



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

Address: Plot No. 2, Sector-20, MIHAN, Nagpur- 441108

Email: - procurement@aiimsnagpur.edu.in

Ph.No.0710-3295590

Notice Inviting Tender
For
Rate Contract
of
Printing of Forms, Registers and Miscellaneous Items
At
All India Institute of Medical Sciences, Nagpur

N.I.T. No.	AIIMS-NAG/Print Forms&Reg/RC/OTE/24-25/04
NIT Published Date	10/05/2024 at 17.00 Hrs.
Bid Document download start date	10/05/2024 at 17:05 Hrs.
Pre-Bid Meeting	14/05/2024 at 15:00 Hrs
Bid Submission start Date	18/05/2024 at 09:00 Hrs.
Bid Submission End Date	17/06/2024 at 15:00 Hrs.
Bid Opening Date	18/06/2024 at 15.00 Hrs.

Tender documents may be downloaded from institute's web site www.aiimsnagpur.edu.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>

Schedule of Rate Contract

Particular	Rate Contract Of Printing of Forms, Registers and Miscellaneous Items for AIIMS Nagpur.
Rate Contract No.	AIIMS-NAG/Print Forms&Reg/RC/OTE/24-25/04
Contract period	(01) One Year and can be continued / renewed for further (01) One Year subject to satisfaction of the All-India Institute of Medical Sciences (AIIMS), Nagpur
Estimated value of Tender	Rs. 40.5 Lakh (Rupees 40 Lakh and Fifty thousand Only)
Tender document Download from	www.aiimsnagpur.edu.in https://eprocure.gov.in
Pre-Bid Meeting	14/05/2024 at 15:00 Hrs
Website for online submission	https://eprocure.gov.in/eprocure/app .
Last date and time for online submission	17/06/2024 at 15:00 Hrs. https://eprocure.gov.in/eprocure/app .
Date and time for Opening Bid	18/06/2024 at 15:00 Hrs.

Administrative Officer
AIIMS Nagpur

All India Institute of Medical Sciences (AIIMS), Nagpur, an apex healthcare institute being established by Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed bids for Printing of forms, Registers and Miscellaneous items on rate contract basis for a period of one year which may be extendable up to one more year. The estimated value of contract is **Rs. 40.5 Lakh** for one year. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

(For detail description refer Annexure – “III”)

Instructions for the Tenderer/ Contractor/ Bidders: -

1. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
2. The complete bidding process in online. Bidders should be possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For free of cost training of e- bidding process, if required, and for any other assistance bidder may contact to the helpdesk at 0164-2867547.
3. **Tenderer/ Contractor/ Bidders are advised to follow the instructions provided in the “Instructions to the Contractors/ Tenderer/ Bidders for the e-submission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>”.**
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. **EMD Payment:**
Earnest Money Deposit (i.e. ₹ 1,00,000/-) to be deposited in the form of Insurance Surety Bonds/Account Payee Demand Draft/ FDR/Banker’s Cheque or BG (including e-Bank Guarantee) from any of the commercial Banks. Scanned copy to be enclosed with technical bid. It is also clarified that the bids submitted without earnest money will be summarily rejected. The Insurance Surety Bonds/Demand Draft/ FDR/Banker’s Cheque or BG (including e-Bank Guarantee) may be prepared in the name of "**The Director, AIIMS, Nagpur**". The EMD (Original Insurance Surety Bonds/Demand Draft/ FDR/Banker’s Cheque or BG (including e-Bank Guarantee) or any exemption certificate) must reach at Store Office, Ground Floor, Admin Block, Plot No. 2, Sector 20, MIHAN, Nagpur prior to opening of tender.
 - No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Nagpur in respect of any previous supply will be entertained. Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited
 - Tenders without Earnest Money will be summarily rejected.
 - No claim shall lie against the AIIMS Nagpur in respect of erosion in the value or interest on the amount of EMD.
 - If MSME firm (only Micro and Small Enterprises) is registered for above tendered item, then the firm will be exempted for submission of EMD amount. Firm must upload scanned copy of following documents in support of exemption.
 - a) District Industries Centers (DIC)
 - b) Khadi and Village Industries Commission (KVIC)
 - c) Khadi and Village Industries Board

- d) Coir Board
- e) National Small Industries Corporation (NSIC)
- f) Directorate of Handicraft and Handloom
- g) Any other body specified by Ministry of MSME (MoMSME)
- h) Udyog Aadhaar Acknowledgment/Udyog Aadhaar Memorandum/Udyam issued by MoMSME.
- i) Startups firms as recognized by Department of Industrial Policy & Promotion (DIPP) is also exempted for depositing of EMD amount. Valid documents should be uploaded.

- The earnest money will be returned/refund to the unsuccessful tenderers after the tender is decided.

EMD should remain valid for a period of 180 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid, he shall also extend the validity of EMD suitably

6. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made. Therefore, if at any stage it has been found that the supplier has quoted lower rates than those quoted in this tender; the institute (the purchaser) would be given the benefit of lower rates by the Supplier and any excess payment if any, will become immediately payable to the AIIMS, Nagpur. If such affidavit is not submitted, tender will be out rightly rejected. **(Part of technical bid)**

7. **Submission of Tender:**

The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email/Hard Copy shall not be considered. No correspondence will be entertained in this matter.

8. **The Procurement of goods and services under this tender will be regulated as per the applicable provisions of Public Procurement (Preference to Make in India), order 2017 of MoC&I (DIPP), Government of India. The condition of Prior Turnover and Prior Experience may be Relaxed for Startups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality & Technical Specification. Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.**

I. **Technical Bid**

The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document:

- a. Details of EMD (Original EMD) to be sent to AIIMS Nagpur
- b. Duly filled format of Technical Bid as per Annexure – I.
- c. Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- d. **Financial Status:** - Bidder must have an average annual turnover of **Rs. 32 Lakh** during the last 3 financial years (2020-21, 21-22, 22-23) duly authenticated by Chartered Accountant with UDIN Number.
- e. Copy of Income Tax Return Acknowledgement for last Three financial years (2020-21, 21-22, 22-23)
- f. Copy of PAN Card.
- g. Copy of GST Registration Certificate.
- h. Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.
- i. Certificate of Non-Blacklisting of firm on Firm's letter head as per Annexures-II.
- j. Duly Signed Tender document and their annexures.
- k. All other document mentioned in tender document.
- l. Details of clients where similar services are presently provided by the tenderer separately for govt./ reputed private hospitals. The supplier shall also furnish a list of organizations where printing work, have been done during the last three years. Copies of Supply Order/Annual Rate Contract and

Satisfactory Performance and Experience certificate issued by appropriate authority/authorities of the Hospitals should be upload in proof of the same.

- m. Address of Local office or Branch (GST Registration mentioning the place of business at Nagpur district to be uploaded).

I. Financial Bid

Price bid in the form of BOQ_XXXX.xls

General Term & Conditions

1. **“Pre-Bid meeting” with the intending bidders shall be held on 14/05/2024 at 15:00 Hrs at AIIMS, Nagpur.** All the prospective bidders are requested to sent comments/representations on or before pre-bid meeting. Intending bidder will be allowed to seek clarification on specification, conditions of contract, etc. in writing to AIIMS, Nagpur within 48 hours after the pre-bid meeting.
2. **Validity:** The quoted rates must be valid for a period for **180 days** from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

3. **Technical Evaluation:**

- (a) Detailed technical evaluation shall be carried out by Institute pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation. The Institute’s determination of bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- (b) AIIMS, Nagpur shall have right to accept or reject any or all tenders without assigning any reasons thereof.

4. **Financial Evaluation:**

- (a) The financial bid shall be opened of only those bidders who have been found to be technically eligible.
 - (b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
 - (c) **The financial evaluation would be done on composite basis of basic rate for all the items and AIIMS, Nagpur will award the contract accordingly. Bidders are required to quote the price of all items. Bidders not quoting for all items will be summarily rejected.**
 - (d) After due evaluation of the bid(s) AIIMS, Nagpur will award the contract to the lowest evaluated responsive tenderer. Conditional bid will be treated as unresponsive and will be rejected.
5. A very high quality of printing is required. The work done in slipshod manner will not be accepted. All design work has to be done by successful bidder, with the contents provided.
 6. **Contract Period:** The rate contract for Supply of Printing items initially for a period of (01) one year and can be continued / renewed for further (01) year or more subject to satisfaction of the All India Institute of Medical Sciences (AIIMS), Nagpur and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time.
 7. **Delivery:** - The firm must supply the required material within **45 days** from the issue of supply order, in case of emergent requirement firm are ready to supply the required item within **07 Days** from issue of supply order and in few cases the items are to be delivered at a very short notice i.e. within 24 hours. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

If the contractor fails to complete the supply on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

In case the bidder on whom the supply order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS Nagpur) may recover from the tender the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the order goods the supply order may be cancelled and bid security deposit will be forfeited.

8. **Signing the Contract:** - The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 500/- (Rs. Five Hundred only) along with performance security within fifteen days of the issue of the Letter of notification of award. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.
9. **Performance Security:** - As a guarantee towards due performance and compliance of the contract work, the successful bidder (contractor) will deposit Performance Security an amounting to **Rs. 1 Lakh** and should be kept valid for a period of 60 day beyond completion of all the contractual obligation period towards security deposit by way of FDR/ Bank Guarantee in favor of “**The Director AIIMS, Nagpur**” drawn on any Nationalized Bank/Scheduled Bank and payable at Nagpur within fifteen days of the issue of the Letter of notification of award along with non-judicial stamp paper of Rs. 500/- (Contract agreement). **Stamp paper Expenditure will be bearded by the bidder.**

The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract.

In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited.

Performance Security will be discharged after completion of contractor’s performance obligations under the contract.

10. Quality of goods: The vendor will have to only use the paper that has following certification

1. OHSAS 18001:2007 Occupational Health and Safety Management Certification
2. ISO 14001:2004
3. ISO 9001:2008

The firm will be entirely responsible for quality of supplied goods/ materials. The supplier should replace the rejected/ damaged stores within 07 days, failing which penalty will be imposed 0.5% per week of the total ordered value shall be levied subject to maximum of 10 % of the total ordered value by the Institute.

11. **Payment Term:** The Bill in triplicate may be send to this office for settlement after satisfactorily delivery against each order. The bill should have full particulars of the items. Payment shall be made to successful bidder only in Indian Rupees.

No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work. The Contractor shall submit the bill only after satisfactorily delivery of the material to the satisfaction of the AIIMS, Nagpur.

The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted bill invoice from the Contractor. No payment will be made for goods rejected.

12. Inspection: -

- a) AIIMS, Nagpur shall have the right to inspect and/or to test the goods to confirm their conformity to the NIT specifications at no extra cost to the purchaser.
- b) AIIMS, Nagpur right to inspect, test and where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by AIIMS, Nagpur prior to the goods shipment.
- c) The Director, AIIMS Nagpur 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.
- d) No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

13. Documents: -

- a. All pages of the Tender should be numbered and indexed.
- b. The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the purchaser in the tender documents. For this purpose, the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the tender document to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.
- c. The bidder shall provide a list of major Government Institutions where its relevant bid item has been supplied during last Three year.

14. Arbitration: If any difference arises concerning this agreement, its interpretation on payment to the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

15. Subletting of Work: The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Nagpur, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

16. Breach of Terms and Conditions: In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Nagpur in that event the security deposit shall also stands forfeited.

17. Insolvency etc.: In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Nagpur shall have the power to terminate the contract without any prior notice.

18. Force Majeure: If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either

party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

19. **Legal Jurisdiction:** - The agreement shall be deemed to have been concluded in Nagpur and all obligations here under shall be deemed to be located at Nagpur and Court within Maharashtra.
20. **Right to call upon information regarding status of work:** The AIIMS, Nagpur will have the right to call upon information regarding status of work / job at any point of time.
21. Bidder shall upload a copy of the tender document and Corrigendum there to, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
22. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
23. **The quantity of item given in the tender is tentative, which may be increased or decreased as per the institute's requirement.**
24. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
25. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
26. After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer
27. Conditional bid will be treated as unresponsive and it may be rejected.
28. The Income Tax/ Any other Taxes as applicable shall be deducted from the bill unless exempted by the Income-tax department.
29. The bidder, once applied, will not be allowed to withdraw at any stage. If the bidder wants to withdraw, the entire amount of EMD will be forfeited.
30. The firm should also have a valid GST number, which should be mentioned.
31. GST if payable extra should be clearly mentioned otherwise no GST charges will be paid.
32. The Tenderers should furnish a copy of PAN Card and GST registration number. Tenders not complying with this condition will be rejected.
33. Please states whether business dealings with your firm presently stand banned, blacklisted by any Government organization and, if so, furnish relevant details (Refer annexure - II).
34. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
35. AIIMS, Nagpur shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.
36. **The firm should have an Office or a Branch Office located at Nagpur city. Availability of a responsible person on call on all working days between 09.00 Hrs to 17.00 Hrs.**
37. The firm has not been blacklisted in the past by any government/ Private institution and there is no Vigilance/CBI case pending against the firm supplier.

- 38.** The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
- 39. Applicable Law:**
- (a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
- (b) Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Nagpur, Maharashtra only.
- (c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Nagpur. The decision of the Arbitrator shall be final and binding on both the parties.
- (d) Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

Administrative Officer
AIIMS Nagpur

Annexure – I
TECHNICAL BID

(The following mandatory documents to be uploaded with bid to qualify technically)

S. No.	Details of the Tenderer / Bidder	Page No
1.	Name & Address of the Tenderer/ Bidder	
2.	Details of EMD (Original EMD to be sent to AIIMS Nagpur) or MSEs certificate, if EMD exempted	
3.	Duly filled format of Technical Bid as per Annexure – I.	
4.	Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.	
5	Financial Status: - Bidder must have an average annual turnover of Rs. 32 Lakh during the last 3 financial years (2020-21, 21-22, 22-23) duly authenticated by Chartered Accountant with UDIN number.	
6	Copy of Income Tax Return Acknowledgement for last Three financial years (2020-21, 21-22, 22-23).	
7	Copy of PAN Card	
8	Copy of GST Registration Certificate	
9	Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.	
10	Certificate of Non Blacklisting of firm on Firm's letter head as per Annexures-II	
11	Duly Signed & stamped on each page of Tender documents and their annexures.	
12	Details of clients where similar services are presently provided by the tenderer separately for govt./ reputed private hospitals. The supplier shall also furnish a list of organizations where printing work, have been done during the last three years. Copies of Supply Order/Annual Rate Contract and Satisfactory Performance and Experience certificate issued by appropriate authority/authorities of the Hospitals should be upload in proof of the same.	
13	Address of Local office or Branch in Nagpur (GST Registration mentioning the place of business at Nagpur district to be uploaded).	

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copies) of the document(s) is kept.
- In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

Date: _____ Name _____ :

Place: _____ Business Address _____ :

Signature of Bidder _____ :

Seal of the Bidder _____ :

Annexure – II

CERTIFICATE

(To be submitted on letter head of the company/ firm)

I/ We hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I/ We also certify that firm will be supplied the item as per the specification given by Institution and also abide all the terms & conditions stipulated in tender.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may impose any action as per NIT rules.

I/We also certify that I have read tender document in detail and have understood it completely and is accepting all the terms & Conditions as written in the tender document.

Date:

Name:

Place:

Business Address

Signature of Bidder

Seal of the Bidder

Annexure – III

Specifications for Printing Items

Sr. no	Name of Items	Size	Remarks	Paper GSM
1	Brown paper sheets	39 X 39		80 – 90
2	Envelope - (White)	11.5 X 15.5	With AIIMS Nagpur Address and Logo	80 – 90
3	Envelope - CT and MRI Printed Yellow	14.5 X 17.5	With AIIMS Nagpur Address and Logo	80 – 90
4	Envelope - File Size (File size)	11.5 X 15.5	With AIIMS Nagpur Address and Logo	80 – 90
5	Envelope - Laminated Yellow	8.8 X 11.9	With AIIMS Nagpur Address and Logo	80 – 90
6	Envelope - X Ray Large Brown Colour	14.5 X 17.5	With AIIMS Nagpur Address and Logo	80 – 90
7	Envelope - X Ray Small Brown Colour	10.5 X 12.5	With AIIMS Nagpur Address and Logo	80 – 90
8	File - Day Care file (4 pages)	8.5 X 11.7	Design will be approved later	70 - 80
9	File - In-Patient Files (30 Pages)	8.5 X 11.7	Design will be approved later	70 - 80
10	Form - Anaesthesia Consent	8.5 X 11.7	Single Side (100 Pages Per Pad)	60 - 70
11	Form - Anaesthesia OT Chart	8.5 X 11.7	Double Side (100 Pages Per Pad)	60 - 70
12	Form - Biochemistry	8.8 X 7	Single Side (100 Pages Per Pad)	60 - 70
13	Form - CT Scan requisition cum screening	11 X 8.7	Double Side (100 Pages Per Pad)	60 - 70
14	Form - Cytology form (fluid / floatation)	8.5 X 11.7	Single Side (100 Pages Per Pad)	60 - 70
15	Form - ECG Form	8.7 X 7.2	Single Side (100 Pages Per Pad)	60 - 70
16	Form - ECHO Reporting Forms	8.5 X 11.7	Double Side (100 Pages Per Pad)	60 - 70
17	Form - ECHO Requisition Forms	8.5 X 11.7	Single Side (100 Pages Per Pad)	60 - 70
18	Form - FNAC form	8.5 X 11.7	Single Side (100 Pages Per Pad)	60 - 70
19	Form - Haematology Form	7.8 X 8.8	Double Side (100 Pages Per Pad)	60 - 70
20	Form - Haematology form (Bone Image Examination)	8.5 X 14	Double Side (100 Pages Per Pad)	60 - 70
21	Form - Haematology form (CBC)	8.5 X 14	Double Side (100 Pages Per Pad)	60 - 70
22	Form - Haematology Form (Coagulation Profile)	8.5 X 14	Double Side (100 Pages Per Pad)	60 - 70
23	Form - Histopathology Form Pc	8.5 X 11.7	Double Side (100 Pages Per Pad)	60 - 70
24	Form - Imaging Guided Procedure Consent Forms	8.5 X 11.7	Double Side (100 Pages Per Pad)	60 - 70
25	Form - Karyotyping/ fish	8.5 X 11.7	Double Side (100 Pages Per Pad)	60 - 70
26	Form - Microbiology Form	8.8 X 7.2	Single Side (100 Pages Per Pad)	60 - 70
27	Form - MRI requisition cum screening Form	14.5 X 8.7	Single Side (100 Pages Per Pad)	60 - 70
28	Form - PAP Form	8.5 X 11.7	Double Side (100 Pages Per Pad)	60 - 70
29	Form - Surgeon Record Form	8.5 X 11.7	(100 Pages Per Pad)	60 - 70
30	Form - Urine Examination Form	8.5 X 14	Single Side (100 Pages Per Pad)	60 - 70
31	Form - Crossmatch & Blood Components Release or Hold Form	16.4 X 13.2	Single Side (100 Pages Per Pad)	60 - 70
32	Form - Ultrasound Form	11 X 8.8	Double Side (100 Pages Per Pad)	60 - 70
33	Form - X Ray Form	8.8 X 6.8	Single Side (100 Pages Per Pad)	60 - 70
34	Register - PNDT F - Form Register	8.5 X 11.7	200 pages in each register	60 - 70
35	Register - PNDT/ USG Entry Register	12.8 X 8	300 pages in each register	60 - 70
36	Register - Blood Investigation	16.4 X 13.2	1000 pages in each register	60 - 70
37	WHO Surgical Safety Check List	8.5 X 11.7	Double Side (100 Pages Per Pad)	60 - 70
38	Examinations Sheet Booklet (16 Pages)	11.7 X 9.2	Double Side	60 - 70
39	Examinations Sheet Booklet (4 Pages)	11.7 X 9.2	Double Side	60 - 70
40	Form - Psychological Investigation	8.5 X 11.7	Single Side (100 Pages Per Pad)	60 - 70
41	Bacteriology Register	11 X 17	AIIMS logo and page no, 600 pages	80 - 90
42	Serology Registers	11 X 17	AIIMS logo and page no, 400 pages	80 - 90
43	Mycology	11 X 17	AIIMS logo and page no, 400 pages	80 - 90
44	Parasitology	11 X 17	AIIMS logo and page no, 400 pages	80 - 90
45	Virology	11 X 17	AIIMS logo and page no, 400 pages	80 - 90
46	Sample receiving	11 X 17	AIIMS logo and page no, 600 pages	80 - 90
47	Mycobacteriology	11 X 17	AIIMS logo and page no, 400 pages	80 - 90
48	Media	11 X 17	AIIMS logo and page no, 400 pages	80 - 90
49	Immunology	11 X 17	AIIMS logo and page no, 400 pages	80 - 90
50	Form – Frozen Section Requisition Form	8.5 X 14	Single Side (100 Pages Per Pad)	60 – 70
51	Histopathology Register (Report Entry) (500 Pgs.)	17 X 22	Double Side	100 - 120
52	Histopathology Register (Received Entry) (500 Pgs.)	11 X 17	Double Side	100 - 120
53	Cytology Register (Report Entry) (500 Pgs.)	17 X 22	Double Side	100 - 120
54	Cytology Register (Received Entry) (500 Pgs.)	11 X 17	Double Side	100 - 120
55	Haematology Register (Report Entry) (500 Pgs.)	17 X 22	Double Side	100 - 120
56	Haematology Register (Received Entry) (500 Pgs.)	11 X 17	Double Side	100 - 120
57	Frozen Section Register	17 X 22	Double Side	100 - 120

	(Report Entry) (500 Pgs.)			
58	Frozen Section Register (Received Entry) (500 Pgs.)	11 X 17	Double Side	100 - 120
59	PICU Patient Admission Assessment Form	8.75 X 10.75	Double side, With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
60	PICU Patient Monitoring Form	8.75 X 10.75	Double side, With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
61	Sickle cell/ Thalessemia Patient OPD Follow Up Form	8.75 X 10.75	Double side, With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
62	Nephrology Patient Monitoring Form	8.75 X 10.75	Double side, With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
63	DASII Reporting Form	8.75 X 10.75	Double side, With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
64	IDDEA Card (For Cerebral Palsy)	8.75 X 10.75	Double side, With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
65	Vitals Chart	8.75 X 10.75	Double side, With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
66	Intake/Output Chart	8.75 X 10.75	Double side, With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
67	Medication Chart	8.75 X 10.75	Double side, With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
68	Investigation Chart	8.75 X 10.75	Double side, With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
69	Diabetes Sugar Monitoring Chart	8.75 X 10.75	Double side, With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
70	Central Venous Access Consent	(8.75 X 10.75)-1 Page Double sided	Black and white (100 Pages Per Pad)	70
71	Hemodialysis Consent	(8.75 X 10.75)-1 Page Double sided	Black and white (100 Pages Per Pad)	70
72	Blood Transfusion Consent	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
73	Blood Requisition	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
74	Biopsy Consent	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
75	Biopsy Checklist	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
76	MRI Requisition	(8.75 X 10.75)-1 Page single side	Black and white	70
77	CT- Scan Requisition	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
78	Culture Requisition (Microbiology)	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
79	Histopathology Lab	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
80	Hemodialysis Treatment Record	(8.75 X 10.75)-1 Page Double sided	Black and white (100 Pages Per Pad)	70
81	Hemodialysis Chart	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
82	Blood Transfusion Crossmatch Form	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
83	MJPJAY Preauthorization Form	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
84	Medicine Form (MJPJAY)	(8.75 X 10.75)-1 Page Double sided	Black and white (100 Pages Per Pad)	70
85	Feedback Form	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
86	Vaccination Schedule	(8.75 X 10.75)-1 Page single side	Black and white (100 Pages Per Pad)	70
87	Prescription Slip	8.75 X 10.75 1 Page for Prescription	Black and white (100 Pages Per Pad)	70
88	Investigation Chart	(8.75 X 10.75)-1 Page single side	Black and white	70
89	Log and service Book for Medical and other expensive non-medical equipment	28 cm X 22 cm Pages-20	With AIIMS Nagpur Address and Logo	Paper-300 GSM Art cart

				(Cover) 100 GSM Maplitho (Inner)
90	Glass Prescription Form	A6 (5.98 X 4.2)	Single Colour	IVORY -300
91	Pre-op Evaluation Sheet	(8.75 X 10.75)	Black and white	GSM 70 - 80
92	Patient Feedback Form	(8.75 X 10.75)	Black and white	GSM 70
93	OT Consent Form	(8.75 X 10.75)	Black and white	GSM 70
94	Discharge Form	(8.75 X 10.75)	Black and white	GSM 70
95	Refraction Sheet	(8.75 X 10.75)	Black and white	GSM 70
96	Central Dead Body Register	16.4 X 13.2	200 Pages (Double Sided)	80 - 90
97	Post-Mortem Register	16.4 X 13.2	200 Pages (Double Sided)	80 - 90
98	Medico-legal Record Book	16.4 X 13.2	200 Pages (Double Sided)	80 - 90
99	II nd MBBS - Forensic Medicine & Toxicology Practical Record Book	(8.75 X 10.75)	Cover Pages-4 (Multicolor printing on 250 GSM Card) Inner Black and white pages-132 no (Single color printing on 100 GSM maplitho paper)	Cover Pages-250 Inner Pages-100
100	PET/CT History sheets	(8.75 X 10.75)	Light green color	120
101	SPECT/CT History sheets	(8.75 X 10.75)	Light blue color	120
102	Nuclear medicine Screening form	(8.75 X 10.75)		70 - 80
103	Instructions for PET/CT	(8.75 X 10.75)	-	70 - 80
104	Consent Form for Nuclear Medicine Procedures	(8.75 X 10.75)	-	70 - 80
105	Entry register for PET/CT	14 X 9 Inches	300 pages	70 - 80
106	Entry register for SPECT/CT	14 X 9 Inches	300 pages	70 - 80
107	Anaesthesia Entry Register	12.5 X 8.5	300 pages per register	60 - 70
108	Preoperative Anaesthesia Checkup Register	12.5 X 8.5	300 pages per register	60 - 70
109	OT Count Register	16.4 X 13.2	1000 pages per register	60 - 70
110	Nurses Procedure Entry Register	16.4 X 13.2	1000 pages per register	60 - 70
111	Autoclave Register	12.5 X 8.5	300 pages per register	60 - 70
112	Handover Register	12.5 X 8.5	300 pages per register	60 - 70
113	Postoperative Anaesthesia Monitoring Form	11.69 X 16.53 (one side)	One side (100 Pages per Pad)	60 - 70
114	WHO Surgical Safety Checklist	11.69 X 16.53 (one side)	One side (100 Pages per Pad)	60 - 70
115	Intraoperative Record Form	11.69 X 16.53 (both side)	Both sides (100 Pages per Pad)	60 - 70
116	Pre-Anaesthesia Checkup Form	11.69 X 16.53 (one side)	One side (100 Pages per Pad)	60 - 70
117	Anaesthesia Consent Form	11.69 X 16.53 (both side)	Both sides (100 Pages per Pad)	60 - 70
118	Preoperative Nursing Checklist	11.69 X 16.53 (one side)	One side (100 Pages per Pad)	60 - 70
119	MJPJAY	8.5 X 11.7	One side	60 - 70
120	Patient Prescription	8.5 X 11.7	Both sides	60 - 70
121	Narcotic Prescription	8.5 X 11.7	One side	60 - 70
122	Schema block	(8.75 X 10.75)-1 page - single side	Black and white	70
123	WISC -IV Response Booklet 1	(8.75 X 10.75) – 12 pages	Black and white	70
124	WISC -IV Response Booklet 2	11.5-inch X 25 inch	Color	70
125	Maze Test	(8.75 X 10.75) – 1 page – double sided	Black and white	70
126	Coding A	(8.75 X 10.75) – 1 page – single sided	Black and white	70
127	Binet Kamat Test	(8.75 X 10.75) – 1 page – single sided	Black and white	70
128	WISC -IV Record Form	(8.75 X 10.75) – 16 pages	Black and white	70
129	Vineland Social Maturity Scale (Indian Adaptation)	(8.75 X 10.75) – 1 page – double sided	Black and white	70
130	Malin's Intelligence Scale for Indian Children (MISIC)	(8.75 X 10.75) – 4 pages	Black and white	70
131	Rorschach Scoring Sheet	(8.75 X 10.75) – 1 page – single	Black and white	70

		sided		
132	Developmental Screening Test	(8.75 X 10.75) – 1 page - double sided	Black and white	70
133	File Cover	9" X 12.5"	Sample Available	300
134	Lifestyle Intervention Case sheet (8 pages)	8.5" X 11.7"	With AIIMS logo & Lifestyle Intervention Clinic logo (On first page) Double sided	70 - 80
135	5 Annexures	8.5" X 11.7"	Lifestyle Intervention Clinic Logo Single Sided	70 - 80
136	2 Annexures	8.5" X 11.7"	Lifestyle Intervention Clinic Logo Single Sided	70 - 80
137	Handouts to be attached in file (4 pages)	8.5" X 11.7"	Single Sided	70 - 80
138	Handouts to be given to patients -1 (DM, HT, Obesity, Pre-Diabetes) (14 pages)	8.5" X 11.7"	Double Sided	70 – 80
139	Handouts to be given to patients -2 (12 pages)	8.5" X 11.7"	Double Sided	70 – 80
140	Register-IMRT QA Register	16.4 X 13.2	Page 300	60 - 70
141	Plan Allotment Register	16.4 X 13.2	Page 300	60 - 70
142	Register-Scan Import/Export Register	12.8 X 8	Page 300 In Each	60 - 70
143	Register-Machine Downtime Register	12.8 X 8	Page 100 in Each	60 - 70
144	Register-Simulation Register	16.4 X 13.2	Page 500	60 - 70
145	Register-EBRT Treatment Registers	16.4 X 13.2	Page 500	60 - 70
146	Register-Brachy Treatment Register	16.4 X 13.2	Page 300	60 - 70
147	Register-Brachy OT Procedure Register	16.4 X 13.2	Page 300	60 - 70
148	Register-Admission reg. for Brachy OT	16.4 X 13.2	Page 300	60 - 70
149	Register-OPD Entry	16.4 X 13.2	Page 500	60 - 70
150	Patient Card	Half of A4	Both sides	120-130
151	RT Patient BOOKLET	(8.75 X 10.75)	24 Page in Each (Printed on both side)	70 - 80
152	Sample Acceptance Register	16.4 X 13.2 (A3) 400 Pages	Sample to be approved	60 - 70
153	Outsourced Sample Register	16.4 X 13.2 (A3) 400 Pages	Sample to be approved	60 - 70
154	Reporting Register	8.5 X 13 (German legal fanfold) 800 Pages	Sample to be approved	60 - 70
155	Daily IQC Register	16.4 X 13.2 (A3) 200 Pages	Sample to be approved	60 - 70
156	Electrolyte QC Register	8.5 X 13 (German legal fanfold) 200 Pages	Sample to be approved	60 - 70
157	HbA1c Reporting Register	8.5 X 13 (German legal fanfold) 200 Pages	Sample to be approved	60 - 70
158	HbA1c QC Register	8.5 X 13 (German legal fanfold) 200 Pages	Sample to be approved	60 - 70
159	Event Corrective and Preventive Action	8.5 X 13 (German legal fanfold) 200 Pages	Sample to be approved	60 - 70
160	Form: Routine Biochemistry Reporting Form	(8.75 X 10.75) (100 Pages)	Sample to be approved	60 - 70
161	Form: Body Fluid Reporting Form	(8.75 X 10.75) (100 Pages)	Sample to be approved	60 - 70
162	Form: Other Biochemistry Reporting Form	(8.75 X 10.75) (100 Pages)	Sample to be approved	60 - 70
163	Form: COVID Profile Reporting Form	(8.75 X 10.75) (100 Pages)	Sample to be approved	60 - 70
164	Form: Thyroid Profile Reporting Form	(8.75 X 10.75) (100 Pages)	Sample to be approved	60 - 70
165	Form: Reproductive Hormone Reporting Form	(8.75 X 10.75) (100 Pages)	Sample to be approved	60 - 70
166	Form: Diabetic Profile Reporting Format	(8.75 X 10.75) (100 Pages)	Sample to be approved	60 - 70
167	Operation Register	Light green color Size 16.4 X 13.2 inches 400 pages	With AIIMS, Nagpur logo and address	80-90 GSM
168	Envelope (White)	4 X 8.9	With AIIMS Nagpur, address and Coloured, Logo, Inside Laminated	70 - 80
169	Envelope (Brown)	4 X 8.9	With AIIMS Nagpur, address and Coloured, Logo, Inside Laminated	70 - 80
170	Envelope (White)	10 X 12	With AIIMS Nagpur, address and Coloured, Logo, Inside Laminated	80 - 90

171	Envelope (Brown)	10 X 12	With AIIMS Nagpur, address and Coloured, Logo, Inside Laminated	80 - 90
172	Envelop CT and MRI –Laminated White	15 X 21	With AIIMS Nagpur address and logo	80 - 90
173	Envelop X Ray and Mammography –Laminated Pitasa Green	12 X 15	With AIIMS Nagpur address and logo	80 - 90
174	Envelop X RAY -Laminated Pitasa Green	9 X 12	With AIIMS Nagpur address and logo	80 - 90
175	PADS- CT Scan Requisition Form	(8.75 X 10.75) 100 PAGES /PAD	DOUBLE SIDE	60 - 70
176	PADS MRI SCAN Requisition Form-	(8.75 X 10.75) 100 PAGES /PAD	DOUBLE SIDE	60 - 70
177	Register for Imaging Guided Procedure Consent	8.5 X 6” and 100 pages /pad	SINGLE SIDE	60 - 70
178	Pads–Ultrasound (ABDOMEN)	(8.75 X 10.75)	SINGLE SIDE (100 Pages Per Pad)	60 - 70
179	Pads–Ultrasound (PELVIS)	(8.75 X 10.75)	SINGLE SIDE (100 Pages Per Pad)	60 - 70
180	Pads–Ultrasound (KUB)	(8.75 X 10.75)	SINGLE SIDE (100 Pages Per Pad)	60 - 70
181	Pads–Ultrasound (AANC)	(8.75 X 10.75)	SINGLE SIDE (100 Pages Per Pad)	60 - 70
182	Pads – X-ray (Chest)-Report	11.5 X 8.5	SINGLE SIDE (100 Pages Per Pad)	60 - 70
183	Pad –Ultrasound Req.	8.5 X 6” and 100 pages /pad	SINGLE SIDE	60 - 70
184	Pad-X-Ray Req.	8.5 X 6” and 100 pages /pad	SINGLE SIDE	60 - 70
185	Register – Ultrasound (Hard Bound)	13 X 17	400 Pages in Each Register	60 - 70
186	Register – X Ray (Hard Bound)	13 X 17	400 Pages in Each Register	60 - 70
187	Register – Guided Intervention (Hard Bound)	13 X 17	400 Pages in Each Register	60 - 70
188	Register – PCPNDT (Hard Bound)	13 X 17	400 Pages in Each Register	60 - 70
189	Register – CT Scan (Hard Bound)	13 X 17	400 Pages in Each Register	60 - 70
190	Register – MRI (Hard Bound)	13 X 17	400 Pages in Each Register	60 - 70
191	Register- Autoclave	13 X 17	300 Pages in Each Register	60 - 70
192	Register- Laundry	13 X 17	300 Pages in Each Register	60 - 70
193	CD Cover Laminated White	12 X 12	With AIIMS Nagpur Address and Logo Name of Patient and Procedure	80 - 90
194	Blood Donor Register	13.5 X 8 Inch	Legal Register – 396 pages register with Page Nos Laser Paper Double sided	60 – 80
195	Donor Exit Register	13.5 X 8 Inch	Legal Register – 396 pages register with Page Nos Laser Paper Double sided	60 – 80
196	Donor Deferral Register	13.5 X 8 Inch	Legal Register – 396 pages register with Page Nos Laser Paper Double sided	60 – 80
197	Donor Reaction Register	13.5 X 8 Inch	Legal Register - 200 pages register with Page Nos Laser Paper Double sided	60 – 80
198	Component Separation Register	13.5 X 8 Inch	Legal Register – 396 pages register with Page Nos Laser Paper Double sided	60 – 80
199	QC Component	13.5 X 8 Inch	Legal Register - 200 pages register with Page Nos Laser Paper Double sided	60 – 80
200	PRBC & WB Crossmatch Register	13.5 X 8 Inch	Legal Register - 200 pages register with Page Nos Laser Paper Double sided	60 – 80
201	Issue Register	12 X 18 inch	A3 396 pages with Page No Laser Paper Double sided	60 – 80
202	Master Register	12 X 18 inch	A3 396 pages with Page No Laser Paper Double sided	60 – 80
203	ELISA Work Chart	8.8 X 12 inch	A3 396 pages with Page No Laser Paper Double sided	60 – 80
204	TTI Register	13.5 X 8 Inch	Legal Register - 200 pages register with Page Nos Laser Paper Double sided	60 – 80
205	Blood Stock Register	13.5 X 8 Inch	Legal Register - 200 pages register with Page Nos Laser Paper Double sided	60 – 80
206	Transfusion reaction Register	8.8 X 12 inch	A4 100 pages with Page No Laser Paper Double sided	60 – 80
207	Daily Quality Check	13.5 X 8 Inch	Legal Register – 396 pages register with Page Nos Laser Paper Double sided	60 – 80
208	Platelet Donor Screening Register	13.5 X 8 Inch	Legal Register – 396 pages register with Page Nos Laser Paper Double sided	60 – 80
209	Plateletpheresis Register	13.5 X 8 Inch	Legal Register - 200 pages register with Page Nos Laser Paper Double sided	60 – 80
210	SDP Master Register	12 X 18 inch	A3 396 pages with Page No Laser Paper Double sided	60 – 80
211	Stem Cell Apheresis Register	13.5 X 8 Inch	Legal Register - 100 pages register with Page Nos Laser Paper Double sided	60 – 80
212	Blood Donor Certificate	8.8 X 12 inch	A4 size, Art Card Multi Colour Double sided	250 - 350
213	Camp Organizer’s Certificate	8.8 X 12 inch	A4 size, Art Card Multi Colour Single Side Printing	250 - 350
214	Donor Card	3.5 X 2 inches	Visiting Card Size, Art Card Multi Colour	250 - 350

			Double sided	
215	Antigen Card	3.5 X 2 inches	Visiting Card Size, Art Card Multi Colour Double sided	250 - 350
216	Donor Questionnaire Form	13.5 X 8 Inch	Legal Size Laser White Paper, Red Ink Print, 100 GSM Maplitho, 100 Pad Double sided	80 - 120
217	Blood Transfusion Consent Form (English and Hindi)	8.8 X 12 inch	A4 Size Laser White Paper, Red Ink Print, 100 GSM Maplitho, 100 Pad Double sided	80 - 120
218	Blood Request Form	8.8 X 12 inch	A4 Size Laser White Paper, Red Ink Print, 100 GSM Maplitho, 100 Pad Double sided	80 - 120
219	Blood Component Issue Slip	7 X 5 inch	Laser White Paper, Red Ink Print, 100 GSM Maplitho, 100 Pad Single Side	80 - 120
220	Patient Crossmatch & Issue Report	8.8 X 12 inch	A4 Size Laser White Paper, Red Ink Print, 100 GSM Maplitho, 100 Pad Double sided	80 - 120
221	Transfusion Completion/Reaction Report	8.8 X 12 inch	A4 Size Laser White Paper, Red Ink Print, 100 GSM Maplitho, 100 Pad Double sided	80 - 120
222	Blood Components for Pathological Tests	7 X 5 inch	Laser White Paper, Red Ink Print, 100 GSM Maplitho, 100 Pad Single Side	80 - 120
223	Blood Components for Microbiological Tests	7 X 5 inch	Laser White Paper, Red Ink Print, 100 GSM Maplitho, 100 Pad Single Side	80 - 120
224	Donation Slip	7 X 3 inch	Laser White Paper, Red Ink Print, 100 GSM Maplitho, 100 Pad with Receipt No; Hard Binding; Perforated Center with 1+1 copy design Single Side	80 - 120
225	Blood Bag Labels	3 X 4 inch	Sticker Type compatible with Blood Bags removed from various temp (- 80 degree Centigrade to 24 degree Centigrade). Color Coded; Multi Colour; Glass Lamination; Water Proof	
226	Blood Donor Stickers	1.5 X 1.5 inch	Sticker Type. Multi Colour; 50 designs; Glass Lamination	
227	Autoclave Register	8.8 X 12 inch	A4 396 pages Register with Page No Laser Paper Double sided	60 – 80
228	Daily Clinical Notes 1	8.3 X 11.7	With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
229	NICU Monitoring Chart 1	8.3 X 11.7	With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
230	NICU Monitoring Chart 2	11.7 X 16.5	With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
231	NICU Monitoring Chart 3	11.7 X 16.5	With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
232	Fluid Balance Chart 1	11.7 X 16.5	With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
233	Fluid Balance Chart 2	8.3 X 11.7	With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
234	Nurses Notes 1	8.3 X 11.7	With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
235	Nurses Notes 2	8.3 X 11.7	With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
236	Patient Handover	8.3 X 11.7	With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
237	Daily Clinical Notes 2	8.3 X 11.7	With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
238	Admission Note	8.3 X 11.7	With AIIMS Nagpur Address and Logo (100 Pages Per Pad)	70 - 80
239	Prescription booklet (6pages)	8.3 X 11.7	With AIIMS Nagpur Address and Logo	210 - 300
240	Delivery Booklet (6pages)	8.3 X 11.7	With AIIMS Nagpur Address and Logo	70 - 80
241	Printing of Annual Report 2020-21 (English Version)	22 cm X 28 cm	1. Cover Pages 300 GSM Art paper, Graphic Designing Single Side Multi color Printing Lamination & creasing Size: 22 cm X 28cm, Glue Binding 2. Inside Pages: 120 Gsm Art Paper, matte Finish Both Side Multi color Printing Size: 22cm X 28cm, Graphic Designing, Glue Binding	300
242	Printing of Annual Report 2020-21 (Hindi Version)	22 cm X 28 cm	1. Cover Pages 300 GSM Art paper, Graphic Designing Single Side Multi color Printing Lamination & creasing Size: 22 cm X 28cm, Glue Binding 2. Inside Pages:	300

			120 Gsm Art Paper, matte Finish Both Side Multi color Printing Size: 22cm X 28cm, Graphic Designing, Glue Binding	
243	Stock Book GFR-23	Legal 13.5" X 17"	ledger paper with hard bound, single colour printing, with cotton binding (A to Z alphabet Separation)	70
244	Stock Book GFR-22	Legal 13.5" X 17"	ledger paper with hard bound, single colour printing, with cotton binding (A to Z alphabet Separation)	70
245	Lifestyle Intervention Patient File Cover		Art card Multicolour both side printing with Matt Lamination	300
246	Lifestyle Intervention Case Sheet (8 Pages)	A4 Page	with AIIMS Logo & Lifestyle Intervention Clinic Logo (on first Page) multicolour both side Printing	70-80
247	Lifestyle Intervention (7 Annexures)	A4 Page	Lifestyle Intervention Clinic Logo, multicolour both side Printing	70-80
248	Handouts to be attached in file (3 Pages)	A4 Page	Multicolour both side Printing	70-80
249	Handouts to be given to patients (DM, HT, Obesity, Pre-Diabetes) (12 Pages)	A4 Page	Size-A4, Multicolour both side Printing	70-80
250	Handouts to be given to patients - (11 Pages)	A4 Page	Size-A4 , Multicolour both side Printing	70-80
251	Venous Doppler Format	8.5 x 10.75	Single Side, (100 Pages Per Pad)	60-70
252	Carotid Doppler Format	8.5 x 10.75	Single Side, (100 Pages Per Pad)	60-70
253	AVF Mapping Doppler Format for Fistula Mapping	8.5 x 10.75	Single Side, (100 Pages Per Pad)	60-70
254	ANC Doppler Format	8.5 x 10.75	Single Side, (100 Pages Per Pad)	60-70
255	Flow Cytometry Form	8.5 x 14	Double Side (100 Pages Per Pad)	60-70
256	Hb HPLC Form	8.5 x 14	Double Side (100 Pages Per Pad)	60-70
257	Form- Body Fluid Routine Microscopy Clinical Pathology	8.5 x 11.7	Single Side, (100 Pages Per Pad)	60-70
258	Hematology Sample Rejection Register	11 x 17	Double Side (500 Pages)	100-120
259	Hematology Critical Call Alert Register	11 x 17	Double Side (500 Pages)	100-120
260	Hematology Coagulation Register	11 x 17	Double Side (500 Pages)	100-120
261	Stock Register for Machines	11 x 17	Double Side (500 Pages)	100-120
262	Immunopathology Received Entry Register	11 x 17	Double Side (500 Pages)	100-120
263	Water Cooler cleaning Register	Legal Size 13.5 x 17	500 Pages, ledger paper with hard bound single colour printing with cotton binding (Pages 1-500)	70
264	Carrier Chiller Daily Log Register	Legal Size 13.5 x 17	500 Pages, ledger paper with hard bound single colour printing with cotton binding (Pages 1-500)	70
265	Trane Chiller Daily Log Register (Trane)	Legal Size 13.5 x 17	500 Pages, ledger paper with hard bound single colour printing with cotton binding (Pages 1-500)	70
266	Dental Appointment Register	16.4 x 13.2	Pages 500	60-70
267	Dental OPD Register	16.4 x 13.2	Pages 500	60-70
268	Dental Procedure Register	16.4 x 13.2	Pages 500	60-70
269	Dental X-Ray Register	16.4 x 13.2	Pages 500	60-70
270	Dental OPG/Lateral Ceph/TMJ View Register	16.4 x 13.2	Pages 500	60-70
271	Dental CBCT Register	16.4 x 13.2	Pages 500	60-70
272	Serology QC Register	11 x 17	AIIMS Logo and page no, 600 Pages	80-90
273	ATCC Register	11 x 17	AIIMS Logo and page no, 600 Pages	80-90
274	Sample Rejection Register	11 x 17	AIIMS Logo and page no, 600 Pages	80-90
275	Critical Register	11 x 17	AIIMS Logo and page no, 600 Pages	80-90
276	Media QC Register	11 x 17	AIIMS Logo and page no, 600 Pages	80-90
277	Daily culture and AST Register	11 x 17	AIIMS Logo and page no, 600 Pages	80-90
278	Form Declaration- Vaccination	A4	Colour Page (Pink) Single Side, (100 pages/pad)	60-70
279	Form Schedule of Hepatitis B Vaccination	A4	Colour Page (Pink) Single Side, (100 pages/pad)	60-70
280	Immunoassays Statistics Register	16.4 x 13.2(A3)	(400 Pages) Landscape View	60-70
281	Chemistry Statistics Register	16.4 x 13.2(A3)	(400 Pages) Landscape View	60-70
282	Electrolyte Reporting Register	16.4 x 13.2(A3)	(400 Pages) Landscape View	60-70
283	Critical Value Reporting Register	16.4 x 13.2(A3)	(400 Pages) Landscape View	60-70
284	ABG Reporting Register	16.4 x 13.2(A3)	(400 Pages) Landscape View	60-70
285	Form- Urine Reporting Form	8.3 x 11.7	(A4) (100 pages/pad)	60-70
286	Form- QC Reconstitution Form	8.3 x 11.7	(A4) (100 pages/pad)	60-70
287	Form- Vitros Routine Biochemistry Reporting Form	8.3 x 11.7	(A4) (100 pages/pad)	60-70
288	Form- Vitros Body Fluid Reporting Form	8.3 x 11.7	(A4) (100 pages/pad)	60-70
289	Form- Vitros COVID Profile Reporting Form	8.3 x 11.7	(A4) (100 pages/pad)	60-70

290	Form- Vitros Thyroid Profile Reporting Form	8.3 x 11.7	(A4) (100 pages/pad)	60-70
291	Form- Vitros Reproductive Hormone Reporting Form	8.3 x 11.7	(A4) (100 pages/pad)	60-70
292	Form- Vitros Diabetic Profile Reporting Format	8.3 x 11.7	(A4) (100 pages/pad)	60-70
293	Form- Vitros Lipid Profile Reporting Format	8.3 x 11.7	(A4) (100 pages/pad)	60-70
294	Form-Vitros Kidney Function Reporting Format	8.3 x 11.7	(A4) (100 pages/pad)	60-70
295	Form- Vitros Special Parameters Reporting Format	8.3 x 11.7	(A4) (100 pages/pad)	60-70
296	Form-Vitros Liver Function Reporting Format	8.3 x 11.7	(A4) (100 pages/pad)	60-70
297	Therapeutic Phlebotomy Register	13.5 x 8	Legal Register 396 Pages with page number, Laser paper, Double Sided	60-80
298	Blood Receive Back Register	13.5 x 8	Legal Register 396 Pages with page number, Laser paper, Double Sided	60-80
299	Autoclave Register	13.5 x 8	Legal Register 396 Pages with page number, Laser paper, Double Sided	60-80
300	DCT/ICT Register	13.5 x 8	Legal Register 396 Pages with page number, Laser paper, Double Sided	60-80
301	Patient Blood Grouping Register	13.5 x 8	Legal Register 396 Pages with page number, Laser paper, Double Sided	60-80
302	Donor Bag Blood Grouping Register	13.5 x 8	Legal Register 396 Pages with page number, Laser paper, Double Sided	60-80
303	Discard Register	13.5 x 8	Legal Register 396 Pages with page number, Laser paper, Double Sided	60-80
304	QC of Reagent Register	13.5 x 8	Legal Register 396 Pages with page number, Laser paper, Double Sided	60-80
305	Sample Receivable Register	13.5 x 8	Legal Register 396 Pages with page number, Laser paper, Double Sided	60-80
306	TTI Reactive Donor Notification Register	13.5 x 8	Legal Register 100 Pages with page number, Laser paper, Double Sided	60-80
307	Blood Donation Requisition Slip	8.8 x 12	A4 size laser white paper, Red Ink Print, 100 GSM Maplitho, Single Sided Print, Perforated Centre with 1+1 copy design, GSM 80-120, 100 pages/pad	80-120
308	Patient Relative Pass	5.5 x 4.5	Both side single colour printing on Ivory Sheet (Thin) with numbering	
309	Patient Relative Visitor Pass	5.5 x 4.5	Single colour printing on Ivory Sheet (Thin) with numbering	
310	Supply Order Register	15 x 20 inch (Open Size)	Legal Register, 200 leaf with page number in all pages	60-70
311	Purchase Requisition Register	15 x 20 inch (Open Size)	Register, 200 Leaf with page number in all pages	60-70
312	Receipt Book printing Baby Gate Pass	5.5 x 8.5	Single colour offset printing, Single hard board Binding, GSM- 70 Maplitho paper (100 pages/book)	70
313	Register- Non Faculty Staff	17 x 22	Pages-500, Ledger Paper Double Hardbound Binding with numbering & indexing	70
314	Register- Faculty Staff	17 x 22	Pages-500, Ledger Paper Double Hardbound Binding with numbering & indexing	70

Note 1- The above requirement is indicative. The same may be increased/decreased as per the actual requirement of Institute

Note 2- Format/samples of above items will be provided by the concerned department at the time of printing. Before printing of material, approval of samples to be obtained by the concerned department.

Annexure - IV
Format for Financial Bid
(To be submitted in BOO Format)

S. No	Items Description with Specification	Quantity	Basic Rate	GST in Rs.	Total Amount without GST	Total Amount with GST

L1 will be decided on composite basis of basic rate. Bidders are advised to quote for all the items. Bidders not quoting for all the items will be rejected summarily.

Price bid in the form of BOQ_XXXX.xls

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. Rate must be quoted as per specification specify in Annexure III
3. **Interested Bidder must review the sample for above said required materials from the Institute.**
4. No other charges would be payable by the Institute.

Date:

Place:

Name:

Business Address:

Signature of Bidder:

Seal of the Bidder: