

NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

Director's Block, Mawdiangdiang, Shillong 793 018, Meghalaya

Store & Procurement:

Fax/Tel: (0364) 2538032

Tender Enquiry No: NEIGR/S&P/Enquiry/OT - 04A/2011-12

No. : NEIGR/S&P/38/98/Pt -II/Vol I (Printing)

Email: store_neigri@bsnl.in

storeneigrihms@gmail.com

Dated: 03/06/2011

Date & time for receiving offers: 14.00 hrs of 24/06/2011

Date & time for opening techno-commercial bid: 14.30 hrs of 24/06/2011

SUB: RATE CONTRACT FOR PRINTING WORKS -HOSPITAL FORMS, REGISTER, BOOKLETS, PROSPECTUS, ETC FOR THE INSTITUTE

Offers are invited on behalf of Director, NEIGRIHMS, Shillong from reputed Printing works /Printing press for tentative requirement of stores / items / services in sealed cover, addressed to the Deputy Director (Admn.), NEIGRIHMS, Mawdiangdiang, Shillong - 793018 with the words "Tender No & Date", with due date boldly superscribed on the top of the envelope and the offer can be sent by registered / sped post or dropped in the Tender Box of the Institute placed near Store & Procurement Section, Top Floor, Director's block of the Institute.

Sealed bids are invited (under two bid system) in two separate sealed covers duly marked "Techno-Commercial Bid" and "Price/Finance Bid", placed in another sealed cover/envelope .

Supplier/Vendor/Contractor should note that the following terms and conditions will apply specifically in addition to the Rules and regulations applicable to purchases in the Government of India.

1. Please note that no counter proposal is acceptable to us and conditional / late tenders are liable to be rejected.
2. Vendors / Contractors are required to submit copies of Sales tax/ VAT registration & associated documents and dealership / distributorship documents issued by the competent authority.
3. No work will be allotted to Non-tribal bidder, contractors, suppliers, stockist, bonded warehouse, private carriage contractors, cooperative societies, etc except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong.
4. Manufacturing organizations should preferably have Quality assurance certification like ISO 9001, ISI/BIS/CE/FDA certification, DGSD registration documents issued by the authorized organization, attested copies of the same are to be produced with the tender. Firms quoting on behalf of their manufacturer should also attach said certificate of their manufacturer to select reputed firms and quality products failing which their offers may be summarily rejected.
5. In case of Stores with life: a) Stock should be supplied to this Institute from the latest batch and such stock should have a minimum life period of two years, depending upon the normal potency prescribed thereof. b) In the event of such stores not being utilized by NEIGRIHMS, Shillong, within their life period, the bidder shall replace the unutilized stocks by fresh stock without any extra cost.
6. Stores will be accepted subject to the condition of verification and inspection by the competent authority / inspecting agency and the offer should be valid at least one year from the date of opening of the price bid or award of contract whichever is later.
7. Time schedule of delivery is within 60 days of receipt of supply order or else deduction on gross bill @ 0.5 % per week or part thereof, will be made as liquidated damages / delay in supply, subject to maximum of 10 % of the value of the delayed supplies. Delivery within 30 days is desirable.
8. Insurance during transit to be borne by the vendor / supplier/contractor inclusive of handling within the Institutes premises, till the completion of final Inspection and acceptance.
9. Installation, demonstration, operational techniques and associated services to be provided by the supplier/vendor/contractor within the cost indicated.
10. Samples and other associated services to be provided by the supplier/vendor/contractor within the cost indicated.
11. The tendered rates and the validity of bids shall be for a minimum period of one year from the date, as the tender are finalized /awarded, till the finalization of next tender by the Institute, whichever is earlier.
12. The firm has to submit a signed declaration that there is no vigilance/CBI case pending against them.
13. The firm has to submit a signed declaration that the firm is not supplying the same item at lower rates quoted in this tender to any Government/Private organization or any other institution during past one year, as per "FALL CLAUSE" adhered by DGS & D and other Government agencies.
14. The vendor should be registered under Directorate of Printing /or should have adequate experience of at least three years in the relevant field of printing and supply of related items.

15. The vendor should be agreed to deliver printing material as per the specifications at short notice at any place as directed by this Department including the residence /office of Ministers and Senior Officers.
16. The vendor should have experience of working in a Government set up and furnish proof of experience of having undertaken the work of Printing in Organization /Department of the Government.
17. NEIGRIHMS, reserves the right to reject goods which do not confirm to the specifications. The defective printing materials, if found, will be replaced by the vendor. However, in case of defective supply of printed material on more than 3 occasions, the contract will be cancelled and security deposit forfeited.
18. Bidders have to submit non-refundable DD/Banker's cheque of Rs. 1000 (one thousand only) by hand & Rs 1100.00 (one thousand one hundred only) by post as tender fee and Earnest Money Deposit (EMD) of **Rs 40,000** (Forty thousand only) as Call deposit/Bank draft/deposit in favour of Financial Adviser, NEIGRIHMS, Shillong. Earnest Money Deposit (EMD) should be valid for a period of forty five (45) days beyond the validity period of tender
19. Settlement of disputes - Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
20. The documents can also be downloaded from our website: www.neigrihms.nic.in

Stores & Procurement Officer
For Director, NEIGRIHMS, Shillong

CC. Accounts Officer / IPC / Tender Committee members- For information and wide circulation please

- *Deputy Director (Admn.): for information please & to direct the concerned section to upload on the Institute's website and send details by e-mail/fax to State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: sio-megh@nic.in*

ANNEXURE: B: DETAILED TERMS AND CONDITIONS OF TENDERS

1. Tender should be addressed to the DEPUTY DIRECTOR, NEIGRIHMS, SHILLONG and submitted to the Office of the Stores and Procurement Officer, (Main) under sealed cover failing which the tender shall be rejected. Terms and conditions for supply should invariably be indicated otherwise would be taken on its face value. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.

2. Mixed quotations will not be considered for acceptance.

3. TENDER SHOULD INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:

PART-I: - TECHNO-COMMERCIAL BID IN ONE SEALED COVER.

PART-II: - PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OUTERCOVER INDICATING THEREON:

i) Reference No. of the Tender: _____

ii) Tender regarding: _____

iii) Due date for submission of the tender: _____

iv) Due date for opening of the tender: _____

v) Name of the firm: _____

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO-COMMERCIAL BID. THE PRE-QUALIFICATION DOCUMENTS INCLUDING TENDER FEE/ E.M.D./BID SECURITY AS REQUIRED IN THE TENDER DOCUMENT SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE: -TENDERS SUBMITTED WITHOUT FOLLOWING TWO-BID SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.

4. The tenderers should give rates, showing taxes, if any, and levies, packing forwarding and insurance charges separately giving full breakup details. Vendors/bidder may note that the Institute has obtained CDE certificate pertaining to Customs duty and therefore price consideration should be offered accordingly. Tender not confirming to these requirements shall be rejected and no correspondence will be entertained whatsoever.

5. This tender document is non-transferable.

6. The tenderers should take care that the rates and amounts are written in such a way that interpolation is not possible; no blanks should be left which would otherwise, make the tender rejected.

7 The tendered rates and the validity of bids shall be for a minimum period of one year from the date, as the tender are finalized /awarded, till the finalization of next tender by the Institute, whichever is earlier.

8. Delivery prospects with definite date of delivery at destination taking into cognizance transit facilities must be indicated.

9. EACH TENDER SHOULD BE ACCOMPANIED WITH AN TENDER FEE/ EMD/BID SECURITY (IF APPLICABLE) FAILING WHICH THE TENDER SHALL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED.

10. If the delivery is not effected on due date, the Director, NEIGRIHMS, Shillong will have the right to impose penalty as indicated. In case of default institute will have the right to procure the ordered item from open

market /another party at their own risk and expenses under risk purchase clause. Late supplies of the items will result in strict action and risk purchase will done without giving any extension, will be made immediately after lapse of date of delivery.

11. In case of non supply of material within the due date i.e. with in the date of delivery, the Director, NEIGRIHMS, Shillong will have the right to impose penalty as deemed fit to resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and binding.

12. Excise Duty & other such levy imposed by the Govt. of India from time to time will be authorized extra on demand with adequate proof thereof.

13. The Director, NEIGRIHMS, Shillong shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.

14. No payment shall be made for rejected material. The tenderer would remove rejected items within two weeks of the date of rejection at their own cost and replace immediately. In case these are not removed these will be auctioned at the risk and responsibility of the suppliers without any further notice.

15. Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No inquiries verbal or written shall be entertained in respect of Acceptance or rejection of the tender.

16. TENDER SHALL BE REJECTED IF THE COPY OF SALES TAX REGISTRATION CERTIFICATE (Now called as VAT) NOT FURNISHED. Sales tax and other statutory levies should be shown separately and should not be included in the basic price. Otherwise it will not be considered.

17. The quantity shown in the schedules can be increased or decreased to any extent depending upon the actual requirement.

18. Any action on the part of the tender to influence anybody in the said Institute will be taken as an offence and the tender submitted by the firm will subsequently be rejected.

19. The price charged for the Stores/Equipment's, under the reference, by the supplier shall in no even exceed the lowest price at which the supplier the Stores/Equipment's of same identical description to any other person/organization/ Institution during the currency of the contract as per fall clause adhered by D.G.S.& D. If at any time, during the said period the supplier reduced the said prices of such/Stores/Equipment or sales such stores to any other person/organization/ Govt. Institution/ Co. Operative Stores at price lower than the quoted price, he shall forthwith notify such reduction or sale to the Director, NEIGRIHMS, Shillong and the price payable for the Stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced and should attach an undertaking on non-judicial stamp paper of Rs 10/- duly attested on acceptance of the offer , before placement of order .

20. The supplier shall furnish the following certificate to the Accounts Officer along with each bill for payment for supplies made against in Rate Contract Tender.

“I/We certify that the Stores of description identical to the Stores supplied to the government under the contract against Tender herein have not been offered/sold by me/us to any other person/organization/Institution up to date of bill/the date of completion of suppliers against all supply orders placed during the currency of the tender/rate contract at the price lower than the institute under contract /against tender”.

21. If at any time, any question, dispute or difference whatever shall arise between the two parties (NEIGRIHMS on the one hand and vendor on the other hand) in relation to the purchase either of the parties may give to the other notice in writing the existence of such a question, dispute or difference and the same shall be referred to two arbitrators, one to be nominated by the firm. Either party shall serve such a notice of the existence of any question, dispute or difference in connection with this purchase within 30 days of the beginning of such dispute

failing which all right or claims shall be deemed to have been forfeited and absolutely barred. Before proceeding with the reference the arbitrators shall appoint/nominate an umpire. In the event of the arbitrators not agreeing in their award the umpire appointed by them shall enter upon the reference and his award shall be binding on the parties. The venue of the arbitrator shall be at NEIGRIHMS.

The provision of the Indian Arbitration and Reconciliation Act 1996 and of rules framed if under and any statutory modifications thereof shall be deemed to apply and be incorporated for the supply, installation, installation and commissioning etc.

Upon every or any such reference the cost of any incidents to the reference and awards respectively shall be at the discretion of the arbitrators on in the event of their not agreeing of the Umpire appointed by them who may determine the amount thereof or direct the same to be fixed as between solicitors and client or as between parties and shall direct by whom and in what manners the same shall be borne and paid.

22. The courts at Shillong will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other than Shillong court shall have jurisdiction in the matter.

23. Any failing of omission to carry out the provision of the contract by the supplier shall not give rise to any claim by any party, one against the either, if such failure of omission or arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake hurricane or any pestilence or from civil strikes, compliance with any stature and/or regulation of the Government, lookouts and strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to force major conditions.

24. The tenderer/ bidder shall furnish a non-blacklisting certificate that the firm has not been blacklisted in the past by any government/ Private institution. The tenderer/ bidder has to give an affidavit on non-judicial stamp paper duly attested of Rs.10/- that there is no vigilance/CBI case pending against the firm/supplier and the firm has not been blacklisted in the past by any Govt. or Private Organization.

25. Samples of all items should be submitted invariably to Stores and Procurement Officer, before finalization of the tender .

26. The tenderer are required to quote their rates on Schedule -C provided with the tender. The percentage of Sales Tax (Now called as VAT) to be charged be clearly mentioned in along with rates.

27. Tender by Tele-fax/telegram/fax/e-mail will not be accepted.

28. Selection will be made purely on compliance of specification, sample, make quality and on the basis of lowest price offered..

29. If the tenderer gives a false statement on any of the above information, the firm/supplier will not be considered and their quotation/tender shall be deemed to be rejected and the security deposited will stand forfeited.

30. It will be the prerogative of the Institute to place the supply order for the whole lot/item or in piecemeal basis depending upon the requirement of the Institute. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item (according to our specification) should be quoted against the item.

31 Sample submitted should be numbered, with names indicated therein, as per the items in Annexure: D.

32. Handwritten quotations shall be accepted at the bidder's risk. In case of any discrepancy in the figures, the rate mentioned in words will only be considered.

33. Payment of the approved vendor for supply of items at NEIGRIHMS shall be made through cheque or electronic clearing system. In case of cheque, the same will be dispatched registered post and postal charges shall be deducted from their bills.

34. The forwarding letter / undertaking (Annexure-A) duly signed should invariably be returned along with bids of the vendors failing which the tender shall be rejected.

35. A) If the above-mentioned certificates/documents are not submitted along with the tender, such offers will not be considered and will be out rightly rejected.

B) Any tenderer /supplier giving false information shall be disqualified and removed from the rate contract. No business, henceforth, will be done with the firm/supplier.

Check List of Certificates/ Documents required to be submitted with **Techno-commercial Bid: I**

The tenderer are advised to submit the following certificates under the category of “Vital documents” invariably along-with Techno-Commercial Bid. If these documents are not submitted/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

- Violation of two-bid system, Part-I. (Clause no.03)
- EMD/bid/Tender fee amount. (If applicable) (Clause No. 09)
- VAT registration certificate and trading license on award of contract (clause no.16)
- Fall clause declaration (clause no.19)
- Non-black listing declaration (clause no.24)
- Samples in accordance with Clause No.25 (When called for by the technical committee)
- Annexure – ‘A’ (Clause No. 34)

ANNEXURE: A: FORWARDING LETTER OF TENDERER

Ref:

Date:

The Director,
North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences,
Mawdiangdiang,
Shillong - 793018

Dear Sir,

1. I/We hereby submit our tender for the
2. I/We now enclosing herewith the Call deposit/FD No..... dated..... f ordrawn in favour of the "FINANCIAL ADVISER, NEIGRIHMS, SHILLONG" towards EMD/Bid Security. Tenders not accompanied with EMD/Bid Security (along with Technical Bid Part-I in case of two-bid system) shall be summarily rejected.
3. I/We hereby agree to all the terms and conditions, stipulated by the NEIGRIHMS, in this connection including delivery, penalty etc. Quotations are being submitted under separate covers and sheets and shall be considered on their face value.
4. I/We have noted that over written entries shall be deleted unless duly out & re-written and initialed. Tenders are duly signed (No thumb impression should be affixed).
5. I/We undertake to sign the contract/agreement, if required, within 15 (fifteen days) from the issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers at the NEIGRIHMS,Shillong-793012.
6. I/We have gone through all terms and conditions of the tender documents before submitted the same.

NOTE: ALL TERMS & CONDITIONS SUCH AS TAXES ETC, HAS BEEN INDICATED IN THE QUOTATIONS AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Signature Tenderer with full Address

WITNESS _____

WITNESS _____

ANNEXURE: C: FORMAT OF SUBMISSION OF PRICE /FINANCE BID: II for Individual items.

Item No.	Description of Stores	Unit	Maximum Retail Price (MRP)	Rate per unit	Quantity (Rate) Rs	Taxes / VAT	Excise duty	Other charges	Total (5+6+7+8)
1	2	3		4	5	6	7	8	9

1. Evaluation criteria: For award of contract, the lowest techno-commercially compliant bidder will be considered for each category of store with warranty period of two years.
2. The Price bid also to be submitted in excel format on Compact Disc (CD), with each store on a single line.

Signature of Tenderer
Address: \

SPECIFICATION OF STORES: ANNEXURE: D

Sl. No	Description Of Goods	Unit	One Side Printing			Both Side Printing		
			Rate per Unit	VAT/Other Taxes	Total	Rate per Unit	VAT/Other Taxes	Total
1	Printing Of General Forms/Hospital Forms Printed In Single Colour, Single Forms Quality Of Paper:60 GSM							
	(i) Size:43 cm x 69 cm (full DFC)	1000 forms						
	(ii) Size: 43 cm x 34 cm (1/2 DFC)	1000 forms						
	(iii) Size: 21 cm x 34 cm (1/4 DFC)	1000 forms						
	(iv) Size: 17 cm x 21 cm (1/8 DFC)	1000 forms						
	(v) Size: 45 cm x 56 cm (Full Demy)	1000 forms						
	(vi) Size: 28 cm x 45 cm (1/2 demy, A-3)	1000 forms						
	(vii) Size: 22 cm x 28 cm (1/4 demy/ A-4)	1000 forms						
	(viii) Size: 14 cm x 22 cm (1/8 demy/ 1/2 A-4)	1000 forms						
	(ix) Size: 18 cm x 26 cm (1/5 demy)	1000 forms						
	(x) Size : 13 cm x 18 cm (1/10 demy)	1000 forms						
	(xi) Size: 18 cm x 22 cm (1/6 demy)	1000 forms						
	(xii) Size: 11 cm x 18 cm (1/12 demy)	1000 forms						
	(xiii) Size: 51 cm x 76 cm (full double crown)	1000 forms						
	(xiv) Size: 38 cm x 50 cm (full crown)	1000 forms						
	(xv) Size: 25 cm x 38 cm (1/2 Crown)	1000 forms						
(xvi) Size: 19 cm x 25 cm (1/4 Crown)	1000 forms							
2	Printing Of General Forms/ Hospital Forms Printed In Single Colour, Double page, 2nd copy with different shades (Ordinary colour Demy) Quality of paper : 60 GSM 1st copy & 47 GSM for 2nd copy.							
	(i) Size : 21 cm x 34 cm (1/4 DFC)	1000sets						
	(ii) Size: 17 cm x 21 cm (1/8 DFC)	1000 sets						
	(iii) Size: 28 cm x 45 cm (1/2 demy, A-3)	1000 sets						
	(vi) Size: 22 cm x 28 cm 1/2 demy/ A-4)	1000 sets						
	(v) Size: 14 cm x 22 cm (1/8 demy/ 1/2 A-4)	1000 sets						
	(vi) Size: 18 cm x 26 cm (1/5 dmy)	1000 sets						
	(vii) Size: 13 cm x 18 cm (1/10 demy)	1000 sets						
	(viii) Size: 18 cm x 22 cm (1/6 demy)	1000 sets						
(ix) Size: 11 Cm x 18 cm (1/2 demy)	1000 sets							

SL No	Description Of Goods	Unit						
3	Printing of General Forms/Hospital Forms Printed In Single Colour, Triplicate, 2nd and 3rd copy with different shades (Ordinary colour demy) Quality of paper : 60 GSM for 1st copy & 47 GSM for 2nd & 3rd copy							
	(i) Size : 21 cm X 34 cm (1/4 DFC)	1000 sets						
	(ii) Size : 17 cm x 21 cm (1/8 DFC)	1000 sets						
	(iii) Size : 28 cm x 45 cm (1/2 demy, A-3)	1000 sets						
	(vi) Size: 22 cm x 28 cm (1/4 demy/ A-4)	1000 sets						
	(v) Size: 14 cm x 22 cm (1/8 demy/ 1/2 A-4)	1000 sets						
	(vi) Size: 18 cm x 26 cm (1/5 demy)	1000 sets						
	(vii) Size: 13 cm x 18 cm (1/10 demy)	1000 sets						
	(viii) Size: 18 cm x 22 cm (1/6 demy)	1000 sets						
	(ix) Size: 11 Cm x 18 cm (1/2 demy)	1000 sets						
4	Printing Of General Forms/ Hospital Forms Printed In Single Colour, single Forms, Quality of paper :70 GSM							
	(i) Size : 43 cm x 69 cm (full DFC)	1000 forms						
	(ii) Size : 43 cm x 34 cm (1/2 DFC)	1000 forms						
	(iii) Size : 21 cm x 34 cm (1/4 DFC)	1000 forms						
	(iv) Size : 17 cm x 21 cm (1/8 DFC)	1000 forms						
	(v) Size : 45 cm x 56 cm (full demy)	1000 forms						
	(vi) Size: 28 cm x 45 cm (1/2 demy, A-3)	1000 forms						
	(vii) Size: 22 cm x 28 cm (1/4 demy/ A-4)	1000 forms						
	(viii) Size: 14 cm x 22 cm (1/8 demy/ 1/2 A-4)	1000 forms						
	(ix) Size: 18 cm x 26 cm (1/5 demy)	1000 forms						
	(x) Size : 13 cm x 18 cm (1/10 demy)	1000 forms						
	(xi) Size: 18 cm x 22 cm (1/6 demy)	1000 forms						
	(xii) Size: 11 cm x 18 cm (1/12 demy)	1000 forms						
	(xiii) Size: 51 cm x 76 cm (full double crown)	1000 forms						
	(xiv) Size: 38 cm x 50 cm (full crown)	1000 forms						
	(xv) Size: 25 cm x 38 cm (1/2 Crown)	1000 forms						
	(xvi) Size: 19 cm x 25 cm (1/4 Crown)	1000 forms						
5	Printing of General Forms/ Hospital Forms Printed in Double colour, Single Forms Quality Of Paper: 60 GSM							
	(i) Size: 43 cm x 69 cm (full DFC)	1000 forms						
	(ii) Size: 43 cm x 34 cm (1/2 DFC)	1000 forms						
	(iii) Size: 21 cm x 34 cm (1/4 DFC)	1000 forms						
	(iv) Size: 17 cm x 21 cm (1/8 DFC)	1000 forms						

SL No	Description Of Goods	Unit						
	(v) Size: 45 cm x 56 cm (Full Demy)	1000 forms						
	(vi) Size: 28 cm x 45 cm (1/2 demy, A-3)	1000 forms						
	(vii) Size: 22 cm x 28 cm (1/4 demy/ A-4)	1000 forms						
	(viii) Size: 14 cm x 22 cm (1/8 demy/ 1/2 A-4)	1000 forms						
	(ix) Size: 18 cm x 26 cm (1/5 demy)	1000 forms						
	(x) Size : 13 cm x 18 cm (1/10 demy)	1000 forms						
	(xi) Size: 18 cm x 22 cm (1/6 demy)	1000 forms						
	(xii) Size: 11 cm x 18 cm (1/12 demy)	1000 forms						
	(xiii) Size: 51 cm x 76 cm (full double crown)	1000 forms						
	(xiv) Size: 38 cm x 50 cm (full crown)	1000 forms						
	(xv) Size: 25 cm x 38 cm (1/2 Crown)	1000 forms						
	(xvi) Size: 19 cm x 25 cm (1/4 Crown)	1000 forms						
6	Printing of General Forms/Hospital Forms Printed In double Colour, double page, 2nd copy with different shades (Ordinary colour demy) Quality of paper : 60 GSM for 1st copy & 47 GSM for 2nd copy.							
	(i) Size : 21 cm x 34 cm (1/4 DFC)	1000 sets						
	(ii) Size: 17 cm x 21 cm (1/8 DFC)	1000 sets						
	(iii) Size: 28 cm x 45 cm (1/2 demy, A-3)	1000 sets						
	(vi) Size: 22 cm x 28 cm (1/4 demy/ A-4)	1000 sets						
	(v) Size: 14 cm x 22 cm (1/8 demy/ 1/2 A-4)	1000 sets						
	(vi) Size: 18 cm x 26 cm (1/5 demy)	1000 sets						
	(vii) Size: 13 cm x 18 cm (1/10 demy)	1000 sets						
	(viii) Size:18 cm x 22 cm (1/6 demy)	1000 sets						
	(ix) Size: 11 Cm x 18 cm (1/2 demy)	1000 sets						
7	Printing Of General Forms/Hospital Forms Printed In Double Colour Triplicate, 2nd And 3rd Copy with Different Shades (Ordinary colour Demy) Quality of Paper: 60 GSM 1st copy & 47 GSM for 2nd copy & 3rd copy.							
	(i) Size: 21 cm x 34 cm (1/4 DFC)	1000 sets						
	(ii) Size: 17 cm x 21 cm (1/8 DFC)	1000 sets						
	(iii) Size: 28 cm x 45 cm (1/2 demy, A-3)	1000 sets						
	(vi) Size: 22 cm x 28 cm (1/4 demy/ A-4)	1000 sets						
	(v) Size: 14 cm x 22 cm (1/8 demy/ 1/2 A-4)	1000 sets						
	(vi) Size: 18 cm x 26 cm (1/5 demy)	1000 sets						
	(vii) Size:13 cm x 18 cm (1/10 demy)	1000 sets						
	(viii) Size:18 cm x 22 cm (1/6 demy)	1000 sets						
	(ix) Size:11 cm x 18 cm (1/2 demy)	1000 sets						

SL No	Description Of Goods	Unit						
8	Printing of General Forms/Hospital Forms Printed in double colour, Single forms Quality of paper: 70 GSM							
	(i) Size: 43 cm x 69 cm (full DFC)	1000 forms						
	(ii) Size: 43 cm x 34 cm (1/2 DFC)	1000 forms						
	(iii) 21cmx34cm (1/4DFC)	1000 forms						
	(iv) 17cmx21cm (1/8DFC)	1000 forms						
	(v) 45cmx56cm (Full Demy)	1000 forms						
	(vi) Size: 28cmx45cm(demy,A-3)	1000 forms						
	(vii) Size: 22cmx28cm(demy,A-4)	1000 forms						
	(viii) Size: 14cmx22cm(1/8demy,A-4)	1000 forms						
	(ix) Size: 18cmx26cm(1/5demy)	1000 forms						
	(x) Size: 13 cm x 18 cm (1/10 demy)	1000 forms						
	(xi) Size: 18 cm x 22 cm (1/6 demy)	1000 forms						
	(xii) Size: 11 cm x 18 cm (1/12 demy)	1000 forms						
	(xiii) Size: 51 cm x 76 cm (full double crown)	1000 forms						
	(xiv) Size: 38 cm x 50 cm (full crown)	1000 forms						
	(xv) Size: 25 cm x 38 cm (1/2 crown)	1000 forms						
	(xv) Size: 19 cm x 25 cm (1/4 crown)	1000 forms						
9	Card/ Registration/ Report Card/ Forms/ General & Hospital/ Library Printed in single colour, single page. Quality of Paper: Century Board 160 GSM							
	(a) Size: 23 x 33 cm (1/5 C/B/ Legal)	1000 cards						
	(b) Size: 23x 28 cm(1/6 C/B/ A-4)	1000 cards						
	© Size: 17 x 28 cm (1/8 C/B/)	1000 cards						
	(d) size: 23 x 18 Cm (1/9 C/B)	1000 cards						
	(e) size:14 x 17 cm (1/16 CB)	1000 cards						
	(f) Size: 14 x 23 cm (1/12 CB/ 1/2 A-4)	1000 cards						
	(g) Size: 23 x 16 cm (1/10 CB/ 1/2 Legal)	1000 cards						
	(h) Size:56 x 35 cm (1/2 CB)	1000 cards						
	(i) Size: 35x 28 cm (1/4 CB)	1000 cards						
	(j) Size: 43 x 28 cm (1/3 CB/A-3)	1000 cards						
	(k) Size: 14x 8 cm (1/32 CB)	1000 cards						
	(l) Size: 14 x 12 cm (1/24 CB)	1000 cards						
	(m) Size: 16x 11 cm (1/20 CB)	1000 cards						
10	Card/ Registration/ Report Card/ Forms/ General & Hospital/ Library Printed in single colour, single page. Quality of Paper: Century Board 90 GSM							
	(a) Size: 23 x 33 cm (1/5 C/B/ Legal)	1000 cards						
	(b) Size: 23x 28 cm(1/6 C/B/ A-4)	1000 cards						

SL No	Description Of Goods	Unit						
	© Size: 17 x 28 cm (1/8 C/B/)	1000 cards						
	(d) size: 23 x 18 Cm (1/9 C/B)	1000 cards						
	(e) size:14 x 17 cm (1/16 CB)	1000 cards						
	(f) Size: 14 x 23 cm (1/12 CB/ 1/2 A-4)	1000 cards						
	(g) Size: 23 x 16 cm (1/10 CB/ 1/2 Legal)	1000 cards						
	(h) Size:56 x 35 cm (1/2 CB)	1000 cards						
	(i) Size:35 x 28 cm (1/4 CB)	1000 cards						
	(j) Size: 43 x 28 cm (1/3 CB/A-3)	1000 cards						
	(k) Size: 14x 8 cm (1/32 CB)	1000 cards						
	(l) Size: 14 x 12 cm (1/24 CB)	1000 cards						
	(m) Size: 16x 11 cm (1/20 CB)	1000 cards						
11	Card/Registration/report card/ Forms/ General & Hospital/ Library Printed in double colour, single page. Quality of paper: Century Board 160 GSM							
	(a) Size: 23 x 33 cm (1/5 C/B/ Legal)	1000 cards						
	(b) Size: 23x 28 cm(1/6 C/B/ A-4)	1000 cards						
	© Size: 17 x 28 cm (1/8 C/B/)	1000 cards						
	(d) size: 23 x 18 Cm (1/9 C/B)	1000 cards						
	(e) size:14 x 17 cm (1/16 CB)	1000 cards						
	(f) Size: 14 x 23 cm (1/12 CB/ 1/2 A-4)	1000 cards						
	(g) Size: 23 x 16 cm (1/10 CB/ 1/2 Legal)	1000 cards						
	(h) Size:56 x 35 cm (1/2 CB)	1000 cards						
	(i) Size: 35x 28 cm (1/4 CB)	1000 cards						
	(j) Size: 43 x 28 cm (1/3 CB/A-3)	1000 cards						
	(k) Size: 14x 8 cm (1/32 CB)	1000 cards						
	(l) Size: 14 x 12 cm (1/24 CB)	1000 cards						
	(m) Size: 16x 11 cm (1/20 CB)	1000 cards						
12	Card/Registration/report card/ Forms/ General & Hospital/ Library Printed in double colour, single page. Quality of paper: Century Board 90 GSM	unit						
	(a) Size: 23 x 33 cm (1/5 C/B/ Legal)	1000 cards						
	(b) Size: 23x 28 cm(1/6 C/B/ A-4)	1000 cards						
	© Size: 17 x 28 cm (1/8 C/B/)	1000 cards						
	(d) size: 23 x 18 Cm (1/9 C/B)	1000 cards						
	(e) size:14 x 17 cm (1/16 CB)	1000 cards						
	(f) Size: 14 x 23 cm (1/12 CB/ 1/2 A-4)	1000 cards						
	(g) Size: 23 x 16 cm (1/10 CB/ 1/2 Legal)	1000 cards						
	(h) Size:56 x 35 cm (1/2 CB)	1000 cards						

SL No	Description Of Goods	Unit						
	(i) Size:35 x 28 cm (1/4 CB)	1000 cards						
	(j) Size: 43 x 28 cm (1/3 CB/A-3)	1000 cards						
	(k) Size: 14x 8 cm (1/32 CB)	1000 cards						
	(l) Size: 14 x 12 cm (1/24 CB)	1000 cards						
	(m) Size: 16x 11 cm (1/20 CB)	1000 cards						
13	Printing of General Forms/Hospital Forms Printed In Single Colour, single Forms Quality Of Paper: 70 GSM Colour Maplitho copy	unit						
	(i) Size: 21 cm x 34 cm (1/4 demy)	1000 forms						
	(ii) Size: 28 cm x 45 cm (1/2 demy, A-3)	1000 forms						
	(iii)Size:22 cm x 28 cm (1/4 demy/A-4)	1000 forms						
	(iv) Size:14 cm x 22 cm (1/8 demy/1/2 A-4)	1000 forms						
	(v) Size: 18 cm x 26 cm (1/5demy)	1000 forms						
	(vi) Size: 13 cm x 18 cm (1/10 demy)	1000 forms						
	(vii) Size: 18 cm x 22 cm (1/6 demy)	1000 forms						
	(viii) Size: 11 cm x 18 cm (1/12 demy)	1000 forms						
14	Printing of General Forms/Hospital Forms Printed in double colour, Single forms Quality of paper: 70 GSM Colour Maplitho	unit						
	(i) Size: 21 cm x 34 cm (1/3 demy)	1000 forms						
	(ii) Size: 28 cm x 45 cm (1/2 demy, A-3)	1000 forms						
	(iii) Size:22 cm x 28 cm (1/4 demy/A-4)	1000 forms						
	(iv) Size:14 cm x 22 cm (1/8 demy/1/2 A-4)	1000 forms						
	(v) Size:18 cm x 26 cm (1/5 demy)	1000 forms						
	(vi) Size:13 cm x 18 cm (1/10 demy)	1000 forms						
	(vii) Size:18 cm x 22 cm (1/6 demy)	1000 forms						
	(viii) Size: 11 cm x 18 cm (1/12 demy)	1000 forms						
15	Envelopes Of Different Sixes: Printing in single colour, single page.	unit						
	(A) <u>Craft/Brown</u>							
	(i) Size: 6' x 3 1/2"	1000 Env.						
	(ii) Size: 9" x 4"	1000 Env.						
	(iii) Size:10" x 4 1/2	1000 Env.						
	(iv) Size:11" x 5"	1000 Env.						
	(v) Size: 12" x 6"	1000 Env.						
	(vi) Size: 8" x 10"	1000 Env.						
	(vii) Size:10" x 12"	1000 Env.						
	(viii) Size: 14" x 10"	1000 Env.						
	(ix) Size:16" x 12"	1000 Env.						

SL No	Description Of Goods	Unit						
20	Printing of letter Heads/ Prescription Pad, Printed in double colour in executive bond paper							
	(i) 22 x 29 cm (1/4 demy)	1000 nos						
	(ii) 18 x 27 cm (1/5 demy)	1000 nos						
	(iii) 18 x 23 cm (1/6 demy)	1000 nos						
	(iv) 14 x 22 cm (1/8 demy)	1000 nos						
21	Printing Of Letter heads/ Prescription Pad, Printed in Single Colour in 70 GSM Bilt/ jk maphlito paper	unit						
	(i) 22 x 29 cm (1/4 demy)	1000 nos						
	(ii) 18 x 27 cm (1/5 demy)	1000 nos						
	(iii) 18 x 23 cm (1/6 demy)	1000 nos						
	(iv) 14 x 22 cm (1/8 demy)	1000 nos						
22	Printing Of Letter heads/ Prescription Pad, Printed in doubleColour in 70 GSM BILT/ JK maphlito paper	unit						
	(i) 22 x 29 cm (1/4 demy)	1000 nos						
	(ii) 18 x 27 cm (1/5 demy)	1000 nos						
	(iii) 18 x 23 cm (1/6 demy)	1000 nos						
	(iv) 14 x 22 cm (1/8 demy)	1000 nos						
23	Printing Of note Sheet, Printed in single colour Size: Legal/ Full Scape/1/4 DFC Quality of Paper: 70 GSM Azurelaid	1000 Sheets						
24	Printing of Registers,printed in single colour Quality of paper: 70 GSM Azurelaid No of leaves/folios hundred (200) duly hard bound plus 8 leaves index on top	unit						
	(i) Size : 34 x 43 cm (1/2 DFC)	10 books						
	(ii) Size : 34 x 21 cm (1/4 DFC)	10 books						
	(iii) Size : 45 x 28 cm (1/2 demy)	10 books						
	(iv) Size : 22 x 28 cm (1/4 demy)	10 books						
	(v) size : 51 x 38 cm (1/2 double crown)	10 books						
	(vi) Size : 25 x 38 cm (1/4 double crown)	10 books						
25	Printing of Log Book / Peon book Printed in Single colour, Quality Of paper: 60 GSM no of pages two Hundred (200) duly hard bound	unit						
	Size : 17 x 21 cm (1/8 DFC)	10 books						
SL No	Description Of Goods	Unit						

26	Printing of Index Book for Library/ College of Nursing Printed in single colour quality of paper 70 GSM Azurelaid No of pages 32 duly soft bound with 160 GSM century board cover printed in single colour on one side							
	Size : 17 x 10 cm (1/16 DFC)	100 Books						
27	Printing Of Identity Card Printed in Single colour Size normal paper ivory Printing of individual name with lamination & with holder transparent Plastic made	100 cards						
28	Printing of identity card printed in double colour size normal paper ivory Printing of individual name with lamination	100 cards						
29	Printing of Cover page of prospectus etc. in multicolour printed in 220 GSM Art board duly laminated	1st 1000 forma						
	Size: A-4/ 1/4 demy (Rate should be quoted for demy forma)	Subsequent 1000 forma						
30	Printing of Cover page of prospectus etc. in multicolour printed in 220 GSM Art board duly laminated	1st 1000 forma						
	Size : 19 cm x 25 cm (1/8 double crown) (Rate Should be quoted for double crown forma)	Subsequent 1000 forma						
31	Printing Of Inside page of prospectus etc. in multicolour printed in 130 GSM Art paper. Size: A-4/ 1/4 demy (Rate should be quoted for demy forma)	1st 1000 forma						
		Subsequent 1000 forma						
32	Printing Of Inside page of prospectus etc. in multicolour printed in 130 GSM Art paper. Size: 19 cm x 25 cm (1/8 double crown) (Rate should be quoted for double croen forma)	1 st 1000 forma						
		Subsequent 1000 forma						
33	Printing Of Prospectus (per page) with Bi colour cover A4 size	Per page per 500 nos						
34	Printing Of Prospectus (per page) with multi colour cover A4 size	Per page per 500 nos						
35	Printing of Charts / Calendar/ Poster Printed In Multicolour Quality Of Paper 80 GSM Maphlito							

SL No	Description Of Goods	Unit						
	(a) Size : 20" 30" (double crown)	1st 1000 nos Subsequent 1000 nos						
	(b) Size :18" 23" (full demy)	1st 1000 nos						

		Subsequent 1000 nos						
	(C) Size : 15" 20" (crown)	1st 1000 nos Subsequent 1000 nos						
	(d) Size :18" 11.5" (1/2 demy)	1st 1000 nos Subsequent 1000 nos						
36	Printing of Charts / Calendar/ Poster Printed In Multicolour Quality Of Paper130 GSM Art Paper	unit						
	a) Size : 20" 30" (double crown)	1st 1000 nos Subsequent 1000 nos						
	b) Size : 18" 23" (full demy)	1 st 1000 nos Subsequent 1000 nos						
	c) Size : 15" 20" (crown)	1st 1000 nos Subsequent 1000 nos						
	d) Size : 18" 11.5" (1/2 demy)	1st 1000 nos Subsequent 1000 nos						

SL No	Description Of Goods	Unit						
37	Printing of colour Sanitary Poster in Multilingual (Hindi, English, Khasi) Paper (Size: 17" x 27 ") in art paper-250 GSM, Tin Mounting both side, Lamination, designing,etc.	1000 copies						

SL NO	Description Of Goods	Unit	Rate per unit	VAT/Other Taxes	Total
38	Cost pf binding				
	i) Pad binding	each book			
	ii) Ordinary binding with interleaving & serial no. & book no. on each page, book of around 150 pages to 250 pages	each book			
	iii) Centre stitching interleaving, book of 24 pages to 48 pages	each book			
	iv) Spiral binding of book of about 50 to 200 pages	each book			
	v) Spiral binding of calendar of about 6 to 7 pages	each calendar			
	vi) Mounting of calendar on top and bottom	each calendar			
	vii) Hard binding of books of about 100 to 200 pages	each book			
39	identity Card Holder With Card for library Printed in single colour on both side (sample to be seen in the office of the undersigned)	100 nos			
40	Identity Card Holder- Transparent Plastic made Printing of Identity Card Printed in single colour Size normal paper ivory	100 nos			
41	Printing of individual name with lamination & without Holder	100 cards			
42	Lamination for Poster of 250 gsm (size: 17" x 27")	each			

Sl. No.	Particulars	Rate First Thousand			Rate Subsequent Thousand		
		Basic Price	VAT/Other Taxes	Total Price	Basic Price	VAT/Other Taxes	Total Price
1)	Exclusive Dairy						
	Size: 18cm x 25 cm						
	Printing : Multicolour for Information page and bi colour for date page						
	Paper : 70 GSM Maplitho						
	Binding : Hard bound with multi cover and Lamination						
a)	Single day per page						
b)	Two day per page						
2)	Exclusive Dairy						
	Size: 18cm x 25 cm						
	Printing : Multicolour for Information page and single colour for date page						
	Paper : 70 GSM Maplitho						
	Binding : Hard bound with multi cover and Lamination						
a)	Single day per page						
b)	Two day per page						
3)	Pocket Dairy						
	Size : 9 cm x 17 cm						
	Printing : Multicolour for Information page and bi colour for date page						
	Paper : 70 GSM Maplitho						
	Binding : Hard bound with multi cover and Lamination						
a)	Single day per page						
b)	Two day per page						
4)	Pocket Dairy						
	Size : 9 cm x 17 cm						
	Printing : Multicolour for Information page and Single colour for date page						
	Paper : 70 GSM Maplitho						
	Binding : Hard bound with multi cover and Lamination						
a)	Single day per page						
b)	Two day per page						
5)	Wall Calender						
	Size : 19" x 29"						
	Printing : Multicolour						
	Paper : 170 GSM Art paper for date pages and 90 GSM Maplitho for flyleaf						
a)	1 sheet with top and bottom mounting (12 months per page 1 side printing)						
b)	2 sheet with top and bottom mounting (6 months per page 2 side printing)						
c)	3 sheet with Spiral binding and flyleaf						

	(4 months per page 1 side printing)						
d)	3 sheet with Spiral binding and flyleaf (2 months per page both side printing)						
e)	4 sheet with Spiral binding and flyleaf (3 months per page one side printing)						
f)	6 sheet with Spiral binding and flyleaf (2 months per page 1 side printing)						
g)	6 sheet with Spiral binding and flyleaf (1 month per page both side printing)						
h)	12 sheet with Spiral binding and flyleaf (1 month per page 1 side printing)						

The tendered rates and the validity of bids shall be for a minimum period of one year from the date, as the tender are finalized /awarded, till the finalization of next tender by the Institute, whichever is earlier.

- Sample paper to be used for printing should invariably be attached for all the items quoted and in case of prospectus copy of earlier similar work carried out should be attached, mentioning the quality, specification of the paper being used.
- Beside item number, rubber stamp impression and signature of the printer/vendor should be affixed on the sample papers to be placed in the “Techno-commercial bids”. No rates should be indicated on the samples.

Dated: _____

Signature of Tenderer
Address:

