

Mahatma Gandhi Institute of Medical Sciences

Sevagram, Wardha 442102, Maharashtra, India



TENDER ENQUIRY DOCUMENT

Advertised Tender Enquiry No.: **eTender/2026-27/CPS/001**

Brief Description of Goods: **Annual rate contract for supply and printing of Registers, Pads, Forms, Envelopes etc**

SECTION - I

Mahatma Gandhi Institute of Medical Sciences

Sevagram, Wardha 442102, Maharashtra, India

NOTICE INVITING TENDERS (NIT)

Advertised Tender Enquiry No: **eTender/2026-27/CPS/001** On behalf of **Dean, Mahatma Gandhi Institute of Medical Sciences, Sevagram** online bids are invited in two bid system (Techno-Commercial Bid and Financial Bid) from reputed, eligible and qualified firms/manufacturer for supply of following Goods:

S. No.	Brief Description of Goods	Quantity	Amount of Bid Security / EMD (in INR or equivalent amount in foreign currency)
1.	Annual rate contract for supply & printing of Registers, Pads, Forms, Envelopes etc	As per Technical Specification	Rs.10,000/-

CRITICAL DATE SHEET

Published Date & Time	28 April 2026 05:00 PM
Bid Document Download/Sale Start Date	28 April 2026 05:00 PM
Seek Clarification Start Date	28 April 2026 05:00 PM
Seek Clarification End Date	08 May 2026 05:00 PM
Pre Bid Meeting Date	Not Applicable
Pre Bid Meeting Venue	Not Applicable
Bid Submission Start Date & Time	28 April 2026 05:00 PM
Bid Submission End Date & Time	19 May 2026 05.00 PM
Bid Opening Date & Time	21 May 2026 10.00 AM

SECTION - II

INSTRUCTIONS

1. All the bids will only be accepted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>
2. The Tender Enquiry Document can be downloaded directly from the websites <https://eprocure.gov.in/eprocure/app> by the bidders. They should not tamper/modify it including downloaded Price Bid template in any manner. In case it is found that there is tempering/ modification of any kind, Tender/Bid will be rejected and EMD would be forfeited.
3. The complete bidding process is online. Bidders should possess a valid Digital Signature Certificate (DSC) of class III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
4. Bidders are advised to visit this website regularly to keep themselves updated, for any changes/ modifications in the Tender Enquiry Document and any corrigendum, till closing date of submission of bid.
5. The EMD/Bid Security shall be deposited through RTGS/NEFT (bank details mentioned below). The receipt of the transfer of the Earnest Money/Bid Security must be uploaded along with Technical bid.
6. If you are registered firm under Micro, Small Enterprises (MSEs are exempted from paying Earnest Money Deposit (EMD) fee, please submit necessary documents related to the same. After proper verification, payment of EMD fees may be exempted.
7. EMD fees is returned back to all unsuccessful bidders once the evaluation is completed and the contract is signed by the successful bidder(s).
8. Technical bid and Price bid should be uploaded separately
9. The technical bid must contain the following (duly attested) along with Check List:
 - a. Detailed technical specifications of equipment quoted (Catalogue / illustrated literature), along with a document showing compliance with our given Technical Specifications (i.e. Compliance chart) and country of origin of the equipment.
 - b. Authorized dealer certificate (Current year's) from the principal of manufacturing company for supply and service along with ISO Certification (ISO 9001 & ISO 13485)
 - c. List of users/ institutional installations / Govt. supply orders / reputed private hospitals and copy of Manufacturing License from the manufacturer.
 - d. Income Tax and annual returns of last three years
 - e. GST Registration Certificate and PAN Card copy
 - f. If you are registered firm under Micro, Small Enterprises (MSEs), please submit a copy of the Registration Certificate.
 - g. EMD receipt
10. For equipment to be imported the prices should to be quoted in
 - a. INR – Delivery at Sevagram including all taxes and levies
 - b. Note:
 - i. FOR INR prices- no excise duty, GST, transportation, insurance will be paid by the buyer.
 - ii. Kindly quote the prices strictly as per the scope of the supply written in the tender without offering your special features and accessories prices.
 - iii. You have to provide Performance Bank Guarantee covering the Warranty period
 - iv. Penalty clause for delay in supplying will be applicable.
11. **Payment terms:**
 - a. For INR quote: Payment will be against successful installation of the equipment
 - b. No advances are given with Purchase Order (PO).

12. **Delivery period:** 30 days from the date of Purchase Order (PO). Penalty clause can be levied on case-to-case basis. Satisfaction of the material should be free and to the satisfaction of the buyer.

13. Free transportation, installation and on-site training to be provided by the bidder.

14. Service and Guarantee conditions:

- a. Mention about the nearest facility/office where service personnel are available.
- b. Mention about the facility for training of personnel safety and quality standards.
- c. Please submit a sample proof along with the purchase order at the time of delivery.

15. We are not demanding any payment other than EMD fees to be deposited along with bid in the specified bank Account only as mentioned in the tender enquiry document. If you receive any communications, transmitting different payment, instructions or requesting or requiring alternate payment, arrangements do not respond to such communications.

16. **Dean, MGIMS reserves the right to reject all or any tender without assigning any reason.**

Account Details of depositing EMD

Name of the Account - Kasturba Health Society

Name of the Bank - Axis Bank Ltd., Wardha

Bank Address - Indira Market Road, Wardha 442001

Account Number - 917010025302943

IFSC Code - UTIB0000808

Branch Code - 808

Swift Code - AXISINBB048

MICR Code - 442211002

SECTION - III

LIST OF REQUIREMENTS

Sr. No.	Name of Equipment	Consignee	Total Quantity per Schedule (No.)
1	Annual rate contract for supply & printing of Registers, Pads, Forms, Envelopes etc	Central Purchase Section	As & when required

SECTION - IV

TECHNICAL SPECIFICATION AND GENERAL POINTS

S/No.	Item	Specification	Annual Quantity
1	Printing of OPD Case Paper (Out Patient Record)	Size 5.5" x 9" inch -12 pages with two inner stitching on white J.K. Pulp Board 9.8 kg	60000 Cards
2	Continuation sheets 4 pages	Size 5.5" x 9" on maplitho 70 gsm paper with ruling	15000 Forms
3	Continuation sheets 2 pages	Size 8.25" x 11.5" on maplitho 70 gsm paper with ruling & printing	100000 Forms
4	Consent forms - Hindi / Marathi - one side printing	Size 8.25" x 11.5" on maplitho 70 gsm paper with printing	10000 Forms
5	Informed Consent forms - one side printing	Size 8.25" x 11.5" on maplitho 70 gsm paper with printing	10000 Forms
6	Printing of EYE OPD card	Size 11" x 7" one side printing on white J.K. & SS Pulp Board 9.8 kg	30000 Cards
7	Operation Theatre PACU and Recovery Room Discharge sheet	Size 8.25" x 11.5" one side printing on maplitho 70 gsm paper	5000 Forms
8	Surgical Safety checklist form	Size 8.25" x 11.5" one side printing on maplitho 70 gsm paper	5000 Forms
9	Pre-operative Assessment Record form	Size 8.25" x 11.5" both side printing on Green maplitho 70 gsm paper	5000 Forms
10	Staff OPD Case Paper	Size 13.5 cm x 23 cm on SKY Blue Colour, Sirpur Brand Century board 4 pages and inner 16 pages maplitho 70 gsm paper with ruling & 2 inner stiches	10000 Cards
11	Radiology Request Form (Pads)	Size 16.5 cm x 18.5 cm each pad 100 leaves both side printing on maplitho 70 gsm paper	600 Pads
12	Inpatient Case Record Forms	Size 8.25" x 11.5" both side printing on maplitho 75 gsm paper	100000 Forms
13	Temperature chart with Medication Chart Forms	Size 8.25" x 11.5" both side printing on maplitho 70 gsm paper	100000 Forms
14	Intake and Output Chart Forms	Size 8.25" x 11.5" both side printing on maplitho 70 gsm paper	100000 Forms
15	Intensive Care Monitoring sheet Neonatal unit	Size 8.25" x 11.5" One side printing on maplitho 70 gsm paper	15000 Forms
16	ICU Monitoring sheet	Size 8.25" x 11.5" - Both side printing on maplitho 70 gsm paper	5000 Forms
17	Obstetric Case sheet	Size 8.25" x 11.5" - Both side printing on maplitho 70 gsm paper	15000 Forms
18	Investigations sheet	Size 8.25" x 11.5" - One side printing on maplitho 70 gsm paper	15000 Forms
19	Gynaecologic Case 4 - sheet forms	Size 8.25" x 11.5" - Four side printing on maplitho 70 gsm paper	5000 Forms
20	Operation Record form	Size 8.25" x 11.5" - One side printing on maplitho 70 gsm paper	5000 Forms
21	Lower Segment (Uterine) Caesarean Section (LSCS) sheet Operation Record forms	Size 8.25" x 11.5" - Both side printing on maplitho 70 gsm paper	15000 Forms
22	Intensive Care Monitoring sheet Neonatal Unit	Size 8.25" x 11.5" - One side printing on maplitho 70 gsm paper	5000 Forms

23	Ventilator Chart forms	Size 8.25" x 11.5" - Both side printing on maplitho 70 gsm paper	3000 Forms
24	Intensive Care Monitoring sheet Paediatrics unit	Size 8.25" x 11.5" - Both side printing on maplitho 70 gsm paper	5000 Forms
25	Blood Transfusion form	Size 8.25" x 11.5" - One side printing on maplitho 70 gsm paper	2000 Forms
26	DTTU Monitoring form	Size 13.5" x 8.5" - One side printing on maplitho 70 gsm paper	5000 Forms
27	Renal DS Monitoring sheet	Size 13.5" x 8.5" - One side printing on maplitho 70 gsm paper	5000 Forms
28	Consent Anesthesia / Analgesia / Sedation / MAC forms	Size 8.25" x 11.5" - Both side printing (Hindi & English) on maplitho 70 gsm paper	10000 forms
29	Brown Envelopes 56 GSM with printing for X-ray film	Size 8.5" x 10.5"	20000 Nos.
		Size 10.5" x 12.5"	25000 Nos.
		Size 14.5" x 17.5"	5000 Nos.
		Size 6" x 5" (for CD Envelope)	5000 Nos.
30	Plastic / PVC Envelopes for C.T. & MRI films	Size - 15.5" x 18.5" with flap & handle with one side printing	3000 Nos.
31	Register Type 1	Size of Registers - 8.50" x 11" (Close) and open 17" x 11" (GOB Register), when require sheets- 400, Numbering 400-pages Single Colour, Inside Paper 70 gsm Sirpur/Ballarpur Maplitho paper Cover page: hard board with 40 ⁰ thickness, side cloth binding. Binding : Register Binding	100 Nos. or as and when required
32	Register Type 2	Size of Registers - 8.25" x 13.25" (Close) sheets- 100, Numbering 200-pages Single Colour Inside Paper 70 gsm Sirpur/Ballarpur Maplitho paper Cover page: hard board with 40 ⁰ thickness, side cloth binding. Binding : Register Binding	10 Nos. or as and when required
33	Register Type 3	Size of Registers - 8.25" x 13.25" (Close) sheets- 200, Numbering 400-pages Single Colour Inside Paper 70 gsm Sirpur/Ballarpur Maplitho paper Cover page: hard board with 40 ⁰ thickness, side cloth binding. Binding : Register Binding	10 Nos. or as and when required
34	Register Type 4	Size of Registers - 8.25" x 13.25" (Close) sheets- 300, Numbering 600-pages Single Colour Inside Paper 70 gsm Sirpur/Ballarpur Maplitho paper , Cover page: hard board with 40 ⁰ thickness, side cloth binding. Binding : Register Binding	10 Nos. or as and when required

35	Register Type 5	Size of Registers - 8.25" x 13.25" (Close) Sheets- 200, Numbering 200-pages Single Colour Inside Paper 70 gsm, Sirpur/Ballarpur Maplitho paper Cover page: hard board with 40 ⁰ thickness, side cloth binding. Binding : Register Binding	10 Nos. or as and when required
36	Register Type 6	Size of Registers - 8.25" x 13.25" (Close) Sheets- 300, Numbering 300-pages Single Colour Inside Paper 70 gsm, Sirpur/Ballarpur Maplitho paper Cover page: hard board with 40 ⁰ thickness, side cloth binding. Binding : Register Binding	10 Nos. or as and when required
37	Register Type 7	Size of Registers - 8.25" x 13.25" (Close) Sheets- 400, Numbering 400-pages Single Colour Inside Paper 70 gsm, Sirpur/Ballarpur Maplitho paper Cover page: hard board with 40 ⁰ thickness, side cloth binding. Binding : Register Binding	10 Nos. or as and when required
38	Big size Registers Type 1	Size of Registers - 13.25" x 16.50" (Close) and open 26.5" x 16.50" Sheets- 300, Numbering 300-pages Single Colour Inside Paper 80 gsm, Sirpur/Ballarpur Maplitho paper Cover page: hard board with 40 ⁰ thickness, side cloth binding. Binding : Register Binding	10 Nos. or as and when required
39	Big size Registers Type 2	Size of Registers - 13.25" x 16.50" (Close) and open 26.5" x 16.50" Sheets- 200, Numbering 200-pages Single Colour Inside Paper 80 gsm, Sirpur/Ballarpur Maplitho paper , Cover page: hard board with 40 ⁰ thickness, side cloth binding. Binding : Register Binding	10 Nos. or as and when required
40	Investigation Forms (pads)	A4 Paper one side printing on 80 gsm, Maplitho paper with Pad paste binding	50 Pads
41	Requisition Form for whole blood	Full A4 Paper both side printing on 80gsm, Maplitho paper with Pad paste binding	25000 Forms
42	PAC Forms (Pink Colour)	Pink Colour Size 8.25'' x 11.5'' Printing on maplitho, 70 gsm paper	5000 Forms
43	PAC Forms (Green Colour)	Green Colour Size 8.25'' x 11.5'' Printing on maplitho, 70 gsm paper	5000 Forms
44	PAC Forms (White Colour)	White Colour Size 8.25'' x 11.5'' Printing on maplitho, 70 gsm paper	5000 Forms
45	Anesthesia Record Booklet	Size 11 x 17 Ledger Paper 4 Sheet Forms Four Side Printing	5000 Forms

46	Feedback Forms	In Half Legal size with pad binding with paper (pad of 100 sheet)	100 Pads
47	Forms Notes of Post Partum Care of the mother	Size 8.25'' x 11.5'' Both Side Printing on Maplitho 70 gsm paper	5000 Forms
48	Toxicology Laboratory Forms	Size 8.25'' x 11.5'', One Side Printing on Pink Colour Paper	5000 Forms
49	Indent Form A Book	Size 7.5'' x 9.5'', One side printing in duplicate on maplitho paper with numbering (100 pages) + binding	20 Books
50	Indent Form B Book (Linen)	Size 7.5'' x 9.5'', One side printing in duplicate on maplitho paper with numbering (100 pages) + binding	20 Books
51	Hospital Indent Book	Size 7.5'' x 9.5'', One side printing in duplicate on maplitho paper with numbering (100 pages) + binding	20 Books
52	Grocery Indent Book	Size 8.5'' x 11'', One side printing on 4 types of colored sheet of maplitho paper with numbering (50 pages) + binding (4x50x20)	20 Books
53	Earn Leave Form	Size 7'' x 9'', One side printing on maplitho paper with of 70 gsm with Pad paste binding pad of 100 form	50 Pads
54	Casual Leave Form	Size 4'' x 6.5'', One side printing on maplitho paper with of 70 gsm with Pad paste binding pad of 100 form.	20 Pads
55	Joining Form	Size 7'' x 9'', One side printing on maplitho paper with of 70 gsm with Pad paste binding pad of 100 form	10 Pads
56	Safe Birthing Checklist Forms	Size 8.25'' x 11.5'', Both side printing on maplitho 70 gsm paper	5000 Forms
57	A4 Size OPD Case Paper	Size 8.25'' x 11.5'', One side printing on maplitho 70 gsm paper	5000 Forms
58	Investigation Pad	A4 Size (Each pad of 200 pages), One Side Printing on White maplitho 70 gsm paper with Pad paste binding.	50 Pads
59	Printing of Blood Grouping Forms	Size 9'' x 11.5'' – two side printing on maplitho 70 gsm paper (Pack of 100 Forms)	25,000 Forms
60	Printing of ICU Monitoring Sheet 4-sheet forms	Size 8.25'' x 11.5'' – Four side printing on maplitho 70 gsm	5,000 Nos
61	Printing of Diet Register	70 gsm Maplitho Paper with Binding, Numbering 13 x 16, Folded	12 Nos
62	Printing of Log Book	70 gsm Maplitho Paper with Binding, Numbering, Fold 8.5 x 8.5 x 11.25	50 Books
63	Bindu Niyamavali Register 200 Pages	80 gsm Ledger Paper with Rexine Binding, Numbering, 13x17 folded	6 Registers
64	Accision Register 500 Pages	80 gsm Ledger Paper full Rexine Binding & Cover Printing, 13x17 Folded	2 Registers
65	Medical Bill Book	Bill Book in Duplicate printing 1/6 dami size maplitho paper 70gsm paper with perforation+ Numbering +Hard binding (Book of 100 x 2= 200 sheet)	20 Books
66	Printing of Gynaecologic Case Sheet 4- sheet forms (Pack of 1000)	Size 8.25'' x 11.5'' – Four side printing on maplitho 70 gsm paper	5,000 Nos
67	Investigation Sheet	Size 8.25" x11.5" - One side printing on maplitho70 gsm paper	5,000 forms

68	Consent Form	Size 8.25" x11.5" - Both side printing on maplitho70 gsm paper (Hindi & Marathi)	5,000 forms
69	Printing of Psychiatric Case Record Forms 8 pages printing and Staple	Forms 8 pages printing and Staple 80gsm paper Fullscape	5,000 forms
70	Printing of Cataract Surgery Record Book (CSR) 50 pages	80gsm paper Full scape both side printing and perporation, Binding	200 Books
71	Printing of Bacteriology Requisition Forms	Full scape one side printing 80gsm paper Maplitho Full Scape	30,000 forms
72	Printing of Blood donor Questionnaire of Consent Form	Full Scape both side printing (Blue color-thick century paper)	5,000 forms
73	Printing of Audiological Evaluation Form	Full scape, one side printing, 80 GSM paper, (As per sample)	5,000 forms
74	Printing of Eye slip (Pack of 1000)	One side printing, 70 GSM Maplitho paper, size: 8.5" X 4.5" with Pad paste binding pad of 100 slip.	15000 slips
75	Printing of Inpatient Monitoring sheet	Two sided printing on 70 GSM Maplitho paper, size: 9" x 11.5"	5000 Nos.
76	Antenatal Case Sheet	8.5" x 11.5" 3- Sheet form, Double sided, Two Staple Printing on maplitho 70 GSM paper	8000 Nos.
77	Labour Room & PNC Case sheet	8.5" x 11.5" 4- Sheet form, Double sided, Two Staple Printing on maplitho 70 GSM paper	5000 Nos.
78	Investigation Report Card	7" x 10" One side printing on maplitho paper 70 GSM paper with pad binding (pad of 100 leaves)	10 Pads
79	Cytology Examination Form	Full scape, One side printing, 80 GSM Maplitho paper	1000 Nos.
80	Histopathology Form	Full scape, Both side printing, 80 GSM maplitho paper	1000 Nos.
81	ANC (Antenatal) Cards	11" x17" (open) White J.K Pulp paper Board 9.3KG, Both side printing	15000 Nos.

SECTION - V

CHECKLIST (to be submitted with Technical Bid)

The vendor should upload following documents (duly attested) with Technical Bid

(Please give Annexure No. for submitted Documents as mentioned below)

Name of Company: _____

Name of Contact Person: _____

Mobile No: _____ **eMail ID:** _____

Sr No	Name of Document	Document Submitted (Yes/No)	Annexure No	Reason for not submitting documents
1	Detailed technical specifications			
2	Manufacturer's Authorization Form (Section VII)			
3	User List (wherever Equipment / Instruments supplied and installed)			
4	Manufacturing Certificate of Manufacturer Company			
5	Last 3 years Tax Assessment and Turn Over Certificates			
6	GST Registration Certificate and PAN Card			
7	EMD receipt			
8	MSE Registration Certificate (if applicable)			
9	Declaration of the Supplier /Vendor/Contractor (Section VI)			
10	Details of Bank Account which is linked with PAN – Aadhaar and updated validation for remittance			

Signature with Company Seal

**SECTION - VI
DECLARATION**

(Declaration to be inserted by the bidder in the tender enquiry document)

I _____ S/o/D/o _____ Aged _____ years holding
PAN _____ Aadhar _____ being (capacity-Proprietor
/Partner/Director/Authorised representative) of _____ (name
of the Supplier) (Proprietorship/Company/Partnership) _____
_____, PAN: _____ Address _____

_____ do hereby declare that I / We have agreed to all the terms and conditions specified in the above set of Tender Enquiry Document bearing no. _____ and further that in case the above named Supplier/ Bidder fails in fulfilling one or more of the conditions or acts in contravention to or in contempt of any of the terms and condition or requirement specified in the above stated Tender Document or those mentioned by MGIMS from time to time or during the tenure that committed for supply installation, commissioning, warrantee and for maintenance of the concerned items shall amount to disqualification of the Supplier/Bidder which shall entailed in debarment of his/their participating in the process of quotation for supply of any equipment/article/valuable quoted or otherwise and further he/they shall be liable to get the EMD or Security deposit in any form forfeited and shall also be liable to a penalty and fine including that specified and further be required disassociate him/them from participating into any tender process notified by Mahatma Gandhi Institute of Medical Sciences, Sevagram (referred to as MGIMS) and to take any step that shall be found appropriate in the sole discretion of Dean, MGIMS against above name. The declarant has explicitly understood and therefore, agreed that the Dean of MGIMS and/or an Authority of Kasturba Health Society (Parent Organisation) shall have an unqualified right/authority to debar the supplier/bidder/declarant or its associate(s) from participating in tenders/quotation if any invited or purchase enquiries floated by and on behalf of MGIMS. The Declarant, further declared that in the event of an action/step that shall be taken by Authority(ies) of MGIMS or/and its parent organization in this respect, the declarant including its authorised person shall not challenge or/and assail any of such action/step/order.

Signature & Seal
supplier/bidder/declarant

**SECTION VII
MANUFACTURER'S AUTHORISATION FORM**

To,
The Dean,
Mahatma Gandhi Institute of Medical Sciences
Sevagram, Wardha 442102, Maharashtra, India

Sir,

Ref: Your TE document No.....dated.....

We,.....who are proven and reputable manufacturers of.....(*name and description of the goods offered in the tender*) having factories at....., hereby authorize Messrs....., hereby authorize Messrs.....(*name and address of the agent*) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also state that we are not participating directly in this tender for the following reason(s):.....
..... (*Please provide reason here*).

We further confirm that no supplier or firm or individual other than Messrs.....
.....(*name and address of the above agent*) is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also hereby extend our full Warranty, CMC as applicable as per clause 22 Service and Warranty conditions of Section II for the goods and services offered for supply by the above firm against this TE document.

We also hereby confirm that we would be responsible for the satisfactory execution of contract placed on the authorized agent

We also confirm that the price quoted by our agent shall not exceed the price which we would have quoted directly

Yours faithfully,

[*Signature with date, name, designation and Email*] for and on behalf of Messrs_____

[*Name & address of the manufacturers*]

Note:

- (1) *This letter of Authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.*
- (2) *Original letter may be sent.*
- (3) *The purchaser reserves the right to verify this document with its signatory.*

Sign and Stamp of Bidder