



भारत सरकार

Govt. of West Bengal
Office of the Superintendent
Habra State General Hospital

HABRA, NORTH 24 PARGANAS, PIN-743263
☎03216-237294 Email: habrasgh@gmail.com

Page no-01

Memo No: HAB/SGH/ 2728

Date: 17/12/2022

Notice inviting quotation for Procurement of some Printing items(Register, Signage, various Forms etc.) at Habra S.G. Hospital, North 24 Parganas.

Sealed quotations are invited from competent, reputed and eligible Companies/Suppliers/Vendors /authorized dealers/ reputed firms/ agencies /Wholesalers having adequate experience for sale of such articles at Govt. Sector subject to the terms & conditions given in schedule A. The firm should not have been black listed by any Central Government / State Govt./Public Sector under taking organization during last five (5) years. The following items are as depicted below.

List of items & its specifications:-

| Sl.No | Name of the Printing Items | Description | Unit | Rate | GST |
|-------|---|--|--------------|------|----------------|
| 01. | Registers 1. Attendance Register 2. Autoclave Register 3. Blood Transfusion Record Register 4. Cheque Book Register 5. Daily Cleaning Register 6. Hand Wash Register 7. OT Intimation Register 8. Pathology Related Register 9. Stock Ledger Register 10. X-Ray Daily Register 11. LUCS Register for OT 12. Any Register | 13.6 X 8.6" bothside print Ledger Paper 70 GSM ,Book /Ledger Binding,200 sheet=400 Pages | Per Register | Rs. | GST Applicable |
| 02. | Registers 1. Attendance Register 2. Stock Ledger Register 3. Any register | 13.6 X 8.5" bothside print Ledger Paper 80 GSM ,Book /Ledger Binding,200 sheet=400 Pages | Per Register | Rs. | GST Applicable |
| 03. | Forms 1. Patient Description Form 2. Consent Form for Patient admission 3. Patient Referral form (IPD) 4. Surgical Check List 5. Pathology Report form 6. Post operative Notesheet 7. Any Form | 11.6 X 8.6" Oneside print,70 GSM paper,Pad binding 100 copy pages. | Per Copy | Rs. | GST Applicable |
| 04. | Forms 1. Blood Component Requisition Form 2. Patient Feedback Form 3. Treatment Continuation sheet 4. Top Sheet For Dengue/Covid 5. Any Form | 11.6 X 8.6" Bothside print 70 GSM paper,pad binding 100 copy pages . | Per Copy | Rs. | GST Applicable |
| 05. | Forms | 11.6 X 8.6 " Duplicate copy, Upper page 60 GSM,Duplicate Page 48 GSM paper ,100 X 2 | Per Book | Rs. | GST Applicable |


[Signature]
17/12/2022
Superintendent
Habra State General Hospital
North 24-Parganas.

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|-----|--|--|-----------------|-----|----------------|
| | <ol style="list-style-type: none"> 1. Absconding Book 2. Consent Form for transfusion of Blood 3. Injury Report form 4. Police intimation Form 5. UC Format for Local purchase 6. Any Form | =200 copy pages,Cloth/Cheque binding. | | | |
| 06. | Forms <ol style="list-style-type: none"> 1. ECG Requisition Form 2. Covid Vaccination Slip 3. Patient DAMA Form 4. Rapid Antigen Test Slip 5. Any Form | 8 X 6" One side print ,70 GSM paper,Pad Binding 100 copy pages | Per copy | Rs. | GST Applicable |
| 07. | 1.Breakdown Requisition Book | 9x7" Duplicate copy , Duplicate copy, 60/48 GSM paper 100 X 2 copy pages,Cloth/Cheque binding | Per Book | Rs. | GST Applicable |
| 08. | Emergency Patient Register | 17x11" Bothside print,Ledger paper 70 GSM,Book/Ledger binding 200 sheet=400 pages. | Per Register | Rs. | GST Applicable |
| 09. | Indoor Patient Register | 17x11" Bothside print,Ledger paper 70 GSM,Book /Ledger binding 200sheet=400 pages | Per Register | Rs. | GST Applicable |
| 10. | Emergency Ticket | 7x4.6" One Side print,70 GSM Paper,Pad binding 100 copy pages. | Per copy | Rs. | GST Applicable |
| 11. | Indent Book | 10.6x7" Duplicate Copy, Duplicate copy, 60/48 GSM paper 100 X 2 copy pages,Cloth/Cheque binding | Per Book | Rs. | GST Applicable |
| 12. | IUCD Card | 11.6 X 8.6 " bothside print single page M.G board paper.(Sample provide) | Per copy | Rs. | GST Applicable |
| 13. | JSSK Book | 9x7' , Duplicate copy, 60/48 GSM paper 100 X 2 copy pages,Cloth/Cheque binding . | Per Book | Rs. | GST Applicable |
| 14. | Linen Register | 15x10" Bothside print,ledger paper 70 GSM,Book/ledger binding 200sheet=400 pages | Per Register | Rs. | GST Applicable |
| 15. | Register (Attendance register) | 17 X 11.6 " Both side print,80 GSM Paper,Book/Ledger binding 25 Sheet=50 pages | Per Register | Rs. | GST Applicable |
| 16. | OT Consent Form/ 4A Form Neonatal Death review . | 11.8x8.6" oneseid print,70 GSM,5 pcs single sheet, | Set of 5 sheets | Rs. | GST Applicable |
| 17. | Audit Format for Cesarean | 11.6 X 8.6 both side print 70 GSM paper single sheet | Set of 2 Sheets | Rs. | GST Applicable |
| 18. | OPD Medicine Slip | 4 X 3 " oneseid print 70 GSM paper Pad binding 100 copy pages. | Per copy | Rs. | GST Applicable |
| 19. | Referral Slip | 10.6x7 Oneside print,70 GSM paper,Pad Binding,100 copy pages | Per copy | Rs. | GST Applicable |
| 20. | USG Requisition Book | 13.6x8.6" ' Duplicate copy, 60/48 GSM paper 100 X 2 pages,Cloth/Cheque binding | Per Book | Rs. | GST Applicable |
| 21. | X-Ray Requisition Book | 13.6x8.6" Duplicate copy, Original copy bothside print ,60/48 GSM paper 100 X 2 pages,Cloth/Cheque binding | Per book | Rs. | GST Applicable |
| 22. | Fumigation Register | 9 X 7 " both side print 70 GSM Ledger paper book/Ledger binding 200 sheets=400 pages | Per Register | Rs. | GST Applicable |

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| 23. | Visiting Card | 5.6x3.6 Bothside print,Hard copy,M.G Board Paper single (sample Provide) | Per pc | Rs. | GST Applicable |
| 24. | Baby ID Card | 5.6x3.6 oneside print,Hard copy,M.G Board Paper single (sample Provide) | Per pc | Rs. | GST Applicable |
| 25. | Signage | 18 X 12 " Colour print with Lamination | Per pc | Rs. | GST Applicable |
| 26. | Signage | 12 X 9 " Colour print with Lamination | Per pc | Rs. | GST Applicable |
| 27. | Signage | 10 X 8 " Colour print with Lamination | Per pc | Rs. | GST Applicable |
| 28. | Lamination | 18 X 12" | Per pc | Rs. | GST Applicable |
| 29. | Lamination A4 size Paper | 12 X 9" | Per pc | Rs. | GST Applicable |
| 30. | Polymer rubber stamp | 50 x 13 mm | Per pc | Rs. | GST Applicable |
| 31. | Polymer rubber Stamp | 60 X 35 mm | Per pc | Rs. | GST Applicable |
| 32. | Polymer rubber stamp | 90 X 55 mm | Per pc | Rs. | GST Applicable |
| 33. | Polymer rubber Stamp (Round) | 30 X 30 mm | Per pc | Rs. | GST Applicable |

Schedule A (Terms & Condition

01. Quotation received after the stipulated time and date due to any reason what so ever shall not be considered and the same are liable to be rejected.
02. Hospital authority reserves the right to accept or reject any/all tenders without assigning any reason what so ever. The decision of the authority in this regard is final and binding.
03. The Bid should be signed by the bidders in all pages with seal.
04. In complete and unsigned tender is liable to be rejected.
05. Any of the bidders, who may desire, may remain present at the time of opening of the bid.
06. Trade license no. I.T.return(F.Y-2021-2022,A.Y-2022-2023) ,GST Certificate, GSTIN Return ,GSTR1 and GSTR3B(current), P.Tax return(current), PAN no , Bank Details & Sample pages for checking only (Ledger Paper 70,80,100 GSM,Printing paper 70 GSM, duplicate copy 60/48 GSM, M.G. Board paper) is the mandatory required documents from the bidders.
07. Quotation with over writing condition will be rejected.
08. This tender notice is valid(all terms & conditions and rate of individual items) initially for **one year** from the date of the opening of the bid documents and purchase order will be placed to L1 bidder when & where demand generate from the respective unit and final approval from Hospital Authority from time to time.
09. Quotations will be submitted in the above mentioned prescribed Format mentioning itemwise base rate & percentage of GST, Otherwise it will be treated as cancelled.
10. Final Purchase order will be given to the L1 bidder after prior proper verification (sample) of quality of goods/ printing, binding items etc.
11. The last date of submission of sealed bid Documents containing technical and financial bid is 05.01.2023. (Thursday) up to 12 noon at the drop Box of Superintendent Chamber & quotation will be opened on 05.01.2023 (Thursday) at 2 p.m. in the chamber of the superintendent in presence of participants.


 Superintendent
 Habra State General Hospital
 North 24-Parganas.