

Govt. of West Bengal
Office of the Superintendent, S.D. Hospital
Contai, Purba Medinipur

Memo No. 3220

Date: 04/12/17

: NOTICE INVITING QUOTATION:

Sealed quotations are hereby invited in own letter head from reputed agencies / firms/ others for supplying printing formats of SNCU in the Contai Sub Divisional Hospital, Contai, Purba Medinipur as per following specifications:

| Sl No | Specifications |
|-------|--|
| 01. | <ul style="list-style-type: none">❖ Specifications of printing formats of SNCU are attached herewith as Annexure - 1.❖ Soft copy of all printing items will be given to the successful bidder and printing will have to be done according to the guideline in Annexure - 1❖ Rate should be put as per printing items rate units in Annexure -1 |

Rate of printing items should be quoted all prices including taxes, carrying charges and others. Prior experience in such works at State Govt. Offices will get preference.

Terms & Conditions ::

1. The sealed cover containing the quotation would be superscripted by "Quotation for Supply of Printing Formats of SNCU at Contai Sub- Divisional Hospital, Contai, Purba Medinipur.
2. Quotations to be dropped at the Office Quotation Box on & from 05.12.2017 at 10.00 am to 15.12.2017 at 04.00 pm (during office time) and quotations will be opened on 26.12.2017 at 12.00 noon at the office Chamber of the Superintendent of Contai SD Hospital, Contai, Purba Medinipur
3. Quotation should clearly put as per printing items rate units in Annexure -1.
4. Quotations to be quoted at own letterhead along with all self- attested photocopy of requisite legal and statutory documents like Trade Licence & PAN, P Tax clearance Certificate etc. & rates quoted must be included of all taxes & others, no extra amount will be entertained later.
5. Either bidders or their representatives may present at time of opening quotations.
6. Product will be supplied on urgent basis of issuing supply order.
7. Payment will be made through electronic transfer mode to the bank account of the firm after deduction as per Govt. rules & regulations.
8. The undersigned reserves all the rights to accept or to reject any quotation(s) without assigning any reason thereof.


Superintendent

Contai SD Hospital, Purba Medinipur

Date: 04/12/2017

Memo No. 3220/1(3)

Copy forwarded for kind information & for wide publication, please to:

1. The Sub Divisional Officer, Contai, Purba Medinipur
2. The Chairman, Contai Municipality
3. SDIC Officer, Contai Sub- Division


Superintendent

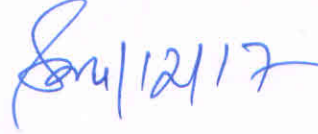
Contai SD Hospital, Purba Medinipur

Date: 04/12/2017

Memo No. 3220/1(3).

Copy forwarded for kind information & for wide publication, please to:

1. The DIO- NIC, Purba Medinipur
2. The DPMU, Nandigram Health District, Purba Medinipur
3. Notice Board of this hospital


Superintendent

Contai SD Hospital, Purba Medinipur

Govt. of West Bengal
Office of the Superintendent, S.D. Hospital
Contai, Purba Medinipur

Memo No. 3220

Date : 04/12/2017

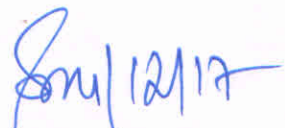
Annexure - I

Specifications of Printing Formats of SNCU and Rate Units:

| S.No | Print Items | Hue | Size (Inch) | Paper Quality | Rate Units | Amounts |
|------|---|--------------|-------------|--|--------------|---------|
| 01 | File Folder (Cover) | Multicolor | 9.6x12 | 350 GSM Art Card or equivalent quality | 1800 pcs | |
| 02 | Treatment Continuation and Clinical Condition Record Sheet (Front and Back Printing) 1) Treatment Continuation Sheet 2) Clinical Condition Record Sheet | 2 Color | 8.5x11 | 70 or 90 GSM Maplitho or equivalent quality | 5000 pcs | |
| 03 | Monitoring and Nurses Order Sheet (Front and Back Printing) 1) Monitoring Sheet 2) Nurses Order Sheet | 2 Color | 8.5x11 | 70 or 90 GSM Maplitho or equivalent quality | 5000 pcs | |
| 04 | Admission Sheet (4 Pages) | 4 Color | 8.5x11 | 120 GSM Maplitho or equivalent quality | 2000 pcs | |
| 05 | Discharge Card (4 Pages) | 4 Color | 8.5x11 | 120 GSM Maplitho or equivalent quality (Perforation at Joint) | 1800 pcs | |
| 06 | Investigation Sheet | 2 Color | 8.5x11 | 70 or 90 GSM Maplitho or equivalent quality | 3000 pcs | |
| 07 | Discharge Note | 4 Color | 8.5x11 | 120 GSM Maplitho or equivalent quality (100 Page per perforated booklet) | 15 Booklets | |
| 08 | Referral Note | 4 Color | 8.5x11 | 120 GSM Maplitho or equivalent quality (100 Page perforated and self carbon booklet) | 5 Booklets | |
| 09 | Admission Register | | | | | |
| | i) Admission Register (Register Cover design print to be pasted on brown board) | 4 Color | 22x17 | 70 or 90 GSM Maplitho or equivalent quality | 2 Registers | |
| | ii) Admission Register Inner | Single Color | 22x17 | 70 or 90 GSM Maplitho or equivalent quality (150 Page per Register) | | |
| 10 | Follow - up Register | Single Color | 14x9 | 70 or 90 GSM Maplitho or equivalent quality (100 pages per register) Register Cover should be on brown board. | 10 Registers | |
| 11 | OPD Register | Single Color | 14x9 | 70 or 90 GSM Maplitho or equivalent quality (100 pages per register) Register Cover should be on brown board. | 10 Registers | |
| 12 | Facility Follow-up Record Book | | | | | |
| | i) Facility Follow-up record Book (Cover) | 4 Color | 9 X 4.25 | 350 GSM Art Card or equivalent quality | 10 Books | |
| | ii) Facility Follow-up record Book (Inner) | 4 Color | 9 X 4.25 | 70 or 90 GSM Maplitho or equivalent quality (100 pages per Book) | | |
| 13 | Community Follow- up card | Multicolor | 9.6x12 | 350 GSM Art Card or equivalent quality | 1800 pcs. | |

Before printing the following guidelines have to be maintained:

- Insert State logo at specified place.
- Name of District (Contai Sub-Divisional Hospital, Nandigram Health District) has to be entered in File Folder (Cover), Admission Sheet, Discharge Card, Admission Register, Follow-up Register, Facility Follow-up Record Book.
- Contact No. (it will be given from this end) has to be entered in File Folder (Cover)
- Install the Font Package.
- Software to operate the CD: Corel Draw Version 15 or Higher.
- Color mode : CMYK


 Superintendent
 Contai S D Hospital
 Purba Medinipur