

GOVT. OF ASSAM
OFFICE OF THE HOSPITAL MANAGEMENT SOCIETY: GAUHATI
MEDICAL COLLEGE HOSPITAL, GUWAHATI-32.

NOTICE INVITING TENDER

Sealed tenders affixing court fee stamp of Rs. 8.25 (Rupees Eight and paisa Twenty Five) only are invited from intending supplier/reputed & authorized dealer for supply of various Stationary Items required for GMCH under Annual Rate Contract basis.

Tenders will be received by the undersigned on 17.07.2019 up to 01:00 P.M.

Terms & condition may be obtained from the office of the undersigned during office hours from 27.06.2019 to 17.07.2019 on payment of Rs. 1000/- (Rupees One Thousand) only by way of Demand Draft in favour of Member Secretary, Hospital Management Society, GMCH or may be downloaded from the website <http://gmchassam.gov.in>. Those who download the tender documents from the website should enclose the Demand Draft of Rs.1000/-(Rupees One Thousand). 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/2019/215/10

Dated. 26.06.2019

Copy forwarded for information to:-

1. The Principal Secretary to the Govt. of Assam, Health & F.W. (B) Deptt., Dispur, Guwahati-6.
2. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22
3. The Principal-cum-Chief Superintendent, GMC&H and Chairman Ex. Committee, HMS, GMCH.
4. The Director of Information and Public Relation, Govt. of Assam, with the requested to publish the Notice Inviting tender in 2 (two) widely circulated news paper of Assam.
5. Office file.

Superintendent
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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 Firm Registration certificate, a copy of GST number along with latest income tax & sales tax clearance certificate should be attached with the technical bid.
3. Conditionals & telegraphic tenders shall not be accepted at any cost.
4. The rates should be quoted at exclusive 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.
5. 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.
6. Bid Guarantee and Security
 - (a) The tender must be accompanied with refundable earnest money of Rs. 10,000/- (Rupees Twenty Thousand) 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 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. 30000/- 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. Performance Security will be forfeited in case of non compliance of the terms and condition as per bid documents.
 - (e) Earnest money deposited by unsuccessful bidders will be refunded after completion of tender process. EMD submitted by successful bidder will be refunded on submission 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/ laws shall be initiated against the agency concerned. In that case, EMD/ Performance Security shall be forfeited after giving proper opportunity through show cause notice
7. 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.

8. All quotation /tenders should be deemed valid for at least one year from the date of opening of Price bid of the tenders. However, the same can be extended for an another period of 01(one) year or till the finalization of new tender whichever is earlier subject sole discretion of authority of GMCH.
9. 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.
10. 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.
11. The supply must be completed satisfactory within the stipulated period, failing which the Store Purchase Officer/Chairman purchase committee reserve the right to cancel the purchase order.
12. 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.
13. The rates shall not be finalized after exhibiting /demonstration of the materials, if required by the Technical Scrutiny Committee/Purchase Committee.
14. 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.
15. 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.
16. 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.
17. **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.
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 any case.
20. No revision is rate (On higher size) will not be accepted during contract period.
21. No payment will be made for unsatisfactory supply.
22. Supply should be made in full the order and shortage will be procured on the Wisk & cost of the supplier.
23. Supply order will be placed time to time according to requirement. The items are to be supplied at the site.
24. In case a proposal is accepted the firm shall sign an agreement with the while entry is to the rate contract.

25. While submitting the tender document the tender should specifically sign on each page of tender document.
26. The bidder should enclose the duly filled format as **Annex-I & Annex-II** in technical bids.
27. The bidder should quote the rate as per format as **Annex-III** in price bid.
28. The Hospital authority reserve to impose any other condition for regulating the contract in public interest.
29. 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.
30. 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.
31. 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
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-cum-
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Annexure –I format for Technical bid


Sl. No.	Name of Item	Make	Pack size	Technical specification (If any)

Annexure- II Document required for Technical bid

Sl. No.	Name of the firm	Document required	Submitted or not	Remarks (If any)
1	1) Valid Trade License of local municipal body/GMC. 2) Valid GST Registration 3) Copy of ITR for last 03 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. 2000.00 7) Separate envelope for both technical and price bid.		

Annexure- III Format for Price bid

Sl. No.	Name of Item	Pack size	Rate (exclusive of GST)	Rate of GST (%)	Amount (Inclusive of GST)


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List of Stationary Items

Sl. No.	Name of Item
1.	Hand wash Soap (125 gm Bar) Lifebuoy, Dettol (75 gm)
2.	Bar Soap (200 gm) ,Branded & good quality
3.	Detergent powder (200 gm & 500 gm), Branded & good quality
4.	Leather Binding Book (30 no) (Good Quality)
5.	Binding Book (24 no. & 12 no.) (Good Quality)
6.	Battery (Torch Light) Big/ Medium (Good Quality)
7.	Carbon paper (Kores)
8.	A4 paper (JK) net wet 2.18 kg per pkt
9.	Legal paper (JK) net wet 2.18 kg per pkt
10.	Dista paper (per Ream 20 Dista) (Good Quality)
11.	Weight machine (net wet 120 kg) (Good Quality with ISI Standard))
12.	Plastic Bucket (Size- 16 Ltr., Branded & Good Quality)
13.	Plastic Mug (Size- 200 ml., Branded & Good Quality)
14.	DMP Printer paper (Brahmaputra)
15.	File Cover (Good Quality)
16.	File Board (Good Quality)
17.	Stapler Pin (Big and Small) (Good Quality)
18.	Pencil Battery (Eveready or Equivalent)
19.	Remote Battery (Eveready or Equivalent)
20.	Gum Liquid (200 ml & 500 ml) (Good Quality)
21.	Attendance Register (size: 10) (Good Quality)
22.	Peon Book (size: 5) (Good Quality)
23.	Stamp Pad (Kores)
24.	Marker Pen (Black) (Good Quality)
25.	Tailor Scissor (Big) (Good Quality)
26.	Door Mat (Big & Medium Rubber, Coir)
27.	Lock & Key (Big and Medium) (Branded & Good Quality)
28.	Thread (per hundred pic) (Good Quality)
29.	Sewing Machine Oil (Good Quality)
30.	Dustbin Foot Press (Branded & Good Quality), 10 ltr./12ltr.
31.	Hawaii Chappal (size: 7,8 & 9) (Branded & Good Quality)
32.	Note Sheet (Good Quality)
33.	Tag (8 inch & 12 inch) (Good Quality)
34.	Flag (Good Quality)
35.	Alpine (100 gm) (Good Quality)
36.	Whitener Eraser (Good Quality)
37.	Stapler Machine (Big & Small) (Good Quality)
38.	Calculator (Big & Medium) (Branded & Good Quality)
39.	Bond Paper (Good Quality)
40.	UV Water Purifier System (capacity-15 ltrs.)

List of Stationary Items

	Branded & Good Quality with a minimum warranty 01 year,
41.	Envelope (Big & Medium) (Good Quality)
42.	Water Filter (Plastic & Stile) (Good Quality)
43.	Weight Presser
44.	Chair Cushion (Good Quality), Size- 2ft x 2ft
45.	Paper Bucket (Good Quality)
46	Clip Board (good quality)
47	BMW Bucket - Yellow Bucket (Size -60ltr. & 25 Ltrs.) Red Bucket (Size -60ltr. & 25 Ltrs.) Blue Bucket - (Size -60ltr. & 25 Ltrs.) (Branded & Good Quality),

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