

Cost of Form: Rs. 500/-



सत्यमेव जयते

TENDER DOCUMENT

**NAME OF WORK: SUPPLY OF STATIONERY ITEMS IN
VARIOUS DEPARTMENTS OF DIPHU
MEDICAL COLLEGE & HOSPITAL, DIPHU
PIN NO-782460, ASSAM**

TENDER NO.: SMED/DMCH/P&S TEND/117/2022/28981

Dated:-07/06/2022

Last date of Submission :28/06/2022

Date of Opening :28/06/2022

Name of the party in whose favour
the Tender form has been issued : _____

Diphu Medical College Hospital, Diphu, Baghmari-
782460, Assam

(Under Society for Medical Education, Diphu)

Phone No:-03671-299916 www .dmcassam.in.

(SEAL & SIGN OF THE ISSUING AUTHORITY)



GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL-CUM-CHIEFSUPERINTENDENT
DIPHU MEDICAL COLLEGE HOSPITAL

(Under Society for Medical Education, Diphu)

Tele No:-0361-299916, e-mail : principaldiphu@gmail.com

No. SMED/DMCH/P&S TEND/117/2022/28981

Date : 07/06/2022

NOTICE INVITATION FOR TENDER

Sealed Tenders (Two Bid system comprising of Technical Bid and Financial Bid) affixing court fee of **Rs. 8.25 (Rupees eight & twenty five paise)** only are invited from the intending suppliers/manufacture/firm for Supply of Stationery items in various departments at Diphu Medical College & Hospital, Diphu. The bidders are requested to submit the tender in separate sheet with seal and signature. The tender documents along with the specification may be downloaded from the office website of DMC&H (www.dmcassam.in) and deposit the payment of Rs. 2000/- as tender fee (non-refundable) and EMD of Rs. 10000/- in the form of demand draft in favour of Principal-cum-Chief Superintendent, Diphu Medical College & Hospital, Diphu along with the tender documents submit on or before 28/06/2022, 1.00 P.M. The tender will be opened on same date at 2.30 P.M. in the presence of tenderer or their authorized representatives. The tender are to be submitted to the office of the Principal cum Chief Superintendent, Diphu Medical College & Hospital, Diphu on all the working days during office hours.

Sd/-

Principal-cum-Chief Superintendent
Diphu Medical College & Hospital, Diphu, Assam

No. SMED/DMCH/P&S TEND/117/2022/

Date : 07/06/2022

Copy to: -

1. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22.
2. The Mission Director, NHM, Assam, Christianbasti, Guwahati-06.
3. The DIPRO, Assam. He is requested to publish this tender notice atleast two of the leading newspaper of Assam.
4. The Superintendent, DMC&H, Diphu.
5. The Dy. Superintendent, DMC&H, Diphu.
6. The Central store In charge, DMC&H, Diphu.
7. Notice Board, DM&CH, Diphu.
8. Office copy.

Sd/-

Principal-cum-Chief Superintendent
Diphu Medical College & Hospital, Diphu, Assam

ANNEXURE - I

Documents to be submitted:

1. Up to date trade License/Govt. firm registration certificate from competent authority. (Photo copy duly attested).
2. Performance statement/Experience Certificate (previously supplied in Govt. institution) including copies of supply order from competent authority.
3. I.T. Clearance Certificate/I.T. Return of last three assessment years and PAN card. (photocopy duly attested).
4. GST Registration Certificate and up to date GST Clearance Certificate (photocopy duly attested).
5. A notarized undertaking to the effect that the company/firm/distributor has not been blacklisted.
6. Financial Statement of last 3 Years from C.A is to be closed.
7. Financial sound Certificate from banker is to be enclosed.
8. Affidavit in support of tender is to be enclosed in original (duly signed by the Notary public).
9. Undertaking self-declaration to terms and conditions of the tender document (Non Judicial Stamp paper of Rs 100/-)
10. Original Document is to be shown during opening of technical bid for scrutiny.
11. The bidder shall certify that the rates quoted are the lowest reasonable one for any institution (Govt. or Private) in the state.

Sd/-

**Principal cum Chief Superintendent
Diphu Medical College & Hospital Diphu**

ANNEXURE - II

Terms and Condition:

1. Technical and Financial bids in separate envelope are to be submitted together in sealed envelope clearly indicating the Tender Ref. No on the envelope and addressed to the Principal, DMC&H, Diphu.
2. The rates against each items of the enclosed list should be quoted in figures and words and that shall be inclusive of all taxes, etc must be submitted in Financial bid.
3. The cover containing the tender should be super scribed as the **“TENDER FOR SUPPLY OF STATIONERY ITEMS IN VARIOUS DEPARTMENTS OF DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU”** in block letters.
4. Incomplete and defective tender shall not be accepted.
5. Tender Fee of Rs. 2000/-(Two thousand) only and EMD of Rs. 10,000/- (Ten thousand) only in the form of FDR, Demand Draft of schedule Bank valid for one year pledged to the “Principal cum Chief Superintendent, Diphu Medical College & Hospital, Diphu” to be submitted. Any bid from a bidder who fails to furnish EMD will be summarily rejected as the purchaser nonresponsive.
6. The authorized Stockist / Distributors or authorized dealers will have to supply the same percent of materials as specified in the supply order. In case of any discrepancy noticed regarding quality/quantity of the materials, the tenderers’ will have to bear the losses for such supply.
7. The work/supply order will be placed as and when requirement arises and payment will made subject to the availability of fund after observing all formalities. Any claim for advance payment will not be entertained. No interest will be paid for late payment (if any).
8. In the event of failure to supply the required materials as ordered in stipulated period, the order will be automatically cancelled and will invite forfeiture of the earnest money.
9. The rates shall be valid for one year from the date of acceptance of the tender.
10. Items have to be supplied within 14 (Fourteen) days from the receipt of supply order.
11. There should be provision for supply immediately in emergency basis as and when necessary.
12. Samples to be submitted during technical evaluation. Technically qualified bids will be taken up for financial bid evaluation.
13. Items supplied should be as per specifications and samples submitted.
14. In case of holiday next working date and time will be the last submission date time of tender.
15. Canvassing in any form will make the tender liable to rejection.
16. Price escalation will not be allowed in any case.
17. The tender should be written neat and clean without any cutting/overwriting/erasing.
18. The Tender documents should be page marked with signature and seal on each page.
19. The undersigned reserve the right to accept or reject any or all tender or part thereof without assigning any reason thereof and under no any circumstances, the undersigned is bound to accept the lowest rate of the tender.
20. The Courts at Diphu shall have the jurisdiction to settle up any/all disputes if arise.

21. In case of any of the above mentioned dates being declared as a holiday the Bids will be sold / received / opened on the immediate next working day at the appointed time.
22. Any corrigendum related to this tender kindly to be seen at the official website of the college.
23. Authority reserves the right for any modification in the bid documents if required 7 days before the tender submission of last date.
24. In case the bid documents are sent by post or by courier, the time and date of depositing the bid documents at the office is to be as per schedule date of submission. Authority will not be responsible for any postal delay in process of submission of Bids & necessary fees.
25. Payment is to be made on received of the consignment with satisfactory certification by the concerned department HOD on the availability of the fund. No any interest is to be paid for late payment, if any.
26. Tenderer should mention the expiry dates of items where applicable.

Sd/-
Principal cum Chief Superintendent,
Diphu Medical College & Hospital, Diphu

Annexure-III

Format for Technical Bid

SL. No.	Name of the items	Make	Pack size	Technical specification (if any)

Annexure-IV

Format for Financial Bid

SL. No.	Name of the items	Make	Pack size(shall be as per list of items)	Basic Rate (exclusive of GST)	Rate of GST (%) as applicable	Amount (inclusive of GST)

Annexure-V

UNDERTAKING

(To be submitted on Non Judicial Stamp Paper worth Rs. 100/-)

Declaration by the bidder

I/We _____ hereby
declare that:

1. I/We am/are the supplier of Stationery articles duly recognize by the Govt. of India/State Govt./Any other reputed public institution/body have examined the above mentioned tender document including amendments/corrigendum (if any) the receipt of which is hereby confirmed.
2. I/We do hereby offer to supply the Stationery items at the prices and rates mentioned in the price bid. The delivery at “the Office of the Principal cum Chief Superintendent, Diphu Medical College & Hospital, Diphu” or any different departments of Diphu Medical College & Hospital, Diphu venue shall be made free of cost at the time specified.
3. I/We agree to abide by my/our offer for a period of 365 days from the date of opening of the tender.
4. I/We have carefully read and understood all the terms and conditions of the tender and shall abide by them.
5. I/We agree for the all clauses and payment terms and conditions if this tender enquiry. In case any condition put forth by us is against the terms and conditions of tender. The same shall be treated as to be having no affect what over and that the tender terms & conditions shall only prevail upon such conditions, if any.
6. I/We agree that in the event of any dispute or differences, the decision of the Office of the “Principal cum Chief Superintendent, Diphu Medical College & Hospital, Diphu” shall be final binding on me/us.

Signature of the Tenderer
Name & Address with seal of the firm

Annexure-VI

Check List

Document Submitted

- 1) Demand Draft
 - a) Tender Fees (Rs-2000/-) No.....Dt.....Bank Name.....
 - b) EMD fees (Rs-10000/-) No.....Dt..... Bank Name.....
- 2) GST Registration Certificate.
- 3) Income Tax Certificate
- 4) Up to date trade License.
- 5) A notarized undertaking to the effect that the company/firm/distributor has not been blacklisted.
- 6) Financial Statement of last 3 Years from C.A is to be enclosed.
- 7) Financial sound Certificate from banker is to be enclosed.
- 8) Affidavit in support of tender is to be enclosed in original (duly signed by the Notary public).
- 9) Performance statement/Experience Certificate from competent authority is to be enclosed.
- 10) Undertaking to be submitted on Non Judicial Stamp Paper worth Rs. 100/-.
- 11) Any other documents and Annexures required as per Tender document
 - a)
 - b)
 - c)
 - d)

Certified that above documents is true & legal as required for the tender.
The original document will be produced at the time of opening /scrutiny of technical bid.

Signature of Tenderer

Annexure-VII

List of Stationery items

SL NO.	PARTICULARS	Unit/Pack size	Rate per unit without GST	GST in Percentage(%)	Total price including all taxes
1	A4 Size Paper (Yellow)	500pages/pckt			
2	A4 Size Paper	500pages/pckt			
3	Attendance Register (Employee)	Each			
4	Attendance Register (Student)	Each			
5	Calling Bell	Each			
6	12 digit Financial Calculator (Casio/Orpat/Citizen)	Each			
8	Cello Tape (Large)	Each			
9	Cello Tape (Medium)	Each			
10	Chalk (Coloured)	1 packet(10x10 units)			
11	Chalk (White)	1 packet(10x10 units)			
12	Correction Pen (Whitener)	1 nos			
13	Cotton Thread (Binding Thread)	1 roll			
14	Cutter (Sharpener)	1 nos			
15	Dista Paper	1 ream			
16	Envelope plastic coated (A4 Size)	Per Piece			
18	Eraser (Rubber)	1 nos			
19	File Cover (Hard Plastic/Flat File Cover)	Per Piece			
20	File Cover with Board Attached	Per Pair			
21	FS Size Paper (75 GSM)	500pages/pckt			
22	Ginni Pins/Alpin (Big Flat Head)	1 box containing 100 pcs			
23	Glue Stick(small)	Per Piece			
24	Gum Bottle (Euro Office Paste) (Make preferably:-Camel/Camlin)	150 ml			
25	Plastic Hard Board	Per Piece			
26	Highlighter Pen (Different Colours)	Per Piece			
27	Long Exercise Book (No.20)	Per Piece			
28	Long Exercise Book (No.40)	Per Piece			
29	Paper Clips	100 pcs/box			
30	Ball Pen (Green) (Make preferably:-Cello Maxriter)	10 pcs/packet			
31	Ball Pen (Black) (Make preferably:-Cello Maxriter)	10 pcs/packet			
32	Ball Pen (Blue) (Make preferably:-Cello Maxriter)	10 pcs/packet			

33	Ball Pen (Red) (Make preferably:-Cello Maxriter)	10 pcs/packet			
34	Wooden Pencil (HB/NATARAJ)	10 pcs/packet			
35	Permanent Marker (Small Tip) (Make preferably:-Luxor)	Per Piece			
36	Permanent Marker (Big Tip) (Make preferably:-Luxor)	Per Piece			
37	Punching Machine (Double Hole) (Make preferably:-Kangaro)	Per Piece			
38	Punching Machine (Single Hole) SHP-20 (Make preferably:-Kangaro)	Per Piece			
39	30 cm Scale (Plastic)	Per Piece			
40	30 cm Scale (Wooden)	Per Piece			
41	Stamp Pad Ink (Euro) (Make preferably:-Classamate/Camlin)	Per Piece			
42	Stamp Pad	Per Piece			
43	Stapler Kangaro HD-10 (Small Size)	Per Piece			
44	Stapler Kangaro HD-45 (Medium Size)	Per Piece			
45	Stapler Pin No.10 (Small)	Per Piece			
46	Stapler Pin No.24-6 1M (Medium)	Per Piece			
47	Sticky Notes (25mmX75mmX3(1"x3"x3) 120 Sheets)	Per Piece			
48	Stock Register (No.20)	Per Piece			
49	Stock Register (No.40)	Per Piece			
50	White Board Marker (Black)	Per Piece			
51	White Board Marker (Red)	Per Piece			
52	White Board Marker (Green)	Per Piece			
53	Battery AA (Make preferably:-Duracell)	Per Piece			
54	Battery AAA (Make preferably:-Duracell)	Per Piece			
55	Bleaching Powder (500 g)				
56	Bucket (Plastic)				
57	1.5v D Cell Non-Rechargeable Battery (Make preferably:-Eveready)	Per pair			
58	Battery for transistor radios 6F 22 9 Volt	Per Piece			
59	Dettol (500 ml)	Per Piece			
60	PVC soft cushion Door Mat (Green Grass Type)	3x5 ft			
61	Drinking Glass	Per Piece			
62	Dustbin (Small)	Per Piece			
63	Eveready LED Torch (Small Size)	Per Piece			
64	PVC soft Door Mat (Green Grass Type)	6.5x2 ft			
65	Flask (Milton)	1000 ml			
66	Glass Cleaner (Colin)	500 ml			
67	Good Night Mosquito Coil	Per Piece			
68	Hand Wash Liquid (Refill Pkt) (500 ml)	Per Piece			
69	Harpic (Sanifresh)	500 ml			
70	LED Bulb (9 Watt) (Eveready)	Per Piece			
71	LED Bulb (12 Watt) (Eveready)	Per Piece			
72	Lock & Key (5 Lever) 50 mm (Make preferably:-Godrej)	Per Piece			

73	Lock & Key (6 Lever) 50 mm (Make preferably:-Godrej)	Per Piece			
74	Lock & Key (7 Lever) 50 mm (Make preferably:-Godrej)	Per Piece			
75	Lysol	500 ml			
76	Mopping Stick	Per Piece			
77	Odonil	Per Piece			
78	Phenyl (Black)	500 ml			
79	Phenyl (White)	500 ml			
80	Quarter Plates (6 Pcs per Pkt)	1 Pkt			
81	Room Freshner (Spray)	Per Piece			
82	Scissor (Small)	Per Piece			
83	Slippers (Size-7,8,9)	Per Piece			
84	Steel Scissor (Big)	Per Piece			
85	Surf (500 g)	1 packet			
86	Suface Cleaning Cloth (Pocha/Musha Cloth)	Per Piece			
87	Cotton Towel (Big Size)	Per Piece			
88	Cotton Towel (Small Size) (Hand Towel)	Per Piece			
89	Wall Clock(Make preferably:-Ajanta) (32 cm x 32 cm x 3.5 cm, White)	Per Piece			
90	Waste Bag (Dustbin Bag) (Small Dustbin Size)	Per kg			
91	Waste Bag (Dustbin Bag) (Big Dustbin Size)	Per kg			
92	Water Filter candlestick (Milton)	20 L			
93	Prodot Printer Cartridge (No.303/2612/703)	Per Piece			
94	Prodot Printer Cartridge (No.88 A)	Per Piece			
95	Prodot Printer Cartridge (No.337)	Per Piece			
96	Prodot Printer Cartridge (No.388)	Per Piece			
97	Prodot Printer Cartridge (No.925)	Per piece			
98	Ribbon Cartridge Epson LX-800 Cartridge	Per piece			
99	Cannon Ink GI 790 B (Black)	Per Piece			
100	Cannon Ink GI 790 C (Yellow)	Per Piece			
101	Cannon Ink GI 790 Y (Blue)	Per piece			
102	Cannon Ink GI 790 M (Red)	Per piece			
103	TVS Dot matrix printer ribbon (Blue)	Per roll			
104	TVS Dot matrix printer ribbon (Black)	Per roll			
105	Canon NPG 59 Tonner (Black)	Per Piece			
106	Stick file	Each			
107	Sandisk 32/64 GB Pendrive	Each			
108	Kaspersky Total security Anti Virus (1 user validity for 1 year)	Each			
109	Envelope plastic coated (FS Size)	Per Piece			
110	Cotton Paper tag	Per 100 nos bundle			