



OFFICE OF THE RATE CONTRACT COMMITTEE
GOVERNMENT MEDICAL COLLEGE, SRINAGAR
HEALTH & MEDICAL EDUCATION DEPARTMENT

e-Tender No:- 09 OF 2018

Group:-

“Printing Material”

FOR THE YEAR 2018-19

S.NO	NAME AND SPECIFICATION OF THE ITEM QUOTED	UNIT
1.	Prescription Sheet for IPD Patients Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
2.	Vital Signs monitoring Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
3.	Doctors Call Book Size 17*27/4 white paper 100 leaves pad Counterfoil On Balarpur Paper 80 gsm	
4.	Post Anesthesia Care Unit Proforma Form Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
5.	Cash Receipt Book (in Triplicate) Size 18*22/8 white/ Color paper 150 leaves Book On Balarpur Paper 70 gsm	
6.	Discharge Summery (Both Sides Print) Size 17*27/4 white paper 100 leaves pad Counterfoil On Balarpur Paper 80 gsm	
7.	Envelope For MRI Unit (As per Sample)	
8.	Visitors Book (Counter foil) Size 18*22/12 on white paper 100 leaves pad Counterfoil On Balarpur Paper 80 gsm	
9.	Reffral card Size 22*28/12 on 9.5kg with S.No.	
10.	Attendants Pass size 22*28/24 9.5kg with S.No.	
11.	OPD Ticket Size 22*28/8 7.7kg with S.No.	
12.	Computerized OPD Ticket single Ply Comptaible with DOT matrix Printer	
13.	Envelope for General Radiology (As per Sample)	
14.	X-Ray Requisition Form size 18*22/8 on Color Paper 100 leaves pad Balarpur Paper 60 gsm	
15.	TMT Requisition Form Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
16.	Short stay Admission Ticket on 22*28/6 9.5kg	
17.	IPD Ticket (Surgery) 22 pages 18*22/4 white Balarpur Paper 80 gsm and Title Cover with S.No. On white Card 7.7kg	
18.	MRI Requisition Form (Both Side Print) Size 17*27/4 Ledger paper 100 leaves pad On Balarpur Paper 80 gsm	
19.	IPD Ticket (Medicine) 24 pages 18*22/4 white Balarpur Paper 80 gsm and Title Cover with S.No. On white Card 7.7kg	
20.	Lab Requisition Form 100 Leaves Pad On Balarpur Paper 80 gsm	
21.	Intake and output Chart Size 17*27/4 Color paper 100 leaves pad On Balarpur Paper 80 gsm	
22.	Indent Book (in triplicate) Size 17*27/4 white paper 150 leaves Book On Balarpur Paper 80 gsm	
23.	Echo Requisition Form Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
24.	Requisition Form For Endoscopic Procedures Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
25.	ECG Requisition form Size 18*22/6 white paper 100 leaves pad On Balarpur Paper 80 gsm	

26.	Daily Diet requisition Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
27.	Daily List of Deaths Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
28.	CBC Requisition size 18*22/8 white paper 100 leaves pad On Balarpur Paper 80 gsm	
29.	Envelope for CT Scan Unit (As per Sample)	
30.	CT Scan Pad Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
31.	Requisition Form for Blood Transfusion (Both Side Print) Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
32.	Admission Record form Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
33.	Admission Record (Advice to MRD) Size 18*22/8 Color paper 100 leaves pad On Balarpur Paper 60 gsm	
34.	Pre- Anaesthetic Evaluation Size 17*27/4 white paper 100 leaves pad On Balarpur Paper 80 gsm	
35.	Degree Certificates for State Medical Council (as per Sample)	
36.	Answer Books Printed Thread Stitched for State Medical Council (32 Paged)Size 18*22/4 white paper 80gsm Balarpur (As per Sample)	
37.	Marks Certificates for State Medical Council (as per Sample)	
38.	Envolpe for Radiology made of Kraft Paper ,Printed as per the sample Size 8'x10"	
39.	Envolpe for Radiology made of Kraft Paper ,Printed as per the sample Size 10'x12"	
40.	Envolpe for Radiology made of Kraft Paper ,Printed as per the sample Size 12'x14"	
41.	Envolpe for Radiology made of Kraft Paper ,Printed as per the sample Size 12'x15"	
42.	Envolpe for Radiology made of Kraft Paper ,Printed as per the sample Size 14'x17"	
43.	Accession Registers (Pad of 200 leaves)	
44.	Admission Forms with Advice full-page and half-page bound in single pad.(Pad of 200 leaves)	
45.	Audio-Gram reporting pad.(Pad of 100 leaves)	
46.	Blood Issue Register for Blood Bank (Register of 100 leaves)	
47.	Blood Transfusion Forms (Pad of 100 leaves)	
48.	Blood Bank Labels (Multi-Color, Four different Colors ,white, Blue, Red, yellow.)	
49.	Blood Report Hematology (Pad of 100 leaves)	
50.	Voluntary Blood Register for Blood Bank (Register of 100 leaves)	
51.	C.T. Requisition Forms (Pad of 100 leaves)	
52.	C.T. Report Forms (Pad of 100 leaves)	
53.	C.T. Envelops (14x17)	
54.	C.T. Registers (Pad of 100 leaves)	
55.	C.B.C. Requisition (Pad of 100 leaves)	
56.	Death Report Forms (Pad of 100 leaves)	
57.	Diet- Requisition Forms (Pad of 100 leaves)	
58.	Drug Consumption Registers (Register of 100 leaves)	
59.	Death Certificates (Pad of 100 leaves)	
60.	E.C.G. Requisition Forms (Pad of 100 leaves)	
61.	E.M.G .Requisition Forms (Pad of 100 leaves)	
62.	Endoscopy Requisition Forms (Pad of 100 leaves)	

63.	<i>Endoscopy Report Forms (Pad of 100 leaves)</i>	
64.	<i>Colonoscopy Requisition/Report Forms (Pad of 100 leaves)</i>	
65.	<i>E.R.C.P. Requisition/Report Forms (Pad of 100 leaves)</i>	
66.	<i>Ophthalmology Case Sheets</i>	
67.	<i>E.N.T. Case Sheets</i>	
68.	<i>Echo Requisition Forms (Pad of 100 leaves)</i>	
69.	<i>Echo Report Forms (Pad of 100 leaves)</i>	
70.	<i>Follow-up Treatment Case Sheets for Oncology Deptt.</i>	
71.	<i>Indent Books</i>	
72.	<i>Indoor/OPD Registers (Register of 100 leaves)</i>	
73.	<i>Intake Output Chart (Pad of 100 leaves)</i>	
74.	<i>Lab. Requisition Forms (Pad of 100 leaves)</i>	
75.	<i>Laundry Challan Book (Pad of 100 leaves)</i>	
76.	<i>Medical Case Sheets</i>	
77.	<i>M.L.C. Case Sheets</i>	
78.	<i>M.R.I. Requisition Forms (Pad of 100 leaves)</i>	
79.	<i>M.R.I. Report Forms (Pad of 100 leaves)</i>	
80.	<i>M.R.I Envelops</i>	
81.	<i>Medical /Disability Certificates (Pad of 100 leaves)</i>	
82.	<i>Operation Registers (Register of 100 leaves)</i>	
83.	<i>Oncology Case Sheets</i>	
84.	<i>P.A.C. Evaluation Forms (Pad of 100 leaves)</i>	
85.	<i>Poison Forms (Pad of 100 leaves)</i>	
86.	<i>Sky Gram Registers (Register of 100 leaves)</i>	
87.	<i>U.S.G. Registers (Register of 100 leaves)</i>	
88.	<i>C.T. Registers (Register of 100 leaves)</i>	
89.	<i>M.R.I. Registers (Register of 100 leaves)</i>	
90.	<i>Revenue Statement Forms (Pad of 100 leaves)</i>	
91.	<i>Surgical Case Sheets</i>	
92.	<i>Short-Stay Admission Tickets</i>	
93.	<i>T.M.T. Requisition/Report Forms (Pad of 100 leaves)</i>	
94.	<i>T3,T4,TSH Requisition Forms (Pad of 100 leaves)</i>	
95.	<i>T3,T4,TSH Report Forms (Pad of 100 leaves)</i>	
96.	<i>Urine Report Forms (Pad of 100 leaves)</i>	
97.	<i>Vital Charts (Pad of 100 leaves)</i>	
98.	<i>X-Ray Requisition Forms (Pad of 100 leaves)</i>	
99.	<i>X-Ray Report Forms (Pad of 100 leaves)</i>	
100.	<i>X-Ray Envelops 14"x17"</i>	
101.	<i>X-Ray Envelops 12"x15"</i>	
102.	<i>X-Ray Envelops 10"x12"</i>	
103.	<i>X-Ray Envelops 10"x8"</i>	
104.	<i>Hemophilia Day Care Pads (Pad of 100 leaves)</i>	
105.	<i>Voluntary Blood Donor Certificates (100 leaves Each)</i>	
106.	<i>Stock Registers (Register of 100 leaves)</i>	
107.	<i>Treatment Charts (Pad of 100 leaves)</i>	
108.	<i>Temperature Charts (Pad of 100 leaves)</i>	
109.	<i>M.L.C. Register</i>	
110.	<i>U.S.G. Registers Form</i>	
111.	<i>U.S.G. Report Form</i>	

112.	<i>Immuno Serology Form</i>	
113.	<i>Microbiology/Bacteriology Requisition Form</i>	
114.	<i>TORCH Serology Form</i>	
115.	<i>Requisition/Report Form of Cytology</i>	
116.	<i>Medical Certificate</i>	
117.	<i>Operation List Book</i>	
118.	<i>Blood Report Form for Central Lab</i>	
119.	<i>O.P.D. Tickets</i>	
120.	<i>Discharge Summary (Pad of 100 leaves)</i>	
121.	<i>Attendant Passes</i>	
122.	<i>Visitor Passes (Pad of 100 leaves)</i>	
123.	<i>Discharge Receipts of Case Sheet (Pad of 100 leaves)</i>	

Important:-

- Printing Samples :- The above mentioned items are sample based and can be seen from the office of the Tender Inviting Authority (TIA) on any working Day from 10:00 A.M to 04:00 PM during the Tender period.

In case of any further Clarification& Feed Back , you may contact on 0194-2504798 Tender Inviting Authority (TIA) or e-mail to TIA publisher on gmcmspc1@gmail.com to serve you better.



OFFICE OF THE RATE CONTRACT COMMITTEE
HEALTH & MEDICAL EDUCATION DEPARTMENT
GOVT. MEDICAL COLLEGE SRINAGAR

**e-Tender 09 OF 2018
For the year 2018-19**

General Terms & Conditions

GROUP: " Printing Material "

1. The Tenderer should be a registered supplier of Health & Medical Education Department.
2. The Tenderer shall carefully examine the conditions i.e specification ,make and trade name etc to be supplied where-ever applicable (In case of any doubts the tenderer shall before signing the contract refer to the Officer In-charge and get clarifications).
3. The Tender on the prescribed Performa shall be submitted in a single big size envelope containing super-scribed as tender for Group "**Printing Material " FOR THE YEAR 2018-19**" properly sealed. The Rate Contract Committee will not be held responsible for any postal delay. Tenders not accompanied with the following latest documents along with other requisite documents at the time of submission of tenders are liable to be rejected at the appropriate level of the competent authority:-
 - a) Earnest Money Deposits in the shape of Call Deposit Receipt (CDR/FDR) for Rs.50,000/- (Rupees Fifty Thousand only) in general and Rs. 5000/- in case of SSI units shall be accompanied with the Tender documents. Please note that the Tender Notice No. its due date and complete address of the firms should also be written on the back side of the Call Deposit Receipt so as to ensure its safe return to the unsuccessful or successful tenderer(s) as the case may be.
 - b) Latest Original Authority from the Principal manufacturer(s) where-ever applicable. Fake and false authority letter(s) will be considered an offence and stern disciplinary action shall be taken against such firms/suppliers and shall be blacklisted.
 - c) Latest GST clearance certificate of the proceeding year (PAN of the firm) duly authenticated by Authorized signatory.
 - d) Original copy affidavit on Rs.50/- stamp paper duly attested by 1st Class Executive Magistrate with the effect that:-
 - I. The documents/catalogues etc enclosed with the Tender are original & genuine and have not been tampered or fabricated.
 - II. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
 - e) The Local SSI Unit holders of J&K State only, shall have to enclose a certificate to the effect that the unit is existing as on the date of issue of Tender from the concerned General Manager, DIC.
4. All the quoted rates must be F.O.R. Medical College/Health Services Stores/ Hospitals in Jammu/Kashmir Division. The rates quoted should be inclusive of all taxes, duties and other charges etc including Entry Tax, if any. No Entry Tax, levisetc shall be accounted or paid extra in any case, if demanded by the tenderer afterwards.
5. No conditional Tender shall be accepted, the committee reserves right to accept reject any tender/Quotation without assigning any reason thereof.
6. All Terms & conditions of tender Notice shall also form part of supply order and agreement.
- 7 Successful Tenderer shall have to execute the supplies in full from the date of placement of supply order within the prescribed date and shall also have to abide by the standard Terms and conditions as laid down in J&K Financial Rules/Codes and the conditions as per the contract.
8. The Successful Tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sublet the approved items or part thereof to any other party. Suitable penalty upto 10% of the total value of the contract shall be imposed for any deviation from contractual obligation on merits of

each case which can be recovered from earnest money/Security Deposits and it can even debarring/blacklisting suppliers/Firms/Dealers.

9. If in case the tenderer fails to supply the material within delivery period, according to the specifications of the sample approved, the order will be liable to be treated as cancelled and earnest money shall be forfeited.

10. The successful Tenderer shall have to execute an agreement on non-judicial stamp paper of Rs.20/-in the prescribed form incorporated Terms and conditions of the contract with Purchasing Officer duly attested by the Notary.

11. The Security deposit shall be in the shape of CDR/FDR from Nationalized/Scheduled Bank or J&K Bank Ltd. No interest will be paid for any deposits by the Department and the cost of stamps shall be borne by the supplier.

12. No representation regarding increase/decrease /withdrawals of rates already quoted in the tender shall be considered and no price escalation claim shall be entertained at any stage. Any false representation/allegation on the department (if proved), strict action as deemed fit by the RCC, H&ME shall be taken against the firm.

13. The tenderer shall be responsible for the proper packing so as to avoid damage under normal conditions of the transport by sea, Rail and road or Air and delivery of material in good condition to the consignee at the destination. In the event of any loss, damage, breakage, leakage or any shortage found at the checking/inspection/verification of the material by the consignee. The supplier shall responsible for the same.

14. Only one Rate against one item will be Entertained and accounted for. If quoted more than one rate the highest rate quoted shall be reflected in the comparative statement for comparison.

15. The purchasing Officer or his duly authorized representative shall have at all reasonable time access to the supply premises and shall have powers at all reasonable time to inspect and examine the material and workmanship of the goods.

16. If the delivery is not effected on due date, the Chairman/Member Secretary/Head of the Departments of the respective institutions will have the right to impose penalty of the total cost of the supply order as under :

i) First extension for the month on part thereof : @ 2%

ii) Second extension for an additional month : @ 5%

iii).In case of Non Supply @ 75%.

And the item shall be purchased on the risk and cost of the Supplier

17. The quality of stores shall be binding upon the Tenderer(s) and in case of any articles supplied is not being approved and those shall be liable to be rejected and destroyed. Any expenses as a result of rejection of supplies shall be entirely at the cost of Tenderer.

18. In case the goods are not of approved quality and make they shall be rejected and will have to be replaced within a reasonable time by the suppliers without extra cost. The rejected supply shall have to be lifted by the supplier immediately at his own cost.

19. If approved suppliers fail either to supply the goods of the prescribed specification or to deliver the goods within the specified period, the Purchasing Officer shall be at liberty to arrange supplies either through re-tender or otherwise after giving notice to the approved supplier, the Earnest Money Deposits and other deposits if any available with the Department shall be retained to make good any loss or extra cost incurred by the Department in procurement to those supplies besides blacklisting the defaulters.

20. The Tenderer whose Tender is accepted shall arrange the supplies within stipulated time as mentioned in the supply order.

21. Items falling under the preview of warranty period, the responsibility shall be of the supplier for providing after sales service along with spares.

- 22.** In case any tenderer, charges higher rates for any item(Items) more than the MRP, the action like forfeitures of Earnest Money/Security Deposits/Bank Gurantee and removal of name from the list of the supplier and legal action shall be taken against the firm.
- 23.** In case of any dispute/differences or doubts between the Purchasing officer and the approved supplier, the orders of the Chairman, Rate Contract Committee, shall be final.
24. Jurisdiction for any legal proceedings shall be J&K Courts at Jammu/Kashmir only.
- 25.** The contract fixed shall be valid for a period of 12 months from the date of issuance of approved Rate Contract or till such time the new Rate contract for succeeding year is finalized whichever is earlier.
- 26.** In case of supplies made during the Rate Contracts period under reference on cheaper rates to any other Government Institution/Department in the State, the difference of the cost shall be recovered proportionately.
- 27.** The acceptance of supplies made by the supplier shall be subject to verification and examination as to the specification and standard by the competent Authority.
- 28.** The payment shall be made to the supplier after receipt/verification of materials in the Departmental stores/Hospitals through endorsed WDC Bills/Bank Drafts etc and the Bank charges on account of remittance shall be made good from the payee. No Advance payment shall be authorized unless required under specific Terms and conditions
- 29.** The supplies meant for Kashmir Division in the Health & Medical Education Department.
- 30.** In case there is any increase /Decrease in the levy /Tax imposed on by the Central/State or Local Self Government after the Date of opening of Tenders the same shall be allowed subject to production of orders/Documents from the Rate Contract committee on case to case basis and recoveries/due accounted for, if any.
- 31.** Any other issues that may come up during the course of completion of contract shall be decided by the Rate Contract committee and their order shall be final and binding upon the Purchase Officer and approved Tenderer.
- 32.** Any other condition i.e. not indicated here can be incorporated in the Supply Order or agreement before execution of contract if need arises.
- 33.** Chairman/Member Secretary, Rate Contract Committee are equally competent and reserve the right to consider, ignore or reject any tender at any state without assigning any reason what so-ever.

**SINGNATURE AND SEAL OF THE TENDERER
IN ACCEPTANCE**

UNDERTAKING/ LETTER OF ACCEPTANCE

Sir,

1. I / we do agree for all clauses, terms and conditions of the tender documents.
2. I / we agree to abide the contract to provide the services from the date of award\ of the contract which may be extended by the committee till new rate contract is\ finalized.
3. I / we declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
4. I / we declare that our financial position is sound and we are competent to execute the contract.
5. I/ we declare that we will not ask/ expect any financial assistance from the Govt. of Jammu & Kashmir State.

In acceptance

(Signature & Seal of the tenderer)

**CHECK LIST FOR THE TENDERERS
UNDER GROUP “ Printing Material ”
FOR THE YEAR 2018-19**

S. No	Name of Document	Pages		Remarks
		From	TO	
1.	Earnest Money in the shape of CDR worth Rs.50,000/- (Rupees Fifty Thousand Only) in General &Rs. 5,000/- (Rupees Five Thousand Only) in case of SSI units.			
2.	Undertaking/ Letter of Acceptance			
3.	Non Blacklisting Declaration.			
4.	Valid GST registration and clearance certificate.			
5.	Copy of PAN Card			
6.	Any Certification ISI/ISO/ or related for the manufacturer.(wherever applicable)			
7.	Manufacturer's Authorization / Authority Letters of the principles. (The letter of Authorization should be on the letter head of the manufacturing firm/authorized distributor and should be sealed & signed by a competent person).			
8.	In case of SSI unit, enclose Permanent Registration Certificate issued by Industries Department supported with a certificate that the unit is in existence with line of activity clearly mentioned from General Manger, DIC concerned.			

Total No. of pages:-

- The tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
- It is the responsibility of tenderer to go through the Tender Document to ensure furnishing all required documents in addition to above, if any.
- The tenderer should furnish all the relevant information mentioned in the checklist.
- All pages of the tenders should be page numbered and indexed.
- Wherever necessary and applicable, the tenderers shall enclose certified copy as documentary proof/evidence to substantiate the corresponding statement.
- In case a tenderer furnishes a wrong or evasive statement, his tender will be liable to be ignored/rejected

With Seal & Signature

(Full name, designation & address of the Tenderer