



Kerala State Homoeopathic Co-Operative Pharmacy Ltd.

(sponsored by government of Kerala & aided by govt. of India)

Office: Pathirappally, Alappuzha, Kerala, India - 688 521

Phone : 0477 2258012

:0477 2258665

Fax : 0477 2258012

Website : www.homcokerala.com

Email : homcokerala@gmail.com

Supplier's Copy

USER REQUIREMENT SPECIFICATION

Name of the Company	:	
Contact Person	:	
Address	:	
Contact Details	:	
Department	:	All departments
Item	:	Room name board & Stickers
Name of work	:	Supply of Room name board & Stickers at M/s. HOMCO – Kerala.
Ref. No.	:	
Date	:	
Enclosures	:	
Qty.	:	As per below tabulation



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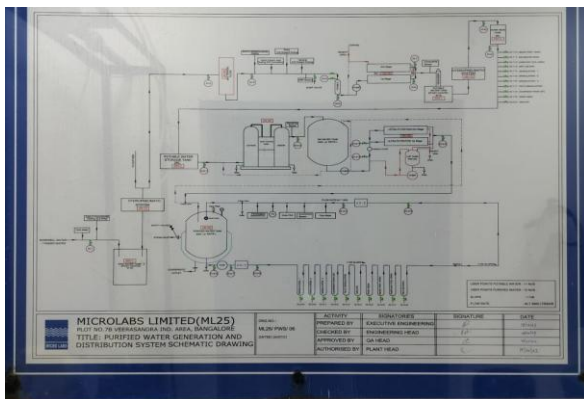
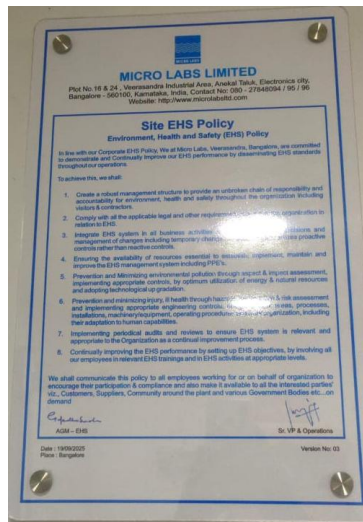
NAME BOARD AND STICKERS

1.0

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LIST OF NAME BOARD & STICKERS

(To be specified by the supplier, if any variation)

S No	Name board / Stickers	Quantity	Pictorial
01	<ul style="list-style-type: none"> Display board with vinyl sheet color print 2 side 2 mm and 2 mm thickness acrylic clear board stainless steel mount stand off bolts screws studs – 25 mm Size : 5 x 4 feet 	8 no's	
02	<ul style="list-style-type: none"> Display board with vinyl sheet colour print 2 side 2 mm and 2 mm thickness acrylic clear board stainless steel mount standoff bolts screws studs – 15 mm Size : 12 x 18 inch 	40 no's	



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S No	Dress type	Quantity	Pictorial / sample																												
03	<ul style="list-style-type: none"> ➤ Light Fixtures identification number sticker ➤ 50 mm x 20 mm , Synthetic sticker , laser printing 	1000 no's	<div style="border: 1px solid black; padding: 5px; text-align: center;">GF/LF-001</div>																												
04	<ul style="list-style-type: none"> ➤ Preventive maintenance sticker ➤ 120 mm x 80 mm , Synthetic sticker 	200 no's	<table border="1"> <tr> <td colspan="2" style="text-align: center;"> </td> <td colspan="2" style="text-align: center;">PREVENTIVE MAINTENANCE STATUS LABEL</td> </tr> <tr> <td colspan="2">Equipment Name:</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Equipment No:</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Preventive Maintenance Done On:</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Next Due Date:</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Done By (Sign/Date):</td> <td colspan="2"></td> </tr> </table>			PREVENTIVE MAINTENANCE STATUS LABEL		Equipment Name:				Equipment No:				Preventive Maintenance Done On:				Next Due Date:				Done By (Sign/Date):							
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Equipment Name:																															
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Preventive Maintenance Done On:																															
Next Due Date:																															
Done By (Sign/Date):																															
05	<ul style="list-style-type: none"> ➤ Filter cleaning sticker ➤ 120 mm x 80 mm , Synthetic sticker 	200 no's	<div style="text-align: center;">+</div> <table border="1"> <tr> <td colspan="2" style="text-align: center;"> </td> <td colspan="2" style="text-align: center;">FILTER CLEANING STATUS LABEL</td> </tr> <tr> <td colspan="2">Equipment ID</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Done On</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Next Due On</td> <td colspan="2"></td> </tr> <tr> <td>Done by</td> <td></td> <td>Checked by Sign</td> <td></td> </tr> <tr> <td>Sign & Date</td> <td></td> <td>& Date</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right;">Format: </td> </tr> </table>			FILTER CLEANING STATUS LABEL		Equipment ID				Done On				Next Due On				Done by		Checked by Sign		Sign & Date		& Date		Format:			
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Format:																															
06	<ul style="list-style-type: none"> ➤ Area name board with double side sticker ➤ 18 inch x 3 inch ➤ 4 mm Foam sheet ➤ UV printing 	300 no's																													



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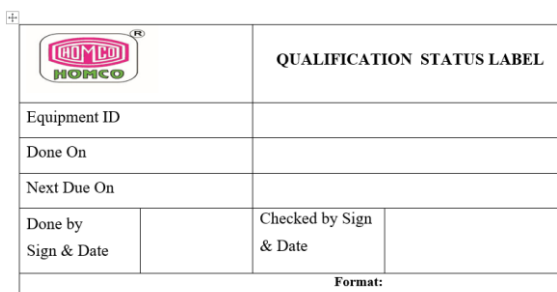
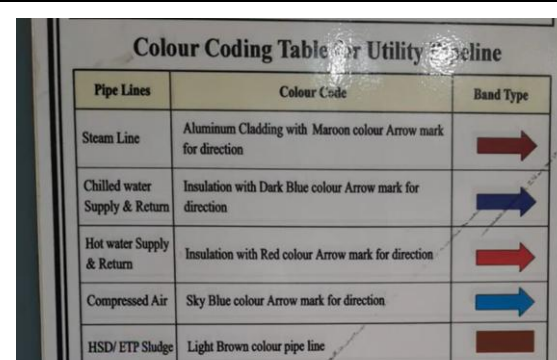

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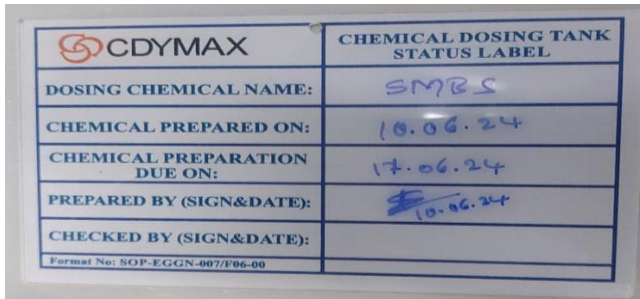
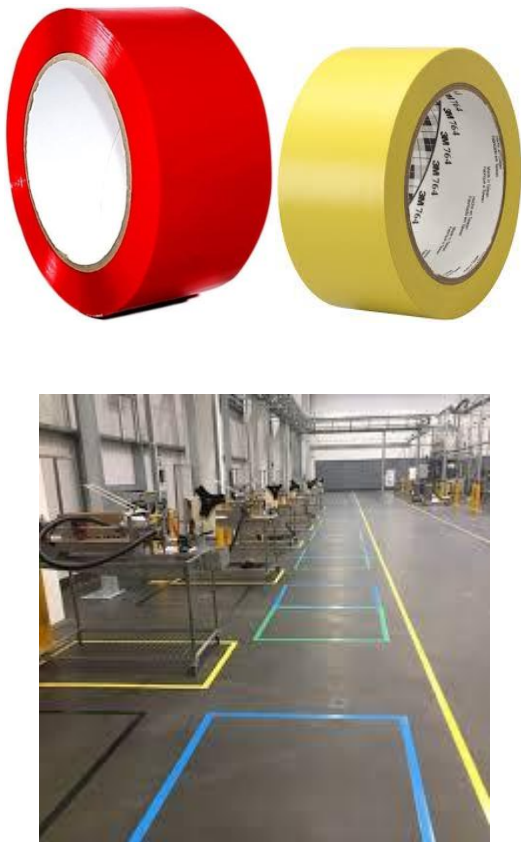
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S No	Dress type	Quantity	Pictorial / sample
07	<ul style="list-style-type: none"> Equipment / instrument qualification label. 150 mm x 100 mm , Synthetic sticker 	200 no's	
08	<ul style="list-style-type: none"> Color coding board with double side sticker. A4 size 4 mm Foam sheet, UV Printing. 	20 no's	
09	<ul style="list-style-type: none"> Equipment ID sticker 80 x 40 mm Synthetic sticker , laser printing 	300 no's	
10	<ul style="list-style-type: none"> AHU Grill stickers 60 x 30 mm Synthetic sticker , laser printing 	600 no's	
11	<ul style="list-style-type: none"> AHU Schematic drawing stickers 13x 19 inch Synthetic sticker , laser printing 	110 no's	
12	<ul style="list-style-type: none"> Arrow shape cutting stickers 6 X 1.5 inch Synthetic sticker , laser printing 	600 no's	

S No	Dress type	Quantity	Pictorial / sample
13	<ul style="list-style-type: none"> ➤ Water plant status board. ➤ 6 x 4 inch , clear acrylic , UV Printing 	10 no's	
14	<ul style="list-style-type: none"> ➤ Radian tape yellow & red. ➤ 5 Cm width x 25 meters 	13 roll	



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PROCESS REQUIREMENT DETAIL

(To be specified by the supplier, if any variation)

- As per cGMP requirement to have a clear identification an indication the above stickers and name boards are required,

6.0 : TERMS AND CONDITIONS

Delivery Period	:	*
Payment Terms	:	As mentioned in tender.
Packaging and Forwarding	:	By Vendor
Un-loading at site	:	By vendor
Excise / Taxes /GST	:	*
Material for Trial arrangement	:	* (To be arranged by client)
Installation and Commissioning	:	By Vendor
Response to submission of quotation	:	Within 2 week
Submission of detail functional design specification and schematic drawings	:	Within a week after order finalization
Drawings / diagrams	:	With equipment delivery
<i>Any other terms, not mentioned above, also to be specified.</i>		

*** To be specified by the supplier**



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7.0 : ABBREVIATION

12.1	URS	:	User Requirement Specification.
12.2	DQ	:	Design Qualification
12.3	SS	:	Stainless Steel
12.4	MOC	:	Material of Construction
12.5	cGMP	:	Current Goods Manufacturing Practices
12.6	O&M	:	Operation and Maintenance
12.7	GA	:	General Arrangement
12.8	SLD	:	Single Line Diagram
12.9	HOD	:	Head of Department
12.10	QA	:	Quality Analysis
12.11	MRP	:	Maximum Retail Price
12.12	NMT	:	Not more than
12.13	BPM	:	Bottles per minutes

Any other details, not mentioned in section 1.0 to 7.0, to be specified in the quotation/specification by the vendor.