



Phone: 2538 0203

MADHYAMGRAM MUNICIPALITY

Madhyamgram, Kolkata – 700 129

Ref. No:MM /CHAIR/HOSP/PRINT/NIQ- 381/22-23

Date:05/05/22

NOTICE INVITING QUOTATION

Sealed Quotation are therefore invited from Manufacturer/Distributor/Authorized agent, bonafide supplier. **The rate should be quoted inclusive of GST.** The Quotation should be submitted in Quotation form duly sealed covered super scribing Quotation of rate with **MRP** for supply of **PRINTING** item in 'Netaji Subhas Chandra Bose Specialized Hospital & Research Centre' addressed to the **Chairman, Madhyamgram Municipality**, so as to reach this office within 12.30 Hrs. on **17/05/2022**. The Quotation after due date & time will not be considered. The Quotation will be opened on **17/05/2022** at 1.30 Hrs. and the Quotation are requested to remain present of sent their suitable authorized persons to be present at the time of opening and offer clarification required if any.

Terms & Condition:

1. **Quotation forms will be available at the cash counter of the Municipality on payment of Rs.200/- only.**
2. **The last date of purchasing Quotation form is on 13/05/2022.**
3. Ernest money Rs. 2000/- will have to deposited by Bankers cheque /Demand Draft/Bank guarantee along with the Quotation document. Whose are successful.
4. Supply against order to the successful Quotation is to be made as when as per requirements.
5. Supplier should remain bound to follow all other terms & condition as will be specified in the supply order.
6. Supplier must be submitted Xerox copy of their up to date Trade license. GST REG No. Professional Tax Payment, Income Tax & Pan Card.
7. Any notice into ended to be served upon the supplier will be treated as served if displayed on the notice board of this office and/ or if by post under certificate of posting.
8. Authority reserve the rights of accept or reject or every Quotation without assigning reason whatsoever.
9. **The Quotation w.e.f. 18-th MAY 2022 and valid up to 17-th NOVEMBER 2022.**
10. **Details of printing & stationary items available in Store of. 'Netaji Subhas Chandra Bose Specialised Hospital & Research Centre'.**
11. **Quotation dropping address at Madhyamgram Municipality (Finance Officer Room)**
12. The above Quotation is also available on our website www.madhyamgrammunicipality.org
13. Hand & over writing are not accepted & supplier should be submitted the rate as per Sl. No.

List of Printing Items

Sl.No.	ITEM	Brand	Size
1.	Admission Form Indoor (100 pages)		100 Pages
2.	Admission Form F.C. Emergency (100 pages)		100 Pages
3.	Attendant deployment/ Aya Sheet		100 pages
4.	Antenatal card (General)		1000 pcs
5.	Biometric Report Card		1000 Pcs
6.	Blood Requisition 100 pages (Duplicate Copy)		100 Pages
7.	Consent form(Bengali)		100 pages
8.	Consent form (English)		100 pages
9.	Consultancy Bill, Doctor Visit Sheet (100 Pages)		100 Pages
10.	Continuation sheet (100 Pages)		100 Pages
11.	Discharge Summary (100 Pages)		100 Pages
12.	Discharge Certificate GENARAL (Duplicate Copy)		100 pages
13.	Discharge Certificate(M/H) 100 pages (Duplicate Copy)		100 Pages
14.	Death Certificate 100 pages (Triplicate Copy)		100 Pages
15.	E.C.G. report card (1000 Pcs)		1000 Pages
16.	Envelop for pathology		1000 Pcs
17.	History Sheet 1000 pages		1000 Pages
18.	High Risk Concern		100 pages
19.	Intake output chart		100 pages
20.	Insulin Pump Chart / Sugar Chart 100 pages		100 Pages
21.	Investigation Flow chart		100 pages
22.	Indent Book 100 pages (Duplicate Copy)		100 Pages
23.	Letter head pad A4 size 100 pages		100 Pages
24.	Medicine Slip 100 pages (Duplicate Copy)		100 Pages
25.	Medicine advice (Board)		1000 pages
26.	Money Receipt For F.C. EMERGENCY(Duplicate Copy) 100 Pages		100 Pages
27.	Money Receipt For INDOOR (Duplicate Copy) 100 Pages		100 Pages
28.	Money Receipt For ICCU (Duplicate Copy) 100 Pages		100 Pages
29.	Order Book Big (Triplicate Copy)		100 pages
30.	Prescription pad for O.P.D. 100 pages (Triplicate Copy)		100 Pages
31.	Prescription pad for F.C. EMERGENCY (Duplicate Copy) 100 pages		100 Pages
32.	Prescription pad for INDOOR (Duplicate copy) 100 pages		100 Pages
33.	Printed ticket		1000 pieces
34.	Risk Bond/D.O.R.B 100 pages		100 Pages
35.	Register for Emergency (200 Folio)		200 Folio
36.	Register for Admission (200 Folio)		200 Folio
37.	Register for Pathology (General) 200 Folio		200 Folio
38.	Register for Stock (200 Folio)		200 Folio
39.	Register for Discharge (200 Folio)		200 Folio
40.	Register for Medicine (200 Folio)		200 Folio
41.	Register for Doctors Visitors((200 Folio)		200Folio
42.	Register for Outdoor patient (General) (200pages)		100 Folio

Annexure-II

43.	Registers Patient Details (X-Ray/U.S.G) (200 Folio)	200 Folio
44.	Registers Operation / Birth Register (200 Folio)	200 Folio
45.	Service description pad / Billing Sheet (Both side printed) 100 pages	100 pages
46.	Treatment sheet	100 pages
47.	Temperature Chart / Vital Sign	100 pages
48.	Visiting Cards M/W	1000 Pcs
49.	Visiting Cards M/H	1000 Pcs
50.	Visiting Cards ICCU	1000 Pcs
51.	NON Woven Bag(as per our sample)	Per pcs.



Executive officer

Madhyamgram Municipality