

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

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

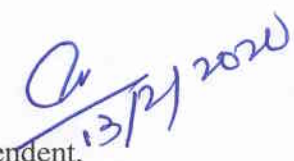
**NOTICE INVITING TENDER**

Sealed tender affixing court fee stamp of Rs. 8.25 (Rupees Eight and Paisa Twenty Five) only is invited from intending supplier/reputed & authorized dealer/manufacture for supply of **Non Scheduled Forms and Non Woven Bags** for computerized registration service, billing service, investigation reporting etc. along with necessary documents as per the Govt. rule submitted to the Office of the undersigned.

**Tenders will be received by the undersigned on 04/03/2020 upto 2.00 PM.**

**Date of pre bid meeting on 23/02/2020 at 01.00 PM**


Terms & condition may be obtained from the office of the undersigned during office hours from 10.00 A.M. to 2.00 P.M. on payment of Rs. 2000/- (Rupees two thousand) only by way of Demand draft from any nationalized bank of India in favour of Member Secretary, Hospital Management Society, GMCH or may be downloaded from the website <http://gmchassam.gov.in>. Those download the tender documents from the website should enclose the Demand Draft of Rs. 2000/- (Rupees Two Thousand) only. The tender documents are non transferable.

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

Memo No.MCH/HMS/Store/2020/228/  
Copy forwarded for information to:-

Dated: 13/02/2020

1. The Principal Secretary to the Govt. of Assam, Health & FW Deptt., Dispur, Guwahati-06
2. The Director of Medical Education, Sixmile, Khnapara, Guwahati-22
3. The Principal-Cum-Chief Superintendent, GMCH and 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. The Chairman, Purchase Committee, GMCH, Guwahati-32
6. The Member-Secretary, Purchase Committee, GMCH, Guwahati-32
7. Concerned Members, Purchase Committee, GMCH, Guwahati-32
8. Notice Board.
9. Office file.

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

**Terms & Condition:**

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. The inner label as well as label on the each cover/carton shall bear conspicuously to wards, "HOSPITAL SUPPLY. NOT FOR SALE" and bolder that those already printed on the label. The above caption shall run from the lower left corner to the top right hand corner. The tab/Cap/bottle etc. should have mark of " Hospital Supply , not for sale."
9. Bid Guarantee and Security
  - (a) The tender must be accompanied with refundable earnest money of Rs. 100,000/- (Rupees one lakh) only in a lump sum amount in the form of Demand Draft/Banker's Cheque/Fixed Deposit receipt in favour of 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. 50, 000/- (Rupees Fifty 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.

10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. The bidders should enclose latest Tender Specific original authorization certificate from the original manufacturer or its Indian firm with the technical bid, failing which the tenders are liable to be rejected straightway. The bidder must be dealing in system packs for auto-analyzers.
17. 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.
18. The rates shall not be finalized after exhibiting /demonstration of the materials, if required by the Technical Scrutiny Committee/Purchase Committee.
19. 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.
20. 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.



21. 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.
22. 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.
23. **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 upto their satisfaction and according their specifications and subject to availability of fund..
24. TDS and other applicable taxes as per prevailing rates will be deducted at the time of making the payments.
25. No advance payment will be made any case.
26. Supply be made from the latest batch of production with the maximum lift period & original packing.
27. No revision is rate (On higher size) will not be accepted during the contract period.
28. No payment will be made for unsatisfactory supply.
29. Supply should be made in full the order and shortage will be procured on the Wisk & cost of the supplier.
30. Supply order will be placed at time to time according to requirement. The items are to be supplied at the site.
31. In case a proposal is accepted the firm shall sign an agreement with the while entry is to the rate contract.
32. While submitting the tender document the tender should specifically sign on each page of tender document.
33. Photocopy of the price list and price in spiral binding will not be accepted.
34. Authorization Certificate from the Principal is mandatory of the Rate Contract proposal is submitted by authorized stockiest/dealers.
35. The Hospital authority reserve to impose any other condition for regulating the contract in the public interest.
36. 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.
37. 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.
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-representation shall be considered after opening the financial bids except requiring any information by this office.

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