

**GOVERNMENT OF AS  
OFFICE OF THE SUPERINTENDENT, GAUHATI MEDICAL COLLEGE  
HOSPITAL, GUWAHATI-32**

Email: [superintendentgmchd@gmail.com](mailto:superintendentgmchd@gmail.com) [superintendentgmchd@gov.in](mailto:superintendentgmchd@gov.in) Phone No 0361-252943

No. MCH/HMS/ARC/2016-17/170/Pt.-VI/10,

Dated: 20-10-2020

**SHORT TENDER NOTICE**

Sealed Tenders are invited from the intending Supplier/Manufacturer/Accredited Dealers for **Supply of Desktops Computer Set with UPS**, HMS, Gauhati Medical College Hospital, Guwahati-32.

The Tender is Two-Bid System i.e. i. Technical Bid & ii. Price Bid, to be submitted with affixed Court Fee Stamp Rs.8.25 (Rupees eight point two five paise) only (for local bidders) or IPO of Rs. 10/- (Rupees Ten) only (in case of bidders from outside of the State of Assam) in favour of the "Member Secretary, Hospital Management Society, Gauhati Medical College Hospital, Guwahati-781032.


**IMPORTANT DATES OF THE TENDER**

Sl. No.	Scheduled	Start Date	Start Time	End Date	End Time
1.	Pre-Bid meeting	28-10-2020	2.00 PM	Office of the Superintendent, Gauhati Medical College Hospital, Guwahati-32	
2.	Tender will be received by under signed	29-10-2020	2.00PM	3-11-2020-	2.00PM-
3.	Technical Bid Opening	3-11-2020		Office of the Superintendent, Gauhati Medical College Hospital, Guwahati-32 2.00 PM	

**1. Brief Schedule**

Sl No.	Description (Name of the Items)	Bid Security (E.M.D.)	Delivery/ Installation Schedule/ Completion period	Tender fees in Rs.	Eligibility
1.	Supply of Desktops, Computer Set in MCH, GMCH, Guwahati	10,000/- (Ten thousand only)	3 days,	Rs.500/- (Five hundred only)	Intending Supplier /Manufacturer/ Accredited Dealer

All other relevant information and the detailed Bid Documents are available on website [www.gmhassam.gov.in](http://www.gmhassam.gov.in) and can be viewed from 22-10-2020. Bidders may also download the bid documents from the dedicated website and submit the bid against a demand draft amounting Rs.500/- (Non refundable) (Five Hundred) only drawn in favour of the Member Secretary, Hospital Management Society, GMCH, Guwahati-781032.

  
Superintendent,  
-Cum-  
Member Secretary, HMS  
Gauhati Medical College Hospital,  
Guwahati-32

Memo No. MCH/HMS/ARC/2016-17/170/Pt.-VI/10-A,

Dated: 20-10-2020

Copy forwarded for information to:-

1. The Director of Medical Education, Sixmile, Khnapara, Guwahati-22
2. The Principal -cum- Chief Superintendent & Chairman, Ex. Committee, HMS, GMCH,
3. The Director of Information & Public Relation of Assam with the request to publish the Short Tender Notice in 2 (two) widely circulate News Papers of Assam.
4. The E& AO, GMCH, Guwahati-32
5. Notice Board, College website: [www.gmhassam.gov.in](http://www.gmhassam.gov.in)
6. Office file.

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Member Secretary, HMS  
Gauhati Medical College Hospital.

**GOVERNMENT OF AS  
OFFICE OF THE SUPERINTENDENT::GAUHATI MEDICAL COLLEGE  
HOSPITAL::GUWAHATI::32**

Email-superintendentgmch@gmail.com / superintendent-gmch@gov.in, Phone No.0361-2529457

**No. MCH/HMS/ARC/2016-17/170/Pt.-VI/ 10,**

**Dated: 20-10-2020**

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Superintendent,  
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Gauhati Medical College Hospital,  
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Gauhati Medical College Hospital,

## **CONTENTS**

<b>Sl No.</b>	<b>Name of Format</b>	<b>Numbers of Annexure</b>
1	List of Items	Annexure-I
2	Document Required for Technical Bid	Annexure-II
3	Format for Technical Bid	Annexure-III
4	Format for Price Bid	Annexure-IV
5	Declaration Form	Annexure-V
6	Terms & Conditions	Annexure-VI



ANNEXURE-I

Vide Short Tender No. MCH/HMS/ARC/2016-17/170/Pt.-VI/

Dated: -10-2020

List of Item

Sl No.	Name of Item	Specification	Unit (Price) Exclusive of GST	Rate of GST	Unit Price Inclusive of GST/Taxes
1	Desktop Computer Set with UPS.	Processor: Intel Core i3, 9 <sup>th</sup> Generation. RAM: 4 GB DDR4 OS: DOS 18.5 inch Monitor 3 years onsite Warranty UPS 600 V/A			

Superintendent,  
-cum-

Member Secretary, HMS  
Gauhati Medical College Hospital,  
Guwahati-32



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The Superintendent cum Member Secretary, HMS,  
Gauhati Medical College Hospital  
Guwahati-781032

### ANNEXURE II

#### (DOCUMENTS REQUIRED FOR TECHNICAL BID)

Tender No.

Dated:

Sl. No.	Particulars	Remarks/Details (Page No.)
1.	Name Of Agency	
2.	Detail about the Agency	
	Address:	
	Phone No.:	
	Email ID:	
	Website:	
	Contact Person:	
	Mobile No:	
3.	Status of Applicant (proprietorship/partnership firm/Private Limited Company/Public Ltd Co.)	
4.	Copy of registration certificate to be attached	
5.	Certified copy of the turnover of Agency/CA certificate Applicant during last financial three years	
6.	PAN No. (copy will be attached)	
7.	GST No. (copy will be attached)	
8.	Detail of Tender Fees Rs. 500.00 attached	
9.	Detail of EMD Rs. 10, 000.00 attached	
10	Court fees of Rs. 8.25 attached	
11	Separate envelope for both technical and price bid.	

#### Annexure –III [Format for Technical Bid]

Sl No.	Name of Item	Make	Technical Specification (If any)

#### Annexure –IV [Format for Price Bid]

Sl. No.	Name of Items	Specification	Unit (Price) Exclusive of GST	Rate of GST	Unit Price (inclusive of GST/Taxes)



6

**Annexure –V**

**DECLARATION**

1. I/ We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and the Superintendent, GMCH on the basis of the information given by me/us can be treated as invalid by the Superintendent, GMCH and I/we will be solely responsible for the consequences.
2. I/We agree that the decision of Superintendent, GMCH in selection of successful bidders will be final and binding to me/us.
3. All the information furnished by me/us above is/are correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us above and/or in the accompanying sheets.

Signature:

Place:

Name:

Date:

Designation:

Seal of the company:

**Supply of Desktop Computer Set in MCH Counter and Indoor Cash Counter, Gauhati Medical College Hospital, Guwahati.**

1. The envelope containing the tender as well as subsequent communications should be addressed and delivered to :

**The Superintendent cum Member Secretary, HMS,  
Gauhati Medical College Hospital,  
Guwahati-781032**

All communications must be addressed to the officer named above by title only and not by name.

2. Copy of Registration certificate, a copy of GST number along with latest income tax clearance certificate should be attached with the technical bid.
3. Conditionals & telegraphic tenders shall not be accepted at any cost.
4. An undertaking to the effect that the company/firm/distributor is not blacklisted should be attached with the tender.

5. The rates should be quoted at inclusive of GST mentioning the rate of GST. All tenders/quotations will be deemed to be for F.O.R. (Free on Road) destination at Gauhati Medical College Hospital, Guwahati including packing forwarding and insurance charges and not be ex-work, ex-godown, ex-miles etc.

6. A person signing the tender form or any other document forming the part of the contract on behalf of another shall be deemed to warrant that he has the authority to bind such other and if on the enquiry it appears that the person so signing had no authority to do so, the purchaser may without prejudice to other civil and criminal remedies against the contract, hold the signatory liable for all costs and damages and forfeit earnest money.

7. The tenders must be submitted in two parts (i) Technical bid (ii) financial bid separately. All documents required as per terms and conditions should be enclosed with technical bid only. Tenders not received in specified manner will be rejected. Separate quotation for each quoted item is required to be submitted.

8. Bid Guarantee and Security

- (a) The tender must be accompanied with refundable earnest money of **Rs. 10,000/- (Rupees ten thousand)** only in a lump sum amount in the form of Demand Draft/Banker's Cheque/Fixed Deposit receipt in favour of the "**Member Secretary, Hospital Management Society, Gauhati Medical College Hospital, Guwahati**". Earnest money in other form will not be accepted. Bids not accompanied by earnest money as stated above or less than the amount stipulated. Bids not accompanied by earnest money as stated above or less than the amount stipulated above shall be summarily rejected.

- (b) Earnest money /security deposit any other sums of the Tenders lying with the Gauhati Medical College Hospital, Guwahati in connection with any other tender /case will not be considered against this tender.

- (c) The successful bidder shall be required to furnish performance Security of **Rs. 10, 000/- (Rupees ten thousand) only** by the firm in the form of fixed deposit Receipt duly hypothecated in favour of Member Secretary, HMS, GMCH. The performance security will be forfeited on the gross violations of tender norms by the successful bidders.

- (d) Performance security is compulsory and will have to be deposited by each successful bidder.

- (e) Earnest money deposited by unsuccessful bidder will be refunded after completion of performance security.

- (f) In case the successful bidder is found in breach of any condition/tender at any stage, legal action as per rules/law shall be forfeited after giving proper opportunity through show cause notice.

9. In case where full specification are not incorporated in the inquiry or where alternative specification required for by the suppliers own specifications should be stated in full for the articles quoted for. Any illustrative literature available duly stamped and signed should also be accompanied with tender. For such conditional tender, the decision of the hospital authority in this regard (accept or reject) shall be final and binding on all.



10. The maximum delivery period from the date of placing the order should be specified. There after this institute will be forced to charge 5% of the cost of items per week as penalty till receipt of the materials.
11. All quotation /tenders should be deemed **valid for at least 01 (one) year** or till the finalization of new tender whichever is earlier subject sole discretion of authority of GMCH.
12. Any request for increase in the approved rates will not be entertained for any reason for the contract period for any reason and the items required to be supplied by the contractor should strictly be in accordance with the sample approved.
13. The inspection for the goods will be carried out by the consignee at destination & rejected goods will have to be removed by you within 10 days of dispatch of advice from the undersigned failing which goods will live at your own risk (i) the rejected goods must be replaced by you **within 3 days of the dispatch** by consignee of registered notice intimating that goods have been rejected failing which the consignee will make risk purchase without any further reference to you (ii) If you claim that the goods supplied by you are strictly accordingly to the approved samples you may file the appeal with the Chairman where such appeal has been filed the consignee with holding the goods with him till the final decision of Chairman Purchase Committee.
14. The supply must be completed satisfactory within the stipulated period, failing which the Store Purchase Officer/Chairman purchase committee reserve the right to purchase or allow the indenting officer to purchase goods at their risk provided that where goods were not supplied accordingly to the master pattern & not in accordance of the demand the indenting officer decides to retain the inferior goods.
15. The materials shall not be considered delivered until it is approved & received by the competent authority as defined from time to time by the purchase committee.
16. The rates shall not be finalized after exhibiting /demonstration of the materials, if required by the Technical Scrutiny Committee/Purchase Committee.
17. The Hospital authority reserves the right to reject any or all the bids or part or not to award the contract to the lowest bidder considering the samples. The decision of the hospital authority in this regard shall be final and binding on all.
18. If the price of the contracted articles is /are controlled by the Govt. the payment will in no case be allowed at higher rate than the quoted.
19. The quantity can be increased or decreased or all together abandoned as per the charged requirement of the department as well as availability of the funds.
20. Undersigned reserve the right to reject any or all the tenders without assigning any reasons. GMCH does not pledge itself to accept the lowest or any other tender and reserve to itself the right of acceptance of the sole or any part of the tender or portion of the quantity offered and the Tenders shall be required to supply the same at rate quoted.
21. **Payment Schedule** : Payment will be made after receipt of the bill containing certificate from the concerned department that the items/materials has been supplied by the firm is fully up to their satisfaction and according their specifications and subject to availability of fund.
22. TDS and other applicable taxes as per prevailing rates will be deducted at the time of making the payments.
23. No advance payment will be made any case.
24. Supply be made from the latest batch of production with the maximum lift period & original packing.
25. No revision is rate (On higher size) will not be accepted during the contract period.
26. No payment will be made for unsatisfactory supply.
27. Supply should be made in full the order and shortage will be procured on the Wisk & cost of the supplier.
28. In case a proposal is accepted the firm shall sign an agreement with the while entry is to the rate contract.
29. While submitting the tender document the tender should specifically sign on each page of tender document.
30. The Hospital authority reserve to impose any other condition for regulating the contract in the public interest.



31. All disputes are subject to the jurisdiction of courts in Guwahati and agreement will be governed by and be construed in accordance with the laws of India.
32. Interested Firms/Parties will have to submit unconditional acceptances to the above terms and conditions at the time of submission of the quotation on the letter head of the firm.
33. The make / brand of the quoted hardware must be mentioned.
34. The warranty shall cover the following:
- If any parts needs to be replaced, then the same shall be done within 48 Hrs including data transfer and completion of complaints in totality.
35. In case of failure of operating System the same shall be reinstalled
36. The financial bid will be opened in respect of only those vendors whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the **complete value of all the items** shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required. The lowest evaluated valid quotation will be selected.
37. **Scope of work:** The vendor has to deliver the Computer Desktop Sets in MCH Counter and Indoor Cash Counter, Gauhati Medical College, Guwahati-781 032 after finalizing the tender and ensure installation of the same along with related drivers.
38. The bidders who does not fulfill any of the above conditions and incomplete tenders are liable to be summarily rejected at the risk and cost of the bidder only and any further correspondence in this regard will not be entertained.
- Note:** Tenders must go through these and conditions very carefully and put his signature in token of acceptance of these terms and conditions. It is also made clear that no re-presentation shall be considered after opening the financial bids except requiring any information by this office.



Superintendent,  
-cum-

Member Secretary, HMS  
Gauhati Medical College Hospital,  
Guwahati-32