
87	Consent form Admission with high support needs Hindi			
88	Consent form Admission with high support needs English			
89	Consent form Continuous admission with high support needs Hindi			
90	Consent form Continuous admission with high support needs English			
91	Consent form independent patients apply for discharge Hindi			



92	Consent form independent patients apply for discharge English			
93	POMR Sheet For IPD			
94	Consultation Chart For IPD			
95	Disulfiram Consent Form			
96	Consultation Liaison Performa			
97	HAMD Scale			
98	Bush-Francis Catatonia Rating Scale BFCR			
99	Columbia Suicide Severity Rating Scale C SSRS			
100	Brief Psychiatric Rating Scale BPRS			
101	Beck Depression Inventory BDI			
102	Positive and Negative Syndrome Scale PANSS			
103	Hamilton Anxiety Rating Scale HAM-A			
104	ECT Consent Form			
105	Lithium Booklet			
106	Detailed history proforma			
107	History Performa for Child and Adolescent Psychiatry			
108	Blood Transfusion Form			
109	Patient feedback form			
110	Document Checklist for Nursing Collage			
111	Original Documents Checklist for Nursing Collage			
112	Undertaking Two Wheelers			
113	Medical Examination Form			
114	Finger Print Card			
115	Envelop Cover List Documents			
116	Hostel Accommodation Form			
117	Hostel Student Leave Application			
118	College Leave form for Students			
119	Students Clinical Evaluation Form			
120	Public Health Student Clinical Form			
121	Immunization card Boys			
122	Immunization card Girls			
123	Immunization card adult			
124	Biopsy Form			
125	KOH Form			
126	Consent Form			
127	STD File			
128	Leprosy Form			
129	Phototherapy Card			
130	Patch Test Card			
131	Yearly Glycaemic Chart			
132	Diabetes Performa with Colour			
133	Diet Chart English			
134	Diet Chart Punjabi			
135	Diet Chart English WL			
136	Diet Chart Punjabi WL			
137	Glycaemic Chart English			
138	Glycaemic Chart Punjabi			
139	Growth Chart Boy 0 to 18 years with Colour			
140	Growth Chart Boy WFL with Colour			
141	Growth Chart Boy BMI with Colour			

142	Growth Chart Boy HC with Colour			
143	Growth Chart Girl 0 to 18 years with Colour			
144	Growth Chart Girl WFL with Colour			
145	Growth Chart Girl BMI with Colour			
146	Growth Chart Girl HC with Colour			
147	Chemotherapy consent form			
148	Donor Questionnaire Forms			
149	Component Form Yellow Colour Requisition Forms			
150	Requisition Form-Packed Red Blood Cells PRBCs			
151	Compatibility Forms			
152	Donor Reaction Forms			
153	Consent Form for Blood bank			
154	Performance Bank Guarantee Performa			
155	BG Receipt Performa			
156	Bank Guarantee Reminder Performa			
157	Contingency Form			
158	Triage Assessment Form			
159	Death Form Certificate			
160	Poor Prognosis Sheet			
161	LAMA Consent			
162	Emergency Discharge LAMA Death Summary			
163	Emergency Discharge LAMA Death Checklist			
164	Emergency Unit Form General			
165	Emergency Unit Form Trauma			
166	Microbiology			
167	USG Form			
168	MRI Form			
169	X-Ray Form			
170	Histopathology			
171	ECG			
172	CT Scan Form			
173	Mammography			
174	Blood Sugar Monitoring Chart			
175	Urine Examination			
176	MRD Forms			
177	General Consent Form			
178	High Risk Consent Form			
179	Blood Transfusion Form			
180	ECHO Forms			
181	Patient feedback form			
182	Chemotherapy consent form			
183	FNAC form			
184	Informed Consent for Periodontal Procedures			
			Total	

**Annexure – II Table – 2**

**Financial break-up per unit item to be uploaded along with the financial bid  
(Category – B) Registers and Similar items**

S. No	Name of Item (A)	Rate per unit (B)	GST per unit (C)	Total Rate per unit (Including GST) (D)
1	Station Dak Book			
2	Attendance Register			
3	Attendance Register			
4	Stock Register			
5	Dispatch Register			
6	Biopsy Register			
7	Routine Biochemistry Register			
8	Special Biochemistry Register			
9	Admission and Discharge Register			
10	Echocardiography Adult format			
11	Echocardiography Paediatric format			
12	Indent Book			
13	Claim Form Boof Imprest Expenditure			
14	PNDT Register			
15	PNDT form F register			
16	MBBS Log Book			
17	Paediatric Emergency Triage Book			
18	Laundry book			
19	Crash cart Inventory Register			
20	Article inventory Register			
21	Hospital daily census Register			
22	Purchase Requisition Register			
23	Supply Order Register			
24	Biopsy Register			
25	Nurse report register			
26	TTI Register			
27	Sample Receiving Register			
28	Issue Register			
29	Daily Quality Control Sheets			
30	Monthly Quality Control Sheets			
31	Temperature Log Pads			
32	Quality Control an Antisera New Lot			
33	Quality Control B Antisera New Lot			

34	Permanent Register on Green Sheet Pakka Register			
35	Green Sheet Without Line			
36	MLC Register			
37	Death Register			
38	MRD Register			
39	Call Register			
40	Lab Register			
41	Movement Register			
42	Oxygen Refilling Book			
43	Incident report Register			
44	Assignment Register			
45	Mortuary Register			
46	Leave Record Register			
47	Ward Complaint Register			
48	Loan Register			
49	Birth Register			

*[Handwritten signature]*



**Annexure – II Table – 3**

**Financial break-up per unit item to be uploaded along with the financial bid**  
**(Category – C) Envelops**

S. No	Name of Item (A)	Rate per unit (B)	GST per unit (C)	Total Rate per unit (Including GST) (D)
1	Dak Envelope small white laminated			
2	Dak Envelope small yellow laminated			
3	Dak Envelope Medium laminated			
4	Dak Envelope large with inner cloth			
5	Dak Envelope large laminated			
6	CT/MRI/X-ray Envelope laminated			
7	X-Ray Envelope small laminated			
8	X-Ray Envelope medium 1 laminated			
9	X-Ray Envelope medium 2 laminated			
		Total		

**NOTE:**

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. L1 will be calculated per Category (Category – A), (Category – B), and (Category – C)
3. For each category (Category – A), (Category – B), and (Category – C) break-up of the quoted price per item needs to be uploaded along with the financial bid.
4. L1 for each category will be calculated by adding quoted price per item for that particular category. The vendor having lowest in total for that particular category shall be L1
5. The bidders have to quote for all the items in a Category. The Bidder can quote either for all the ~~items~~ <sup>categories</sup>. Any items which are not quoted by the bidder in that category shall be counted as a Zero (Rs. 0) quote for that item, which means, it will be the responsibility of the vendor to provide that particular item at zero cost for entire contract period.
6. Rate must be quoted as per specification specify in Annexure I
7. No additional charges would be payable by the Institute.

**Annexure – III**  
**CERTIFICATE**

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

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

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

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

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

Date:

Name:

Place:

Business Address

Signature of Bidder

Seal of the Bidder



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Annexure - IV

**Financial Bid**

**Format For Financial Bid**

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

	Category _____	Total Rate per unit	GST per unit	Total Rate per unit
S. No	Name of Category	(A)	(B)	(Including GST) (C)
1	Inpatient files and Various forms (Category - A) (Total of Table- 1)			
2	Registers and Similar items (Category - B) (Total of Table- 2)			
3	Envelops (Category - C) (Total of Table- 3)			

**L1 will be decided separately per Category, i.e., (Category – A), (Category - B) & (Category – C)**

8. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
9. The bidders have to quote for all the items in a Category. The Bidder can quote either for all the three categories, i.e., (Category – A), (Category - B) & (Category – C), or for each category separately. In any case, all the items per category need to be quoted. Any items which are not quoted by the bidder in that category shall be counted as a Zero (Rs. 0) quote for that item, which means, it will be the responsibility of the vendor to provide that particular item at zero cost for entire contract period.
10. Rate must be quoted as per specification specify in Annexure III
11. No other charges would be payable by the Institute.

Date:

Place:

Name :

Signature of Bidder:

Seal of the Bidder

*The prices quoted in above Table (For each category) should be equal to the total of individually quoted items of each category (Annex II of tender document). Any discrepancy leads to disqualification / pm*

*Mr. P. V.*

**Annexure - IV**  
**TENDER ACCEPTANCE FORM**

1. I ..... son of  
..... resident of  
..... who is Proprietor/Partner/Director/Chairman of M/s  
..... have read and understood the contents of the  
foregoing sections with sound mind and without any pressure from any person / party. If any document  
or information furnished with tender/bid is found forged or fabricated at any time, the AIIMS Bathinda  
has full right to forfeit my/our EMD and Security Deposit and cancel the agreement.
2. I am putting my signature and seal of the organization, as a token of acceptance to the above.

Signature .....

Name .....

Designation.....

Seal .....

Date  
Place

