



RATE CONTRACT
FOR SUPPLY OF RADIO DIAGNOSTICS & INTERVENTIONAL
ITEMS FOR JORHAT MEDICAL COLLEGE & HOSPITAL, JORHAT
IFB NO. SMEJ/JMCH/2552/2021/PT-I/2023/400 DATE: 25/01/2024

TWO BID SYSTEMS

Date and Time for Publishing of e-Bid Document	12.00 PM of 29/01/2024
Date and Time of Pre-Bid Meeting	12.00 PM of 05/02/2024
Date and Time of Start of Bid Submission	12.00 PM of 06/02/2024
Date and Time of End of Bid Submission	12.00 PM of 20/02/2024
Date and Time of Opening of E-Technical Bid	1.00 PM of 20/02/2024
Tentative Date and Time of Opening of E-Price Bid	Shall be communicated only to the technically qualified bidders subsequently

E-Tender document may be downloaded from institute's website
www.jorhatmedicalcollege.in (for reference only) and e-portal site:
<https://assamtenders.gov.in>

Jorhat Medical College & Hospital, Jorhat

Kushal Konwar Path, Barbheta, P.O. Jorhat-785001, Assam, India

Email: tendercelljmch@gmail.com

www.jorhatmedicalcollege.in

Notice Inviting Tender for Supply of Radio Diagnostics and Interventional items on Rate Contract Basis to Jorhat Medical College & Hospital, Jorhat



The Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat-Assam invites e-tender in Two-Bid System, to be submitted with affixed Court Fee Stamp Rs.8.25/- (Rupees eight and two five paisa) only (for local bidders) or IPO of Rs. 10/- (Rupees Ten) only (in case of bidders from outside of the State of Assam) from the Certified Dealer/Distributor/Manufacturer/Firm for Supply of Radio Diagnostics and Interventional Items on rate contract basis to Jorhat Medical College & Hospital, Jorhat-Assam **through the online e-procurement system i.e. through website www.assamtenders.gov.in** those are in experience in the field of supply of similar nature of items in Govt. Hospitals/Govt. Medical Colleges/PSU's Hospitals/Autonomous Bodies.. Accordingly, A hardcopy of tenders are invited latest by **20/02/2024** upto 12:00 Noon. The tender shall be electronics mode and the financial bid shall be opened only for approved technical bids.

1. Tenders must be accompanied by Tender Processing Fee of Rs. 200/- (Non refundable) and EMD lumpsum of Rs. 20,000/- Refundable (Rupees Twenty Thousand only) may be submitted through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on <https://assamtenders.gov.in>. If the tenderer fails to submit the same, their tenders will be rejected.
2. After successful submission of online, the sealed envelopes are to be deposited in the **TENDER BOX** placed at the office of the Principal cum Chief Superintendent, JMCH or may be sent through registered/speed post addressed to The Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Kuswal Kuwar Path, Jail Road, Jorhat on schedule date and time.
3. Bids will be opened on **20/01/2024** at 1:00 P.M in the presence of bidders or their authorized representatives who wish to participate in the bidding process with authorization letter. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.
4. Any future clarification(s) and / or corrigendum(s) shall be uploaded in the e-procurement portal: www.assamtenders.gov.in & official website www.jorhatmedicalcollege.in
5. JMCH, Jorhat – Assam reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document including quantity/amount of items to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Authority, JMCH in this regard shall be final.

Sd/-

Principal cum Chief Superintendent,
Jorhat Medical College & Hospital, Jorhat



CONTENTS OF TENDER DOCUMENT

The Tender Document has been divided into the following chapters:-

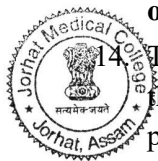
- Chapter-1: General Instructions to Bidders
- Chapter-2: Terms and Conditions of Contract
- Chapter-3: Schedule of requirements
- Chapter-4: Technical Bid
- Chapter-5: Contract Form
- Chapter-6: Financial Bid
- Annexure I – Compliance Sheet
- Annexure II – Deviation Statement
- Annexure III- Technical Bid Format
- Annexure IV- Undertaking for accept all terms & conditions
- Annexure V- Details of Experience
- Annexure VI – Format of Affidavit

GENERAL INSTRUCTIONS TO BIDDERS (Chapter – I)



1. The tender is “Two Bid” document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with all necessary documents. **The financial bid should be submitted through online i.e. www.assamtenders.gov.in to be available as BOQ. No hard copy of financial bid shall be submitted along with the hardcopy.**
2. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. **The name and signature of bidder’s authorized person should appear on each page of the tender. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency’s letter head.**
3. The Contracts concluded as a result of this Tender Inquiry shall be governed by the ‘Terms & Conditions’ and other relevant instructions as contained in this Tender Document.
4. **The prices/rates quoted should be indicated in words as well as in figures.**
5. **GST should be quoted separately for each item. Failing to do so will lead to rejection of the Price Bid.**
6. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected straightaway.
7. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
8. Tenders received without Court Fees/IPO, Tender Processing Fee and EMD will not be considered at all.
9. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be refunded automatically by the system. The successful bidder deposits the performance security @ 5% against the total contract value in the form Fixed deposit (FD) according to conditions stipulated in the bid document.
10. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in JMCH TENDER will stand automatically extended up to the next working day in the Government offices.
11. Late/delayed tenders received in JMCH due to any reason whatsoever will not be accepted under any circumstances.
12. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the e-procurement portal: www.assamtenders.gov.in & website of JMCH, Jorhat (www.jorhatmedicalcollege.in). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.

13. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. **The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender.**



14. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the bidders or outsiders shall not be allowed to attend the tender opening process.

15. DOCUMENTS COMPRISING THE BID:

The bids prepared by the bidder shall comprise of (1) The Technical Bid and (2) Financial Bid:

- (1) **TECHNICAL BID:** - To qualify in the Technical bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria –
- (a) Duly filled format of Technical Bid as per **Chapter 4.**
 - (b) Profile of the organization.
 - (c) Valid Trade License/Incorporation certificate (if any)
 - (d) **Should have experience in supply of similar nature of items in Govt. Hospitals/Govt. Medical Colleges/PSU's Hospitals/Autonomous Bodies.**
 - (e) Copy of constitution or legal status of the sole proprietorship/ firm/agency etc.
 - (f) Financial status: - The Bidder should have an average annual turnover of Rs. 15 lakhs for last three assessment years 2021-22, 2022-23, 2023-24. Copies of Turnover Certificate, profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three years should be enclosed.
 - (g) The technical bid should be accompanied by Court Fees of Rs. 8.25/- or IPO Rs. 10/- alongwith all necessary documents mentioned in the tender document.
 - (h) Copy of Income Tax Return Filed Acknowledgements for last 3 (three) assessment years 2021-22, 2022-23, 2023-24.
 - (i) Copy of PAN Card.
 - (j) Copy of GST registration certificate.
 - (k) Certified Dealer/Distributor/Manufacturer/firm may participate in the Tender. In this connection the bidder must submit a Notarized Undertaking in Stamp Paper worth Rs. 100/- mentioning that the products which are quoted in the tender is genuine & original. If any discrepancies found during the contract period against approved items, the contract will be cancelled and legal action will be taken against bidder.
 - (l) Valid Drug License (wherever applicable)
 - (m) Brochures, original technical catalogue with detailed specification and picture of the product offered (if any).

FINANCIAL BID: - The financial bid shall contain:

Price Bid Form [as per Chapter 6] – Prices must be quoted as per format specified, failing which tender shall be summarily rejected.

16. SUBMISSION OF BIDS :

SEALING AND MARKING OF BIDS: The bidder shall wax seal the Technical Bids in separate envelopes and keep them in a bigger wax sealed envelope. The Technical Bid shall bear the name “TECHNICAL BID OF E-Tender IFB No. **“SMEJ/JMCH/2552/2021/PT-1/2023/400 Date: 25/01/2024”** on the envelope, No hardcopy of Financial Bid shall be submitted along with the tender.

The bigger envelope containing technical bid in separate envelopes shall be:

- (a) Addressed at the following address:
The Principal cum Chief Superintendent,
Jorhat Medical College & Hospital,
Kushal Kuwar Path, Jail Road, Jorhat, Pin-785001
- (b) All the envelopes shall bear the Tender name, the tender number and the words ‘DO NOT OPEN BEFORE’ (due date & time).
- (c) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared ‘late’ or rejected.
- (d) **Venue of Tender Opening:** Tender will be opened in the Conference Hall, Administrative Building, Jorhat Medical College Building, JMCH, Jorhat at specified time on the due date.

(e) The bidder should be able to give physical demonstration before the technical committee if asked for.

(f) A Pre Bid meeting will be held at the Conference Hall, Admin Block, JMCH to clarify queries, if any, of the tenderers on 05/02/2024 at 12.00 P.M onwards. A prospective bidder requiring any clarification of the bidding documents shall contact the purchaser in writing at the purchaser’s e-mail address i.e. tendercelljmch@gmail.com. The purchaser will respond in writing (e-mail) to any request for clarification, provided that such request is received not later than seven (5) days from the date of publication of the tender.

17. **BID PRICES:**

- 16.1 The bidder shall give the total composite price inclusive of GST item wise as per price schedule given in BOQ. The offer shall be firm in Indian Rupees only. No foreign exchange will be made available by the purchaser.
- 16.2 GST should be quoted separately for each item as per prescribed format to be available as BOQ in the e-procurement portal: www.assamtenders.gov.in . Failing to do so will lead to rejection of the Price Bid.
- 16.3 The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive and rejected.

18. **TECHNICAL EVALUATION:**

Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute’s determination of bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order. Financial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled. A bid determined as substantially non-



responsive will be rejected by the Purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the nonconformity.

19. FINANCIAL EVALUATION:

The bidder must submit their financial bid through online to be available as BOQ. No hardcopy of financial bid shall be submitted alongwith the tender. The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The Institute shall inform the date, place and time for opening of financial bid.

Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

The evaluation and comparison of responsive bids shall be done on the price offered inclusive GST as indicated in the Price Schedule in Chapter 6 of the Bid Document. The bidder must quote their GST separately for their quoted items as mentioned in the BOQ. Failing to do so leads cancel their bids.

The JMCH, Jorhat does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The JMCH, Jorhat reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.



20. AWARD OF CONTRACT/PLACEMENT OF ORDER :

The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technically, commercially and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.

21. PERFORMANCE SECURITY & EXECUTION OF CONTRACT:

Firm whose offer is accepted will have to furnish as Fixed Deposit @5% against the total contract value in favour of JMCH TENDER issued by any scheduled bank payable at Canara Bank, Jorhat Branch. The Performance Security shall be refunded within 15 to 90 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later. No interest will be paid on Performance Security/Earnest Money Deposit.

In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable forfeited by the Authority, JMCH, Jorhat and his decision shall be final. The expenses of completing and stamping the agreement shall be paid by the bidder.



Chapter -2

TERMS AND CONDITIONS OF CONTRACT

The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the Letter of Intent (LoI). The contract may be extendable year to year subject to satisfactory performance and willingness to continue on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances.

- 2) The bidders are expected to read carefully all the terms and conditions of the tender documents and their submission will be taken as consent to abide.
- 3) If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, JMCH, Jorhat reserves the right to reject such tenders without assigning any reason. Not more than one tender will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.
- 4) **Language:** The language of the Tender shall be in English.
- 5) **Tender Processing Fees & Earnest Money Deposit:** Tenders must be accompanied by Tender Processing Fee of Rs. 200/- (Non refundable) and EMD lumpsum of Rs. 20,000/- Refundable (Rupees Twenty Thousand only) may be submitted through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on <https://assamtenders.gov.in>. If the tenderer fails to submit the same, their tenders will be rejected.
- 6) **Exemption allow to the bidders for EMD who have valid MSME/NSIC/SSI certificate from the competent authority.**
- 7) **Forfeiture of Earnest Money:-**
 - a) If the Bidders withdraw their Bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.
 - b) If the successful bidders fails supply or refused either partial or total offer (Acceptance) made by the Tender Inviting Authority, JMCH
- 8) **Return of Earnest Money:-**
 - a) After finalization of the Tender, the deposited Earnest Money will be returned back to the unsuccessful bidders through system
 - b) On receipt of Security Deposit, the deposited Earnest Money will be returned back to the successful Bidders.
- 9) **Forfeiture of Security Money:-**
 - a) In the event of failure to supply the approved item as per Work Order within the stipulated period, the security deposit may be forfeited.
 - b) In that event, supply of the said goods may be taken from the next lowest bidder vide the same Work Order at contractors risk and cost without any farther reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.
 - c) If any goods are damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.



Refund of Security Deposit - After successful completion of entire supply and period of maintenance Security Deposit will be refunded within the six months if not extended for further period.

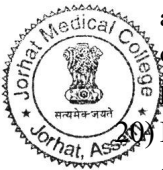
- 11) In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding “Power of Attorney” authorizing him to do so. Such “Power of Attorney” is to be produced with the Tender and in the case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the ‘Indian Partnership Act’.
- 12) **ELIGIBILITY/EVALUATION CRITERIA:** The bidder must fulfill the following conditions (all documentary proofs, self-attested and stamped (seal), are required to be submitted along with the technical bid):
- (a) Tender Processing Fees Rs. 200/- submit through online.
 - (b) Earnest Money Deposit (EMD) of Rs. 20,000/- submit through online.
 - (c) Court fees of Rs. 8.25/-/IPO Rs. 10/- (in case of bidder outside the state of Assam)
 - (d) Documentary proof of the Registered Office/Shop of the Bidder.
 - (e) Valid Trade License/incorporation certificate (if company)
 - (f) PAN
 - (g) GST registration.
 - (h) The Bidder should have experience in supply of similar nature of items in Govt. Hospitals/Govt. Medical Colleges/PSU’s Hospitals/Autonomous Bodies. Proof of experience (documentary evidence) should be enclosed may also be enclosed with the Technical Bid.
 - (i) Certified Dealer/Distributor/Manufacturer/firm may participate in the Tender. In this connection the bidder must submit a Notarized Undertaking in Stamp Paper worth Rs. 100/- mentioning that the products which are quoted in the tender is genuine & original. If any discrepancies found during the contract period against approved items, the contract will be cancelled and legal action will be taken against bidder.
 - (j) Valid Drug License (wherever applicable)
 - (k) Brochures, original technical catalogue with detailed specification and picture of the product offered (if any).
 - (l) Other relevant certificates should be submitted (if any)
 - (m) The Bidder should have an average annual turnover of Rs. 15 lakhs for last three assessment years. i.e: 2021-22, 2022-23, 2023-24. Copy of Annual Turnover certificate of duly authenticated by CA may be enclosed with Technical bid. Copies of profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three assessment years should be enclosed.
 - (n) Copy of Income Tax Return for last three assessment years. i.e: 2021-22, 2022-23, 2023-24.
 - (o) **The Technical Responsive bidders: Financial Bid shall only be opened and L-1 bidder shall be decided on the basis of each Item wise lowest rate quoted by any of the bidder.**
 - (p) **The Bidder should give an affidavit duly notarized on Stamp paper worth Rs. 100/-, therein clearly and un-ambiguously mentioning that it has neither been black listed/no criminal/civil case is pending against him by any of the Govt. Institute/ Ministries/ Departments/PSU with whom, it had contract for supply of Radio Diagnostic and**

interventional items etc. during last five years nor has been penalized by such organization on account of poor/spurious quality.

- (q) Details regarding quality, brand, specification etc. have been given against each item in the Schedule of Requirement (Chapter-3). Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for best available/good quality product conforming to the prescribed/prevaling standards.

OTHER ESSENTIAL TERMS & CONDITIONS:-

- 13) The items mentioned below will be required by this office. The demand for these items will be given to the tendering Firm/Agency/Company by way of Dispatch Instructions/Purchase cum Supply Order from time to time during the contract period. JMCH shall demand items over and above the items mentioned below (i.e. auxiliary/ancillary/incidental to “**Dictionary Meaning**” of Consumable Consumables) and the Agency will have to supply the same as per the rate mutually agreed upon as per than prevailing market rates.
- 14) The supply order may be given for single or bulk items and Agency will have to supply them immediately (**within 48 hrs**) but not later than the period as stipulated in the Dispatch Instructions/Purchase cum **Supply Order**.
- 15) The items will be supplied at the destination location (Place) as stated in the Dispatch Instructions/Purchase cum Supply Order. No extra cost will be paid by the institute for the same.
- 16) Jorhat Medical College & Hospital, Jorhat shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.
- 17) The selected bidder would be required to arrange supply on regular basis as per the Dispatch Instructions/Purchase cum Supply Order during the working hours of the Institute. Since the rates are to be quoted on destination basis, no other charges whatsoever are payable extra.
- 18) The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to JMCH, Jorhat.
- 19) Order shall be issued on requirement basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after it is ensured that the quantity and quality of items supplied are of the requisite satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by JMCH, Jorhat.
- 20) If the selected firm fails to deliver the items or replace the defected/spurious items within the stipulated date & time, a penalty @0.50% per week on the value of goods supplied delayed will be charged, subject to maximum of 10% of the value of goods supplied delayed, as penalty and the actual cost paid to be an outside agency by the Jorhat Medical College & Hospital, Jorhat for the desired Consumable items, shall be deducted from the firm's pending bills or Performance Security, as the case may be.
- 21) JMCH shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.



- 22) The bills raised by the selected tendering Firm/Agency/Company should have all GST registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the GST registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of GST or other applicable taxes deposited to Tax Authorities by the firm for recent period, just before the submission of Bills must also be enclosed for reference of JMCH, Jorhat authorities.
- 23) The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the Jorhat Medical College & Hospital, Jorhat while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
- 24) The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the Jorhat Medical College & Hospital, Jorhat, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
- 25) The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency (ies) without prior written consent of the Jorhat Medical College & Hospital, Jorhat. If it is found that the firm has given sub-contract for supply of Consumable items on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
- 26) The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
- 27) Jorhat Medical College & Hospital, Jorhat shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for Consumable items.
- 28) The Competent Authority of Jorhat Medical College & Hospital, Jorhat reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the JMCH, Jorhat
- 29) The JMCH, Jorhat reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter 6) or otherwise, to any other firm(s) in emergency/unavoidable situation.
- 30) This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- 31) The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to terminate the contract by giving one month's notices at any point of time.
- 32) **The rate submitted for the quoted items by the tendering Firm/Agency/Company should not be higher than the rates at which the Consumable items are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs (Necessary supply order for last 3 (three) months should be submitted). If subsequently it is found that the firm has supplied items at**



higher rates to the Jorhat Medical College & Hospital, Jorhat- Assam, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 1,000/- on firm on such occasion and shall be doubled on subsequent occasions.

- 33) Any complementary scheme offered by the manufacturer shall be provided to the Jorhat Medical College & Hospital, Jorhat- Assam with no additional cost.
- 34) Before submission of the Tender, Bidder shall sign each page of his Tender and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the Bidder.
- 35) **Delivery Period:** 48 hrs. from the date of issue of work order/supply order.
- 36) **Payment:** Payment will be made by the Govt. of Assam/Hospital Management Society. Bills in triplicate for the items supplied by the selected Agency should be raised for payment. Payment shall be released after it is ensured that the items supplied are of the requisite quantity and quality as demanded by this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected Agency immediately for which no extra payment shall be made.
- 37) **The quantity may be revised upward/downward subject to the requirement of the Institute. Any deviation or variation will bear no financial effect.**
- 38) **Disputes:-** In the event of any dispute or disagreement arising between the contractors and any other department of JMCH, Jorhat with regards to the interpretation of “Terms & Conditions” stipulated herein or in the contract done, the same shall be referred to the A, JMCH, Jorhat whose decision will be final and binding upon the contractor.
- 39) Rate must be valid for a period of 365 days, which, if the Institute authority desires, may be extended for further period issuing proper notification.
- 40) **Acceptance of lowest tender is not obligatory.**
- 41) The JMCH, Jorhat reserves all rights to accept or reject any Tender without showing any reason.
- 42) The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or repairing works or who was unable to execute any repairing order in this hospital or in any other Hospital run by the state or central government will not be considered even his being the lowest rate.
- 43) Submission of the Tender by a bidder shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not permitted.
- 44) Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Place:

Signature of the bidder with seal



Chapter – 3

SCHEDULE OF REQUIREMENT AND SPECIFICATIONS

RADIO DIAGNOSTICS AND INTERVENTIONAL ITEMS FOR JORHAT MEDICAL COLLEGE AND HOSPITAL, JORHAT



Sl. No.	Name of the item with specifications	Unit	Quoted /Not Quoted
1	IV Contrast for CT (Ipromide) 300 mg – 50 ml	per bottle	
2	IV Contrast for CT (Ipromide) 300 mg – 100 ml	per bottle	
3	IV Contrast for CT (Ipromide) 370 mg – 50 ml	per bottle	
4	IV Contrast for CT (Ipromide) 370 mg – 100 ml	per bottle	
5	IV Contrast Conray 43%/60% – 20 ml	per bottle	
6	IV Contrast for MRI Injection (Gadobuprol 1molar) 5 ml	per bottle	
7	IV Contrast for MRI Injection (Gadobuprol 1molar) 10 ml	per bottle	
8	Tank (Developing) 27 ltr	Per bottle	
9	X-Ray reporting formats & all other necessary printing items of Radiology Department (A-4)	Per Pkt	
10	X-Ray reporting formats & all other necessary printing items of Radiology Department (FS)	Per Pkt	
11	Enema can	Per Piece	
12	Puncture Needle (Single wall 21 G & 22G)	Per Piece	
13	Puncture Needle (Trocac needle 21 G & 22G)	Per Piece	
14	Puncture Needle (Chiba Needle 21 G & 22G)	Per Piece	
15	Micropuncture Systems (Microwire 0.018 inch)	Per Piece	
16	Micropuncture Systems (Coaxial dilator)	Per Piece	
17	Micropuncture Systems (Micropuncture Needle 21 G)	Per Piece	
18	Co-axial Dialator	Per Piece	
19	Guidewire (0.010-0.038 inch) Access wire	Per Piece	
20	Guidewire (0.010-0.038 inch) Maneuvre wire	Per Piece	
21	Guidewire (0.010-0.038 inch) Rail Wires (Stifer) (Amplatz and Rosen wire)	Per Piece	
22	Floopy Tip and Stiffer Rosen wire – J shape	Per Piece	
23	Vascular Sheath & Inner Dilator (8F-Inner Diameter) (2F Larger than the sheath)	Per Piece	
24	Non Selective Flush Catheter	Per Piece	
25	Selective Flush Catheters- size- 3F=1 mm (Outer diameter)	Per Piece	
26	Flush Pigtail Catheter	Per Piece	
27	Straight Flush Catheter	Per Piece	
28	Cobra-1 Catheters	Per Piece	
29	Mickelson Cather	Per Piece	
30	VAB Gun (Encore VAB Gun 10 G, Product Code ECP 0110G Description : Encor Probe)	Per Piece	
31	VAB Gun (3 Way extension 150 cm)	Per Piece	
32	VAB Gun (3 way extension 200 cm)	Per Piece	



33	VAB Gun (Three way cannula)	Per Piece	
34	VAB Gun (True Guide Co-Axial Needle (Complitable with Maxcore Biopsy Gun)	Per Piece	
35	USG /Echo. Lamination Folder	Per piece	
36	C.R. Film (Dry Film) (Kodak/AGFA) 12x12	per piece	
37	X-Ray Film 14x17	per piece	
38	CR Cassette with Screen 14 x 17 (Fuji)	Per pair	
39	CR Cassette with Screen 14 x 14 (Fuji)	Per pair	
40	CR Cassette with Screen 10 x 12 (Fuji)	Per pair	
41	X-ray Despatch Bag/Envelop (15x18)	per piece	
42	X-ray Despatch Bag/Envelop (10x12)	per piece	

Note: Please fill “Not Quoted” against Items not offered.

Signature and seal of the Manufacturer/Bidder

Date: _____ Full Name: _____

Place: _____ Seal: _____

Compliance Sheet
Brand/Make likely to be supplied



Sl. No.	Name of the item with specifications	Unit	Pack size offered by the bidder	Quoted Brand/Manufacturer	Compliance
1	IV Contrast for CT (Ipromide) 300 mg – 50 ml	per bottle			
2	IV Contrast for CT (Ipromide) 300 mg – 100 ml	per bottle			
3	IV Contrast for CT (Ipromide) 370 mg – 50 ml	per bottle			
4	IV Contrast for CT (Ipromide) 370 mg – 100 ml	per bottle			
5	IV Contrast Conray 43%/60% – 20 ml	per bottle			
6	IV Contrast for MRI Injection (Gadobuprol 1molar) 5 ml	per bottle			
7	IV Contrast for MRI Injection (Gadobuprol 1molar) 10 ml	per bottle			
8	Tank (Developing) 27 ltr	Per bottle			
9	X-Ray reporting formats & all other necessary printing items of Radiology Department (A-4)	Per Pkt			
10	X-Ray reporting formats & all other necessary printing items of Radiology Department (FS)	Per Pkt			
11	Enema can	Per Piece			
12	Puncture Needle (Single wall 21 G & 22G)	Per Piece			
13	Puncture Needle (Trocac needle 21 G & 22G)	Per Piece			
14	Puncture Needle (Chiba Needle 21 G & 22G)	Per Piece			
15	Micropuncture Systems (Microwire 0.018 inch)	Per Piece			
16	Micropuncture Systems (Coaxial dilator)	Per Piece			
17	Micropuncture Systems (Micropuncture Needle 21 G)	Per Piece			
18	Co-axial Dialator	Per Piece			
19	Guidewire (0.010-0.038 inch) Access wire	Per Piece			
20	Guidewire (0.010-0.038 inch) Maneuvre wire	Per Piece			
21	Guidewire (0.010-0.038 inch) Rail Wires (Stifer) (Amplatz and Rosen wire)	Per Piece			
22	Floopy Tip and Stiffer Rosen wire – J shape	Per Piece			
23	Vascular Sheath & Inner Dilator (8F-Inner Diameter) (2F Larger than the sheath)	Per Piece			



24	Non Selective Flush Catheter	Per Piece			
25	Selective Flush Catheters- size- 3F=1 mm (Outer diameter)	Per Piece			
26	Flush Pigtail Catheter	Per Piece			
27	Straight Flush Catheter	Per Piece			
28	Cobra-1 Catheters	Per Piece			
29	Mickelson Catheter	Per Piece			
30	VAB Gun (Encore VAB Gun 10 G, Product Code ECP 0110G Description : Encor Probe)	Per Piece			
31	VAB Gun (3 Way extension 150 cm)	Per Piece			
32	VAB Gun (3 way extension 200 cm)	Per Piece			
33	VAB Gun (Three way cannula)	Per Piece			
34	VAB Gun (True Guide Co-Axial Needle (Complitable with Maxcore Biopsy Gun)	Per Piece			
35	USG /Echo. Lamination Folder	Per piece			
36	C.R. Film (Dry Film) (Kodak/AGFA) 12x12	per piece			
37	X-Ray Film 14x17	per piece			
38	CR Cassette with Screen 14 x 17 (Fuji)	Per pair			
39	CR Cassette with Screen 14 x 14 (Fuji)	Per pair			
40	CR Cassette with Screen 10 x 12 (Fuji)	Per pair			
41	X-ray Despatch Bag/Envelop (15x18)	per piece			
42	X-ray Despatch Bag/Envelop (10x12)	per piece			

Note: Bidder must submit the compliance sheet alongwith the technical bid as per prescribed format. If any deviation in the technical

Signature and seal of the Manufacturer/Bidder

Annexure -II

Deviation Statement Form

1. The following are the particulars of deviations from the requirements of the tender Specifications.

Specification	Deviations	Remarks (including Justification)



Place :

Date :

Note : Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “ No deviations”

Signature and seal of the Manufacturer/Bidder

Chapter – 4
TECHNICAL BID FORMAT

Sl. No.	Details	Remarks
1	Name of the firm/ Society/ Company/proprietary Concern	
2	Address of registered office	
3	Address of the office	
4	Telephone Nos./Fax/E-mail of Bidders	
5	Tender processing Fees Yes/No submitted through online	
6	Earnest Deposits money (EMD) Yes/No submitted through online	
7	Valid Trade License/Incorporation (if any)	
8	Copy of constitution or legal status of the sole proprietorship/firm/agency etc.	
9	Certified Dealer/Distributor/Manufacturer/firm may participate in the Tender. In this connection the bidder must submit a Notarized Undertaking in Stamp Paper worth Rs. 100/- mentioning that the products which are quoted in the tender is genuine & original. If any discrepancies found during the contract period against approved items, the contract will be cancelled and legal action will be taken against bidder.	
10	Valid Drug License (wherever applicable)	
11	Other relevant certificates (if any)	
12	Banker of Company/ Firm/agency with full address Telephone Number of Banker	
13	PAN No.	
14	GST Reg. No.	
15	The Bidder should have an average annual turnover of Rs. 15 lakhs for last three assessment years 2021-22, 2022-23 & 2023-24. Copies of Turnover Certificate/ profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three years 2021-22, 2022-23 & 2023-24 should be enclosed.	
16	Copy of Income Tax Return Filed Acknowledgements for last 3 (three) assessment years 2021-22, 2022-23 & 2023-24.	
17	Should have experience in supply of similar nature of items in Govt. Hospitals/Govt. Medical Colleges/PSU's Hospitals/ Autonomous Bodies as Annexure V	
18	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
19	Compliance Sheet as annexure -I	
20	Deviation statement as annexure -II	
21	All Annexures submitted as per prescribed form	
22	Enclose an affidavit duly certified by the notary firm has neither been blacklisted/no criminal/civil case pending against him (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 100/-) stating that no criminal/Black listing case is pending against the firm) by any of the Govt. Institute/Ministries/Departments/PSUs/ with which the firm had contracted for supply of Consumable items etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious Consumable items etc.	



(Signatures of the authorized signatory with seal of tendering firm)

Date:

Place:

Name:-

Address:

Mob. No.

UNDERTAKING

(Duly notarized In Rs. 100/- Non- Judicial Stamp paper)



I, _____ Son/Daughter/Wife of Shri _____

_____ Proprietor / Director/authorized signatory of the Agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I, do hereby declare that the our firm has neither been blacklisted/no criminal/civil case pending against him by any of the Govt. Institute/Ministries/Departments/PSUs with which the firm had contracted for supply of Consumable items etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious Consumable items etc.
5. I, do hereby declare that the our firm has Firm/Agency/Company should not be higher than the rates at which the Consumable items are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs (Necessary supply order for last 3 (three) months should be submitted). If subsequently it is found that the firm has supplied items at higher rates to the Jorhat Medical College & Hospital, Jorhat- Assam, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 1,000/- on firm on such occasion and shall be doubled on subsequent occasions.

(Signature of authorized person)

Date: _____ Full Name: _____

Place: _____ Seal: _____



Chapter - 5

Contract Form

(To be made on Rs 100/- Non Judicial Stamp/E Stamp Paper)

DRAFT AGREEMENT FORMAT

This agreement is made on the ___ day of ___ Two Thousand _____

Between acting through _____, **Jorhat Medical College & Hospital, Jorhat-Assam** (hereinafter called "**Client**" which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part**.

Second Part

M/s _____, having its registered office at _____ (hereinafter called the "**Agency**" which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part**.

Where as the "**Client**" is desirous to engage the "**Agency**" for providing Radio Diagnostics & Interventional Items for JMCH, Jorhat as per the terms and conditions stated below:-

1. The Registered Office or Branch Office of the Agency should be able to supply the items within 48 hrs from the date of issue of the supply order.
2. The selected Agency services would be required to supply the items on regular basis to Jorhat Medical College & Hospital, Jorhat, Kuswal Kuwar Path, Jail Road, Jorhat-Assam -785001 on all working days between 09.00 Hrs. to 17.30 Hrs. No separate charges for delivery of goods would be paid by this office.
3. Order for items shall be placed on requirement basis. Bills in triplicate for the items supplied by the selected Agency should be raised for payment. Payment shall be released after it is ensured that the items supplied are of the requisite quantity and quality as demanded by this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected Agency immediately for which no extra payment shall be made.
4. If the selected Agency fails to deliver the Consumable items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ 0.50% of value of goods will be charged, subject to maximum of 10% of the value of goods as penalty and the actual cost paid to be an outside agency by the JMCH, Jorhat, for the desired Consumable items, shall be deducted from the firm's pending bills or Performance Security, as the case may be.
5. The Agency shall be bound by the details furnished by him/her to the JMCH, Jorhat while submitting the tender or at subsequent stage. Upon selection of the Agency, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
6. The rate quoted by the selected Agency, and as approved by the JMCH, Jorhat, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
7. The selected Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ies without prior written consent of the JMCH, Jorhat. If it is found that the firm has given sub-contract for supply of Consumable items on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
8. JMCH, Jorhat shall not be responsible for any financial loss or other damaged or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for Consumable items.
9. The Competent Authority of JMCH, Jorhat reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the JMCH, Jorhat
10. The rate submitted by the Agency should not be higher than the rates at which the Consumable items

are being supplied by it to other Govt. Institutes/Ministries/Departments. If subsequently it is found that the firm has supplied Consumable items at higher rates to the JMCH, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs.1,000/- on firm on such occasion and shall be doubled on subsequent occasions.

11. Any complementary scheme offered by the manufacturer shall be provided to the JMCH, Jorhat with no additional cost.



12. The contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendable year to year, subject to maximum period of 1 year, on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful Consumable supplier Agency and the Jorhat Medical College & Hospital, Jorhat.

13. The JMCH, Jorhat reserves the right to place an order for supply of any items mentioned in the Schedule of Requirement (Chapter-3) or otherwise, to any other firm(s) in emergency/unavoidable situation i.e. auxiliary/ancillary/incidental to “**Dictionary meaning**” of Consumable.

THIS AGREEMENT will take effect from _____ day of _____ and It shall be valid for one year.

In witness where of both the parties here to have caused their respective common seals to be hereuntoaffixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in JMCH, Jorhat in the presence of the witness:



<p>For and on behalf of the “Agency”</p> <p>Signature of the authorized Official</p> <p>Name of the Official</p> <p>Stamp / Seal of the “Agency”</p> <p>SIGNED, SEALED AND DELIVERED</p> <p>By the said Name _____ on behalf of the “Agency” in presence of Witness: _____</p> <p>Name: _____</p> <p>Address: _____</p>	<p>For and on behalf of the “authority, JMCH, Jorhat”</p> <p>Signature of the authorized Officer</p> <p>Name of the Officer</p> <p>By the said Name _____ on behalf of the “authority, JMCH, Jorhat” in presence of Witness: _____</p> <p>Name: _____</p> <p>Address: _____</p>
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PRICE BID FORM (Chapter 6)



(As to be uploaded only in the standard format as BOQ for e-bidding at available in the e-procurement portal i.e: www.assamtenders.gov.in)

No hardcopy of Financial Bid shall be submitted alongwith the tender.

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.

Authorized signatory of the bidder with seal.



DETAILS OF EXPERINCE

Name of the Bidder.....

1	2	3	4	5	6	7
Contract no./Supply order No.	Name of Organization	Description of Contract/Supply	No. of Items Supplied	Value	Year of contract	Continuing (YES/NO)

Authorized signatory of the bidder with seal

AFFIDAVIT**(On Non-Judicial Stamp paper of Rs. 100/-)**

I, _____ Son / Daughter / Wife of Shri
_____ resident of _____ Proprietor/Director

authorized signatory of the agency/Firm (M/s___), do hereby solemnly affirm and declare as follows:



I am authorized signatory of the agency/firm and is competent to sign this affidavit and execute this quotation document;

2. I have carefully read and understood entire quotation document including all the terms and conditions of the quotation and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my quotation at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director etc. as individual or against legal entity of the Company /Firm/Agency.
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the authority, JMCH immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such an Agency which is banned/suspended in future during the currency of the Contract with you.
6. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the quotation document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.
7. I, do hereby declare that the our firm has neither been blacklisted/no criminal/civil case pending against him by any of the Govt. Institute/Ministries/Departments/PSUs with which the firm had contracted for supply of Consumable items etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious Consumable items etc.
8. I, do hereby declare that the our firm has Firm/Agency/Company should not be higher than the rates at which the Consumable items are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs (Necessary supply order for last 3 (three) months should be submitted). If subsequently it is found that the firm has supplied items at higher rates to the Jorhat Medical College & Hospital, Jorhat- Assam, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 1,000/- on firm on such occasion and shall be doubled on subsequent occasions.

(Signature of the Bidder)

Date:
Place:
Seal of the Agency

Name:
Designation
Address:

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent

E-TENDERING INSTRUCTIONS TO BIDDERS

General:

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, JMCH authority has decided to use the portal www.assamtenders.gov.in.

Instructions:

Tender Bidding Methodology:

Two Stage Online Bidding

Broad outline of activities from prospective Bidders:

Procure a Class III Digital Signature Certificate (DSC)

Register on the e-Procurement portal www.assamtenders.gov.in

Create Users on the above portal

View Notice Inviting Tender (NIT) on the above portal.

Download Official Copy of Tender Documents from the above portal.

Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by JMCH

Bid-Submission on the above portal.

Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part

Post-TOE Clarification on the above portal (Optional) – Respond to JMCH Post-TOE queries.

Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders).

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

Registration:

To use the Electronic Tender portal www.assamtenders.gov.in vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis- à-vis Authorised Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

Note: After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.

The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.

Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.

It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.

The Financial part may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

Bid submission:

The entire bid-submission would be online on the Tender wizard portal i.e. www.assamtenders.gov.in.

Broad outline of submissions are as follows:

Submission of Bid Parts (Technical & Financial)

The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required to establish compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

The FINANCIAL PART shall consist of Electronic Form to be available as BOQ.

Offline Submissions:

The bidder **MUST** submit the **HARD COPY OF TECHNICAL BID** alongwith court fees and all desired documents to O/o. **The Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat** on or before the date & time of submission of bids specified in covering letter of this tender document. in a



Sealed Envelope. The envelope shall bear (name of the work), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time) **after successful submission of their tender through online.**

Public Online Tender Opening Event (TOE):

The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE). Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal provide a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of JMCH by the bidders in time, then JMCH will promptly reschedule the affected event(s).

Other Instructions

For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.

Register your organization on the portal well in advance of your first tender submission deadline on the portal

Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
