

**OFFICE OF THE DIRECTOR
ACHARYA HARIHAR POST GRADUATE INSTITUTE OF CANCER**

CUTTACK

Tender Call Notice No. 439 /dt. 27-01-2023
S-07/18-22

Director, Acharya Harihar Post Graduate Institute of Cancer, Cuttack invites sealed tenders in two bid system (Commercial Bid, Price Bid) from the publishers/printing press for supply of the Non- standard Forms on rate contract basis for a period of one year, as detailed in Annexure – I. The tenders should reach the office of the undersigned latest by **20.02.2023 up to 4.00 PM**. The tenders (Commercial Bid Annexure-II) shall be opened on 21.02.2023 at 1.00 PM, in presence of the tender committee and bidders or its authorized representative. The bidder should quote unit price excluding taxes against each items in the bidders letter head (Annexure- III) with page Nos., signed in all pages with seal. The bidders has to deposit **Earnest money of Rs.30,000.00** in shape of DD in favour of the Director, Acharya Harihar Regional Cancer Centre, Cuttack and submit in double sealed cover duly super-scribed with tenders for supply of Non-standard Forms with tender call notice No. & Date. Tenders shall not be received beyond the date and time fixed. The undersigned reserves the right to cancel one or all the tenders without assigning any reason thereof.

The detail scheduled of tender.

- 1) The last date of submission of tender : - 20.02.2023 up to 4.00 PM
- 2) Opening of commercial bid :- 21.02.2023 at 1.00 PM in the office
Chamber of the Director, AHPGIC, Cuttack
- 3) Mode of submission of tender :- By Speed Post/Regd. Post

GENERAL TERMS AND CONDITIONS

1. The Non- standard Forms must be in original as per specification offered in the tender.
2. The bidders may collect sample paper from non-technical store before submission of tender.
3. The selected firm is requested to collect sample paper on receipt of purchase order.
4. The selected firm will be accepted under R/C for one year from the date of approval and may be extended for another one year subject to satisfactory performance.
5. Delivery must be made within 7 days of placement of purchase order.
6. 100% value of the articles shall be paid after delivery in the Non technical Stores of this institute duly certified by SMO.
7. The supplier shall take full responsibility and bear all the expenditures of transportation, loading, unloading, upto the Non-technical Stores of AHPGIC, Cuttack.
8. The cost of tender paper is Rs. 2, 000/- (Non refundable) which should be submitted separately along with the commercial bid in shape of DD in favour the Director, AHRCC, Cuttack.
9. All the tender documents should be typed on the letter head of the bidder and duly signed with page No. in all pages. The tender paper of AHPGIC should not be enclosed along with the bid.
10. Dispute if any with regard to the tender shall be settled in the court in the jurisdiction of Cuttack, only.
11. No tender will be accepted beyond the date and time fixed.
12. Copy of the supply orders exceeding Rs. 15 Lakhs for last 3 years.

Asawan
27/1/2023
Director

Sl. No	Non-Standard Form Details
1	Haematology Form
2	X-ray Cover (8" x 10", 10" x 12" & 14" x 17")
3	Histopathology Form
4	Biochemical Forms
5	Slip Paper
6	Radiotherapy Ticket green (small) (Post card)
7	Attendance Register
8	Blood Component Form
9	Whole blood requisition Form
10	Indoor discharge ticket
11	Investigation Sheet
12	Follow up notes
13	OPD Register
14	Main Stock Register
15	Indoor Admission Register
16	Money Receipt (Books of 100 pages)
17	Section stock register
18	Cabin application Form
19	OPD Prescription slip Auto carbon/IPD DDC Auto Carbon
20	Received voucher for OSTF
21	PTS receipt slip for OPD, DDC (Auto Carbon)
22	PTS receipt slip for IPD, DDC (Auto Carbon)
23	Undertaking Form for admission Ticket
24	Anaesthesia Record Form
25	OSTF Application Form
26	Form No.- 3E, Narcotic Drugs (Auto Carbon)
27	Second page Note Sheet
28	Case Note (Admission Ticket)
29	O.T Note for Surgery
30	LINAC Consent Form
31	Cover Folder of Admission ticket (Pink, yellow & green)
32	Stool & Urine (Clinical Pathology)
33	X-ray form
34	Death Form
35	Gyn. OPD OT note
36	Pre-op Check list (Gynecology)
37	Note Sheet – 1 st page
38	Cobalt Form – Red
39	Operation Register
40	Urgent Slip Paper
41	Cobalt Form- yellow
42	OT Note Cervix, Endometrium & Ovary
43	Pre- Anaesthesia Evaluation
44	Endoscopy Report Form

45	Leave Calculation Form
46	AHPGIC Envelop
47	Teletherapy treatment form
48	Indent Register
49	Cyto Pathology report form
50	Attendant Gate Pass
51	Addl. Information for case of Chemotherapy (OSTF)
52	Radio diagnosis Reporting Form
53	Patients information on NCDIR (ICMR)
54	Daily accounts of essential Narcotic Drugs (3H)
55	Prescription Slip for medicine
56	Office letter pad (Pad of 100 pages)
57	National Centre for Diseases Control Form (Covid-19)
58	ICMR Specimen Referral Form for Covid-19
59	Narcotic Register
60	Central Library Card

Annexure-II

The commercial bid must be accompanied with the following documents.

1. Earnest money deposit of Rs. 30, 000.00 in shape of DD in favour of the Director, Acharya Harihar Regional Cancer Centre, Cuttack.
2. Undertaking that the price as obtained on the date of issue of purchase order is as per price offered in the tender.
3. Copy of up-to-date GST clearance certificate, PAN card.
4. Cost of tender paper Rs. 2000/- (non refundable) by way of DD in favour of Director, Acharya Harihar Regional Cancer Centre, Cuttack.
5. Sample paper as per items in Annexure-I
6. Copy of the supply orders exceeding Rs. 15 Lakhs for last 3 years.

Sl.No.	Name of the items	Paper quality (in GSM)	Remarks
1	2	3	4

Annexure-III

Format of The price bid

Sl. No.	Name of the items	Unit	Unit price in figure	Unit price in word

dsan
27/11/2023
Director

Inte