

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

No. MCH/HMS/2023/316/103,


Dated: 07/09/2024

**NOTICE INVITING TENDER**

Sealed tenders affixing court fee stamp of Rs. 8.25 (Rupees Eight and Paisa Twenty Five only) are invited from intending accredited authorized dealer for NABL calibration of Equipments under Department of Microbiology, Gauhati Medical College & Hospital with an amount of **INR 2,000/-** (in the form of DD in favour of the TIA) is to be submitted as EMD/Bid Security. The tenders documents can be downloaded from [www.gmchassam.gov.in](http://www.gmchassam.gov.in) from 07/09/2024 (16:00 hours).

- **Pre-bid meeting:** 10/09/2024 at 13:00 hours.  
Address: Office of the Superintendent, Gauhati Medical College Hospital, Ghy.-32.
- **Bid submission start date:** 17/09/2024 at 14:00 hours.
- **Bid submission last date:** 21/09/2024 at 14:00 hours.
- **Bid opening date:** 21/09/2024 at 16:00 hours.

The Superintendent cum Member Secretary, GMCH reserves the right to reject all or any tender without assigning any reason and is not bound to accept the lowest rate.


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

**Dated: 07/09/2024**

**Memo No. MCH/HMS/2023/316/103-A**

Copy forwarded for information to:-

1. The Director of Medical Education, Sixmile, Khanapara, 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 Notice Inviting Tender in 2 (two) widely circulated News Papers of Assam and of India.
4. The HOD Microbiology, GMCH, Guwahati – 32.
5. The Financial Advisor, GMCH, Guwahati-32
6. Notice Board, website: [www.gmchassam.gov.in](http://www.gmchassam.gov.in)
- ✓ 7. Office file.

  
Superintendent cum Member Secretary  
HMS, Gauhati Medical College Hospital  
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**Annexure- I [Format for Price Bid]**


Sl. No.	Name of Equipment	Rate (Exclusive of GST)	Rate of GST (%)	Amount (Inclusive of GST)



Superintendent cum Member Secretary  
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## Annexure- II

SL. No.	Equipments
1	Centrifuge
2	Bacteriology Incubator
3	Biosafety Cabinet
4	Vortex
5	Digital Timer
6	Digital Thermometer
7	Digital Thermo Hygrometer
8	MicroPipette (Single Channel)
9	MicroPipette (Multi channel)
10	Autoclave (Vertical)
11	Hot Air oven
12	Water Bath
13	Laminar Air Flow
14	Electronic Balance
15	BOD Incubator
16	VDRL Rotator
17	Refrigerated Micro Centrifuge
18	pH Meter
19	Air Purifier
20	Mini Spin

  
Superintendent cum Member Secretary  
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**Annexure: III**

**Terms & Conditions as follows:**

Authorized dealer for NABL calibration of Equipments under Department of Microbiology,  
Gauhati Medical College & Hospital.

1. The envelope containing the tender as well as subsequent communications should be addressed and deliver

**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.

**Eligibility:**

1. The company party for tender should be NABL certified. The company should have all requisite documents and provide the scope of NABL accreditation along with the laid documents.
2. The party should have their calibration laboratory in Guwahati.
3. Duration of contract will be 2 years with provision of one year extension subject to satisfactory performance and mutual consent.
4. They have to declare their scope of services that are NABL certified with documentary evidence.
5. The Documents required along with the Technical Bid:-
  - a. PAN NO.
  - b. GST Registration certificate.
  - c. Valid firm registration.
  - d. NABL Certificate.
  - e. ITR for last 3 (Three) financial years.
  - f. Scope of NABL certified services.
2. Copy of Registration certificate, a copy of GST number along with last three years (2021-22, 2022-23 & 2023-24) 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 tender documents must be submitted in two parts (i) Technical bid (ii) Financial bid separately in the dedicated website of [www.gmchassam.gov.in](http://www.gmchassam.gov.in). Further, sealed Hard Copy of the Technical Bid along with EMD and Financial bid must be submitted in the Tender Box separately in due time period. All documents required as per terms and conditions should be enclosed with technical bid only. Tenders not received in specified manner will be rejected.
8. Earnest Money and Performance Security




- (a) The tender must be accompanied with refundable earnest money of **Rs. 2,000/- (Rupees Two Thousand)** (in the form of DD in favour of the TIA) is to be submitted as EMD/Bid Security. Earnest money in other form will not be accepted..
- (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 Tender process.
- (f) In case the successful bidder is found in breach of any condition/tender at any stage, performance security money 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 is 7 days** from the date of placing the order. 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. Any request for increase in the approved rates will not be entertained for any reason during the contract period and the items required to be supplied by the contractor should strictly be in accordance with the sample approved.
12. The services shall not be considered delivered until it is approved & received by the competent authority as defined from time to time by the purchase committee.
13. 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.
14. 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.
15. The quantity can be increased or decreased or all together abandoned as per the changed requirement of the department as well as availability of the funds.
16. Undersigned reserves 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.
17. **Payment Schedule** : Payment will be made after receipt of the bill containing certificate from the concerned department that the services completed by the firm is fully upto their satisfaction and according their specifications and subject to availability of fund.



18. TDS and other applicable taxes as per prevailing rates will be deducted at the time of making the payments.
19. No advance payment will be made in any case.
20. No revision in rate (On higher side) will be accepted during the contract period.
21. No payment will be made for unsatisfactory service.
22. Service order will be placed at time to time according to requirement. Services are to be delivered at the site.
23. In case a proposal is accepted the firm shall sign an agreement with the authority while entering in to the rate contract.
24. While submitting the tender document the tender should specifically sign on each page of tender document.
25. The Hospital authority reserve to impose any other condition for regulating the contract in the public interest.
26. 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.
27. **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.**
28. The listed mentioned services are related to patient care service. As such, single bidder price rate shall also be accepted as L<sub>1</sub> rate if The Financial Committee agrees that the rate is justified.
29. 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.
30. Bidders who seek to appeal against any decision, action or omission regarding this particular tender may do so to the first and second appellate authority as mentioned below:

First Appellate Authority	Second Appellate Authority
Dr. Abhijit Sarma, Superintendent cum Member Secretary, Executive Committee, Hospital Management Society, Gauhati Medical College Hospital, Bhangagarh, Guwahati – 781032. e-mail: superintendentgmch@gmail.com	Dr. Achyut Ch. Baishya, Principal cum Chief Superintendent and Chairman, Executive Committee, Hospital Management Society, Gauhati Medical College Hospital, Bhangagarh, Guwahati – 781032. e-mail: gmch-asm@nic.in

**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