

**Cost of Form: Rs. 500/-**



# TENDER DOCUMENT

**NAME OF WORK: SUPPLY OF MISCELLANEOUS ITEMS IN  
CENTRAL LIBRARY AND CENTRAL STORE  
OF DIPHU MEDICAL COLLEGE & HOSPITAL,  
DIPHU PIN NO-782460, ASSAM**

**TENDER NO.: SMED/DMCH/CL TEND/121/2022/29562**

**Dated:-07/07/2022**

**Last date of Submission :28/07/2022****Date of Opening** :28/07/2022

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](http://www.dmcassam.in).

(SEAL & SIGN OF THE ISSUING AUTHORITY)



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT**  
**DIPHU MEDICAL COLLEGE HOSPITAL**

*(Under Society for Medical Education, Diphu)*

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

No. SMED/DMCH/CL TEND/121/2022/29562

Date : 07/07/2022

**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 miscellaneous items in Central Library and central store 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](http://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 along with the tender documents submit on or before 28/07/2022, 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

Date : 07/07/2022

No. SMED/DMCH/CL TEND/121/2022/

**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 In-Charge, Central Library, 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. Upto date trade License/Govt. firm registration certificate from competent authority.(Photocopy 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 upto 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 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. Undertaking self-declaration to terms and conditions of the tender document (Non Judicial Stamp paper of Rs100/-)
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 MISCELLANEOUS ITEMS IN CENTRAL LIBRARY & CENTRAL STORE 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. Performance record, brand value, market reputation etc will also be considered while selecting the electronic items.
25. All documentation such as manufacturer authorization letter, warranty clause etc. should also be mentioned separately.(see 26 & 27 below).
26. There should be clear mention of WARRANTY period.
27. All the electronic items should have the minimum warranty period of 2(two years). Authority will not bear any cost regarding defection of electronic goods during the warranty period.
28. 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.
29. 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.
30. The bidder should be able to give physical demonstration before the purchase committee or any empowered committee if asked for.
31. Supply order may be issued to the winning bidder or bidders for one time full list of equipment or part depending on schedule of installment from funding agency.

**Sd/-**

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

### **Annexure-III**

#### **Format for Technical Bid**

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

### **Annexure-IV**

#### **Format for Financial Bid**

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

## **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/Electronic 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 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 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) Trade Licenses
- 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 are 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
	<b>For Central Library</b>				
1	Honeywell Desktop barcode printer of latest model	Each			
2	Functional Desktop computer Set (HP/Dell/Lenovo) 8 GB RAM, 1 TB HDD, Monitor-18.5" display, Operating system- Microsoft Windows 10 professional or above (64 bit), Rear I/O port- 1XRJ45 LAN/1xHDMI/2xUSB 2.0 port, Front I/O port- 2xUSB, 10th Generation Intel® Core™ i3 processor with updated anti virus software	Each			
3	Handheld laser Wireless Barcode scanner with scan speed 100 scans/sec, scan angle Horizontal:30 degree, decode capabilities: read standard 1D and GS1 data bar symbologies	Each			
	<b>For Central Store</b>				
4	Ceiling Fan (Usha/Havells/Crompton)	Each			
5	LED tube light (Havells/Crompton/Phillips)	Each			
6	HP Laser tonner cartridge 110 A	Each			
7	HP laserjet tonner cartridge 137A W1370A	Each			
8	HP officejet pro 8020 tonner multi coloured ink original HP 915 XL	Each			
9	Ledger Book no-12	Each			
10	Ledger Book no-14	Each			

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