

To

Sir,

Sealed limited tenders are invited in two bid system for the supply of following **New Case Folder 2019** for Cash counter in Regional Cancer Centre, Trivandrum.

SCHEDULE OF MATERIAL

Sl.No	Name of Item	Quantity
1	New Case Folder 2019 450GSm (White back duplex bound with glossary lamination of size A4 good quality clips)(1000 Nos extra clips for damaged ones Page, Lab master)	18000 Nos
2	Front page (60GSM)	18000 Nos
3	Clinical Examination sets (8sheets)-60GSm	15000 NOs
4	Paediatric Oncology forms(10 sheets-60 Gsm)	700 Nos
5	A Clinic Haematology Unit (10 sheets-60GSM)	3000 Nos
6	A Clinic Sarcoma (8sheets-60GSM)	225 Nos
7	C Clinic Breast unit (13 sheets) -60GSM	3000 Nos
8	Chemotherapy Consent (Mal) – 54 GSM	300x100 pads
9	Report Separators: Blue - 200x100 pads Yellow - 200x100 pads Pink - 200x100 pads	
10	Registration form Malayalam (60GSM)	200X100 pads
11	Registration form English (60GSM)	50X100 pads
12	MDT Form - (60gsm)	300X100 pads
13	Diagram Head & Neck (GSM)	10X100 pads

The tender should be submitted in two bid system ie **technical bid and financial bid separately**. Both envelopes should be properly sealed and should bear the superscription “ Limited tender No. **20/RCC/18:19/P5** & should be addressed to the Director, Regional Cancer Centre, Trivandrum.11.

The technical bid should contain :

- EMD
- Delivery period
- Payment condition
- Sample paper with GSM

The financial bid (price bid) should contain :

- Price of the printing
- If GST is extra, % of GST should be clearly mentioned

The tenders duly signed and sealed in each page by the tenderer along with necessary documents shall be submitted to the Director, Regional Cancer Centre, Trivandrum.11 on or before 4 PM **on 07/12/2018** (Friday). Late tenders will not be accepted. The tenderer should enclose the EMD amount of **Rs.3,500/-** by way of Demand draft/Bank Guarantee/ Fixed Deposit in favour of Director, RCC, Trivandrum along with the technical bid which is refundable. Earnest Money Deposit (EMD) is exempted in the following cases. If the tenderer comes in any of the following category, they should submit a self attested copy of the relevant certificate for EMD exemption.

a) Firms who are registered with the Stores Purchase Department or the Directorate General of Supplies and Disposals, New Delhi are exempted from furnishing EMD for tenders in respect of stores by which they have registered as suppliers of stores.

b) Micro and small enterprises and Industrial Co-operatives within the Kerala State which are certified as such by the Director of Industries and Commerce or by the General Manager, District Industries Centre are exempted in respect of certified items from furnishing EMD in support of tenders.

c) The Khadi and Village Industries Co-operative Societies and the Institutions registered under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 within Kerala State which are certified as such by the Secretary, Kerala Khadi and Village Industries Board are exempted from furnishing EMD in support of tenders.

d) Micro, Small & Medium enterprises registered with the National Small Industries Corporation Limited, New Delhi and in respect of which competency certificates are issued by the Corporation will be exempted from payment of EMD.

e) Government Institutions/Kerala State Public Sector Undertakings which manufacture and supply stores are exempted from furnishing EMD.

f) Kerala State Small Industries Development Corporation Ltd when it participates in tender on behalf of Small Scale Units will be exempted from furnishing EMD.

The technical bids will be opened at 12 PM on **08/12/2018 (Saturday)** in the presence of such of the tenderers or their authorized representatives who may be present at that time. The financial bids of technically qualified firms will be opened after technical evaluation and the date will be intimated to the tenderers.

Terms and conditions:-

1. The offer should be valid up to 31STMarch2019
2. Supply period:-Supply should be done in the **Medical Records as per our requirement.**
3. Payment:- Payment will be released within a maximum period of 90 days from the date of supply and final acceptance by RCC.RCC has an option to make the payment within 30 days from the date of receipt of material provided 3% of the total bill amount will be deducted. If you wish to avail the benefit that should be mentioned in the tender.
4. The successful tenderer has to submit an agreement in Kerala Stamp paper worth Rs.200/- and a security deposit of 5% of the total value of the order within 15 days from the date of receipt of order. This deposit amount will be refunded after the expiry contract successfully.
5. Director of Regional Cancer Centre, Trivandrum reserves the right to accept or reject all or any tender at his sole discretion without assigning any reasons. For legal purposes, the cause of action will be deemed to have arisen in Trivandrum, Kerala state.
6. Proof should be got approved from MRO of RCC before final printing .
7. Sample of the Printing forms can be seen from MRD section of RCC.

Thiruvananthapuram
24/11/2018

Sd/
DIRECTOR