

**TENDER DOCUMENT**



सत्यमेव जयते

**GOVT. OF ASSAM  
OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT  
DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU**

**NIQ NO.: SMED/ NIQ/140/2023/29825**

**Date : 03/01/2023**

**NAME OF WORK:- MAKING OF FLEX PRINTS, SIGNBOARDS, BANNER AND SIGNANGE ETC. IN  
VARIOUS DEPARTMENTS AT DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU**

|   |                                 |
|---|---------------------------------|
| <b>Issue of NIQ</b>                             | <b>03/01/2023</b>               |
| <b>Date and Time of Start of Bid Submission</b> | <b>12.00 Noon of 04/01/2023</b> |
| <b>Date and Time of End of Bid Submission</b>   | <b>12.00 Noon of 10/01/2023</b> |
| <b>Date and Time of Opening of Bid</b>          | <b>2.30 P.M. of 10/01/2023</b>  |

Tender document sale/ downloaded from institute's website [www.dmcassam.in](http://www.dmcassam.in)

Email: [principaldiphu@gmail.com](mailto:principaldiphu@gmail.com)



**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/NIQ/140/2023/29825

Date : 03/01/2023

**NOTICE INVITATION FOR QUOTATION**

A sealed quotation affixing court fee of **Rs. 8.25 (Rupees eight & twenty five paisa)** only are invited from the intending suppliers/ firms for making flex prints, signboards, banners and signage etc in various departments at Diphu Medical College & Hospital, Diphu. The bidders are requested to submit the quotation in separate sheet with signature. The bidding 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. 500/- as tender fee (non-refundable) and EMD of Rs. 2,000/- in the form of demand draft in favour of Principal-cum-Chief Superintendent, Diphu Medical College & Hospital, Diphu along with the bidding documents submit on or before 10/01/2023, 1.00 P.M. The bids will be opened on same date at 2.30 P.M. in the presence of tenderer or their authorized representatives. The bids 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/NIQ/140/2023/

Date : 03/01/2023

**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 at least two of the leading newspaper of Assam.
3. The Superintendent, DMC&H, Diphu.
4. The Dy. Superintendent, DMC&H, Diphu.
5. The Addl. Superintendent, 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. Performance statement/Experience Certificate (previously supplied in Govt. institution) including copies of supply order from competent authority.
2. I.T. Clearance Certificate/I.T. Return of last three assessment years and PAN card. (photocopy duly attested).
3. GST Registration Certificate and up to date GST Clearance Certificate (photocopy duly attested).
4. Trade License from competent authority. (Photo copy duly attested).
5. A notarized undertaking to the effect that the company/firm/distributor has not been blacklisted.
6. Affidavit regarding agreement of all terms and conditions of the bid document (duly signed by the Notary public).
7. Original Document is to be shown during opening of technical bid or on scrutiny.

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

## ANNEXURE - II

### Terms and Condition:

1. All the documents are to be submitted together in sealed envelope clearly indicating the NIQ Ref. No on the envelope and addressed to the Principal cum Chief Superintendent, DMC&H, Diphu.
2. The rates against each work of the enclosed list should be quoted in figures and words and that shall be inclusive of all taxes, etc must be submitted as per annexure IV.
3. The cover containing the bid should be super scribed as the “**MAKING OF FLEX PRINTS, SIGNBOARDS, BANNER AND SIGNANGE ETC. IN VARIOUS DEPARTMENTS AT DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU**” in block letters.
4. Incomplete and defective tender shall not be accepted.
5. Tender Fee of Rs. 500/- (Five Hundred) only and EMD of Rs. 2,000/- (Two 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 work 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. The work have to be completed within 14 (Fourteen) days from the receipt of work order.
11. There should be provision for supply immediately in emergency basis as and when necessary.
12. Selection of L-1 bidder will be evaluated on turnkey basis.
13. Samples to be submitted during technical evaluation. Technically qualified bids will be taken up for financial bid evaluation.
14. Items supplied should be as per specifications and samples submitted.
15. In case of holiday next working date and time will be the last submission date & time of tender.
16. Canvassing in any form will make the tender liable to rejection.
17. Price escalation will not be allowed in any case.
18. The tender should be written neat and clean without any cutting/over writing/erasing.
19. The bid documents should be page marked with signature and seal on each page.
20. The undersigned reserve the right to accept or reject any or all tender or part there of without assigning any reason there of and under no any circumstances, the undersigned is bound to accept the lowest rate of the tender.
21. The Courts at Diphu shall have the jurisdiction to settle up any/all disputes if arises.

22. Detail specification of the items should be provided with the prices.
23. 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.
24. Any corrigendum related to this tender kindly to be seen at the official website of the college.
25. Authority reserves the right for any modification in the bid documents if required 3 days before the bid submission of last date.
26. 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.
27. Tenderer/bidder shall quote the prices as mentioned in the Annexure-IV of the tender document.
28. 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.
29. TDS and other applicable taxes as per prevailing rates will be deducted at the time of making the payment of bills.
30. No payment will be made for unsatisfactory work.
31. The bidders who does not fulfill any of the above conditions and incomplete tenders/bids are liable to summarily rejected at the risk and cost of the bidder only and any further correspondence in this regard will not be entertained.

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

## **Annexure-III**

### **Check List**

#### Document Submitted

- 1) Demand Draft
  - a) Tender Fees (Rs-500/-) No.....Dt.....Bank Name.....
  - b) EMD fees (Rs-2000/-) 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) Affidavit regarding agreement of all terms and conditions of the tender (duly signed by the Notary public).
- 7) Any other documents and Annexures required as per bid 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-IV**

| <b>Sl. No.</b> | <b>Particulars</b>                           | <b>Unit</b>  | <b>Offer price(including all taxes)</b> |
|----------------|--|--------------|---|
| 1.             | Sign Board-Wooden Framing (With fitting)     | Per Sq. feet |   |
| 2.             | Sign Board-Iron Framing (With fitting)       | Per Sq. feet |   |
| 3.             | Plastic door name plate (With fitting)       | Per Sq. feet |   |
| 4.             | Plastic door name (With fitting)             | 12'' X 6''   |   |
| 5.             | Plastic door name –Both side (With fitting)  | 12'' X 6''   |   |
| 6.             | Flex Banner                                  | Per Sq. feet |   |
| 7.             | Vinyl Print (With fitting)                   | Per Sq. feet |   |
| 8.             | Plastic sign board Re-writing (With fitting) | Per Sq. feet |   |

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