

Cost of Form: Rs. 500/-



सत्यमेव जयते

TENDER DOCUMENT

**NAME OF WORK: SUPPLY OF MISCELLANEOUS ITEMS IN ART
CENTRE OF DIPHU MEDICAL COLLEGE &
HOSPITAL, DIPHU PIN NO-782460, ASSAM**

TENDER NO.: SMED/DMCH/ARTC TEND/116/2022/29220

Dated:-24/06/2022

Last date of Submission :18/07/2022

Date of Opening :18/07/2022

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/ARTC TEND/116/2022/29220

Date : 24/06/2022

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 paisa)** only are invited from the intending suppliers/manufacture/firm for Supply of miscellaneous items in ART Centre of 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. 10,000/- in the form of demand draft in favour of Principal-cum-Chief Superintendent, Diphu Medical College & Hospital, Diphu alongwith the tender documents submit on or before 18/07/2022, 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/ARTC TEND/117/2022/29221-27

Date : 24/06/2022

Copy to: -

1. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22.
2. The DIPRO, Assam. He is requested to publish this tender notice atleast two of the leading newspaper of Assam.
3. The Superintendent, DMC&H, Diphu.
4. The Dy. Superintendent, DMC&H, Diphu.
5. The Nodal Officer, ART Centre, DMC&H, Diphu.
6. Notice Board, DM&CH, Diphu.
7. 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 Financialbid.
3. The cover containing the tender should be super scribed as the **“TENDER FOR SUPPLY OF MISCELLANEOUS ITEMS IN ART CENTRE OF DIPHU MEDICAL COLLEGE & HOSPITAL,DIPHU”** in block letters.
4. Incomplete and defective tender shall not beaccepted.
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 (ifany).
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 thetender.
10. Items have to be supplied within 14 (Fourteen) days from the receipt of supplyorder.
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 bidevaluation.
13. Items supplied should be as per specifications and samplesubmitted.
14. In case of holiday next working date and time will be the last submission date time oftender.
15. Canvassing in any form will make the tender liable torejection.
16. Price escalation will not be allowed in anycase.
17. The tender should be written neat and clean without anycutting/overwriting/erasing.
18. The Tender documents should be page marked with signature and seal on eachpage.
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 thetender.
20. The Courts at Diphu shall have the jurisdiction to settle up any/all disputes ifarise.

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 receipt of the consignment with satisfactory certification by the concerned department HOD on the availability of the fund. No interest is to be paid for late payment, if any.
26. Tenderer should mention the expiry dates of consumables and kits 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)

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/Furniture/Electronic/Medical articles duly recognize by the Govt. of India/StateGovt./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 these 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 all clauses and payment terms and conditions of 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 effect whatsoever 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 RegistrationCertificate.
- 3) Income TaxCertificate
- 4) TradeLicenses
- 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 beenclosed.
- 7) Financial sound Certificate from banker is to beenclosed.
- 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 Annnexures required as per Tenderdocument
 - 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 items required

Sl No	Name of the Items	Unit/pack size	Name of Manufacturer	Unit price including GST	Unit Price in words
1	Computer Table	Each			
2	Desktop computer Set (HP/Dell/Lenovo) 8 GB RAM, 1 TB HDD, Monitor-18.5" display, Operating system- Microsoft Windows 10 professional (64 bit), Rear I/O port- 1XRJ45 LAN/1xHDMI/2xUSB 2.0 port, Front I/O port- 2xUSB, 10th Generation Intel® Core™ i3 processor	Each			
3	Multifunction Laser printer with scanner (HP/Canon/Epson)	Each			
4	Patient's Examination Table of standard steel	Each			
5	Steel Fix Chair with 3 seater	Each			
6	Half secretariat Table	Each			
8	Standard Steel rack (5 shelf)	Each			
9	4 fold bed side screen	Each			
10	2 Door Steel Almirah for office (Standard size)	Each			
11	Weight machine(Manual)	Each			
12	Height measurement pole	Each			
13	Stethoscope	Each			
14	Mercury BP apparatus	Each			
15	Tuning fork	Each			
16	Patellar hammer	Per Piece			
17	Plastic Chair	Each			
18	Tongue depressor	Per Piece			
19	Blue fabric Office visitor chair	Each			

*****End of Annexures*****