



## **TENDER DOCUMENT**

**NAME OF WORK:** **SERVICING & REPAIRING FOR AIR  
CONDITIONER IN VARIOUS WARD, OTS,  
ICU, LABS AND DEPARTMENTS OF DIPHU  
MEDICAL COLLEGE & HOSPITAL, DIPHU  
PIN NO-782460, ASSAM**

**TENDER NO.: SMED/DMCH/AMC&R/2022/107/1567**

**Dated:-28/06/2023**

<b>Date of issue</b>	<b>28-06-2023</b>
<b>Date of Submission of the tender</b>	<b>29-06-2023 to 06-07-2023 till 1.00 PM</b>
<b>Date &amp; Time of Opening of Technical Bid</b>	<b>2.00 PM of 06-07-2023</b>
<b>Date &amp; Time of opening of Financial Bid</b>	<b>Shall be communicated only to the Technical qualified bidders subsequently</b>

(SEAL & SIGN OF THE ISSUING AUTHORITY)



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT**  
**DIPHU MEDICAL COLLEGE HOSPITAL**

*(Under Society for Medical Education, Diphu)*

*Tele No:-0361-299916, e-mail : [principaldiphu@gmail.com](mailto:principaldiphu@gmail.com)*

No. **SMED/DMCH/AMC&R/2022/107/1567**

**Dated:-28/06/2023**

**SHORT TENDER NOTICE**

Sealed Tenders (Two Bid system comprising of Technical Bid and Financial Bid) affixing court fee of **Rs. 8.25 (Rupees eight & twenty five paisa)** only are invited from the intending suppliers/manufacture/firm for Servicing & Repairing of **Air Conditioner** in various ward, OTS, ICU, LABs and departments etc. at Diphu Medical College & Hospital, Diphu. The bidders are requested to submit the tender in separate sheet with seal and signature. The tender documents along with the specification may be downloaded from the office website of DMC&H ([www.dmcassam.in](http://www.dmcassam.in)) and deposit the payment of Rs. 1000/- as tender fee (non-refundable) and Bank Guarantee/ Performance security in EMD of Rs. 5000/- (refundable) in the form of demand draft in favour of Principal-cum-Chief Superintendent, Diphu Medical College & Hospital, Diphu along with the tender documents submit on or before 06/07/2022, 1.00 P.M. The tender will be opened on same date at 2.00 P.M. in the presence of tenderer or their authorized representatives. The tender is to be submitted to the office of the Principal cum Chief Superintendent, Diphu Medical College & Hospital, Diphu on all the working days during office hours.

Sd-

Principal-cum-Chief Superintendent  
Diphu Medical College & Hospital, Diphu, Assam

No. **SMED/DMCH/AMC&R/2022/107/1567-A**

**Dated:-28/06/2023**

**Copy to: -**

1. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22.
2. The DIPR, Assam. He is requested to publish this tender notice atleast two of the leading newspaper of Assam also requested to publish in the local newspaper of Karbi Anglong
3. The Superintendent, DMC&H, Diphu.
4. Notice Board/ [dmcassam.in](http://dmcassam.in) website DMC &H, Diphu.
5. Office copy.

Sd-

Principal-cum-Chief Superintendent  
Diphu Medical College & Hospital, Diphu, Assam

**ANNEXURE - I**

**Documents required:**

1. Performance statement/Experience Certificate including copies of work order from competent authority.
2. PAN card. (photocopy duly attested).
3. GST Registration Certificate
4. Trade License from competent authority. (Photo copy duly attested).
5. Statement IT returned for the last three year.

Sd/-

**Principal cum Chief Superintendent  
Diphu Medical College & Hospital Diphu**

## ANNEXURE - II

### Terms and Condition:

1. Technical and Financial bids in separate envelope are to be submitted together in sealed envelope clearly indicating the Tender Ref. No on the envelope and addressed to the Principal, DMC&H, Diphu.
2. The rates against each items of the enclosed list should be quoted in figures and words and that shall be inclusive of all taxes, etc must be submitted in Financial bid.
3. The cover containing the tender should be super scribed as the “**TENDER FOR SERVICING & REPAIRING OF AIR CONDITIONER IN VARIOUS WARD, OTS, ICU, LABS AND DEPARTMENTS OF DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU**” in block letters.
4. Incomplete and defective tender shall not be accepted.
5. Tender Fee of Rs. 1000/-(one thousand) only and EMD of Rs. 5,000/- (Five Thousand) only in the form of FDR, Demand Draft of schedule Bank valid for one year pledged to the “Principal cum Chief Superintendent, Diphu Medical College & Hospital, Diphu” to be submitted. Any bid from a bidder who fails to furnish EMD will be summarily rejected.
6. The successful bidder must rendered their services promptly during contract period. If there is any breakdown of the AC during contract period it will have to repaired within **24 Hrs of intimation**
7. After the finalization of tender for Servicing & Repairing of Air Conditioner in various wards, OTS, ICU, Labs, Departments, etc. successful bidder will have to execute necessary Deed of Agreement and should be duly register. The Earnest Money will be refunded after the expiry of the contract period.
8. If the successful bidder fail to execute their services, the EMD money shall be enchase and amount will be for fortified.
9. The Servicing & Repairing Contract is for a period of 1 (One) year.
10. The Courts at Diphu shall have the jurisdiction to settle up any/all disputes if arise.
11. Payment will made on submission of bills in triplicate along with the satisfactory report from the concern i/c of the departments period subject to the availability of fund after observing all formalities. Any claim for advance payment will not be entertained. No interest will be paid for late payment (if any).
12. Authority reserves the right for any modification/cancel in the bid documents if required before the tender submission of last date
13. The undersigned reserve the right to accept or reject any or all tender or part thereof without assigning any reason thereof and under no any circumstances, the undersigned is bound to accept the lowest rate of the tender.

Sd/-

**Principal cum Chief Superintendent,  
Diphu Medical College & Hospital, Diphu**

### **Annexure-III**

#### **Format for Technical Bid**

Name of the firm :  
Address :  
Email Id :  
Contact No. :

<b>SL no.</b>	<b>Name of items</b>	<b>Nature of AC</b>	<b>Rate Per AC including tax</b>
1	Servicing & Repairing of Air Conditioner including the cost of gas refilling, cleaning, Compressor, fan motor, copper pipe, capacitor, PCB etc. (Indoor & Outdoor)	Voltas	
		LG	
		Tata	
		Daikin	

Signature of Tenderer

## **Annexure-IV**

### **Check List**

#### **Document Submitted**

- 1 Demand Draft
  - a) Tender Fees (Rs-1000/-) No.....Dtd.....Bank Name.....
  - b) EMD fees (Rs-5000/-) No.....Dtd..... Bank Name.....
2. Performance statement/Experience Certificate including copies of work order from competent authority.
3. PAN card. (photocopy duly attested).
4. GST Registration Certificate
5. Trade License from competent authority. (Photo copy duly attested).
6. Statement IT returned for the last three year

Certified that above documents is true to the best of my knowledge and liable for rejection for if any documents are found to be false..

Signature of Tenderer