

OFFICE OF THE DIRECTOR
ACHARYA HARIHAR POST GRADUATE INSTITUTE OF CANCER, CUTTACK

TENDER NOTICE NO. 2711 dt. 17-6-2020
S-07/18-20

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NOTICE INVITING TENDER

Sealed tenders are invited in two bid systems by the Director, AH Post Graduate Institute of Cancer, Cuttack-7 from the Publishers /authorized printing press for supply & printing of Non-standard Forms, the details of which are be available in the website of AHPGIC, www.ahrcc.in

1. The last date of submission of tender: - 20.07.2020 by 4.00 PM.
2. Opening of technical bid: - 21.07.2020 by 4.00 PM.
3. Method of submission of tender: - By speed Post/Regd Post.

N.B:- In case any modifications / corrections are made to the original tender document after the pre-bid meeting, it will be updated in the website of AHPGIC only and no corrigendum in this regard shall be published in newspaper.

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17/6/2020

Director
AHPGIC, Cuttack

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

Tender Call Notice No. _____/dt. _____
S-07/18-20

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 as detailed in Annexure – I. The tenders should reach the office of the undersigned latest by 20.07.2020 up to 4.00 PM. The tenders (Commercial Bid Annexure-II) shall be opened on 21.07.2020 at 4.00PM, 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 : - 20.07.2020 up to 4.00 PM
- 2) Opening of commercial bid :- 21.07.2020 at 4.00 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 / visit 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. 5.00 Lakh for last 3 years.

Director

Cont'd....P/2

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 – 1st page
38. Cobalt Form – Red
39. Operation Register
40. Urgent Slip Paper
41. Cobalt Form- yellow
42. OT Note Cervix, Endometrium & Ovary

Cont'd....P/3

43. Pre- Anaesthesia Evaluation
44. Endoscopy Report Form
45. Leave Calculation Form
46. AHRCC 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. Bound Register – 100P/200P/300P/400P
57. Office letter pad (Pad of 100 pages)
58. National Centre for Diseases Control Form (Covid-19)
59. ICMR Specimen Referral Form for Covid -19

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. 5.00 Lakh 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

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17/6/2021

Director