



**EMPLOYEES STATE INSURANCE CORPORATION  
MEDICAL COLLEGE & HOSPITAL, KALABURAGI**

[Ministry of Labour & Employment Govt. of India]

SEDAM ROAD, KALABURAGI- 585106

Ph. No. 08472- 265546/ 47/ 48 Fax No. 08472- 265545

No. 532/GLBMC/D/40/11/T1/ Gen. Br.-2015 (Vol.-II)

Date: 29.11.2017

**SUB: E-TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF PRINTING FORMS AND STATIONERY.**

| Sl. No | Details                               | Dates and Time                           |
|--------|---------------------------------------|--|
| 1      | EMD                                   | Rs. 50,000/-                             |
| 2      | Period for submission of Tender form  | 29.11.2017 to 20.12.2017 up to 14:00 P.M |
| 3      | Pre-bid Meeting                       | 13.12.2017 at 15:00 P.M.                 |
| 4      | Last date & time of submission Tender | 20.12.2017 up to 14:00 P.M.              |
| 5      | Date & Time of opening Tender         | 20.12.2017 at 15:00 P.M.                 |
| 6      | Total Approximate Tender of Value     | Rs. 20 Lakh                              |

**(Important Instructions for Bidders regarding Online Payment)**

All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.

Bidder should get registered at <https://esictenders.eproc.in>.

Bidders should add the below mentioned sites under Internet Explorer → Tools → Internet Options → Security → Trusted Sites → Sites of Internet Explorer:

<https://esictenders.eproc.in>

<https://www.tpsl-india.in>

<https://www4.ipg-online.com>

Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer → Tools → Internet Options → Advanced Tab → Security.

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd. payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or Net Banking for participating in the tender.

Bidders can contact our Helpdesk at <https://esictender.eproc.in/html/Support.asp>



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**SUB: E-TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF PRINTING FORMS AND STATIONERY.**

E-Tenders in two bid systems through 'e' procurement are invited from printing and press agencies for annual rate contract for supply of printing forms and printing stationery items in a 500 bedded ESIC Medical College & Hospital, Kalburgi for a period of one year. Tender documents are available on line from 29.11.2017 at <https://esictenders.eproc.in>, [www.esicmcglb.org](http://www.esicmcglb.org) and [www.esic.nic.in](http://www.esic.nic.in).

Bidders have to deposit the Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees: Fifty Thousand Only) in the form of Demand Draft drawn in favour of "ESI Fund A/c No.1" payable at Kalaburagi.

Also sealed quotations (Both Technical bid and financial bid) in physical format have to be **dropped in the Tender box at General Branch ESIC Medical College and Hospital Kalaburagi before last date: 20.12.2017 at 14:00 pm**. Late Bids i.e. bids received after the specified date and time of receipt will not be considered. Telegraphic/Telex/Fax/E-mail/ conditional/ incomplete Tenders are not entertained and shall be rejected.

Technical bid & EMD in separate sealed envelope super scribed with the wordings 'Technical bid' and 'financial bid' in separate sealed envelope similarly and both the covers should be kept in one big envelope mentioning the title of the tender.

The interested bidders should upload, duly filled tender form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids

– All dully signed, on the website <https://esictenders.eproc.in> latest by 20.12.2017 till 14:00 PM. The technical bids will be opened online on 20.12.2017 at 15:00 PM.

Tender documents are also available for viewing on the websites of Employees' State Insurance Corporation i.e. [www.esic.nic.in](http://www.esic.nic.in) and [www.esicmcglb.org](http://www.esicmcglb.org).

**DEAN  
ESIC MC & H, Kalaburagi.**



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No. 532/GLBMC/D/40/11/T1/ Gen. Br.-2015 (Vol.-II)

Date: 29.11.2017

**Tender for Printing and Supply of Requisition Forms, Registers and Printing Stationery Items etc.**

Tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

**TENDER DOCUMENTS CONSIST THE FOLLOWING:-**

- I. Eligibility criteria**
- II. General Instructions to Tenderers**
- III. General Terms & Conditions of Contract**
- IV. Special Terms & Conditions of Contract**
- V. Declaration (Annexure "E")**
- VI. Technical Bid (Annexure "A")**
- VII. Financial Bid (Annexure "B")**
- VIII. Proforma of Undertaking (Annexure "C")**
- IX. Proforma of Bank Guarantee (Annexure "D")**

### **ELIGIBILITY CRITERIA**

1. **EXPERIENCE:** The bidder must have a minimum of two years' of experience of printing and supplying of Requisition Forms and printing Stationery items mentioned in the schedule of requirements to Govt. Departments/ESIC/PSUs/Nationalized Banks. Copies of two such Purchase Orders (of Rs.1 lac or more) received during each of the last two years should be enclosed.
2. **ANNUAL TURNOVER:** Annual Turnover should be Rs.20 lacs or more during last 2 financial years i.e. **2015-16 and 2016-17**. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 2 years i.e. 2015-16 and 2016-17 to be submitted along with the technical bid.
3. **STATUTORY REGISTRATIONS:** The tenderer must have valid PAN No. and GST No. Photocopy of PAN Card of the Firm/Dealer/Proprietor and VAT/Income Tax return for last 2 years is to be submitted with the technical bid.
4. **PLACE OF BUSINESS:** The tenderer must have a place of business as well as infrastructure for printing (printing press) in Kalaburagi and proof of the same is required to be submitted along with the technical bid.
5. **Pre Bid Meeting:** A pre bid meeting shall be held on at 13.12.2017 15:00. p.m at Conference Hall Ist Floor ESIC Medical College & Hospital, Kalaburagi to clarify issues connected with the tender. Prospective bidders are invited to attend along with samples of the items they wish to supply through tender.  
Eligible agencies may visit/inspect the site on any working day to collect all information that will be necessary for preparing the E-TENDER and entering into a Contract for the services to be rendered, between 29.11.2017 To 20.12.2017 by contacting the Deputy Director (General) (by prior appointment only).

### **INSTRUCTIONS FOR THE TENDERERS**

1. **SEALED TENDERS** are invited from reputed printers fulfilling the eligibility criteria mentioned in These tender documents for the printing and supply of printing stationery items as per the list enclosed.

**Opening of Tenders:** The Tender will be opened at 03:00 PM on 20.12.2017 at Conference Room, ESIC Medical College Kalaburagi (Karnataka) in the presence of the authorized representatives of the tenderers, who wish to be present at that time. Technical Bids will be scrutinized, by an evaluation committee constituted by the Dean to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, who's Technical Bids are accepted, will be opened on .../.../..... at 03:00 P.M. in Conference Room, ESIC Medical College, Kalaburagi (Karnataka) in the presence of the authorized representatives of the qualifying tenderers, who wish to be present at that time.

2. **Signing of Tender:** Individuals signing tender or other documents connected with the contract Specify:

- (1.i) Whether signing as a "Sole Proprietor" of the firm or his attorney.
- (1.ii) Whether signing as a "Registered Active Partner" of the firm or his attorney.
- (1.iii) Whether signing for the firm "Per Procuracionem."
- (1.iv) In the case of companies and firms registered under the Indian Partnership Act/the Companies Act, the capacity in which signing, e.g. Secretary, Manager, Partner etc. and enclose a copy of a

document, empowering him to do so. In case of unregistered firms all the members of the firm should sign the tender and relevant documents. Each page of the Tender document and papers submitted along with, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by the ESIC Medical College and Hospital Kalaburagi. Technical bid should contain the papers to fulfill all the eligibility criteria, proofs of the instructions given in this tender document.

Hospital Kalaburagi.

3. **VALIDITY OF TENDERS:** - The validity of rates quoted will be for a period of **one year** from the date of award of contract. However, the Dean may extend the validity for further period of one year on same terms, conditions and rates.

**4. PROCEDURE FOR SUBMITTING TENDERS**

E-Tenders are to be submitted as per two bid system i.e. Technical bid and Financial Bid.

- A. Experience, proofs of turnover, proof of address, undertaking as per instructions etc.
- B. Financial bid should contain the rates quoted for the services to be provided as per

**Both the bids should be submitted in two separate sealed envelopes super scribed as “Technical Bid for printing and supply of forms and stationery items” and “Financial Bid for printing and supply of forms and stationery items” respectively. An Earnest Money Deposit of Rs. 50,000/- (Rs. Fifty Thousand only) in the form of Demand Draft or Banker’s Cheque only of any nationalized bank should be placed at the top of the technical bid.**

**“E-Tender for printing requisition form, registers, supply of forms and stationery items”. Sealed tenders should be addressed to the Dean, ESIC Medical College and Hospital Sadem Road Kalburagi-585106.**

**5. DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:**

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b) Demand Draft of Earnest Money Deposit and cost of tender document.
- c) Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 2 financial years i.e. 2015-16 , 2016-17.
- d) Photocopy of PAN No. of the Firm/Company/Proprietor.
- e) Photocopy of ITR in for last 2 years i.e. 2015-16, 2016-17 in support of the annual turnover.
- f) Photocopy of proof of place of business and infrastructure for printing (printing press) in Kalaburagi such as notarized rent agreement, electricity bill, water bill, fixed-line telephone bill etc.
- g) Copies of two Purchase Orders (one of Rs.1 lac or more) received from Govt. Departments/ESIC/ PSUs/Nationalized Banks during each of the last two years i.e. 2015-16, 2016-17 in support of the experience.
- h) Pre -receipt for release of EMD after finalization of tender.
- i) The undertaking (Annexure-“C”) duly signed by the tenderer.

All the aforesaid documents must be enclosed with the Technical Bid, failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer/bidder.

**6. PRICES:**

- a) Price should be quoted for all the items listed in Annexure “B” without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
- b) GST should be quoted separately for each item. Price Bids showing rates like “GST Included/Inclusive of GST/GST paid” etc. are not acceptable and such offer shall not be considered.
- c) The rates should be inclusive of freight charges, packing charges etc.
- d) Conditional bids shall be rejected.
- e) The rates for the quoted items should not be higher than those quoted in any other organization/institution or the M.R.P.
- f) Successful tenderer shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.
- g) The tenderers are advised to quote their rates on the basis of costing/profitability of individual items because the Dean, ESIC, Medical College and Hospital Kalaburagi reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.

**7. RIGHT OF REJECTION OF TENDER: the Dean, ESIC, Medical College and Hospital Kalaburagi reserves the right to accept or reject any or all the tenders without assigning any reason.**

- 8. EVALUATION OF BIDS:** On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be considered for evaluation by the Technical Evaluation Committee constituted by the Competent Authority. Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder on the basis of total cost of procurement (inclusive of GST) worked out in the price bid. The tenderers may note that quantities mentioned in the price bid are only tentative in nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ as per requirement.

**GENERAL TERMS & CONDITIONS OF CONTRACT**

**1. DELIVERY OF STORES :**

- a) A purchase order will be issued specifying the specifications, quantities, and types etc. of the printing stationery items required by ESIC from time to time. The contractor will be required to submit a proof of each item mentioned in the purchase order for approval within 10 days of issue of purchase order. The actual printing and supply is to be undertaken after approval of the proof.
- b) The time and the date of delivery of stores stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the ESIC, Medical College and Hospital Kalaburagi within 7 days from the date of approval of proof.
- c) No additional charges for preparation and submission of proof/revised proof/samples shall be payable as the cost thereof is presumed to be contained in the prices quoted in the price bid. No charges shall be payable even if proof is not approved or the Purchase Order is canceled before supply.
- d) The supply shall have to be made in several times during the year depending on the requirements for which separate purchase orders will be issued.
- e) If the contractor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the risk purchase will be recovered from the contractor.

2. **PACKING OF STORES:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.

3. **PAYMENT:** Payment shall be made after receipt of complete stores mentioned in the purchase orders and due inspection/verification by the nominated official of the Dean. No advance payment shall be made.

4. **SUBLETTING OF CONTRACT:** The Tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the Dean. In the event of the contractor contravening this condition, the Dean has right to terminate the contract.

5. **PENALTY CLAUSE & RISK PURCHASE-** The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the Supplier in delivery of goods beyond scheduled delivery dates.

a. **For Delay in Supply-** Penalty of 2 % of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10 % of total value of order/orders.

b. **For Non Supply-** If the order is still not supplied, the supply order will be canceled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 2 years.

6. **SECURITY DEPOSIT:** Performance security of Rs. 1,00,000/- shall have to be deposited by successful tenderer(s) through DD/Banker's Cheque in favour of "ESIC Fund Account No. 1"



payable at Kalaburagi or Bank Guarantee as per Annexure “D”. The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract. Without prejudice to other rights of the purchaser, performance security of the contractor will be forfeited if the contractor withdraws or amends without prior consent or impairs or derogates from the tender in any respect within the period of validity of rate contract or if it comes to notice that information/document(s) furnished is incorrect, false, misleading or forged.

7. **DISPUTES AND ARBITRATION:** In case of any dispute the decision of the Dean will be final. The venue of any arbitration shall be Kalaburagi the Dean also reserves the right to terminate the contract at any time without assigning any reason(s) there for.

**SPECIAL TERMS & CONDITIONS OF CONTRACT**

1. **Technical Specifications:** The Specifications of stationery items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure “B”)
  
2. **Inspection of supplies:** Supplies shall be accepted subject to the complete satisfaction of Dean. Any defect found in the materials / stores supplied will render the supplies open to rejection and decision of the Dean, shall be final and legally binding. The rejected stores shall have to take the same back at their own cost and risk, and the contractor shall replace such rejections with the items of standard specifications / quality as acceptable to the ESIC Medical College Kalaburagi. Alternatively, the stores may, at the discretion of the authority, be purchased from others at the risks and costs of the tenderer.

**ANNEXURE E****DECLARATION (on letter head)**

I, \_\_\_\_\_ Son/Daughter /  
 wife of Shri \_\_\_\_\_ Proprietor/ Director, authorized signatory of the Agency/  
 Firm, mentioned above, is competent to sign this  
 declaration and execute this tender document; I have carefully read and understood all the terms and condit  
 ions of the tender and undertake to abide by them;

The information/ documents furnished along with the above application  
 are true and authentic to the best of my knowledge and belief. I/we, am/  
 are well aware of the fact that furnishing of any false information/  
 fabricated document would lead to rejection of my tender at any stage  
 besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal

Company's seal:

N.B. The above declaration, duly signed and sealed by the authorized signatory of the company should be enclosed with Technical tender.

**TECHNICAL BID****ANNEXURE – A**

| <b>Sl No.</b> | <b>Particulars</b>   | <b>To be filled by the Tenderers</b> |
|---------------|--|--------------------------------------|
| 1             | Name of the firm   |                                      |
| 2             | Date of Establishment of the Printers/Tenderers  |                                      |
| 3             | Detailed office address of the Printers/Tenderers with office telephone number, Fax number and Mobile number and the name of the contact person(s) and email |                                      |
| 4             | Registration No. and date(Copy to be enclosed)   |                                      |
| 5             | PAN Number (Copy to be enclosed)   |                                      |
| 6             | GSTIN Number (Copy to be enclosed)   |                                      |
| 7             | Trade License (Copy to be enclosed)  |                                      |
| 8             | Undertaking as per Annexure-C (on stamp paper of Rs.10/-)  |                                      |
| 9             | Labour License (If applicable, copy to be enclosed.)   |                                      |
| 10            | Please specify as to whether Printers/Tenderer is sole proprietor/Partnership firm/Private or Limited Company.   |                                      |
| 11            | Name, Address and Telephone No. of Directors/partners  |                                      |
| 12            | Name, Designation, Address and Telephone no. of authorized signatory   |                                      |
| 13            | Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner / partner anywhere in India         |                                      |
| 14            | Name & address of the Banker   |                                      |
| 15            | 1. Details of Bid Security/Earnest Money deposit;<br>a. Amount with details<br>b. D. D./ Pay Order /Banker Cheque No.  |                                      |

|    |   |  |
|----|---|--|
|    | c. Date of issue<br>d. Name of issuing Bank                         |  |
| 16 | Length of experience in the field                                   |  |
| 17 | Whether agency profile is attached?                                 |  |
| 18 | 1. Annual Turnover: 2015-2016<br>2. 2016-17<br>(Each year 20 lakhs) |  |
| 19 | Purchase order copy last two year (one of Rs. 1 lakh)               |  |
| 20 | Declaration as per (Annexure-E)                                     |  |

I \_\_\_\_\_, proprietor/partner/director of \_\_\_\_\_  
 \_\_\_\_\_(Name of the company/firm) hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

Dated: \_\_\_\_\_

Signature with Stamp : \_\_\_\_\_

Place : \_\_\_\_\_

**UNDERTAKING: (To be submitted in non-judicial stamp paper of Rs. 10/-)**

To,

The Dean,  
ESIC Medical College and Hospital,  
Sedam Road Kalaburagi 585106.

Sir,

I/We do hereby solemnly declare and undertake that:

- 1) The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
- 2) The firm is in this business since last two years.
- 3) The items quoted by me/us have not been and are not being supplied to any other Govt organization /ESIC/institution in NCR region at rates lower than those quoted here and the rates quoted in this tender are not more than M.R.P. of the items.
- 4) The items quoted are of standard quality and workmanship
- 5) The firm is not black listed in any Govt. org./institution.
- 6) I/We give the rights to the Dean to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm

(Firms Name & Address)

(Signature of Authorized Signatory)

Name :

Designation:

Seal:

**ANNEXURE “D”**

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

(To be submitted at the time of award of tender)

To,

The Dean,  
ESIC Medical College and Hospital,  
Sedam Road Kalaburagi 585106)

WHEREAS \_\_\_\_\_(Name and Address of the supplier), hereinafter called the “supplier”, has undertaken for supply of Stationery items (herein after called “The contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs. 20,000/- (Rs. Twenty thousand only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under control and without CAVIL or argument, any sum or sums within the limits of as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid up to 24(Twenty Four) months from the date of notification of award i.e. up to \_\_\_\_\_(Indicate date).

.....  
...

(Signature with date of the authorized officer of the bank)

.....  
...

(Name & designation of officer)

.....  
...

(Seal, name & address of the bank and address of the branch)

**Annexure “B”**

- **All Items are mandatory**

| <b>FINANCIAL BID</b> |   |                   |                       |   |
|----------------------|---|-------------------|-----------------------|---|
| <b>Sl.No</b>         | <b>Item Name</b>  | <b>Department</b> | <b>Specifications</b> | <b>Offset (Price should include the paper cost, composing, proofing etc.,) with numbering each page</b> |
|                      |   |                   |                       | <b>Unit price in Rs. (100 sheet/pad and 200 page/register)</b>  |
| 1                    | TOR forms pads  | General Branch    | 100 sheet/pad         |   |
| 2                    | Dead stock register(purchased)                          | General Branch    | 200 page/register     |   |
| 3                    | Dead stock register(Issued)                             | General Branch    | 200 page/register     |   |
| 4                    | Note sheets   | General Branch    | 100 sheet/pad         |   |
| 5                    | Files   | General Branch    | Good quality          |   |
| 6                    | Flaps   | General Branch    | Good quality          |   |
| 7                    | Indent for central store Items slips                    | General Branch    | 100 sheet/pad         |   |
| 8                    | local purchase requisition                              | General Branch    | 100 sheet/pad         |   |
| 9                    | Service Card  | Admin. Branch     | 100 sheet/pad         |   |
| 10                   | APAR FORMS ALL COLOURS                                  | Admin. Branch     | 100 sheet/pad         |   |
| 11                   | EARNED LEAVE FORMS                                      | Admin. Branch     | 100 sheet/pad         |   |
| 12                   | FORM 4 & FORM 05 (HPL)                                  | Admin. Branch     | 100 sheet/pad         |   |
| 13                   | Medical forms ESIC 103A                                 | Admin. Branch     | 100 sheet/pad         |   |
| 14                   | Voucher for payment of miscellaneous expenditures       | Cash Branch       | 100 sheet/pad         |   |
| 15                   | LTC FORM (K.R.O.-289)                                   | Cash Branch       | 100 sheet/pad         |   |
| 16                   | Essentiality certificate 'A' MED-103 (a)                | Cash Branch       | 100 sheet/pad         |   |
| 17                   | Fully-Vouched contingent bill FORM TR-30 (See Rule 300) | Cash Branch       | 100 sheet/pad         |   |
| 18                   | Abstract contingent bill form                           | Cash Branch       | 100 sheet/pad         |   |
| 19                   | Reimbursement of mobile charges                         | Cash Branch       | 100 sheet/pad         |   |
| 20                   | Reimbursement of tuition fee kro-366, form -2 para-25   | Cash Branch       | 100 sheet/pad         |   |
| 21                   | LTC Advance form  | Cash Branch       | 100 sheet/pad         |   |
| 22                   | Reimbursement of newspaper                              | Cash Branch       | 100 sheet/pad         |   |
| 23                   | Travelling allowance bill for tour (TR-25A)             | Cash Branch       | 100 sheet/pad         |   |
| 24                   | Application of festival advance                         | Cash Branch       | 100 sheet/pad         |   |



|    |   |             |                   |  |
|----|---|-------------|-------------------|--|
| 25 | Leave travel concession bill (TR-25C/GFR-14)    | Cash Branch | 100 sheet/pad     |  |
| 26 | Medical reimbursement (Med-97)                  | Cash Branch | 100 sheet/pad     |  |
| 27 | Payroll Register                                | Cash Branch | 200 page/register |  |
| 28 | Admission register                              | academic    | 200 page/register |  |
| 29 | Certificate of dead body donation               | Anatomy     | 100 sheet/pad     |  |
| 30 | Will form for body donation                     | Anatomy     | 100 sheet/pad     |  |
| 31 | Dead body Donor ID Card                         | Anatomy     | 100 sheet/pad     |  |
| 32 | General information booklet                     | Anatomy     | 100 sheet/pad     |  |
| 33 | Concept of dead body donor                      | Anatomy     | 100 sheet/pad     |  |
| 34 | Cover page for internal assement answer booklet | Anatomy     | 100 sheet/pad     |  |
| 35 | Dead body requisition booklet form              | Anatomy     | 100 sheet/pad     |  |
| 36 | Discharge Summary Card                          | Hospital    | 100 sheet/pad     |  |
| 37 | Discharge Summary form                          | Hospital    | 100 sheet/pad     |  |
| 38 | Admission & Summary Record                      | Hospital    | 200 page/register |  |
| 39 | History pads                                    | Hospital    | 100 sheet/pad     |  |
| 40 | Progress Record                                 | Hospital    | 100 sheet/pad     |  |
| 41 | Treatment Cart                                  | Hospital    | 100 sheet/pad     |  |
| 42 | Nurses Note pads                                | Hospital    | 100 sheet/pad     |  |
| 43 | OPD SLIPS                                       | Hospital    | 100 sheet/pad     |  |
| 44 | Nurses chart                                    | Hospital    | 100 sheet/pad     |  |
| 45 | Graphic (TPR)CHART                              | Hospital    | 100 sheet/pad     |  |
| 46 | Dengue Request Chart                            | Hospital    | 100 sheet/pad     |  |
| 47 | Death Summary                                   | Hospital    | 100 sheet/pad     |  |
| 48 | Form No.41                                      | Hospital    | 100 sheet/pad     |  |
| 49 | Diabetic chart                                  | Hospital    | 100 sheet/pad     |  |
| 50 | Death register                                  | Hospital    | 200 page/register |  |
| 51 | MLC Register                                    | Hospital    | 200 page/register |  |
| 52 | Census Register                                 | Hospital    | 200 page/register |  |
| 53 | Accession Register                              | Hospital    | 200 page/register |  |
| 54 | Special Certificate for Hospital ESIC Med-13    | Hospital    | 100 sheet/pad     |  |
| 55 | Information for Sickness ESIC Med-11            | Hospital    | 100 sheet/pad     |  |
| 56 | Medico Legal Case Register                      | Hospital    | 200 page/register |  |
| 57 | Inpatient Census No. Register                   | Hospital    | 200 page/register |  |
| 58 | Daily ward indent for medicines                 | Hospital    | 100 sheet/pad     |  |
| 59 | Daily census for Ward                           | Hospital    | 100 sheet/pad     |  |
| 60 | NON-IP-OPD Register                             | General     | 200               |  |

|    |  |                     |                      |  |
|----|--|---------------------|----------------------|--|
|    |  | Medicine            | page/register        |  |
| 61 | IP-OPD Register  | General<br>Medicine | 200<br>page/register |  |
| 62 | ECG Register   | General<br>Medicine | 200<br>page/register |  |
| 63 | 2DECHO/TMT/Register                                    | General<br>Medicine | 200<br>page/register |  |
| 64 | UHTC/RHTC SLIPS  | General<br>Medicine | 100 sheet/pad        |  |
| 65 | Referral Slip  | General<br>Medicine | 100 sheet/pad        |  |
| 66 | X-RAY/Ultra sound reports                              | Radiology           | 100 sheet/pad        |  |
| 67 | X-RAY REPORTS  | Radiology           | 100 sheet/pad        |  |
| 68 | ULTRA SOUND REPORTS                                    | Radiology           | 100 sheet/pad        |  |
| 69 | Dept of Radiology requisition of<br>X-ray USG forms    | Radiology           | 100 sheet/pad        |  |
| 70 | Dept of Microbiology<br>forms(Spicemen copy-2)         | Microbiology        | 100 sheet/pad        |  |
| 71 | Dept of Microbiology<br>forms(Spicemen copy-3)         | Microbiology        | 100 sheet/pad        |  |
| 72 | Dept of Microbiology<br>forms(Spicemen copy-4)         | Microbiology        | 100 sheet/pad        |  |
| 73 | Dept of Microbiology<br>forms(Spicemen copy-5)         | Microbiology        | 100 sheet/pad        |  |
| 74 | Dept of Microbiology<br>forms(Spicemen copy-6)         | Microbiology        | 100 sheet/pad        |  |
| 75 | Spectacle Prescription                                 | Microbiology        | 100 sheet/pad        |  |
| 76 | Dept of Microbiology Requisition<br>forms              | Microbiology        | 100 sheet/pad        |  |
| 77 | Histopathology report forms                            | Pathology           | 100 sheet/pad        |  |
| 78 | Fine Needle Aspiration Cytology<br>(FNAC) Report forms | Pathology           | 100 sheet/pad        |  |
| 79 | PAP Smear report (GYNAEC<br>CYTOLOGY) forms            | Pathology           | 100 sheet/pad        |  |
| 80 | CBC Report   | Pathology           | 100 sheet/pad        |  |
| 81 | Urine Examination Report                               | Pathology           | 100 sheet/pad        |  |
| 82 | Dept of Pathology Requisition<br>forms                 | Pathology           | 100 sheet/pad        |  |
| 83 | Dept of Biochemistry requisition<br>forms              | Biochemistry        | 100 sheet/pad        |  |
| 84 | Dept of clinical Biochemistry<br>Requisition forms     | Biochemistry        | 100 sheet/pad        |  |
| 85 | Blood Chemistry report form                            | Biochemistry        | 100 sheet/pad        |  |
| 86 | Clinical Biochemistry Investigation<br>Register        | Biochemistry        | 200<br>page/register |  |
| 87 | Master record for whole blood                          | Blood Bank          | 200<br>page/register |  |
| 88 | Blood Issue record register                            | Blood Bank          | 200<br>page/register |  |
| 89 | Blood donor record register                            | Blood Bank          | 200<br>page/register |  |

|    |  |                         |                      |  |
|----|--|-------------------------|----------------------|--|
| 90 | Cross Matching Record Register                       | Blood Bank              | 200<br>page/register |  |
| 91 | Blood donation form                                  | Blood Bank              | 100 sheet/pad        |  |
| 92 | Screen Register                                      | Blood Bank              | 200<br>page/register |  |
| 93 | Health Care Blood Bank<br>Compatibility Corticated   | Blood Bank              | 100 sheet/pad        |  |
| 94 | Blood Requisition Form                               | Blood Bank              | 100 sheet/pad        |  |
| 95 | Blood Donor ID Card all blood<br>group.              | Blood Bank              | 200<br>page/register |  |
| 96 | Dept of Pulmonary function<br>test/requisition forms | Respiratory<br>Medicine | 100 sheet/pad        |  |
| 97 | Surgical Procedure                                   | Ophthalmology           | 100 sheet/pad        |  |
| 98 | Spectacle Prescription                               | Ophthalmology           | 100 sheet/pad        |  |

(Signature of Authorized Signatory)

Name :

Designation:

Seal: