



सत्यमेव जयते

TENDER DOCUMENT

NAME OF WORK: ANNUAL MAINTENANCE CONTRACT (AMC)
FOR WATER PURIFIER/FILTER/WATER
COOLER etc. IN OPD,IPD, ACADEMIC
BUILDING & HOSTELS OF DIPHU MEDICAL
COLLEGE & HOSPITAL, DIPHU PIN NO-
782460, ASSAM

TENDER NO.:SMED/DMCH/AMC&R/2022/107/2605

Dated:-11/09/2023

Date of issue	11-09-2023
Date of Submission of the tender	12-09-2023 to 03-10-2023 till 1.00 PM
Date & Time of Opening of Technical Bid	2.30 PM of 03-10-2023
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/AMC&R/2022/107/2605

Dated: 11/09/2023

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/manufacturer/firm for Annual Maintenance Contract (AMC) of **Water Purifier/filter/Water Cooler etc.** in OPD, IPD, ACADEMIC BUILDING & HOSTELS of Diphu Medical College & Hospital, Diphu. The bidders are 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 deposit the payment of Rs. 1000/- as tender fee (non-refundable) and 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 to be submitted on or before 03/10/2023, 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 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/AMC&R/2022/107/2605-A

Dated:11/09/2023

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 two of the leading Assamese and one English newspaper of Assam.
3. The Superintendent, DMC&H, Diphu.
4. The Deputy Superintendent for information & necessary action.
5. The Financial Adviser, DMCH, Diphu.
6. Notice Board/ dmcassam.in website DM&CH, Diphu.
7. Office copy.

Sd/-

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

ANNEXURE - I

Documents required:

1. Dealership/Authorization certificate from contractor/firm.
2. PAN card. (Photocopy duly attested).
3. GST Registration Certificate with upto date GST clearance documents.
4. Trade License from competent authority. (Photo copy duly attested).
5. IT returned for the last three assesment year from CA.
6. Affidavit in stamp paper of Rs.100/- in support of tender regarding the acceptance of all the terms & conditions of the tender is to enclosed in original (duly signed by the Notary Public)
7. A notarized undertaking in stamp paper of Rs.100.00 in original to the effect that the contractor/firm/ has not been blacklisted.
8. Performance statement/Experience Certificate engaged in Govt. institutions/ Department including copies of work order.

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 ANNUAL MAINTENANCE CONTRACT (AMC) FOR WATER PURIFIER/FILTER/WATER COOLER IN OPD, IPD, ACADEMIC BUILDING & HOSTELS 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. 5000/- (Thousand) only in the form of 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 & tender fees will be summarily rejected as the purchaser nonresponsive.
6. The successful bidder will have to provide services 24x 7 including manpower during their contract period.
7. The successful bidder must rendered their services promptly during contract period. If there is any breakdown of water purifier/filter/water cooler etc. during contract period it will have to repaired within **12 Hours of informations.**
8. The Annual Maintenance Contract is for a period of 1 (One) Year.
9. **The tenderer may physically visit the site if required.**
10. If the successful bidder fails to execute their services, the EMD money will be will be for fortified.
11. After the finalization of tender for AMC of **Water Purifier/filter/Water Cooler etc.** successful bidder will have to execute necessary Deed of Agreement.
12. The Courts at Diphu shall have the jurisdiction to settle up any/all disputes if arises.
13. Payment will made on half yearly basis on submission of bills along with satisfactory certificate from the Deputy Superintendent/HOD/in-charge of the concerned departments the 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).
14. Authority reserves the right for any modification/cancel in the bid documents if required before 7 (seven) days of the last date of tender submission.
15. 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 Financial Bid

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

SL no.	Name of items	Description	Rate without Tax	Rate including all taxes
1	1. Annual Maintenance Contract of water purifier/filter/water cooler including cost of spare parts.	1.Kent Elite Plus (50 LPH)		
		2.Kent perk cum chiller (40 LPH)		
		3.Kent Elite-2 plus R.O (100 LPH)		
		4.Kent Grand Plus wall mounted (20 LPH)		
		4.Voltas WC PS 60/120 cum R.O water purifier (40 LPH)		
		5. Voltas chiller cum R.O water purifier (40 LPH)		

Seal &Signature of Tenderer

Annexure-V

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. Dealership/Authorization certificate from contractor/firm.
3. Performance statement/Experience Certificate (previously work in Govt. Department/ institutions) including copies of work order from competent authority.
4. PAN card. (Photocopy duly attested).
5. GST Registration Certificate with upto date GST clearance documents.
6. Trade License from competent authority. (Photo copy duly attested).
7. Statement IT returned for the last three assessment year from CA.
8. Affidavit in stamp paper of Rs.100/- in support of tender regarding the acceptance of all the terms & conditions of the tender is to enclosed in original (duly signed by the Notary Public)

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

Seal & Signature of Tenderer