



TENDER DOCUMENT

**NAME OF WORK: SUPPLY OF COLLEGE SOUVENIR TO DIPHU
MEDICAL COLLEGE & HOSPITAL, DIPHU
PIN NO-782460, ASSAM.**

TENDER NO.: SMED/DMC&H/TENDER/PT-II/2023-24/023/2677(A) Dated:-30/08/2023

| | |
|----------------------------------------------------|-----------------------------------------------------------------------------------|
| Date of issue | 30-08-2023 |
| Date of Submission of the tender | 31-08-2023 to 11-09-2023 till 1.00 PM |
| Date & Time of Opening of Technical Bid | 2.30 PM of 11-09-2023 |
| Date & Time of opening of Financial Bid | Shall be communicated only to the Technical qualified bidders subsequently |

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/DMC&H/TENDER/PT-II/2023-24/023/

Dated: 30/08/2023

SHORT 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/printing press/firm for Supply of College Souvenir at Diphu Medical College & Hospital, Diphu. The bidders are requested to submit the tender in separate sealed envelope 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 to deposit the payment of Rs. 1000/- as tender fee (non-refundable) and EMD of Rs. 10000/-(refundable) in the form of demand draft in favour of Principal-cum-Chief Superintendent, Diphu Medical College & Hospital, Diphu on or before 11/09/2023 along with the tender documents to be submitted before 1.00 P.M. The tender will be opened on the same date at 2.30 P.M. in presence of the 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/DMC&H/TENDER/PT-II/2023-24/023/

Dated: 30/08/2023

Copy to: -

1. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22.
2. The DIPR, Assam. He is requested to publish this tender notice at least in the two Assamese and one English leading newspaper of Assam.
3. The Superintendent, DMC&H, Diphu.
4. Notice Board/website DM&CH, Diphu.
5. Office copy.

Sd

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

ANNEXURE - I

Documents to be submitted:

1. Performance statement/Experience Certificate of similar work (previously supplied in Govt. institution/Semi Govt./Autonomous Council/PSU/Department) including copies of supply order from the competent authority.
2. I.T. Clearance Certificate/I.T. Return of last three assessment years and PAN card. (photo copy duly attested).
3. GST Registration Certificate and up to date GST Return Certificate (photocopy duly attested).
4. Trade License from competent authority. (Photo copy duly attested).
5. A notarized undertaking in stamp paper of Rs.100.00 in original to the effect that the firm has not been blacklisted.
6. Financial Statement of last 3 Years from C.A is to be closed.
7. Affidavit in stamp paper of Rs.100.00 support of tender is to be enclosed in original (duly signed by the Notary public).
8. Original Document is to be shown during opening of technical bid or for scrutiny.
9. The bidder shall certify that the rates quoted are the lowest ones 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 and address of the tenderer on the envelope and addressed to the Principal, DMC&H, Diphu.
2. The rates against item 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 **“TENDER FOR SUPPLY OF COLLEGE SOUVENIR AT DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU”** in block letters.
4. Incomplete and defective tender shall not be accepted.
5. Non refundable Tender Fee of Rs. 1000/-(One 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 tender fees and EMD will be summarily rejected as the purchaser nonresponsive.
6. The authorized suppliers 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 tenderer will have to bear the losses for such supply and rejected materials is to be lifted by tenderer/supplier within 3 days.
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. Items supplied should be as per specifications.
13. In case of holiday next working date and time will be the last submission date & time of tender.
14. Canvassing in any form will make the tender liable for rejection.
15. Price escalation will not be allowed in any case.
16. The tender should be written neat and clean without any cutting/overwriting/erasing.
17. The Tender documents should be page marked with signature and seal on each page.
18. 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.
19. The Courts at Diphu shall have the jurisdiction to settle up any/all disputes if arises.
20. 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.

21. Any corrigendum related to this tender may be seen at the official website of the college.
22. Authority reserves the right for any modification in the bid documents if required 7 days before the tender submission last date
23. 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.
24. Payment will be made on receipt of the consignment with satisfactory certification.

Sd/-

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

Annexure-III

Specification:

Size: ¼ Demy, Black & White page with 70 GSM, Multicolor page 20 with 130 GSM, Cover page with 300 GSM, DTP Setting, Perfect Binding, Designing, and Lamination.

Quantity required: 1300 copies. Quantity may vary as per need of DMC&H, Diphu.

Annexure-IV

Format for Financial Bid

| SL. No. | Name of the item | Unit | Basic Rate per Unit (exclusive of GST) | Rate of GST (%) as applicable | Amount (inclusive of GST) | Amount in Words. |
|----------------|-------------------------|-------------|-----------------------------------------------|--------------------------------------|----------------------------------|-------------------------|
| | | 1 | | | | |

Annexure-V

Check List

Documents Submitted

- 1) Demand Draft
 - a) Tender Fees (Rs-1000/-) No.....Dt.....Bank Name.....
 - b) EMD fees (Rs-10000/-) No.....Dt..... Bank Name.....
- 2) GST Registration Certificate.
- 3) Court Fee.
- 4) Income Tax Clearance Certificate/IT returned of last three assessment year.
- 5) Trade Licenses
- 6) A notarized undertaking (in original) to the effect that the company/firm/distributor has not been blacklisted.
- 7) Financial Statement of last 3 Years from C.A 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.
- 10) Any other documents and Annexure 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