

**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.-VII/18,

Dated: 03-11-2020

NOTICE INVITING FOR TENDER

Sealed Tenders are invited from the intending Supplier/Manufacturer/Accredited Dealers for **supply of Stationary items required for Mini Medical Store** under the Annual Rate Contract Basis, HMS, Gauhati Medical College Hospital, Guwahati.

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 paisa) 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	11/11/2020	11.00 AM	Office of the Superintendent, Gauhati Medical College Hospital, Guwahati-32	
2.	Tender will be received by under signed	13/11/2020	2.00PM	23/11/2020	2.00PM-
				Office of the Superintendent, Gauhati Medical College Hospital, Guwahati-32	
3.	Technical Bid Opening	25/11/2020	11.00 AM		

1. Brief Schedule

Sl No.	Description (Name of the Tender)	Bid Security (E.M.D.)	Delivery/ Installation schedule/ Completion period	Tender fees in Rs.	Eligibility
1.	Supply of Stationary items required for Mini Medical Store under the Annual Rate Contract Basis,HMS, Gauhati Medical College Hospital, Guwahati.	30,000/- (Thirty thousand only)	15 days,	Rs.1,000/-	Manufacturer/ accredited Dealer

All other relevant information and the detailed Bid Documents are available on website **www.gmchassam.gov.in** and can be viewed from 05-11-2020. Bidders may also download the bid documents from the dedicated website and submit the bid against a demand draft amounting Rs. 1000/- (Non refundable) (One 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

Dated: 03/11/2020

Memo **No. MCH/HMS/ARC/2016-17/170/Pt.-VII/18-A,**

Copy forwarded for information to:-

1. The Principal Secretary to the Govt. of Assam, Health & FW Dept., Dispur, Guwahati-06
2. The Director of Medical Education, Sixmile, Khnapara, Guwahati-22
3. The Principal -cum -Chief Superintendent & Chairman, Ex. Committee, HMS, GMCH.
4. The Director of Information & Public Relation of Assam with the request to publish the Notice Inviting Tender in 2 (two) widely circulate News Papers of Assam.
5. Dr. Amulya Hazarika, Deputy Superintendent cum In Charge, Mini Medical Store, GMCH
6. The F& AO, GMCH, Guwahati-32
7. Notice Board, website: www.gmchassam.gov.in
8. Office file.


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

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Annexure: I


List of Stationary Items required for Mini Medical Store, GMCH, Guwahati

Sl No.	Name of Items	Items Descriptions with Technical Specification (Pack Size: Per Pkt/Per Bundle/ Per Nos./Per Dista to be quoted - wherever applicable)	Basic rate without GST in figures to be entered by the Bidder per (Pack Size: Per Pkt/Per Bundle/ Per Nos./Per Dista - wherever applicable)	Rate of GST	Total Amount with GST	Total Amount in Words with GST
1	Binding Books	Size: No. 12 Paper: Cream Wove, Page: 120 Quality: Rolling Khata, Pakka Binding				
2	Binding Book	Size: No.24, Paper: Cream Wove, Page: 212 Quality: Rolling Khata, Pakka Binding				
3	Leather Binding Books	Size: No.30 Paper: Cream Wove, Quality: Rolling khata Pakha Binding.				
4	Leather Binding Books	Size: No.40 Paper: Cream Wove, Page:405 Quality: Rolling khata Pakha Binding.				
5	Torch Light Battery	Branded, Size: Medium				
6	Torch Light	Branded,Size: Medium				
7	Torch Light Battery	Branded,Size: Big				
8	Remote Battery	Branded, Size:AAA				
9	Pecil Battery	Branded, Size:AA				
10	Carbon Paper (Branded)	Good Quality				
11	A4 Paper (Branded)	Net Wet 2.18 Kg				
12	Legal Paper (Branded)	Net Wet 2.18 Kg				
13	Note Sheet	Good Quality				
14	Dista Paper	Per Ream 20 Dista, Good Quuality				
15	Plastic Bucket, Branded	Size:16 Ltrs.				
16	Plastic Mug, Branded	Size: 200 ml.				
17	DMP Printer Paper	Brahmputra				
18	File Cover	Good Quuality				
19	File Cover - Four side Folded	Good Quuality				
20	File Board	Good Quuality				

21	Stapler Pin	Size: No. 24, Good Quility				
22	Stapler Pin	Size: No. 10, Good Quility				
23	Gum Liquit	Size: 200 ml , Good Quility				
24	Gum Liquit	Size: 500 ml, Good Quility				
25	Glue Stick	Size; 15gm				
26	Attendance Register	Size: No. 10 , Good Quality, Pakka Binding				
27	Peon Book	Size: No. 5, Good Quality, Pakka Binding				
28	Stamp Pad	Good Quuality				
29	Marker Pen	Size: Small				
30	Marker Pen	Size: Big				
31	Tailor Scissor, Branded	Size: No.10				
32	Tailor Scissor, Branded	Size: Small				
33	Door Mat	Size: Medium & Rubber				
34	Door Mat	Size: Big & Rubber				
35	Door Mat	Size: Big & Coir				
36	Door Mat	Size: Medium & Coir				
37	Lock & Key	Size: Big				
38	Lock & Key	Size: Medium				
39	Thread	Per pcs Good Quality				
40	Niddle	Good Quality				
41	Sewing Mechine's Oil	Size: Medium Bottle, Good Quality				
42	Dustbin Foot Press	12Ltr Branded & Good Quality				
43	Dustbin Foot Press	10Ltr Branded & Good Quality				
44	Hawai Chappal	Size: 7,8 & 9 Branded & Good quality				
45	Note Sheet	Good Quality				
46	Tag	8inc Good Quality				
47	Tag	12inc Good Quality				
48	Room Freshner	Good Quality				
49	Alpine	100gm Good Quality				
50	Whitener Eraser	Good Quality				
51	Stapler Mechine	Size: Big Good Quality				
52	Stapler Mechine	Size: Small Good Quality				
53	Calculator	Size: Big Good Quality				

54	Calculator	Medium, Good Quality				
55	Bond Paper	100Sheet Per PKT,Good Quality				
56	UV Water Purifiar System	Capacity- 15ltrs, Branded & Good Quality With a Minimum Warrenty 01 year				
57	Envelope	Size: Big,Good Quality, Per 100pcs				
58	Envelope	Midium ,Good Quality, Per 100pcs				
59	Water Filter	Plastic, Good Quality				
60	Water Filter	Steel ,Good Quality				
61	Weight Presser	Per pcs				
62	Chair Cushion	Size: 2ft x 2ft , Good Quality				
63	Paper Bucket	Good Quuality				
64	Clip Board	Good Quuality				
65	Plastic Bag for CS Kit	Good Quuality				
66	Lock & Key	Medium				
67	Liquied Soap	100gm				
68	Branded Bath Soap	Net Wt- 65g				
69	Branded Detergent Powder	Net Wt- 90g				
70	Branded Detergent Soap	Net Wt- 150g				
71	Ball Pen	Red & Blue				
72	Weight Machine, Branded	Capacity- 130kg				
73	White Board Marker	Good Quality				
74	Bleaching Powder	25kg Per Bag				
75	Phenyl	5ltr. Per jar				
76	Citronolla	5ltr. Per Jar				
77	Harpic	500grm				
78	Mopper	Good Quuality				
79	Weeper	Good Quuality				
80	Hand Brush	Good Quuality				
81	Belcha	Good Quuality				
82	Phul Jharu	Good Quuality				
83	Acid (Powder)	Good Quuality				
84	Punching Machine	Size: Big , Good Quality				
85	Punching Machine	Size: Medium, Good Quality				

86	Plastic Scale	Size: 1 Fit , Good Quality				
87	High lighter	Various colour, Good Quality				
88	White Board	Size: Big, Good Quality				
89	Pencil Box	Size: 1 Dozen Pkt, Good Quality				
90	Seal Pack	Size: 1.6 inch, White & Brown Colour, Good quality				
91	Plastic Rassi Role	Good Quality				
92	Clip File	Size: Big				
93	Electric Cattle	Size: Medium, Good Quality				
94	Chalk Pencil	Good Quality, 20Pencils in Box				
95	Duster Erasers	Good Quality				


Superintendent
cum
Member Secretary
Gauhati Medical College Hospital,
Guwahati-32

Annexure II (Format for Technical Bid)

Sl No.	Name of Items & Specification	Pack Size	Technical Specification (If any)
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Annexure III (Documents required for Technical Bid)

Sl No.	Name of the Firm	Documents Required	Submitted or Not	Remarks
		1. Valid Trade License of total manufacture made - Nil		
		2. Valid VED Registration Certificate -		
		3. Valid FSSAI License -		
		4. Performance Certificate from the Government of India instituted, including copies of supply order in favour of bidder		
		5. Financial statement -		
		6. VED accounting in Rs. 10,000.00 order for Rs. 100.00		
		7. Corporate documents for both political and non-political		

Annexure IV (Format for Price Bid)

Sl No.	Name of Item & Specification	Pack Size	Rate	Date of L1 /	Amount Sanctioned of L1
			\$ exclusive of GST		

Superintendent

Costs

Director, Government of India

Central Medical College, Government

Delhi

Terms & Conditions as follows:**For Supply of Stationary items required in Mini Medical Store under the Annual Rate Contract Basis, HMS, GMCH, 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 warranty 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. 30,000/- (Rupees thirty 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. 30, 000/- (Rupees thirty 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 15 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 field 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 renders 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. Supply order will be placed at time to time according to requirement. The items are to be supplied at the site.
29. In case a proposal is accepted the firm shall sign an agreement with the while entry is to the rate contract.
30. While submitting the tender document the tender should specifically sign on each page of tender document.
31. The Hospital authority reserve to impose any other condition for regulating the contract in the public interest.
32. 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.
33. 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.
34. 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 representation 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

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Annexure –II [Format for Technical Bid]

Sl No.	Name of Items & Specification	Pack Size	Technical Specification (If any)

Annexure –III [Document required for Technical Bid]

Sl No	Name of the Firm	Documents Required	Submitted or Not	Remarks
1	1. Valid Trade License of local municipal body/GMC 2. Valid GST Registration 3. PAN Card No. 4. Copy of ITR for last 3 years 4. Performance certificate (previously supplied in Govt. Institution) including copies of supply order in favour of bidder. 5. Court fees of Rs. 8.25 6. EMD amounting to Rs. 30,000.00 7. Tender fee Rs. 1000.00 8. Separate envelope for both technical and price bid.		

Annexure –IV [Format for Price Bid]

Sl No.	Name of Item & Specification	Pack Size	Rate (Exclusive of GST)	Rate of GST (%)	Amount (Inclusive of GST)



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