



सत्यमेव जयते

TENDER DOCUMENT

**NAME OF WORK: SUPPLY OF STATIONERY ITEMS IN
VARIOUS DEPARTMENTS OF DIPHU
MEDICAL COLLEGE & HOSPITAL, DIPHU
PIN NO-782460, ASSAM**

TENDER NO.: SMED/DMCH/OFFICE ST/2021/065(A)/2016

Dated:-27/07/2023

Date of issue	27-07-2023
Date of Submission of the tender	28-07-2023 to 22-08-2023 till 1.00 PM
Date & Time of Opening of Technical Bid	2.30 PM of 22-08-2023
Date & Time of opening of Financial Bid	Shall be communicated only to the Technical qualified bidders subsequently

(SEAL & SIGN OF THE ISSUING AUTHORITY)



GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL-CUM-CHIEFSUPERINTENDENT
DIPHU MEDICAL COLLEGE HOSPITAL

(Under Society for Medical Education, Diphu)

Tele No:-0361-299916, e-mail : principaldiphu@gmail.com

No. **SMED/DMCH/OFFICE ST/2021/065(A)/2016**

Dated:-27/07/2023

NOTICE INVITATION FOR TENDER

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/manufacturer/firm for Supply of Stationery items in various departments at Diphu Medical College & Hospital, Diphu. The bidders are requested to submit the tender in separate sealed envelop with seal and signature. The tender documents along with the specification may be downloaded from the office website of DMC&H (www.dmcassam.in) and to deposit the payment of Rs. 2000/- as tender fee (non-refundable) and EMD of Rs. 10000/-(refundable) in the form of demand draft in favor of Principal-cum-Chief Superintendent, Diphu Medical College & Hospital, Diphu along with the tender documents to be submitted on or before 22/08/2023, 1.00 P.M. The tender will be opened on same date at 2.30 P.M. in presence of the tenderer or their authorized representatives. The tender are 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/OFFICE ST/2021/065(A)/2016-A**

Dated:-27/07/2023

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 in the two Assamese and one English leading newspaper of Assam.
3. The Superintendent, DMC&H, Diphu.
4. Notice Board, DM&CH, Diphu.
5. Office copy.

Sd/-n

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

ANNEXURE - I

Documents to be submitted:

1. **Dealership/Authorization certificate from manufacturer.**
2. Performance statement/Experience Certificate (previously supplied in Govt. institution/Department) including copies of supply order from the competent authority.
3. I.T. Clearance Certificate/I.T. Return of last three assessment years and PAN card. (photo copy duly attested).
4. GST Registration Certificate and up to date GST Clearance Certificate (photo copy duly attested).
5. Trade License from competent authority. (Photo copy duly attested).
6. A notarized undertaking in stamp paper of Rs.100.00 to the effect that the company/firm/distributor has not been blacklisted.
7. Financial Statement of last 3 Years from C.A is to be closed.
8. Financial sound Certificate from banker is to be enclosed.
9. Affidavit in stamp paper of Rs.100.00 support of tender is to be enclosed in original (duly signed by the Notary public).
10. Original Document is to be shown during opening of technical bid for scrutiny.
11. The bidder shall certify that the rates quoted are the lowest reasonable ones for any institution (Govt. or Private) in the state.

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 Financialbid.
3. The cover containing the tender should be super scribed as **“TENDER FOR SUPPLY OF STATIONERY ITEMS IN VARIOUS DEPARTMENTSOF DIPHU MEDICAL COLLEGE &HOSPITAL,DIPHU”** in blockletters.
4. Incomplete and defective tender shall not be accepted.
5. Tender Fee of Rs. 2000/-(Two thousand) only and EMD of Rs. 10,000/- (Ten 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 tender fees & EMD will be summarily rejected as the purchaser nonresponsive.
6. The authorized Supplier / Distributors or authorized dealers will have to supply the same percent of materials as specified in the supply order. In case of any discrepancy noticed regarding quality/quantity of the materials, the tenderers’ will have to bear the losses for such supply.
7. The work/supply order will be placed as and when requirement arises and payment will made 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).
8. In the event of failure to supply the required materials as ordered in stipulated period, the order will be automatically cancelled and will invite forfeiture of the earnest money.
9. The rates shall be valid for one year from the date of acceptance of the tender.
10. Items have to be supplied within 14 (Fourteen) days from the receipt of supply order.
11. There should be provision for supply immediately in emergency basis as and when necessary.
12. Samples to be submitted during technical evaluation. Technically qualified bids will be taken up for financial bid evaluation.
13. Items supplied should be as per specifications and samples submitted.
14. In case of holiday next working date and time will be the last submission date time of tender.
15. Canvassing in any form will make the tender liable for ejection.
16. Price escalation will not be allowed in any case.
17. The tender should be written neat and clean without any cutting/overwriting/erasing.
18. The Tender documents should be page marked with signature and seal on each page.
19. 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.
20. The Courts at Diphu shall have the jurisdiction to settle up any/all disputes if arises.

21. In case of any of the above mentioned dates being declared as a holiday the Bids will be sold / received / opened on the immediate next working day at the appointed time.
22. Any corrigendum related to this tender may be seen at the official website of the college.
23. Authority reserves the right for any modification in the bid documents if required 7 days before the tender submission last date.
24. In case the bid documents are sent by post or by courier, the time and date of depositing the bid documents at the office is to be as per schedule date of submission. Authority will not be responsible for any postal delay in process of submission of Bids & necessary fees.
25. Payment is to be made on receipt of the consignment with satisfactory certification by the concerned department HOD/In-charge.
26. Tenderer should mention the expiry dates of stationery items where applicable.

Sd/-
Principal cum Chief Superintendent,
Diphu Medical College & Hospital, Diphu

Annexure-III

Format for Technical Bid

SL. No.	Name of the items	Make	Pack size	Technical specification (if any)

Annexure-IV

Format for Financial Bid

SL. No.	Name of the items	Make	Pack size(shall be as per list of items)	Basic Rate (exclusive of GST)	Rate of GST (%) as applicable	Amount (inclusive of GST)

Annexure-V

Check List

Documents Submitted

- 1) Demand Draft
 - a) Tender Fees (Rs-2000/-) No.....Dt.....Bank Name.....
 - b) EMD fees (Rs-10000/-) No.....Dt..... Bank Name.....
- 2) GST Registration Certificate.
- 3) Income Tax clearance Certificate/IT returned of the last three assessment year.
- 4) Trade Licenses
- 5) A notarized undertaking to the effect that the company/firm/distributor has not been blacklisted.
- 6) Financial Statement of last 3 Years from C.A is to be enclosed.
- 7) Financial sound Certificate from banker is to be enclosed.
- 8) Affidavit in support of in original (duly signed by the Notary public).
- 9) Performance statement/Experience Certificate from competent authority is to be enclosed.
- 10) Any other documents and Annexure required as per Tender document
 - a)
 - b)
 - c)
 - d)

Certified that above documents are true & legal as required for the tender.
The original document will be produced at the time of opening /scrutiny of technical bid.

Signature of Tenderer

SL NO.	PARTICULARS	Unit/Pack size
1	A4 Size Paper (Yellow)	500pages/pckt
2	A4 Size Paper	500pages/pckt
3	Attendance Register (Employee)	1 nos
4	Attendance Register (Student)	1 nos
5	Calling Bell	1 nos
6	12 digit Financial Calculator (Casio/Orpat/Citizen)	1 nos
8	Cello Tape (Large)	1 nos
9	Cello Tape (Medium)	1 nos
10	Chalk (Coloured)	1 packet(10x10 units)
11	Chalk (White)	1 packet(10x10 units)
12	Correction Pen (Whitener)	1 nos
13	Cotton Thread (Binding Thread)	1 roll
14	Cutter (Sharpener)	1 nos
15	Dista Paper	1 ream
16	Envelope (A4 Size)	Per Piece
18	Eraser (Rubber)	1 nos
19	File Cover (Hard Plastic/Flat File Cover)	Per Piece
20	File Cover with Board Attached	Per Pair
21	FS Size Paper (75 GSM)	500pages/pkt
22	Ginni Pins/Alpin (Big Flat Head)	1 box containing 100 pcs
23	Glue Stick(small)	Per Piece
24	Gum Bottle (Euro Office Paste) (Make preferably:- Camel/Camlin)	150 ml
25	Plastic Hard Board	Per Piece
26	Highlighter Pen (Different Colours)	Per Piece
27	Long Exercise Book (No.20)	Per Piece
28	Long Exercise Book (No.40)	Per Piece
29	Paper Clips	100 pcs/box
30	Ball Pen (Green) (Make preferably:-Cello Maxriter)	10 pcs/packet
31	Ball Pen (Black) (Make preferably:-Cello Maxriter)	10 pcs/packet
32	Ball Pen (Blue) (Make preferably:-Cello Maxriter)	10 pcs/packet
33	Ball Pen (Red) (Make preferably:-Cello Maxriter)	10 pcs/packet
34	Pencil	10 pcs/packet
35	Permanent Marker (Small Tip) (Make preferably:-Luxor)	Per Piece
36	Permanent Marker (Big Tip) (Make preferably:-Luxor)	Per Piece
37	Punching Machine (Double Hole) (Make preferably:- Kangaro)	Per Piece
38	Punching Machine (Single Hole) SHP-20 (Make preferably:-Kangaro)	Per Piece
39	30 cm Scale (Plastic)	Per Piece
40	30 cm Scale (Wooden)	Per Piece
41	Stamp Pad Ink (Euro) (Make preferably:-Classamate/Camlin)	Per Piece

42	Stamp Pad	Per Piece
43	Stapler Kangaro HD-10 (Small Size)	Per Piece
44	Stapler Kangaro HD-45 (Medium Size)	Per Piece
45	Stapler Pin No.10 (Small)	Per Piece
46	Stapler Pin No.24-6 1M (Medium)	Per Piece
47	Sticky Notes (25mmX75mmX3(1"x3"x3) 120 Sheets)	Per Piece
48	Stock Register (No.20)	Per Piece
49	Stock Register (No.40)	Per Piece
50	White Board Marker (Black)	Per Piece
51	White Board Marker (Red)	Per Piece
52	White Board Marker (Green)	Per Piece
53	Battery AA (Make preferably:-Duracell)	Per Piece
54	Battery AAA (Make preferably:-Duracell)	Per Piece
55	Bleaching Powder (500 g)	Per piece
56	Bucket (Plastic) 20 litre, colour blue, green, yellow	Per Piece
57	1.5v D Cell Non-Rechargeable Battery(Make preferably:-Eveready)	Per pair
58	Battery for transistor radios 6F 22 9 Volt	Per Piece
59	Dettol (500 ml)	Per Piece
60	PVC soft cushion Door Mat (Green Grass Type)	3x5 ft
61	Drinking Glass	Per Piece
62	Dustbin (Small)	Per Piece
63	Eveready LED Torch (Small Size)	Per Piece
64	PVC soft Door Mat (Green Grass Type)	6.5x2 ft
65	Flask (Milton)	1000 ml
66	Glass Cleaner (Colin)	500 ml
67	Good Night Mosquito Coil	Per Piece
68	Hand Wash Liquid (Refill Pkt) (500 ml)	Per Piece
69	Harpic (Sanifresh)	500 ml
70	LED Bulb (9 Watt) (Eveready)	Per Piece
71	LED Bulb (12 Watt) (Eveready)	Per Piece
72	Lock & Key (5 Lever) 50 mm (Make preferably:-Godrej)	Per Piece
73	Lock & Key (6 Lever) 50 mm (Make preferably:-Godrej)	Per Piece
74	Lock & Key (7 Lever) 50 mm (Make preferably:-Godrej)	Per Piece
75	Lysol	500 ml
76	Mopping Stick	Per Piece
77	Odonil	Per Piece
78	Phenyl (Black)	500 ml
79	Phenyl (White)	500 ml
80	Quarter Plates (6 Pcs per Pkt)	1 Pkt
81	Room Freshner (Spray)	Per Piece
82	Scissor (Small)	Per Piece
83	Slippers (Size-7,8,9)	Per Piece
84	Steel Scissor (Big)	Per Piece
85	Surf (500 g)	1 packet
86	Surface Cleaning Cloth (Pocha/Musha Cloth)	Per Piece

87	Cotton Towel (Big Size)	Per Piece
88	Cotton Towel (Small Size) (Hand Towel)	Per Piece
89	Wall Clock(Make preferably:-Ajanta) (32 cm x 32 cm x 3.5 cm, White)	Per Piece
90	Waste Bag (Dustbin Bag) (Small Dustbin Size)	Per kg
91	Waste Bag (Dustbin Bag) (Big Dustbin Size)	Per kg
92	Water Filter candlestick (Milton)	20 L
93	ProdotPrinter Cartridge (No.303/2612/703)	Per Piece
94	Prodot Printer Cartridge (No.88 A)	Per Piece
95	Prodot Printer Cartridge (No.337)	Per Piece
96	Prodot Printer Cartridge (No.388)	Per Piece
97	ProdotPrinter Cartridge (No.925)	Per piece
98	Ribbon Cartridge Epson LX-800 Cartridge	Per piece
99	Cannon Ink GI 790 B (Black)	Per Piece
100	Cannon Ink GI 790 C (Yellow)	Per Piece
101	Cannon Ink GI 790 Y (Blue)	Per piece
102	Cannon Ink GI 790 M (Red)	Per piece
103	TVS Dot matrix printer ribbon (Blue)	Per roll
104	TVS Dot matrix printer ribbon (Black)	Per roll
105	Canon NPG 59 Toner (Black)	Per Piece
106	Stick file	Per Piece
107	San disk pendrive 64 GB	Per Piece
108	Kaspersky anti virus (10 user validity for 1 year)	Per Piece
109	Envelope	Per Piece
110	Cotton paper tag	Per Piece
111	Ceiling fan (Usha/ Havells/ Crompton)	Per Piece
112	LED Torch light Large	Per Piece
113	20W LED Tube light with frame (Phillips/Havells/Crompton)	Each
114	HP Laserjet tonner cartridge 110A	Each
115	HP Laserje ttonner cartridge 137A/W1370A	Each
116	Cannon tonner Cartridge 057	Each
117	HP Officejet pro 8020 tonner multi coloured ink original HP 915 XL	Each
118	Cannon imageCLASS LBP 228x Printer	Each
119	Ledger book no-12	Each
120	Ledger book no-12	Each
121	Table fan (Usha/ Havells/ Crompton)	Per Piece
122	ECG Paper roll, size-210mm x 20 mts	Per Piece

