



## **TENDER DOCUMENT**

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

**TENDER NO.: SMED/DMC&H/TENDER/PT-II/2023-24/023/1614(A), Dated:-09/08/2024**

<b>Date of issue</b>	<b>09-08-2024</b>
<b>Date of Submission of the tender</b>	<b>14-08-2024 to 03-09-2024 till 1.00 PM</b>
<b>Date &amp; Time of Opening of Technical Bid</b>	<b>2.30 PM of 03-09-2024</b>
<b>Date &amp; Time of opening of Financial Bid</b>	<b>Shall be communicated only to the Technical qualified bidders subsequently</b>

## **ANNEXURE - I**

### **Documents to be submitted:**

1. Performance statement/Experience Certificate (previously supplied in Govt. institution/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 Clearance Certificate (photo copy duly attested).
4. Trade License from competent authority. (Photo copy duly attested).
5. A notarized undertaking in stamp paper of Rs.100.00 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 stamp paper of Rs.100.00 support of tender is to be enclosed in original (duly signed by the Notary public).
9. Original Document is to be shown during opening of technical bid for scrutiny.
10. The bidder shall certify that the rates quoted are the lowest reasonable 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 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 **“RATE CONTRACT FOR THE 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. 20,000/- (Twenty 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 & EMD will be summarily rejected as the purchaser nonresponsive.
6. The authorized Supplier / 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 for ejection.
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 arises.
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 may 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 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/In-charge.
26. Tenderer should mention the expiry dates of stationery items where applicable.

**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**

### **Check List**

#### Documents Submitted

- 1) Demand Draft
  - a) Tender Fees (Rs-2000/-) No.....Dt.....Bank Name.....
  - b) EMD fees (Rs-20000/-) No.....Dt..... Bank Name.....
- 2) GST Registration Certificate.
- 3) Income Tax clearance Certificate/IT returned of the last three assessment year.
- 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 in original (duly signed by the Notary public).
- 9) Performance statement/Experience Certificate from competent authority is to be enclosed.
- 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

<b>SL NO.</b>	<b>PARTICULARS</b>	<b>Unit/Pack size</b>
1	A4 Size Paper (Yellow)	500pages/pckt
2	A4 Size Paper	500pages/pckt
3	Attendance Register (Employee) no.6	1 nos
4	Attendance Register (Student) no.6	1 nos
5	Calling Bell	1 nos
6	12 digit Financial Calculator (Casio/Orpat/Citizen)	1 nos
7	Cello Tape (Large) 2"	1 nos
8	Cello Tape (Medium) 1"	1 nos
9	Chalk (Coloured)	1 packet(10x10 units)
10	Chalk (White)	1 packet(10x10 units)
11	Correction Pen (Whitener)	1 nos
12	Cotton Thread (Binding Thread)	1 roll
13	Cutter (Sharpener)	1 nos
14	Dista Paper	1 ream
15	Envelope (A4 Size)	Per Piece
16	Eraser (Rubber)	1 nos
17	File Cover with Board Attached	Per Pair
18	FS Size Paper (75 GSM)	500pages/pkt
19	Ginni Pins/Alpin (Big Flat Head)	1 box containing 100 pcs
20	Gum Bottle (Euro Office Paste) (Make preferably:-Camel/Camlin)	150 ml
21	Plastic Hard Board	Per Piece
22	Highlighter Pen (Different Colours)	Per Piece
23	Long Exercise Book (No.12)	Per Piece

24	Long Exercise Book (No.20)	Per Piece
25	Long Exercise Book (No.40)	Per Piece
26	Pencil	10 pcs/packet
27	Permanent Marker (Small Tip) (Make preferably:-Luxor)	Per Piece
28	Permanent Marker (Big Tip) (Make preferably:-Luxor)	Per Piece
29	Punching Machine (Single Hole) SHP-20 (Make preferably:-Kangaro)	Per Piece
30	30 cm Scale (Wooden)	Per Piece
31	Stamp Pad Ink (Euro) (Make preferably:-Classamate/Camlin)	Per Piece
32	Stamp Pad	Per Piece
33	Stapler Kangaro HD-10 (Small Size)	Per Piece
34	Stapler Kangaro HD-45 (Medium Size)	Per Piece
35	Stapler Pin No.10 (Small)	Per Piece
36	Stapler Pin No.24-6 1M (Medium)	Per Piece
37	Sticky Notes (25mmX75mmX3(1"x3"x3)	Per Piece
38	120 Sheets)	
39	Stock Register (No.20)	Per Piece
40	Stock Register (No.40)	Per Piece
41	White Board Marker (Black)	Per Piece
42	White Board Marker (Red)	Per Piece
43	White Board Marker (Green)	Per Piece
44	Battery AA (Make preferably:-Duracell)	Per Piece
45	Battery AAA (Make preferably:-Duracell)	Per Piece
46	Bleaching Powder (500 g)	Per piece
47	Bucket (Plastic) 20 litre, colour blue, green, yellow	Per Piece
48	1.5v D Cell Non-Rechargeable Battery( <b>Make preferably:-Eveready</b> )	Per pair
49	Dettol (500 ml)	Per Piece
50	Dustbin 40 LITRES	Per Piece



51	Eveready LED Torch (Small Size)	Per Piece
52	Hand Wash Liquid (Refill Pkt) (500 ml)	Per Piece
53	Harpic (Sanifresh)	500 ml
54	LED Bulb (9 Watt) (Eveready)	Per Piece
55	LED Bulb (12 Watt) (Eveready)	Per Piece
56	Lock & Key (6 Lever) 50 mm (Make preferably:-Godrej)	Per Piece
57	Lysol	500 ml
58	Mopping Stick	Per Piece
59	Odonil	Per Piece
60	Phenyl (Black)	500 ml
61	Phenyl (White)	500 ml
62	Room Freshner (Spray)	Per Piece
63	Scissor (Small)	Per Piece
64	Slippers (Size-7,8,9)	Per Piece
65	Steel Scissor (Big)	Per Piece
66	Surf excel blue (500 g)	1 packet
67	Cotton Towel (Big Size)	Per Piece
68	Cotton Towel (Small Size) (Hand Towel)	Per Piece
69	Wall Clock(Make preferably:-Ajanta) (32 cm x 32 cm x 3.5 cm, White)	Per Piece
70	Waste Bag (Dustbin Bag) (Small Dustbin Size)	Per kg
71	Waste Bag (Dustbin Bag) (Big Dustbin Size)	Per kg
72	ProdorPrinter Cartridge (No.303/2612/703)	Per Piece
73	Prodor Printer Cartridge (No.88 A)	Per Piece
74	Prodor Printer Cartridge (No.337)	Per Piece
75	Prodor Printer Cartridge (No.388)	Per Piece
76	ProdorPrinter Cartridge (No.925)	Per piece
77	Ribbon Cartridge Epson LX-800 Cartridge	Per piece

78	Cannon Ink GI 790 B (Black)	Per Piece
79	Cannon Ink GI 790 C (Yellow)	Per Piece
80	Cannon Ink GI 790 Y (Blue)	Per piece
81	Cannon Ink GI 790 M (Red)	Per piece
82	TVS Dot matrix printer ribbon (Blue)	Per roll
83	TVS Dot matrix printer ribbon (Black)	Per roll
84	Canon NPG 59 Tonner (Black)	Per Piece
85	Stick file	Per Piece
86	San disk pendrive 64 GB	Per Piece
87	Kaspersky anti virus (10 user validity for 1 year)	Per Piece
88	Envelope (small/medium/large)	Per Piece
89	Cotton paper tag	Per Piece
90	Ceiling fan (Usha/ Havells/ Crompton)	Per Piece
91	LED Torch light Large	Per Piece
92	20W LED Tube light with frame ( Phillips/Havells/Crompton)	Each
93	Produt HP Laserjet tonner cartridge 110A	Each
94	Produt HP Laserje ttonner cartridge 137A/W1370A	Each
95	Produt Cannon tonner Cartridge 057	Each
96	HP Officejet pro 8020 tonner multi coloured ink original HP 915 XL	Each
97	Cannon imageCLASS LBP 228x Printer	Each
98	Ledger book no-12	Each
99	Ledger book no-12	Each
100	Table fan (Usha/ Havells/ Crompton)	Per Piece
101	ECG Paper roll, size-210mm x 20 mts	Per Piece
102	HP-805 (Tri colour cartridge)	Per Piece
103	Gauge cutting Scissor	Per Piece
104	DFC SIZE STAFF ATTENDANCE REGISTER, No.6	Per Piece

105	119A (H) Cartridge	Per Piece
106	Cannon maintenance cartridge mcg02	Per Piece
107	Wall fan (usha/ havells/ crompton)	Per Piece
108	Lysol instrumental liquid	500 ml
109	Bio Medical Waste Dustbin	40 Litres
110	note sheet	500 page per ream
111	savlon	500 ml
112	dettol soap	50 gm
113	Toilet brush	MEDIUM SIZE
114	Canon Printer 3010 model	per nos.
115	Glossy Photo paper	per pkt

