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GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT
JORHAT MEDICAL COLLEGE & HOSPITAL, JORHAT
(Under Society for Medical Education Jorhat)

No. SMEJ/JMCH/031/2009/

Dated Jorhat, the 20th November, 2017

SHORT QUOTATION NOTICE

Short sealed quotations affixing court fee stamp of Rs. 8.25 (Rupees Eight and Paise Twenty Five) only are invited from intending Suppliers/ Traders and Manufacturer for supply of Stationary items (Annexure-I) for Jorhat Medical College & Hospital, Jorhat.

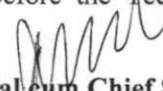
The sealed quotations are to be submitted to the undersigned on or before 11:00 AM of 06.12.2017 and shall be opened on the same day at 12:00 Noon in presence of the questioners or their authorized representatives. Rates of each items are to be quoted separately.

Bidders are also required to submit a non-refundable amount of Rs. 1000/- (One thousand) only by way of Demand Draft to be drawn in favour of 'Jorhat Medical College Hospital Users' Fund, Jorhat' as 'Cost of Document'.

The bidders are requested to comply to the newly implemented GST guidelines of GOI.

Terms & Conditions :

1. Demand Draft for Rs. 1000/- only to be drawn in favour of 'Jorhat Medical College Hospital Users' Fund, Jorhat.'
2. A sum of Rs. 5,000/- (Rupees Five Thousand) shall have to be submitted by way of Demand Draft favouring 'Jorhat Medical College Hospital Users' Fund, Jorhat' as Earnest Money along with the Quotation
3. Financial Ability Certificate from component authority along with minimum turnover of Rs. 10.00 lakhs per annum.
4. Tenderer's must be having prior working experience of not less than three years in Govt./PSO/Private Organization. They shall have to submit Performance Certificate from concerned organization/ Establishment.
5. The tenderer must have executed similar works before and should have minimum supply orders from Govt./PSO/Pvt. Organization of Rs. 10.00 lakhs in the last three years.
6. Registration Certificate of the Firm under Society Act; in case of Society
7. Photocopy of PAN Card/GRN No./TIN No.
8. GST Registration Certificate.
9. All quotations must accompany up-to-date Income Tax and Sales Tax Clearance certificates.
10. All the papers of the quotation must be signed with date.
11. Rates quoted should be inclusive of all taxes if applicable and no taxes will be paid separately by the undersigned.
12. The undersigned reserves the right to accepts or reject any or all the quotations without showing any reasons thereof.
13. The bidders have to demonstrate their quoted items before the Technical Committee when required.

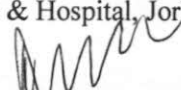

Principal cum Chief Superintendent
Jorhat Medical College & Hospital, Jorhat

Dated Jorhat, the 20th November, 2017

Memo No. SMEJ/JMCH/031/2009/

Copy to :

- 1) The Director of Medical Education, Assam, Sixth Mile, Khanapara, Guwahati-22.
- 2) The Director, Information and Public Relations, Assam, Dispur, Guwahati - 6 with a request for taking up necessary steps of publishing the advertisement in local English and Assamese daily newspapers published from Guwahati and Jorhat in one issue.
- 3) The Deputy Commissioner, Jorhat.
- 4) The Superintendent, JMCH, Jorhat.
- 5) The Member Secretary, Tender Committee, JMCH, Jorhat
- 6) Notice Boards of -
 - a) The Deputy Commissioner's Office, Jorhat.
 - b) The Treasury Office, Jorhat.
 - c) The Office of the Superintendent, Jorhat Medical College & Hospital, Jorhat.
- 7) Office copy / Website.


Principal cum Chief Superintendent
Jorhat Medical College & Hospital, Jorhat

**LIST OF STATIONERY ITEMS FOR USE IN
JORHAT MEDICAL COLLEGE & HOSPITAL, JORHAT**

Annexure-I

Group – A : PAPER PRODUCTS

<i>Sl.</i>	<i>Name of Items</i>	<i>Unit</i>	<i>Basic Rate (in Rs.)</i>	<i>GST</i>	<i>Rate (inclusive of GST)</i>
1	Cartridge / Conquest Paper / Note Sheet (FS Size)	Per packet			
2	Copier Paper A4	Per Reem			
3	Copier Paper FS	Per Reem			
4	Cover File (Big)	Per piece			
5	Cover File (General)	Per piece			
6	Fullscape Paper (Half DFC size)	Per Dista			
7	Guard File	Per piece.			
8	Log Book Register (Hard Bound)	Per No.			
9	Peon Book (Soft Bound) No. 2	Per piece.			
10	Window Envelope	Per 100			
11	Attendance Register (No.2)	Per piece.			
12	Attendance Register (No.4)	Per piece.			
13	ST Paper/Note Sheet (DFC Size)	Per Reem (500)			
14	Brown Paper (Double Demy Size)	Per Reem			
15	Carbon Paper (Big Size)	Per Packet			
16	Carbon Paper (Standard Size)	Per Packet			
17	Cash Book	Per No.			
18	Conference File	Per Piece			
19	Copier Paper A3 (JK/Image)	Per Reem			
20	Copier Paper A5 (JK/Image)	Per Reem			
21	Dak Pad	Per Piece			
22	Double Crown HPC 11.5 kg	Per Dista			
23	Double Crown HPC 13.5 kg	Per Reem			
24	Double Crown HPC 13.5 kg	Per Dista			
25	Double Crown HPC 11.5 kg	Per Reem			
26	Double Crown HPC 21.3 kg	Per Reem			
27	Double Demai HPC-21.3kg	Per Reem			
28	Double Demai HPC-32kg	Per Dista			
29	Double Demai HPC-32kg	Per Reem			
30	Double Demai HPC-18.6kg	Per Dista			
31	Double Demai HPC-18.6kg	Per Reem			
32	Drawing Paper	Per Piece			
33	Engagement Pad	Per Piece			
34	Envelop (Inside Cotton Net) Big	Per 100			
35	Envelop (Inside Cotton Net) Medium	Per 100			
36	Envelop 9"x4.5"	Per 100			
37	Envelop 11"x6"	Per 100			
38	Envelop 8"x12"	Per 100			
39	Envelop 10"x12"	Per 100			
40	Envelop 12"x17"	Per 100			

41	Jacketed File	Per Piece			
42	Register (Big Size upto 200 pages)	Per Piece			
43	Register (No.10)	Per Piece			
44	Register (No.26)	Per Piece			
45	Register (No.40)	Per Piece			
46	Register (No.8)	Per Piece			
47	Window Envelop (Plain) with addressee print	Per 100			
48	Tally Book (No.10)	Per Piece			
49	Tally Book (No.20)	Per Piece			

Group – B : COMPUTERS AND PERIPHERALS

<i>Sl.</i>	<i>Name of Items</i>	<i>Unit</i>	<i>Basic Rate (in Rs.)</i>	<i>GST</i>	<i>Total</i>
1	Blank CD 700 MB	Per piece			
2	Blank CD R/W	Per piece			
3	DVD with Cover	Per piece			
4	Pen Drive 4 GB (Best Brand)	Per piece			
5	Pen Drive 8 GB (Best Brand)	Per piece			
6	Pen Drive 16 GB (Best Brand)	Per piece			
7	Pen Drive 32 GB (Best Brand)	Per piece			
8	Computer Paper 10×12×1(Single sheet)	Per Rm/ pkt			
9	Computer Paper 10×12×2 (Single sheet)	Per Rm/ pkt			
10	Computer Paper 15×12×1(Single sheet)	Per Rm/ pkt			
11	Computer Paper 15×12×1(Double Sheet)	Per Rm/ pkt			
12	Computer Paper 10×12×1 (Double sheet)	Per Rm/ pkt			
13	Computer Paper 10×12×1 (Triple sheet)	Per Rm/ pkt			
14	Computer Paper 10×12×2 (Double sheet)	Per Rm/ pkt			
15	Computer Paper 10×12×2 (Triple sheet)	Per Rm/ pkt			
16	Computer Paper 15x12x1 (Triple sheet)	Per Rm/ pkt			
17	HP Laserjet Ink Cartridge 88A (Original)	Per piece			
18	HP Laserjet Ink Cartridge 88A (Refilled / Recycled)	Per piece			
19	HP Laserjet Ink Cartridge 12A (Refilled / Recycled)	Per piece			
20	HP Deskjet 2520 Model : Colour & BW Ink (No.46)	Per Piece			

21	Dot matrix Printer Ribbon	Per piece			
22					
23	H.P LaserJet 12A Ink Cartridge (Original)	Per piece			
24	Xerox Ink Cartridge (Canon-2002 N)	Per piece			
25	Xerox Ink Cartridge (Canon-IR-2418)	Per piece			

Group – C : GENERAL STATIONERY

<i>Sl.</i>	<i>Name of Items</i>	<i>Unit</i>	<i>Basic Rate (in Rs.)</i>	<i>GST</i>	<i>Total</i>
1	Brown Tape 2”	Per piece			
2	T. Paper Pin	Per set			
3	Pencil (HB)	Per Packet			
4	Eraser (Pencil)	Per piece			
5	Glue Stick (Big) (Camel)	Per No.			
6	Indicator Flag	Per packet			
7	Paper Poker	Per piece			
8	Stamp Pad	Per piece			
9	Stapler H.D. 10	Per piece			
10	Scissor Big	Per Piece			
11	Stapler H.D. 45	Per piece			
12	Tag	Per flock			
13	Batten Holder	Per piece			
14	Binding Clip	Per piece			
15	Black Tap	Per piece			
16	Brown Tape 1”	Per piece			
17	Brush ½ inch	Per No.			
18	Cello Tape Size 2”	Per piece			
19	Cello Tape 1”	Per piece			
20	Clip Board (Straw Board)	Per piece			
21	Clip Board (Transparent)	Per piece			
22	Clip File	Per piece			
23	Gems Clip	Per Packet			
24	Glue Stick (Small)	Per No.			
25	Gum Big size	Per Bottle			
26	Gum Small Size	Per Bottle			
27	Paper Cutter	Per piece			
28	Paper Puncher	Per piece			
29	Paper Weight	Per Piece			
30	Pen Stand with 2 Holder	Per Piece			
31	Pencil (Red & Blue)	Per Packet			
32	Pencil Carbon	Per Packet			
33	Scale Wooden	Per Piece			
34	Sealing Wax (La)	Per Piece			
35	Stamp Ink (Big)	Per Piece			
36	Stamp Pad (Big)	Per Piece			
37	Stapler Pin 10	Per Packet			
38	Stapler Pin 24/6	Per Packet			
39	Calculator (Medium) (CASIO)				
40	Stapler H.D. 24				
41	Marker Pen (Thin)	Per Piece			

42	Marker Pen (Big)	Per Piece			
43	Whitener	Per Piece			
44	Highlighter	Per Piece			
45	White Chalk pencil	Per Packet			
46	Colour Chalk pencil	Per Packet			
47	White Board Marker Pen	Per Piece			
48	Duster	Per Piece			
49	Sapnar	Per Piece			
50	AAA Pencil Battery	Per Piece			
51	AA Pencil Battery	Per Piece			
52	12 Volt Pencil Battery	Per Piece			

Group – D : MISCELLANOUS ITEMS

<i>Sl.</i>	<i>Name of Items</i>	<i>Unit</i>	<i>Basic Rate (in Rs.)</i>	<i>GST</i>	<i>Total</i>
1	Dust Bin Foot Pressure	Per piece			
2	Harpic	Per Ltr			
3	Jharu (Phul)	Per piece			
4	Jute rope	Per K.G			
5	Lock & Key Medium (Jyoti)	Per Piece			
6	Napthalene balls	Per packet			
7	Odonil	Per piece			
8	Phenyl	Per ltr			
9	Room Freshener	Per piece			
10	Waste Paper Bucket	Per piece			
11	Bleaching Powder	Per kg			
12	Bucket Galvanised	Per Piece			
13	Bucket Plastic	Per Piece			
14	Call Bell (Electrical)	Per Piece			
15	Call Bell Table	Per Piece			
16	Citranala Oil Small size	Per Piece			
17	Coconut Rope	Per Piece			
18	Cup Plate Bone China	Per Set			
19	Cup Plate General	Per Set			
20	Door Mattress Choir Big	Per Piece			
21	Door Mattress Choir Medium	Per Piece			
22	Door Mattress PVC Big	Per Piece			
23	Door Mattress PVC Small	Per Piece			
24	Door Mattress PVC Medium	Per Piece			
25	Drinking Glass	Per Piece			
26	Dust Bin	Per Piece			
27	Jharu Bamboo	Per Piece			
28	Jug	Per Piece			
29	Lock & Key Big	Per Piece			
30	Markin Cloth	Per Meter			
31	Mortein/Maxo/Good Night Coil	Per Piece			
32	Mug	Per Piece			

33	Paint (Enamel)	Per Litter			
34	Plastic Rope	Per Packet			
35	Toilet Soap (Dettol)	Per Piece			
36	Surf/ Detergent	Per kg			
37	Towel Big	Per Piece			
38	Towel	Per Piece			
39	Vim Powder	Per Piece			
40	Wiper	Per Piece			
41	Toilet Brush	Per Piece			
42	Magic Mope	Per Piece			
43	Normal Mope	Per Piece			
44	Insect Killer Spray	Per Piece			

Group- E: Networking

<i>Sl.</i>	<i>Name of Items</i>	<i>Unit</i>	<i>Basic Rate (in Rs.)</i>	<i>GST</i>	<i>Total</i>
1	D-link Cat6 Cable (Original)	Per Meter			
2	D-link RJ45 Connector	Per Piece			
3	Wire Clips 5mm	Per Packet			
4	Wire Clips 20mm	Per Packet			
5	D-link I/O Box	Per Piece			
6	D-link Keystone	Per Piece			
7	LAN Card 10/100/1000 MBPS	Per Piece			
8	Patch Cable	1.5 meter			
9	Patch Cable	2 meter			
10	Patch Panal 16 port	Per Piece			
11	Patch Panal 24 port	Per Piece			
12	D-link Rack mounted 24 port Network Switch	Per Piece			
13	D-link Rack mounted 48 port Network Switch	Per Piece			
14	D-link 4U Rack - Network	Per Piece			
15	D-link 9U Rack - Network	Per Piece			
16	D-link 19U Rack - Network	Per Piece			

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