



2nd Call

**RATE CONTRACT
FOR SUPPLY OF STATIONERY ITEMS FOR JORHAT
MEDICAL COLLEGE & HOSPITAL, JORHAT**

IFB NO. SMEJ/JMCH/2571/2021/PT-I/2023/898 Date: 16/02/2023

TWO BID SYSTEMS

Date and Time for Publishing of e-Bid Document	12:00 P.M of 16/03/2023
Date and Time of Pre-Bid Meeting	12:00 P.M of 21/03/2023
Date and Time of Start of Bid Submission	12:00 P.M of 22/03/2023
Date and Time of End of Bid Submission	12:00 P.M of 06/04/2023
Date and Time of Opening of E-Technical Bid	1:00 P.M of 06/04/2023
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 :

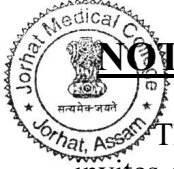
<https://assamtenders.gov.in>

Jorhat Medical College & Hospital, Jorhat

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

Email: tendercelljmch@gmail.com

www.jorhatmedicalcollege.in



NOTICE INVITING E-TENDER FOR SUPPLY OF STATIONERY ITEMS

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 experienced tenderer for Supply of **Stationery Items** on rate contract basis to the Jorhat Medical College & Hospital, Jorhat-Assam (**2nd Call**) through the online e-procurement system i.e. through website www.assamtenders.gov.in for one year which is extendable further for another one year on the same rates, terms and conditions, with mutual consent of both parties. The tender shall be electronics mode and the financial bid shall be opened only for approved technical bids.

2. Further details can be obtained from web site– www.assamtenders.gov.in & www.jorhatmedicalcollege.in or in person from the undersigned.

Name of Work	Tender Document fee	Earnest Money Deposit (EMD)	Security Deposit (SD)	Last Date of Receiving of tender bids	Date of Tender Opening (e-Technical Bid)
Supply of Stationery Items on Rate Contract Basis for Jorhat Medical College & Hospital, Jorhat - Assam	Rs. 500/- Submit through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on https://assamtenders.gov.in	Rs. 30000/- Submit through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on https://assamtenders.gov.in	5% against the total contract value	06-04-2023 12:00 PM	06-04-2023 1:00 PM

1. A set of tender document can be download from e-procurement portal : www.assamtenders.gov.in & official website: www.Jorhatmedicalcollege.in on any working day from 16/03/2023 to 06/04/2023.

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

Tender for Supply of Stationery Items

Tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

TENDER DOCUMENTS CONSIST THE FOLLOWING:-



- I. Eligibility criteria
- II. General Instructions to Tenderers
- III. General Terms & Conditions of Contract
- IV. Special Terms & Conditions of Contract
- V. Technical Bid (Annexure A)
- VI. Value of Works for last three years as (Annexure B)
- VII. Technical Specification (Annexure C)
- VIII. Compliance sheet (Annexure D)
- IX. Undertaking for accepting terms & conditions (Annexure F)

ELIGIBILITY CRITERIA

1. **EXPERIENCE**: The bidder must have experience of supplying the Stationery Items in bulk to Govt. Departments/PSUs/Nationalized Bank. Copies of Purchase Orders/experience certificates/completion certificate as documentary proof must be submitted along with the technical bid.
2. **ANNUAL TURNOVER**: Average Annual Turnover should be **Rs.20 lacs** or more during last 3 Assessment years i.e.2020-2021, 2021-2022, 2022-2023 to be certified by CA. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 assessment years to be submitted along with the technical bid. IT return acknowledgement for last 3 Assessment years i.e.2020-2021, 2021-2022, 2022-2023.
3. **STATUTORY REGISTRATIONS**: The tenderer must have valid Trade License, PAN Card of the Firm/Dealer/Proprietor, GST Registration is to be submitted with the technical bid.

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

INSTRUCTIONS FOR THE TENDERERS

1. **SEALED TENDERS** are invited from eligible suppliers fulfilling the eligibility criteria mentioned in these tender documents for the supply of stationery items as per the list enclosed.
2. **SALE OF TENDERS, LAST DATE OF RECEIPT AND OPENING OF TENDERS**



Issue of Tenders: A set of tender document can be downloaded from e-procurement portal: www.assamtenders.gov.in & official website: www.jorhatmedicalcollege.in (reference only) any working day from 16/03/2023 to 06/04/2023. **Tender must be submitted through online.**

Tenders must be accompanied by Tender Processing Fee of Rs. 500/- (Non refundable) and EMD of Rs. 30,000/- Refundable (Rupees Thirty 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.

Last date of Receipt: A hardcopy of sealed tenders (Technical Bid) only along with Court Fees (Rs. 8.25/-) or IPO (Rs. 10/-) complete in all respect, numbered, signed with stamp of the firm on each page, **MUST** be dropped in the **TENDER BOX** kept at the **O/o. the Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat** on or before 06-04-2023 at 12.00 Noon after successful submission of their tender through online. Tender submitted or received after the closing date and time will not be considered. Late Bids i.e. bids received after the specified date and time of receipt, will not be considered. **Telegraphic/Telex/Fax/E-mail/conditional/incomplete Tenders will not be entertained and shall be rejected.**

Opening of Tenders: The Tender will be opened at 1.00 PM on 06/04/2023 at Conference Hall, Admin Block, JMCH in the presence of the authorized representatives of the tenderers, who wish to be present at that time. Technical Bids will be scrutinized, by an tender committee constituted by the Authority, JMCH to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, whose Technical Bids are accepted, will be communicated later in the presence of the authorized representatives of the qualifying tenderers, who wish to be present at that time.

Signing of Tender: Individuals signing tender or other documents connected with the contract specify:

(1.i) Whether signing as a “Sole Proprietor” of the firm or his attorney.

(1.ii) Whether signing as a “Registered Active Partner” of the firm or his attorney.

(1.iv) In the case of companies and firms registered under the Indian Partnership Act/the Companies Act, the capacity in which signing, e.g. Secretary, Manager, Partner etc.or their attorney and produce copy of a document, empowering him to do so, it called upon to do so. In case of unregistered firms all the members of the firm should sign the tender and relevant documents.

Each page of the Tender document and papers submitted along with, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by the Jorhat Medical College & Hospital, Jorhat.

Sign of Tenderer with seal



3. **VALIDITY OF TENDERS:** The validity of rates quoted will be for a period of 1 (one) year from the date of award of contract. However, the JMCH authority may extend the validity for further period of one year on same terms, conditions and rates.

PROCEDURE FOR SUBMITTING TENDERS

The Tenders are to be submitted as per two bid system i.e. Technical bid and Financial Bid through online.

- Technical bid should contain the papers to fulfill all the eligibility criteria, proofs of experience, proofs of turnover, proof of address, undertaking as per instructions etc.
- Financial bid should contain the rates quoted for the services to be provided as per BOQ to be available in the e-procurement portal: www.assamtenders.gov.in.

Bidder must submitted a hardcopy of technical bid super scribed as “Technical Bid for supply of stationery items on Rate Contract Basis ” alongwith the Court Fees/IPO & all necessary desired documents after successful submission of their tender through online. No hardcopy of Financial Bid should be submitted alongwith the tender. Sealed tenders should be addressed to the Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Kushal Kuwar Path, Jail Road, Jorhat-Assam, Pin: 785001.

6. DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b) Details of Tender Processing Fees, Earnest Money Deposit and Court Fees of Rs. 8.25/- & IPO Rs. 10/- must be submitted
- c) Up to date Trade License/incorporation certificate (if company)
- d) Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.
- e) Average Annual Turnover Certificate of for last 3 assessment years i.e. 2020-21, 2021-22, 2022-23 duly certified by CA. Audited profit & Loss, balance sheet, for last 3 assessment years i.e. 2020-21, 2021-22, 2022-23 should be submitted
- f) IT Return Acknowledgement for last 3 assessment years i.e. 2020-21, 2021-22, 2022-23.
- g) Photocopy of PAN No. of the Firm/Company/Proprietor.
- h) Photocopy of GST registration
- i) Experience certificate of supplying the Stationery Items in bulk to Govt. Departments/PSUs/Nationalized Bank. Copies of Purchase Orders/experience certificates/completion certificate as documentary proof must be submitted alongwith the technical bid.
- j) All annexures duly signed by the tenderer.

All the aforesaid documents must be enclosed with the Technical Bid, as well as may be uploaded in the e-portal: www.assamtenders.gov.in failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer/bidder.

Sign of Tenderer with seal

7. **PRICES:**

- a) Price should be quoted for all the items listed in Annexure “B” without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/correction tape is strictly prohibited.
- b) **GST should be quoted separately for each item. Failing to do so will lead to rejection of the Price Bid.**
- c) The final quoted rates should be inclusive of GST, freight charges, packing charges etc.
- d) Conditional bids shall be rejected.
- e) The rates for the quoted items should not be higher than those quoted in any other organization/institution or the M.R.P.(supply order for 3 months should be submitted).
- f) Successful tenderer shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.
- g) Successful tenderer will not be allowed to supply any other brand other than the approved brand in the tender, for any reason whatsoever during the period of contract.
- h) The tenderers are advised to quote their rates on the basis of costing/profitability of individual items because the JMCH authority reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.

8. **RIGHT OF REJECTION OF TENDER:** JMCH authority reserves the right to accept or reject any or all the tenders without assigning any reason.

9. **EVALUATION OF BIDS:** On the basis of assessment of general conditions and basis of Technical Bids of only qualified bidders shall be considered for evaluation by the Technical Evaluation Committee constituted by the Competent Authority. Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder on the basis of item wise evaluation (inclusive of all taxes and charges) worked out in the price bid.

The tenderers may note that quantities mentioned in the price bid are only tentative in nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ as per requirement.

All the bidders should be able to provide samples for evaluation before the technical committee if asked for. Failing to do so will lead to rejection of the bid.

Sign of Tenderer with seal



GENERAL TERMS & CONDITIONS OF CONTRACT



DELIVERY OF STORES :

- a) The time and the date of delivery of stores stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the Central Store, Jorhat Medical College & Hospital, Jorhat within **48 Hours** from the date of dispatch of purchase order. Failure to comply with the delivery schedule on multiple occasions may lead to termination of contract and EMD/Performance Security will be forfeited.
- b) If the vendor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the risk purchase will be recovered from the vendor.

Sign of Tenderer with seal



2. **PACKING OF STORES:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.
3. **PAYMENT :** Govt. of Assam
4. **SUBLETTING OF CONTRACT:** The Tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the JMCH Authority. In the event of the vendor contravening this condition, the JMCH authority has right to terminate the contract.
PENALTY CLAUSE & RISK PURCHASE- The vendor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.
 - a. **For Delay in Supply-** Penalty of 2 % of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10 % of total value of order/orders.
 - b. **For Non Supply-** If the order is still not supplied, the supply order will be canceled & contract may lead to termination & the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. **Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.**
6. **SECURITY DEPOSIT:** Performance security @ 5% against the total contract value shall have to be deposited by successful tenderer(s) through DD/FD in favour of “JMCH TENDER” payable at Canara Bank, Jorhat Branch A/c. No. 1154101023707, IFSC Code: CNRB0001154. The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract. Without prejudice to other rights of the purchaser, performance security of the vendor will be forfeited if the vendor withdraws or amends without prior consent or impairs or derogates from the tender in any respect within the period of validity of rate contract or if it comes to notice that information/document(s) furnished is incorrect, false, misleading or forged.
7. **DISPUTES AND ARBITRATION:** In case of any dispute the decision of the JMCH authority will be final. The venue of any arbitration shall be Jorhat. The JMCH authority also reserves the right to terminate the contract at any time without assigning any reason(s) therefor.

SPECIAL TERMS & CONDITIONS OF CONTRACT

1. **Technical Specifications:** The Specifications of stationery items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure “B”)

Inspection of supplies: Supplies shall be accepted subject to the complete satisfaction of Competent Authority. Any defect found in the materials supplied will render the supplies open to rejection and decision of the Competent Authority, shall be final and legally binding. The rejected stores shall have to take the same back at their own cost and risk, and the vendor shall replace such rejections with the items of standard specifications / quality as acceptable to the JMCH. Alternatively, the stores may, at the discretion of the authority, be purchased from others at the risks and costs of the tenderer.

Sign of the Tendered with seal



TECHNICAL BID
TECHNICAL INFORMATION AND UNDERTAKING
(Tenderer may use separate sheet wherever required)

Sl. No	Details of the bidders	Submitted	Page No.
1	(To be Mentioned in the Letter head). Name & Address of Tenderer with phone number, email –id. Specify whether a Company /Proprietorship / Partnership firm Name of Proprietor /Partner/Managing Director/Director.		
2	Name, Address, Phone No. of Office		
3	Court Fees of Rs. 8.25/- (Rupees Eight and Paise Twenty Five)only or IPO Rs. 10/- (in case of bidder outside the state of Assam)		
4	Details of the Tender Processing Fees Rs. 500/- (Rupees four hundred only) submitted through online		
5	Details of the Earnest Money Deposit (EMD) Rs. 30,000/- (Rupees thirty thousand only) submitted through online		
6	Up-to-date copy of Trade License/incorporation certificate (if company)		
7	Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.		
8	PAN No. (enclose the attested copy of PAN Card)		
9	Signed copy of GST Certificate showing clearly GST no. of the firm		
10	Income Tax return acknowledgment for the last Three Assessment years i.e. 2020-2021, 2021-2022, 2022-2023.		
11	Average Annual Turnover certificate should be Rs.20 lacs or more during last 3 Assessment years i.e. 2020-2021, 2021-2022, 2022-2023 to be certified by CA. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 assessment years (2020-2021, 2021-2022, 2022-2023).		
12	Whether the Firm/Agency has signed each and every page of Tender / NIT		
13	Firms registered with MSME/NSIC/SSI are exempted from submission of EMD but not from court fees		
14	Experience certificate of supplying the Stationery Items in bulk to Govt. Departments/PSUs/Nationalized Bank. Copies of Purchase Orders/experience certificates/completion certificate as documentary proof must be submitted alongwith the technical bid.		
15	Compliance sheet submitted as per prescribed form		
16	All Annexures submitted as per prescribed form		



Details of Experience for supplying the Stationery Items

1	2	3	4	5
Contract no./Supplyorder No.	Name of Organization	Description of Contract/Supply	Value	Continuing (YES/NO)



I _____, proprietor/partner/director of _____
 _____ (name of the company/firm) hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

Dated: _____

Signature with Stamp : _____

Place : _____

List of stationery items with specifications

Sl. No.	Name of the Item	Packing/Unit	Brand
1	Copier Paper A4 (75 GSM)	Per Reem	JK/Trident/TNPL
2	Copier Paper A3 (75 GSM)	Per Reem	JK/Trident/TNPL
3	Copier Paper FS (75 GSM)	Per Reem	JK/Trident/TNPL
4	Cover File (Jumbo)	Per Piece	Not specified
5	Cover File laminated 30 ounce	Per Piece	Not specified
6	Fullscape Paper (Half DFC Size)	Per Dista	Not specified
7	Index File	Per Piece	Not specified
8	Log Book Register	Per Piece	Not specified
9	Peon Book (Soft Bound) No. 4	Per Piece	Not specified
10	Window Envelope (10 x 4.5)	Per 100 Piece	Not specified
11	Attendance Registrar (No-2)	Per Piece	Not specified
12	Attendance Registrar (No-4)	Per Piece	Not specified
13	ST paper/Note Sheet (DFC Size)	Per Reem (500)	Not specified
14	Brown Paper (Double Demy Size)	Per Reem	Not specified
15	Carbon Paper (Big Size)	Per pkt	Not specified
16	Carbon Paper (Standard Size)	Per pkt	Not specified
17	Cash Book (10 sheet/number)	Per Piece	Not specified
18	Conference File (Clear bag)	Per Piece	Not specified
19	Dak Pad	Per Piece	Not specified
20	Double Crown A Grade 13.5 kg	Per Reem	Not specified
21	Double Crown A Grade 11.5 kg	Per Reem	Not specified
22	Double Crown A Grade 21.3 kg	Per Reem	Not specified
23	Double Demy A Grade 18.6 kg	Per Reem	Not specified
24	Drawing Paper	Per Piece	Not specified
25	Engagement Pad	Per 100 Piece	Not specified
26	Envelop (Inside Cotton net) A3 size	Per 100 Piece	Not specified
27	Envelop (Inside Cotton net) A4 size	Per 100 Piece	Not specified
28	Envelop 9"x4"	Per 100 Piece	Not specified
29	Envelop 11"x5"	Per 100 Piece	Not specified
30	Envelop 8"x12" (laminated)	Per 100 Piece	Not specified
31	Envelop 10"x12" (laminated)	Per 100 Piece	Not specified
32	Envelop 12"x16" (laminated)	Per 100 Piece	Not specified
33	Register (A3 Size upto 200 pages)	Per Piece	Not specified
34	Register (No 10) A Grade	Per Piece	Not specified
35	Register (No 18) A Grade	Per Piece	Not specified
36	Register (No 20) A Grade	Per Piece	Not specified
37	Register (No 26) A Grade	Per Piece	Not specified





38	Register (No 30) A Grade	Per Piece	Not specified
39	Register (No 36) A Grade	Per Piece	Not specified
40	Register (No 40) A Grade	Per Piece	Not specified
41	Register (No 6) A Grade	Per Piece	Not specified
42	Register (No 8) A Grade	Per Piece	Not specified
43	Tally Book (No 10) A Grade	Per Piece	Not specified
44	Tally Book (No 20) A Grade	Per Piece	Not specified
45	Blank CD 700 MB	Per Piece	Not specified
46	Blank CD mailer	Per Piece	Not specified
47	DVD with Cover	Per Piece	Not specified
48	Pen Drive 8 GB	Per Piece	Sandisk/kingston/hp
49	Pen Drive 16 GB	Per Piece	Sandisk/kingston/hp
50	Pen Drive 32 GB	Per Piece	Sandisk/kingston/hp
51	Pen Drive 64 GB	Per Piece	Sandisk/kingston/hp
52	Computer Paper 10x12x1	Per Reem/Pkt	Not specified
53	Computer Paper 10x12x2	Per Reem/Pkt	Not specified
54	Computer Paper 15x12x1	Per Reem/Pkt	Not specified
55	Computer Paper 15x12x2	Per Reem/Pkt	Not specified
56	Computer Paper 10x12x3	Per Reem/Pkt	Not specified
57	Computer Paper 15x12x3	Per Reem/Pkt	Not specified
58	Dot Matrix Printer Ribbon (8 Mtr.)	Per Piece	Not specified
59	Brown Tap 1"	Per Piece	Not specified
60	Brown Tap 2"	Per Piece	Not specified
61	Notice Board Pin (Push Pin	Per pkt	Not specified
62	T Paper Pin	Per pkt	Not specified
63	Pencil (HB)	Per pkt	Not specified
64	Eraser	Per Piece	Not specified
65	Glue Stick 8 grm	Per Piece	Kores/Camlin
66	Glue Stick 15 grm	Per Piece	Not specified
67	Indicator Flag (single colour)	Per pkt	Not specified
68	Indicator Flag (Multi colour)	Per pkt	Not specified
69	Paper Poker	Per Piece	Not specified
70	Stamp Pad	Per Piece	Not specified
71	Stapler HD 10	Per Piece	Not specified
72	Scissor Big	Per Piece	Not specified
73	Stapler HD 45	Per Piece	Kangaro
74	Tag	Per pkt	Not specified
75	Binding Clip (19 mm)	Per Piece	Not specified
76	Binding Clip (25 mm)	Per Piece	Not specified
77	Binding Clip (32 mm)	Per Piece	Not specified
78	Binding Clip (41 mm)	Per Piece	Not specified
79	Black tape	Per Piece	Anchor/Havells
80	Painting Brush 1 inch	Per Piece	Not specified
81	Painting Brush 2 inch	Per Piece	Not specified
82	Cello Tape Size 2"	Per Piece	Not specified
83	Cello Tape Size 1 "	Per Piece	Not specified



84	Clip Board (Straw Board)	Per Piece	Not specified
85	Clip Board (Transparent)	Per Piece	Not specified
86	Clip File	Per Piece	Not specified
87	Germs Clip	Per pkt	Not specified
88	Gum (300 ml)	Per Bottle	Not specified
89	Gum (700 ml)	Per Bottle	Not specified
90	Paper Cutter (9 mm)	Per Piece	Not specified
91	Paper Cutter (18 mm)	Per Piece	Not specified
92	Paper Puncher (DP 480)	Per Piece	Not specified
93	Paper Weight	Per Piece	Not specified
94	Pen Stand with 2 holder	Per Piece	Not specified
95	Pencil (Red & Blue)	Per pkt	Not specified
96	Pencil Carbon	Per pkt	Not specified
97	Scale Steel	Per Piece	Not specified
98	Scale Wooden	Per Piece	Not specified
99	Sealing Wax (La)	Per Piece	Not specified
100	Stamp Ink Big (500 ml)	Per Piece	Not specified
101	Stamp pad big	Per Piece	Not specified
102	Stapler pin 10	Per pkt	Kangaro
103	Stapler pin 24/6	Per pkt	Kangaro
104	Stapler pin 23/15-H (15mm (9x16"))	Per pkt	Kangaro
105	Calculator Medium (12 digit)	Per Piece	Casio/Flair
106	Stapler HD 45	Per Piece	Kangaro
107	Stapler HD 1217	Per Piece	Kangaro
108	Stapler HD 1217 pin	per pkt	Not specified
109	Stapler regular HD 10	Per Piece	Kangaro
110	Marker Pen (Thin)	Per Piece	Camlin/Kores/Luxor
111	Marker Pen (Big)	Per Piece	Camlin/Kores/Luxor
112	Whitener	Per Piece	Camlin/Kores/Luxor
113	Highlighter	Per pkt	Camlin/Kores/Luxor
114	White Chalk Pencil (60 Pc/Pkt)	Per pkt	Kores/Camel
115	Color Chalk Pencil (60 Pc/Pkt)	Per Piece	Not specified
116	White Board Marker pen	Per Piece	Not specified
117	Duster	Per Piece	Not specified
118	Sharpener	Per Piece	Not specified
119	AAA Pencil Battery	Per Piece	Eveready/Panasonic
120	AA Pencil Battery	Per Piece	Eveready/Panasonic
121	12 volt Pencil Battery	Per Piece	Eveready/Panasonic
122	Lithium coin battery (CR2032) 3Vlt	Per Piece	Panasonic/maxell
123	Dust Bin (Paddle Bin) small	Per Piece	Not specified
124	Dust Bin (Paddle Bin) medium	Per Piece	Not specified
125	Dust Bin (Paddle Bin) large	Per Piece	Not specified
126	Disinfectant toilet cleaner	Per Ltr	Harpic/Sanifresh
127	Jharu (Phul)	Per Piece	Not specified



128	Jute Rope	Per Kg	Not specified
129	Lock & Key Medium (40 mm)	Per Piece	Jyoti/Harrison/Link
130	Lock & Key Medium (65 mm)	Per Piece	Jyoti/Harrison/Link
131	Lock & Key Medium (50 mm)	Per Piece	Jyoti/Harrison/Link
132	Lock & Key Medium (90 mm)	Per Piece	Jyoti/Harrison/Link
133	Lock & Key Medium (20 mm)	Per Piece	Jyoti/Harrison/Link
134	Naphthalene Ball	Per pkt	Not specified
135	Bathroom Air Freshener	Per Piece	Godrej Aer/Odonil
136	Phenyl	Per Ltr	Not specified
137	Room Freshener	Per Piece	Godrej Aer/Odonil
138	Waste Paper Bucket	Per Piece	Not specified
139	Bleaching Powder	Per Kg	Not specified
140	Bucket Galvanised	Per Piece	Not specified
141	Plastic Bucket (small)	Per Piece	Not specified
142	Plastic Bucket (Medium)	Per Piece	Not specified
143	Plastic Bucket (Large)	Per Piece	Not specified
144	Call Bell (Electrical)	Per Piece	Not specified
145	Call Bell Table	Per Piece	Not specified
146	Citronella Oil (Small Size)	Per Bottle	Not specified
147	Coconut Rope	Per Kg	Not specified
148	Cup Plate (Bone China)	Per Set	Borosil/LaOpala/Corelle
149	Cup Plate General (Bone China)	Per Set	Not specified
150	Door Mattress Choir Big (Per Sq. ft.)	Per Sq.ft.	Not specified
151	Door Mattress Choir Medium (Per Sq. ft.)	Per Sq.ft.	Not specified
152	Door Mattress PVC Big (Per Sq.ft.)	Per Sq. ft.	Not specified
153	Door Mattress PVC Small (Per Sq. ft.)	Per Sq. ft.	Not specified
154	Door Mattress PVC Medium	Per Sq. ft.	Not specified
155	Drinking Glass (Glassware)	Per Piece	Not specified
156	Dustbin (Small)	Per Piece	Not specified
157	Dustbin (Medium)	Per Piece	Not specified
158	Dustbin (Large)	Per Piece	Not specified
159	Jharu Bamboo	Per Piece	Not specified
160	Jug	Per Piece	Not specified
161	Markin Cloth	Per Mtr	Not specified
162	Mosquito Coil	Per Piece	Mortein/Maxo/ Good night
163	Mug	Per Piece	Not specified
164	Paint (Enamel)	Per Ltr	Not specified



165	Jute Rope	Per Kg	Not specified
166	Plastic Rope	Per Kg	Not specified
167	Toilet Soap (Dettol 42 gm)	Per Piece	Not specified
168	Detergent powder	Per Kg	Surf excel/Tide
169	Towel Big	Per Piece	Not specified
170	Towel Small	Per Piece	Not specified
171	Dish wash Bar (85 gm)	Per Piece	Vim/Exo
172	Wiper	Per Piece	Not specified
173	Toilet Brush	Per Piece	Not specified
174	Magic Mop	Per Piece	Not specified
175	Normal Mop	Per Piece	Not specified
176	Insect Killer Spray	Per Piece	Not specified
177	Stock register Book No 10	Per Piece	Not specified
178	Stock register Book No 20	Per Piece	Not specified
179	Stock register Book No 30	Per Piece	Not specified
180	Battery C Size (1.5V)	Per Piece	Not specified
181	Plastic Folder	Per Piece	Not specified
182	9V Battery	Per piece	Eveready/Nippo/GP
183	Envelop FS size (inside cotton)	Per piece	Not specified
184	Hand wash (250 ml)	Per piece	Lifebuoy/Dettol/Santoor
185	Hand wash (500 ml)	Per piece	Lifebuoy/Dettol/Santoor
186	Hand wash refill pack (750 ml)	Per piece	Lifebuoy/Dettol/Santoor
187	Hand wash refill pack (90 0 ml)	Per piece	Lifebuoy/Dettol/Santoor
188	Rubber Slipper (size 7)	Per pair	Relaxo/Paragon
189	Rubber Slipper (size 8)	Per pair	Relaxo/Paragon
190	Rubber Slipper (size 9)	Per pair	Relaxo/Paragon
191	Rubber Slipper (size 10)	Per pair	Relaxo/Paragon
192	Lithium ion Battery (CR 2032, 3V)	Per piece	Panasonic/Eveready/Maxell
193	Scissor (Small)	Per piece	Not specified
194	Scissor (Medium)	Per piece	Not specified
195	Scissor (Large)	Per piece	Not specified
196	Poly Bag (small)	Per kg	Not specified
197	Poly Bag (Medium)	Per kg	Not specified
198	Poly Bag (large)	Per kg	Not specified
199	Digital weight machine (Adult)	Per piece	Not specified
200	Digital Weight Machine (Paediatrics)	Per piece	Not specified
201	Digital Weight Machine (100 Kg with platform)	Per piece	Not specified
202	Distilled water (1ltr)	Per bottle	Not specified
203	Distilled water (5ltr)	Per jar	Not specified
204	Tissue paper roll	Per roll	Not specified
205	Photo print paper (for OCT Machine)	Per Pkt	Not specified



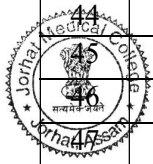
206	Photo print paper (A4 size)	Per Pkt	Kodak/Konica/Fujiflim
207	Torch light with battery (small)	Per piece	Eveready/Nippo
208	Torch light with battery (Medium)	Per piece	Eveready/Nippo
209	Torch light with battery (Large)	Per piece	Eveready/Nippo
210	LED Torch light (rechargeable) small	Per piece	Eveready/Nippo
211	LED Torch light (rechargeable) Medium	Per piece	Eveready/Nippo
212	LED Torch light (rechargeable) Large	Per piece	Eveready/Nippo
213	Use And Throw Ball Pen (blue)	Per piece	Nataraj/Elkos
214	Use And Throw Ball Pen (black)	Per piece	Nataraj/Elkos
215	Torch light battery (1.5 Volt) type D	Per piece	Eveready/Nippo
216	Notice Board (Green pinup board) 4x4ft	Per piece	Not specified
217	White Board (2x3ft)	Per piece	Not specified
218	White Board (3x4ft)	Per piece	Not specified
219	White Board (4x4ft)	Per piece	Not specified
220	White Board (4x6ft)	Per piece	Not specified
221	White Board (6x8ft)	Per piece	Not specified

Compliance Sheet
Make brand likely to be supplied

Sl. No.	Name of the Item	Packing/Unit	Make/brand offered	Warranty (if applicable)	Compliance
	Copier Paper A4 (75 GSM)	Per Reem			
	Copier Paper A3 (75 GSM)	Per Reem			
	Copier Paper FS (75 GSM)	Per Reem			
	Cover File (Jumbo)	Per Piece			
5	Cover File laminated 30 ounce	Per Piece			
6	Fullscape Paper (Half DFC Size)	Per Dista			
7	Index File	Per Piece			
8	Log Book Register	Per Piece			
9	Peon Book (Soft Bound) No. 4	Per Piece			
10	Window Envelope (10 x 4.5)	Per 100 Piece			
11	Attendance Registrar (No-2)	Per Piece			
12	Attendance Registrar (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 pkt			
16	Carbon Paper (Standard Size)	Per pkt			
17	Cash Book (10 sheet/number)	Per Piece			
18	Conference File (Clear bag)	Per Piece			
19	Dak Pad	Per Piece			
20	Double Crown A Grade 13.5 kg	Per Reem			
21	Double Crown A Grade 11.5 kg	Per Reem			
22	Double Crown A Grade 21.3 kg	Per Reem			
23	Double Demy A Grade 18.6 kg	Per Reem			
24	Drawing Paper	Per Piece			
25	Engagement Pad	Per 100 Piece			
26	Envelop (Inside Cotton net) A3 size	Per 100 Piece			
27	Envelop (Inside Cotton net) A4 size	Per 100 Piece			
28	Envelop 9"x4"	Per 100 Piece			
29	Envelop 11"x5"	Per 100 Piece			
30	Envelop 8"x12" (laminated)	Per 100 Piece			
31	Envelop 10"x12" (laminated)	Per 100 Piece			
32	Envelop 12"x16" (laminated)	Per 100 Piece			
33	Register (A3 Size upto 200 pages)	Per Piece			
34	Register (No 10) A Grade	Per Piece			
35	Register (No 18) A Grade	Per Piece			



36	Register (No 20) A Grade	Per Piece			
37	Register (No 26) A Grade	Per Piece			
38	Register (No 30) A Grade	Per Piece			
39	Register (No 36) A Grade	Per Piece			
40	Register (No 40) A Grade	Per Piece			
41	Register (No 6) A Grade	Per Piece			
42	Register (No 8) A Grade	Per Piece			
43	Tally Book (No 10) A Grade	Per Piece			
44	Tally Book (No 20) A Grade	Per Piece			
45	Blank CD 700 MB	Per Piece			
46	Blank CD mailer	Per Piece			
47	DVD with Cover	Per Piece			
48	Pen Drive 8 GB	Per Piece			
49	Pen Drive 16 GB	Per Piece			
50	Pen Drive 32 GB	Per Piece			
51	Pen Drive 64 GB	Per Piece			
52	Computer Paper 10x12x1	Per Reem/Pkt			
53	Computer Paper 10x12x2	Per Reem/Pkt			
54	Computer Paper 15x12x1	Per Reem/Pkt			
55	Computer Paper 15x12x2	Per Reem/Pkt			
56	Computer Paper 10x12x3	Per Reem/Pkt			
57	Computer Paper 15x12x3	Per Reem/Pkt			
58	Dot Matrix Printer Ribbon (8 Mtr.)	Per Piece			
59	Brown Tap 1"	Per Piece			
60	Brown Tap 2"	Per Piece			
61	Notice Board Pin (Push Pin	Per pkt			
62	T Paper Pin	Per pkt			
63	Pencil (HB)	Per pkt			
64	Eraser	Per Piece			
65	Glue Stick 8 grm	Per Piece			
66	Glue Stick 15 grm	Per Piece			
67	Indicator Flag (single colour)	Per pkt			
68	Indicator Flag (Multi colour)	Per pkt			
69	Paper Poker	Per Piece			
70	Stamp Pad	Per Piece			
71	Stapler HD 10	Per Piece			
72	Scissor Big	Per Piece			
73	Stapler HD 45	Per Piece			
74	Tag	Per pkt			
75	Binding Clip (19 mm)	Per Piece			
76	Binding Clip (25 mm)	Per Piece			
77	Binding Clip (32 mm)	Per Piece			
78	Binding Clip (41 mm)	Per Piece			
79	Black tape	Per Piece			
80	Painting Brush 1 inch	Per Piece			
81	Painting Brush 2 inch	Per Piece			



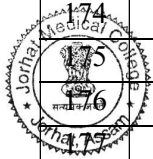


82	Cello Tape Size 2"	Per Piece			
83	Cello Tape Size 1 "	Per Piece			
84	Clip Board (Straw Board)	Per Piece			
85	Clip Board (Transparent)	Per Piece			
86	Clip File	Per Piece			
87	Germs Clip	Per pkt			
88	Gum (300 ml)	Per Bottle			
89	Gum (700 ml)	Per Bottle			
90	Paper Cutter (9 mm)	Per Piece			
91	Paper Cutter (18 mm)	Per Piece			
92	Paper Puncher (DP 480)	Per Piece			
93	Paper Weight	Per Piece			
94	Pen Stand with 2 holder	Per Piece			
95	Pencil (Red & Blue)	Per pkt			
96	Pencil Carbon	Per pkt			
97	Scale Steel	Per Piece			
98	Scale Wooden	Per Piece			
99	Sealing Wax (La)	Per Piece			
100	Stamp Ink Big (500 ml)	Per Piece			
101	Stamp pad big	Per Piece			
102	Stapler pin 10	Per pkt			
103	Stapler pin 24/6	Per pkt			
104	Stapler pin 23/15-H (15mm (9x16"))	Per pkt			
105	Calculator Medium (12 digit)	Per Piece			
106	Stapler HD 45	Per Piece			
107	Stapler HD 1217	Per Piece			
108	Stapler HD 1217 pin	per pkt			
109	Stapler regular HD 10	Per Piece			
110	Marker Pen (Thin)	Per Piece			
111	Marker Pen (Big)	Per Piece			
112	Whitener	Per Piece			
113	Highlighter	Per pkt			
114	White Chalk Pencil (60 Pc/Pkt)	Per pkt			
115	Color Chalk Pencil (60 Pc/Pkt)	Per Piece			
116	White Board Marker pen	Per Piece			
117	Duster	Per Piece			
118	Sharpener	Per Piece			
119	AAA Pencil Battery	Per Piece			
120	AA Pencil Battery	Per Piece			
121	12 volt Pencil Battery	Per Piece			
122	Lithium coin battery (CR2032) 3Vlt	Per Piece			
123	Dust Bin (Paddle Bin) small	Per Piece			
124	Dust Bin (Paddle Bin) medium	Per Piece			



125	Dust Bin (Paddle Bin) large	Per Piece			
126	Disinfectant toilet cleaner	Per Ltr			
127	Jharu (Phul)	Per Piece			
128	Jute Rope	Per Kg			
129	Lock & Key Medium (40 mm)	Per Piece			
130	Lock & Key Medium (65 mm)	Per Piece			
131	Lock & Key Medium (50 mm)	Per Piece			
132	Lock & Key Medium (90 mm)	Per Piece			
	Lock & Key Medium (20 mm)	Per Piece			
134	Naphthalene Ball	Per pkt			
135	Bathroom Air Freshener	Per Piece			
136	Phenyl	Per Ltr			
137	Room Freshener	Per Piece			
138	Waste Paper Bucket	Per Piece			
139	Bleaching Powder	Per Kg			
140	Bucket Galvanised	Per Piece			
141	Plastic Bucket (small)	Per Piece			
142	Plastic Bucket (Medium)	Per Piece			
143	Plastic Bucket (Large)	Per Piece			
144	Call Bell (Electrical)	Per Piece			
145	Call Bell Table	Per Piece			
146	Citronella Oil (Small Size)	Per Bottle			
147	Coconut Rope	Per Kg			
148	Cup Plate (Bone China)	Per Set			
149	Cup Plate General (Bone China)	Per Set			
150	Door Mattress Choir Big (Per Sq. ft.)	Per Sq.ft.			
151	Door Mattress Choir Medium (Per Sq. ft.)	Per Sq.ft.			
152	Door Mattress PVC Big (Per Sq.ft.)	Per Sq. ft.			
153	Door Mattress PVC Small (Per Sq. ft.)	Per Sq. ft.			
154	Door Mattress PVC Medium	Per Sq. ft.			
155	Drinking Glass (Glassware)	Per Piece			
156	Dustbin (Small)	Per Piece			
157	Dustbin (Medium)	Per Piece			
158	Dustbin (Large)	Per Piece			
159	Jharu Bamboo	Per Piece			
160	Jug	Per Piece			
161	Markin Cloth	Per Mtr			

162	Mosquito Coil	Per Piece			
163	Mug	Per Piece			
164	Paint (Enamel)	Per Ltr			
165	Jute Rope	Per Kg			
166	Plastic Rope	Per Kg			
167	Toilet Soap (Dettol 42 gm)	Per Piece			
168	Detergent powder	Per Kg			
169	Towel Big	Per Piece			
170	Towel Small	Per Piece			
171	Dish wash Bar (85 gm)	Per Piece			
172	Wiper	Per Piece			
173	Toilet Brush	Per Piece			
174	Magic Mop	Per Piece			
175	Normal Mop	Per Piece			
176	Insect Killer Spray	Per Piece			
177	Stock register Book No 10	Per Piece			
178	Stock register Book No 20	Per Piece			
179	Stock register Book No 30	Per Piece			
180	Battery C Size (1.5V)	Per Piece			
181	Plastic Folder	Per Piece			
182	9V Battery	Per piece			
183	Envelop FS size (inside cotton)	Per piece			
184	Hand wash (250 ml)	Per piece			
185	Hand wash (500 ml)	Per piece			
186	Hand wash refill pack (750 ml)	Per piece			
187	Hand wash refill pack (900 ml)	Per piece			
188	Rubber Slipper (size 7)	Per pair			
189	Rubber Slipper (size 8)	Per pair			
190	Rubber Slipper (size 9)	Per pair			
191	Rubber Slipper (size 10)	Per pair			
192	Lithium ion Battery (CR 2032, 3V)	Per piece			
193	Scissor (Small)	Per piece			
194	Scissor (Medium)	Per piece			
195	Scissor (Large)	Per piece			
196	Poly Bag (small)	Per kg			
197	Poly Bag (Medium)	Per kg			
198	Poly Bag (large)	Per kg			
199	Digital weight machine (Adult)	Per piece			
200	Digital Weight Machine (Paediatrics)	Per piece			
201	Digital Weight Machine (100 Kg with platform)	Per piece			
202	Distilled water (1ltr)	Per bottle			



203	Distilled water (5ltr)	Per jar			
204	Tissue paper roll	Per roll			
205	Photo print paper (for OCT Machine)	Per Pkt			
206	Photo print paper (A4 size)	Per Pkt			
207	Torch light with battery (small)	Per piece			
208	Torch light with battery (Medium)	Per piece			
209	Torch light with battery (Large)	Per piece			
210	LED Torch light (rechargeable) small	Per piece			
211	LED Torch light (rechargeable) Medium	Per piece			
	LED Torch light (rechargeable) Large	Per piece			
213	Use And Throw Ball Pen (blue)	Per piece			
214	Use And Throw Ball Pen (black)	Per piece			
215	Torch light battery (1.5 Volt) type D	Per piece			
216	Notice Board (Green pinup board) 4x4ft	Per piece			
217	White Board (2x3ft)	Per piece			
218	White Board (3x4ft)	Per piece			
219	White Board (4x4ft)	Per piece			
220	White Board (4x6ft)	Per piece			
221	White Board (6x8ft)	Per piece			



Annexure E

Financial Bid

Format for Financial Bid

(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.

Date: _____

Place: _____

Signature & Seal of the Tenderer



Annexure F

Undertaking

[To be given Rs. 100/- Non-Judicial Stamp paper]

To,

The principal cum Chief Superintendent,
Jorhat Medical College & Hospital, Jorhat

Sir,

I/We do hereby solemnly declare and undertake that:

The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.

The firm is in this business since last three years.

3. The items quoted by me/us have not been and are not being supplied to any other Govt. organization /institution in NCR region at rates lower than those quoted hereand the rates quoted in this tender are not more than M.R.P. of the items.
4. The items quoted are of standard quality and workmanship
5. The firm is not black listed in any Govt. org./institution.
6. I/We give the rights to the JMCH authority to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm(Firms Name& Address)

(Signature of Authorized Signatory)

Name :

Designation: Seal:



To,

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

WHEREAS _____ (Name and address of the supplier), hereinafter called the “supplier”, has undertaken for supply of Stationery items (herein after called “The contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs..... (Rs.....only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under control and without CAVIL or argument, any sum or sums within the limits of as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid up to 24 (Twenty Four) months from the date of notification of award i.e. up to_(indicate date).

.....
(Signature with date of the authorized person)

.....
(Name & designation of officer.....

.....
(Seal, name & address)



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)

Submission of information pertaining to Bid Security/ EMD.

Submission of signed copy of Tender Documents/Addendums.

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 a **HARD COPY OF TECHNICAL BID** alongwith court fees and other relevant 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

