

GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL :GAUHATI MEDICAL COLLEGE,
NARAKASUR HILL TOP ,GUWAHATI-32.

No.MC/76/ 2019/. **258**

Dated Guwahati the 24th May'2022

CORRIGENDUM CUM CLARIFICATION

In pursuance of the pre bid meeting letter no. No.MC/76/ 2019/354 dated 19/05/2022 held on 20/05/2022 in the office of the Principal, Gauhati Medical College, Guwahati. The following queries / observations and decisions were taken in presence of 2 nos. of vendor who were present during the meeting:-

Sl. No.	Queries / Observations	Name of bidder	Discussion and decision taken by the committee
1	Budget provision for the Supply of various Office Stationary articles for the FY 2022-23.	Present bidders	Allotment under head of account 2210-05-105-4662-000-04-05-2022-23 received is Rs.14 lakhs
2	Performance security in the bid document at page no.2 & 6	Present bidders	5% of the individual L1 rate as performance security instead of Rs. 50,000/- in the bid document at page no.2 and 6
3	Payment terms and conditions	Present bidders	Payment subject to release of fund through FOC from Govt. as per Govt. rules and regulations.
4	Exemption from payment of earnest money (EMD) to registered / provide MSME certificate	Present bidders	As per Govt. Notification no. MI.64/ 2020/57 dated 29/01/2022 startups registered in Assam shall be eligible to avail the 50% exemption from payment of Earnest Money .
5	In eligibility Criteria: Income Tax Returns for last 3 (three) F.Y. (2018-19, 2019-20, 2021-22) at page no.2	Present bidders	In eligibility Criteria: Income Tax Returns for last 3 (three) F.Y. (2018-19, 2019-20, 2020-21) at page no.2

The vendors are requested to collect the modified tender document from the office of the undersigned or from GMC website <http://gmchassam.gov.in> .

The tender will be open on 04.06.2022 at 2.30PM in the Office of the Principal, Gauhati Medical College, Narakasur Hill top, Guwahati.

All other terms and conditions will remain same.


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Prof.(Dr.) A.C.Baishya
Principal,
Gauhati Medical College
Guwahati- 32.

Dated Guwahati, the 24th May'2022

Memo. No. MC/76/ 2019/. **258** -

Copy to :

1. The DME, Assam for favour of kind information.
2. Notice Board, GMC and GMCH, Guwahati-32.


Principal,
Gauhati Medical College,
Guwahati- 32.

**GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL :GAUHATI MEDICAL COLLEGE,
NARAKASUR HILL TOP ,GUWAHATI-32,**

TENDER DOCUMENT

Modified Tender Document- Supply of Office Stationary articles,
Tender Fee - Rs. 1000/- (Rupees one thousand) only

Sealed tenders are invited in TWO BID SYSTEM from intending experienced firms having experience in similar services (Supply of Office Stationary articles) for at least 3 years to any Central/State Govt. organization or a large Public Sector Undertaking/Board/Project Mission or reputed private organization in Assam. Strictly subjects to the Terms & Conditions of the contract as notified in the tender document.

The detailed bid documents are available on website <http://gmchassam.gov.in> and can be viewed from 13.05.2022. Bidder may also download the bid documents from the dedicated website or may be collected from the office of the undersigned at Narakasur Hill top, Bhangagarh, Guwahati-32 during the office hours up to 2:00 p.m. on 04.06.2022 and submit the bid against a Demand Draft amounting to Rs. 1000/- only (Non refundable) in favour of Principal, Gauhati Medical College, Guwahati-32 payable at Guwahati.

Eligible and interested tenderer/Contractor/firm(s) may submit their tenders by 04.06.2022 upto 2:00 pm to the Office of the Principal, Gauhati Medical College, Guwahati-32.

Schedule to the Invitation of Tender

1	Tender No	MC/76/2019/352
2	Tender Date	12.05.2022
3	Item Description	As per list enclosed
4	Last date and time of submission of tender	04.06.2022 up to 2.00 PM
5	Date and time for Opening of Tender	04.06.2022 at 2:30 P.M.
6	Tender fees	Tender fee of Rs. 1000/- only in the form of Demand Draft in favour of the Principal, Gauhati Medical College, Guwahati payable at Guwahati to be submitted in Technical Bid.
7	Service to be Provided	Supply of Office Stationary articles at the Office of the Principal, Gauhati Medical College, Guwahati-32 premise at Guwahati-32.
8	Period/Extension of Contract	12 months from the date of signing the contract.
9	Validity of tender offers	180 days from date of opening of prequalification-cum-technical bid.

10	Bid security	Rs. 20,000/- only in the form of Demand draft in favour of Principal, Gauhati Medical College, Guwahati. As per Govt. Notification no. MI.64/2020/57 dated 29/01/2022 startups registered in Assam shall be eligible to avail the 50% exemption from payment of Earnest Money .
11	Performance Security	5% of the individual L1 rate as performance security in the form of Demand draft or Bank Guaranty in favour of Principal, Gauhati Medical College, Guwahati covering the warranty period.

IMPORTANT INFORMATION:

The Principal, Gauhati Medical College, Guwahati has a requirement of Office Stationary articles for its day to day official & Hostel use.

In this regard. The Principal, Gauhati Medical College, Guwahati is interested in undertaking the process of engagement of firms of Office Stationary articles for the FY 2022-23.

1. Scope of Work :

The order quantity may be based on the requirement of the Office of the Principal, Gauhati Medical College Guwahati Office Stationary articles **shall** be delivered at office premise or at concerned deptt./hostel of the Principal, GMC, Narakasur Hill Top, Guwahati-32 FOR destination.

2. Eligibility Criteria

The bidder should be bonafide. Which shall mean an entity:-

- Having a valid Trade license issued by the Competent Authority.
- Having Permanent Account Number (PAN Card),
- Having GST registration Certificate,
- Having minimum annual turnover of Rs. 20.00 lakh in last three preceding year (Certificate of Chartered Accountant declaring annual turnover of the last three years) to be enclosed.
- Income Tax Returns for last 3 (three) F.Y. (2018-19, 2019-20, **2020-21**) certified/ audited by Chartered Accountant.
- Having experience of at least 3 years providing such services (Supply of Office Stationary items to any Central/State Govt. Organization or a large Public Sector Undertaking/Board/Project Mission or reputed private organization in Assam. Copy of Purchase Order/Work Order to be submitted.
- Meeting all other requisites laid down in this Section and elsewhere in the tender document.

(3)

- (h) A notarized self declaration that the vendor has not been black listed/legal suit by the institution of the Central of State Govt./Bank of any financial institution.
- (i) Undertaking to accept Terms and Conditions of the Tender document and to comply with them (on Non- Judicial stamp paper of denomination of Rs. 50/-or Rs. 100/-)

3. Assessment of proposals :

Proposal received will be assessed by a committee constituted for the purpose. The Committee will technically evaluate proposals of eligible suppliers/ contractors (as per criteria) of the Tender Document. Based on profile & track record. Previous experience in carrying out works of similar nature. The Principal, GMC reserves the right to award one or more than one supplier/ contractor for its requirement as per the finalized bidder rates. Terms and conditions and also, to place order for a part item/combination of the quantity offered. The Principal, GMC will award to contract to the Tender whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest Evaluated Tender Price, provided further that the tendered has the capability and the resources to carry out the tender effectively. The contract shall not be **Award merely because the rate quoted is low** but the **competence** of the term in relation to managerial capabilities, sustainability, track record, technical and financial soundness etc. shall be given due consideration and the final decision shall depend all these parameters.

4. Delivery place & period

The items/articles to be supplied FOR at office premise of the Office of the Principal, Narakasur Hill Top, Gauhati Medical College /Concerned Dept./Hostel, Gauhati Medical College,Guwahati-32. Within the time frames set by the Principal, GMC, Guwahati-32. Failing which penalty clauses would be applicable.

5. Other important information :

- (a) Unsatisfactory performance of any bidder in terms of delays, repeated non participation in bids, withdrawing from bids on opening of financial bids resulting in re-tendering of job, etc. can result in dropping the bidder.
- (b) The application should be complete in all respects. Conditional/incomplete applications are liable to be rejected summarily.
- (c) Consortium of Agencies/Sub-Contact of work is not allowed.
- (d) The Principal, GMC, Guwahati will periodically review the performance of the empanelled firm based on the quality of the office stationary articles and services delivery. The Principal, GMC, Guwahati reserves its right to withdraw their empanelment at any time.
- (e) The Principal, GMC, Guwahati will take action as deemed fit in cases of underperformance, submission of erroneous bids, irregularity in participation in the Principal, GMC, Guwahati tender processes/bids, etc. Action taken could include removal of the bidder from the empanelled list.
- (f) The bidder should make available the offered products, if desired, during evaluation of bids for benchmarking of the application submitted.

(Contd-4)

(4)

6. Tax Deduction at Source:

Tax deduction at source shall be governed as per prevailing rules.

7. Penalty Clause:

Penalty in case of undue delay in supply of Office Stationary items, submission of erroneous Office Stationary articles, under performance, could be in the form of deduction from the total amount payable to the supplier/ bidder for the work awarded, A penalty of maximum 5% of valued of the goods for delay in delivery and value of recovery of defective Office Stationary items will be effected unless replacement is not done by equal amount of Office Stationary items.

8. Termination by Default:

The Principal, GMC, Guwahati reserves its right to terminate the contract of any suppliers/ bidders in case of change in the Government procedures or unsatisfactory services.

9. Force Majeure:

Neither party will be liable in respect of failure to fulfill its obligations if the said failure is entirely due to Acts of God. Governmental restrictions or instructions. Natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act. Labour dispute or any breakdown of machinery/services at agencies premises shall not constitute Force Majeure.

10. General Terms & Conditions :

- i. The Tender Bids containing terms and conditions can be obtained from the Office of the Principal, Gauhati Medical College, Guwahati-32 on a payment of non-refundable tender fee Rs. 1,000/- (Rupees one thousand) only in the form of a Demand draft in favour of " The Principal, Gauhati Medical College, Guwahati-32 during working hours/working days. Tenders may be sent by registered post/or may be dropped in Tender Box in this office on or before 04.06.2022 up to 2.00 p.m. The Office of the Principal, Gauhati Medical College, Guwahati-32 **shall not be responsible for any postal delay and bids received after the stipulated date and time will not be accepted.**
- ii. **Original tender document shall be duly filled in, signed and stamped by the bidder or his authorized agent.**

(Contd-5)

- iii. Telegraphic/Telex/Fax/Email and letter head quotations will not be accepted.
- iv. **The bidder shall have no right to modify/alter/amend/delete any terms/conditions mentioned in tender document.** Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.
- v. The tender should be submitted in two separate envelopes, one christening Technical bid (Annexure I to II) and the other as Financial bid (Annexure -III). Both the envelopes should be enclosed in a separate sealed envelope superscripted "Tender for supply of Office stationary articles in GMC for 2022-23." For the supply of Office Stationary articles addressed to the Principal, GMC, Guwahati-32 with the address of the suppliers/contractors/firms establishment on the left bottom hand side of the cover,"
- vi. In case the date of opening of tenders is declared a Govt. holiday, the tenders shall be opened at the same time on the next working day.
- vii. **All documents submitted should be self-attested with seal of the bidder.**
- viii. All pages of the bids including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
- ix. Tenders shall be opened in the presence of tenders or their authorized representative if they wish to attend (only 1 representative) duly supported by authorization will be allowed.

11. Financial Bid:

The Financial Bids must be submitted in the prescribed format in the **(Annexure-III)** in a separate sealed cover kept inside the main cover. The Financial Bids of those tenders who are found **technically compliant** will be opened on a specified date and time to be intimated to the eligible bidders only. The financial bids of the tender who do not qualify in the technical evaluation will not be open. The EMD of the unsuccessful bidders will be returned after signing of the agreement with the successful bidders. A duly constituted Tender Evaluation Committee will evaluate the Commercial Bids. Overwriting / without signature will not be allowed in the Financial Bids.

12. Bid Security (EMD)

Each tender must be accompanied by Bid Security/EMD "in original" for an amount of **Rs. 20,000/- (Rupees twenty thousand only)** in the form of Demand Draft in favour of "The Principal, Gauhati Medical College, Guwahati-32. As per Govt. Notification no. MI.64/2020/57 dated 29/01/2022 startups registered in Assam shall be eligible to avail the 50% exemption from payment of Earnest Money .

(Contd-6)

The Principal, GMC, Guwahati-32 EMD should be valid up to 6 months starting from the last date of submission of Tender.

- ii. The Bid Security shall be valid and remain deposited with the Indenter for the period of forty-five days beyond the final bid validity period.
- iii. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason.
- iv. No interest shall be payable by the Indenter on the Bid Security.
- v. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
- vi. If the successful Bidder fails to furnish the Performance Security (as required **under Rule 171, General Financial Rules, 2017**) then the Bid Security (EMI) shall be liable to be forfeited.

13. Performance Security

- i. The successful bidder shall furnish Performance Security' for **5% of the individual L1 rate** to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of communication from **the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** informing "Acceptance of Bid-.
- ii. The Performance Security shall remain valid for a period covering the warranty period.
- iii. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- iv. The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligations.
- v. The Performance Security shall be furnished in the form of a **Demand** draft or Bank Guarantee in favour of "**the Principal, Gauhati Medical College, Guwahati-32. payable at Guwahati.**
- vi. Performance security will be forfeited in case of failure to comply with contract condition/dissatisfaction services.

14. Communication Of Acceptance

Acceptance of tender by the Indenter will be communicated by registered letter/speed post/cable/telex/fax/e-mail or a formal letter of 'Acceptance of Bid' or 'Work Order' informing amount of Performance Security to be deposited. Commencement of work will be made only after deposit of Performance Security.

15. Disclaimer

The near relatives of employees of **the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) The one is related to the other in the manner as father. mother. sons(s), son's wife (daughter-in-law). Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in-law)
- (c) Their husband and wife.

(Contd-7)

16. Indemnification

The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third party claims.

The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same including all expenses and court and legal fees.

The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim. And shall at no time admit any liability for or express any intent to settle the claim. Final payment to the Bidder/Supplier by the Indenter will not be made while any such suit or claim remains unsettled.

17. Payment Terms and Conditions:

The term 'payment' mentioned in this part includes all types of payment due to the contractor arising on of this contract **excluding Earnest Money and Security Deposit governed by separate clauses of the contract.**

- All payments shall be credited to the bank account of the contractor subject to availability of Fund after the supply of the specific work order is completed. No interest or penalty would be paid by **the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** in case of delay in payment due to official reasons.
- No payment shall be made in advance or that shall any loan from any bank or financial institutions be recommended on the basis of the order of Award of work.

18. Arbitration

All disputes and differences arising out of, or in any way concerning this agreement (except those. the decision whereof is otherwise. Hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32. The award of the arbitrator so appointed shall be final and binding on both the parties.

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by speed post, email, -or facsimile to such Party i.e. the Indenter or Bidder.

Signature of the Bidder
(Authorized Signatory)

Witnesses: -

1.

2.

1. Name of Firm : _____
2. Address for Correspondence: _____
3. TeleNo. /FaxNo. and E-mail address: _____
4. Person responsible for conduct of business: _____
5. PAN No.: _____
6. GST No/TIN No.: _____
7. 3 years Annual Turnover: 2019-2020 _____
2020-2021 _____
2021-2022 _____
8. 3 years ITR from IT Department _____
9. A) Whether any work of Govt. or Semi Govt. Dept. /Board/ Project Mission of Reputed private Organization has been done in previous Year Y/N
B) If yes, furnishes full details (along with copy of work order/ agreement etc. with list)
10. Original tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder. Additional information
11. Court Fee Stamp of Rs. 8.25/- _____
12. Tender fee of Rs. 1000/- (non refundable) _____
13. Valid Trade License from Local Municipal Body/GMC.
14. Bid Security (EMD): Demand Draft in favour of "The Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32 payable at Guwahati (Details of Demand draft attached).
15. A notarized self declaration that the vendor has not been black listed/legal suit by the institution of the Central of State Govt./Bank of any financial institution.
16. Undertaking self declaration to terms and conditions of the tender document (Non-Judicial Stamp Paper 50/- to 100/-).

I _____, proprietor/partner/Authorized Signatory of (name of the company/firm) hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

N.B.: enclosed all the supporting documents serially as mentioned above

Dated:

Signature with Stamp:

Place:

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 Office Stationary articles duly recognized by the Govt. of India/State Govt./Any other reputed Public Institution/Body have examined the above-mentioned tender document including amendment/corrigendum (if any) the receipt of which is hereby confirmed.
2. I/We do hereby offer to supply the Office Stationary articles at the prices and rates mentioned in the price bid. **The delivery at "the office of the Principal, Gauhati Medical College, Guwahati" or any Different Dept. & Hostels of Gauhati Medical College venue of shall be made free of cost at the time specified.**
3. I/We agree to abide by my/our offer for a period of 180 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 & conditions if this tender enquiry. In case any condition put forth by us is against the terms & 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, Gauhati Medical College, Narakasur Hill Top, Guwahati-32"** shall be final binding on me/us.
7. I/We hereby undertake that none of my relative (s) as defined in Disclaimer Clause (15) is/are employed in **" Office of the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32"**

SIGNATURE OF BIDDER
(PROP. / PARTNER/ Authorized Signatory)
Name & Address with Seal of the firm

Financial Bid:

Sl.No.	Name of Article	Technical specification	Pack size	Rate per unit without GST	GST in percentage (%)	Total rate with GST

SIGNATURE OF BIDDER
(PROP. / PARTNER/ Authorized Signatory)
Name & Address with Seal of the firm