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Government of West Bengal
Office of the Superintendent
Jhargram District Hospital, Jhargram, Pin-721507

Web: www.jhargramhospital.org, email-super.jhargramsdh@gmail.com, Tel: 03221-255145

Memo No. : JDH/2022/ 1349

Date : 27.05.2022.

Tender Notice

Sealed Tender are invited from reputed firms/agency/suppliers for supply of different printing materials like register, form, requisition etc. of Various units of Jhargram District Hospital.

The details of works are as below:

Sl. No.	Items Name	Size of paper	Specification 100 GSM of Paper	Rate Per Book
1	Admission Register	14" X 8.5"	1 book of 100 pages	
2	Continuation Sheet	10" X 9"	1 book of 100 pages	
3	Diet Khata (Triplicate)	14" X 8.5"	1 book of 150 pages	
4	X-Ray Requisition	10" X 8"	1 book of 100 pages	
5	Medicine Slip OPD (Yellow)	8" X 6"	1 book of 100 pages	
6	Blood Requisition Form	10" X 8.5"	1 book of 100 pages	
7	Local Purchase Book	10" X 8"	1 book of 150 pages	
8	Biochemistry Form	10" X 8.5"	1 book of 100 pages	
9	Haematology Form	10" X 8.5"	1 book of 100 pages	
10	Astra Pachar Chikitsa Prakaran Concent Form	10" X 8.5"	1 book of 100 pages	
11	Print Out Excel Bond Paper A4 Birth & Death Section (White)	A4	As a packet of 500 pcs.	
12	Computer Continuation Paper	A4		
13	USG Requisition	10" X 8.5"	1 book of 100 pages	
14	Referral Card	14" X 8.5"	Per 100 pcs.	
15	Visiting Card	4" X 3"	Per 1000 pcs.	
16	Performa for medico legal examination of female victim	10" X 8"	In a form of 3 book set of 100 pages	
17	Cross Match Book – both side duplicate copy	8.5" X 7"	1 book of 100 pages	
18	Surgical Safety Check List	10" X 8"	1 book of 100 pages	
19	Pathology Urine & Stool	10" X 8.5"	1 book of 100 pages	
20	Death Certification	13" X 9"	1 book of 100 pages	
21	Indent Register- duplicate copy	13.5" X 8.5"	1 book of 200 pages	
22	Intake Output Chart	14" X 8.5"	1 book of 100 pages	
23	OPD emergency Ticket Manual	8" X 7"	1 book of 100 pages	
24	F Form Radiology	14" X 8.5"	1 book of 100 pages	
25	4A Forms Facility Based Neonatal Death	11.8" X 8"	3 copy a set 100 forms	
26	Latter Issued Register	14" X 8.5"	1 book of 200 pages	
27	Admission Diet Slip	8" X 6"	1 book of 100 pages	
28	Death Report Form	13" X 9"	1 book of 100 pages	


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29	Birth Report Form	13" X 9"	1 book of 100 pages
30	Postoperative Chart	12" X 8"	1 book of 100 pages
31	Sterilization/Auto Clave Register	14" X 8.5"	1 book of 100 pages
32	ECG Requisition	8.5" X 7"	1 book of 100 pages
33	Satisfactory Survey Book OPD	14" X 8.5"	1 book of 100 pages
34	Satisfactory Survey Book IPD	14" X 8.5"	1 book of 100 pages
35	MCTS (Labour Room)	8" X 10"	1 book of 100 pages
36	Gurutara Jhukibisoyok Sommoti Potro	A4	1 book of 100 pages
37	JSSK Medicine Slip	8" X 5"	1 book of 100 pages
38	Investigation Slip	8.5" X 7"	1 book of 100 pages
39	Mother Information & Past History	10" X 9"	1 book of 100 pages

The TENDERS are to be written in their own respective letter heads of agency concerned, TENDER must be dropped in sealed envelopes addressed to the Superintendent, Jhargram District Hospital and are to be dropped in the tender box kept in stores section of this hospital either by hand or by post, within 7 days from the date of issue of the notice, that is on 04.06.2022 by 2:00 P.M. The sealed TENDER will be opened on same day at 3:00 P.M. The Lowest bidder will be selected as per Govt. norms.

A. Submission of TENDER :

1. Application of the TENDER.
- 2) Authenticated photocopy of valid up to date Trade License.
- 3) Authenticated photocopy of PAN Card.
- 4) Latest IT return.
- 5) P. Tax
- 6) GST registration certificate
- 7) Others.

B. Opening of TENDER:

Proposals will be opened by the Superintendent, Jhargram District Hospital, Jhargram or his authorized representative on the specified date and time. One authorized representative representing a bidder may remain present at the time of opening of Technical as well as the Financial proposals, if they so desire, at O/o the Superintendent, Jhargram District Hospital, Jhargram, PIN-721507.

C. Terms & Conditions:-

1. Any tender without any above listed documents may be liable to be cancelled.
2. Any TENDER may be liable to be cancelled during whole process up to final payment if any document attached is found faulty or defective in the course of time. The Tender Committee will have no liability for the same.
3. The successful tender will have to supply the said items within reasonable period as decided by the Tender Committee.
4. The decision of the Tender Committee is final and reserves the right of rejecting or accepting any TENDER as a whole or part thereof without assigning any reason.
5. The Tender is valid up to 6 (Six) month.

D. Acceptance of TENDER:

The best quality and the lowest rate of supplying bidder would be accepted.

E. Payment procedure:

1. Payment to the executing firm / agency shall be made by the **Superintendent, Jhargram District Hospital, Jhargram.**
2. Vendors will need to submit the documents for claims for the payments i.e., bills etc to the office of the concerned authority (Superintendent) within 5th day of every next month. He / She will collect one receipt for this submission for claims.


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3. The payments will be made as and when Govt. fund will become available with the concerned local authority. When the fund is available, the payments will be cleared within a month from the receipt of the claims. The payment will be made only after being sure that all the documents are in order and all the essential processes have been maintained. Payments will only be in the NEFT mode.
4. Decision taken by the Govt. authority in connection with any disputes & complain of items will be the final and by no means can it be challenged by the vendor.
5. The other norms for the routine tender processes will be followed as per the latest State guidelines. The tender/ contract for supply may be terminated at any time from both the sides.
6. The Superintendent Jhargram District Hospital, Jhargram shall have the right to withhold payment in full or in part subject to recovery if any.

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Copy forward for information and necessary action with a request to display in the notice board:-

1. The Director of Health Services, Govt. of West Bengal, Swasthya Bhawan, Kol - 91.
2. The Mission Director (NHM) & Secretary, Govt. of West Bengal, Swasthya Bhawan, Kol - 91.
3. The Sabhadhipati, Zilla Parishad, Jhargram.
4. The District Magistrate, Jhargram.
5. The Chief Medical Officer of Health, Jhargram.
6. The Deputy CMOH-I/II/III, Jhargram.
7. The Savapati, Jhargram.
8. The Executive Officer, Jhargram Municipality.
9. The ACMOH, Jhargram Sadar.
10. The SDO, Jhargram.
11. The A.O & Treasurer, DH&FWS, Jhargram
12. The Chairman of Municipality, Jhargram.
13. The Post Office, Jhargram.
14. The Station Master, Jhargram station.
15. The Account Personnel/Account Section, Jhargram District Hospital.
16. The IT Cell, Swasthya Bhawan, Kol-91 with a requested to upload for publication the same at the website of Department of Health & FW, Govt. of West Bengal.
17. Notice Board of this office.
18. Office Copy.

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