



BIDDING DOCUMENT
NATIONAL COMPETITIVE BIDDING

(e-Procurement)
RATE CONTRACT
FOR SUPPLY OF OFFICE STATIONERY AND OTHER OFFICE
CONSUMABLE ITEMS

AT
JORHAT MEDICAL COLLEGE & HOSPITAL, JORHAT
IFB NO. SMEJ/JMCH/2571/2021/PT-II/2024/3423 DATE:13/08/2024

TWO BID SYSTEMS

Date and Time for Publishing of e-Bid Document	12:00 P.M of 14/08/2024
Date and Time of Pre-Bid Meeting	1:00 P.M of 21/08/2024
Date and Time of Start of Bid Submission	2:00 P.M of 22/08/2024
Date and Time of End of Bid Submission	12:00 P.M of 05/09/2024
Date and Time of Opening of E-Technical Bid	1:00 P.M of 05/09/2024
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

1. Notice Inviting Bids (NIB)

Jorhat Medical College & Hospital, Jorhat-Assam

Swahid Kushal Kuwar Path, Jail Road, Jorhat, Pin: 785001

Email: tendercelljmch@gmail.com Website: www.jorhatmedicalcollege.in

Notice Inviting Bids

Tender Ref. No. SMEJ/JMCH/2571/2021/PT-II/2024/3423 DATE:13/08/2024

- (i) The Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat-Assam, hereby invites online Bids from eligible Bidders following **two-bid system** of bidding for **“Supply of Stationery and other Office Consumable Item on Rate Contract Basis for, Jorhat Medical College & Hospital, Jorhat-Assam”**.
- (ii) Open Competitive Bidding method shall be followed for selection of most preferred bidder for the tendered Item(s). The tender terms, conditions and procedures are in conformity with “The Assam Public Procurement Act, 2017” and “The Assam Public Procurement Rules, 2020” as amended from time to time.
- (iii) The Bidding Documents can be downloaded by any prospective bidders from the-Procurement portal i.e., <http://assamtenders.gov.in>, free of cost.
- (iv) Bids must be submitted online at the e-Procurement portal (i.e., <http://assamtenders.gov.in>) on or before the due date for submission i.e. [05/09/2024 upto 12.00 Noon].
- (v) The Bidders are also required to submit the hardcopy of the Technical Bid (with original documents) in the office of the undersigned within due date for submission of hardcopy of the Technical Bid i.e., [05/09/2024 upto 1.00 Noon]. The Late Bids will be liable for rejection summarily.
- (vi) The Technical Bid will be opened online on [05/09/2024 upto 1.00 P.M] and the Price Bid shall be opened online only for the technical qualified bidders.
- (vii) Bidders who seek to appeal against any decision, action or omission regarding this particular procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first and second appellate authority are as mentioned below:

First Appellate Authority	Second Appellate Authority
<p>Prof. (Dr.) R.K Talukdar, Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat Land Line No. 0376-2370107</p>	<p>Smti Laya Madduri, IAS Secretary to the Government of Assam, Finance (A&F, EC-I, ECIII) Department, Second Floor, F Block, Janata Bhawan, Dispur, Guwahati : 781006 Phone No.:0361-2237455 E-mail: l.madduri@nic.in</p>

Sd/-

Signature of the Authority/Official
Prof. (Dr.) R.K Talukdar,
Principal cum Chief Superintendent,
Jorhat Medical College & Hospital, Jorhat



Schedule of Rate Contract

01	Particular	Rate Contract for Supply of Stationery/Computer Consumables etc. for JMCH , Jorhat-Assam on rate contract basis.
02	E-Tender IFB No.	SMEJ/JMCH/2571/2021/PT-II/2024/3423 DATE:13/08/2024
03	Contract period	(1) One Year and can be continued / renewed for further (1) Year on mutual consent of both parties subject to satisfaction of the authority of Jorhat Medical College & Hospital, Jorhat-Assam, India
04	Tender Fees (Non refundable)	Tenders must be accompanied by Tender Processing Fee of Rs. 500/- (Non refundable) 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.
05	Earnest money deposit(Refundable)	Tenders must be accompanied by EMD lumpsum of Rs. 50,000/- (Refundable) 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.
	Date & Time of publishing of e-Bid document	12.00 P.M of 14/08/2024 through e-portal www.assamtenders.gov.in & official website www.jorhatmedicalcollege.in
06	Date & time of Pre-Bid Meeting	1.00 P.M of 21/08/2024 in the College Council Hall, Administrative Building, JMC
07	Date and time of start of bid submission	2.00 P.M of 22/08/2024
08	Date and time of end of bid submission	05/09/2024 upto 12:00 PM
09	Date and time of last date of submission of hardcopy	05/09/2024 upto 12:00 PM
10	Date and time of opening of e-Technical Bid	05/09/2024 at 1:00 PM
11	Tentative date and time for Opening of e-Price Bid	Shall be communicated only to the technically qualified bidders subsequently

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



SECTION-II

1. Instructions to Bidders

General

A. Introduction

- i. This Section provides the relevant information as well as instructions to assist prospective bidders in preparation and submission of bids. It also includes the mode and procedure to be adopted by the Procuring Entity for receipt and opening as well as scrutiny and evaluation of bids and subsequent placement of award of contract.
- ii. Before preparing and submitting the bids (Technical & Price) online at the e-Procurement portal in the prescribed manner, the bidder should read and examine all the terms and conditions, instructions, etc., contained in this Bidding Document. Failure to provide required information or to comply with the instructions incorporated in this Bidding Document may result in rejection of bid.
- iii. The Bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its bid including preparation, mailing and submission of its bid and subsequently processing the same. The Procuring Entity shall, in no case be responsible or liable for any such cost, expenditure, etc., regardless of the conduct or outcome of the bidding process.

B. Language of Bids

- I. Bid submitted by the Bidder and all subsequent correspondences and documents relating to the bid exchanged between the Bidder and the Procuring Entity, shall be written in English language. However, the language of any printed literature furnished by the bidder in connection with its bid may be written in any other language, provided the same is accompanied by a self-certified English translation and, for purposes of interpretation of the bid, the English translation shall prevail.

C. Code of Integrity

- i. The Procuring Entity and all its officials or employees, whether involved in the procurement process or otherwise, or bidders and their representatives or consultants or service providers participating in a procurement process or other persons involved, directly or indirectly in any way in a procurement process shall maintain an unimpeachable standard of integrity.
- ii. Govt. of Assam prescribes to uphold the Code of Integrity, which prohibits officials or employees of a Procuring Entity or any person(s) participating in the bidding process, as bidder or otherwise, the following:
 - any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
 - any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
 - any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
 - improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
 - any financial or business transactions between the bidder and any officer or employee of the Procuring Entity, who are directly or indirectly related to the tender or execution process of contract;
 - any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
 - any obstruction of any investigation or audit of a procurement process;



- making false declaration or providing false information for participation in
 - a) tender process or to secure a contract;
 - b) disclosure of Conflict of Interest;
 - c) disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other Procuring Entity.
- iii. In case of any breach of the Code of Integrity by a bidder or a prospective bidder, as the case may be, the TIA after giving a reasonable opportunity of being heard, may take appropriate measures including
 - (a) exclusion of the bidder from the procurement process;
 - (b) calling off pre-contract negotiations and forfeiture or encashment of bid security;
 - (c) forfeiture or encashment of any other security or bond relating to procurement;
 - (d) recovery of payments made by the BIE along with interest thereon at bank rate;
 - (e) cancellation of the relevant contract and recovery of compensation for loss incurred by it;
 - (f) Initiate available legal actions available under different laws in India
 - (g) debarment of the bidder from participation in any tender issued by the Procuring Entity for a period not exceeding **three years**.

D. Conflict of Interest

- i. Conflict of Interest for a Procuring Entity or its personnel (i.e., officials or employees) and bidders is a situation in which a party has interests that could improperly influence that performance of its duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.
- ii. Govt. of Assam describes the situations in which a Procuring Entity or its personnel maybe considered to be in a situation of Conflict of Interest include, but are not limited to the following-
 - a) Conflict of Interest occurs when the private interests of a Procuring Entity or its personnel, such as personal, non-official, extra-professional or other relationships or personal financial assets, interfere or appear to interfere with the proper performance of its professional functions or obligations as a procurement official.
 - b) within the procurement environment, a Conflict of Interest may arise in connection with such private interests as personal investments and assets, political or other social activities and affiliations while in the service of the Procuring Entity, employment after retirement from service or of relatives or the receipt of a gift that may place the Procuring Entity or its personnel in a position of obligation;
 - c) Conflict of Interest also includes the use of assets of the Procuring Entity including human, financial and material assets, or the use of the office of the Procuring Entity or knowledge gained from official functions for private gain or to prejudice the position of someone the Procuring Entity or its personnel does not favour;
 - d) Conflict of Interest may also arise in situations where the Procuring Entity or any of its personnel is seen to benefit directly or indirectly or allow a third party, including family, friends, or someone they favour, to benefit directly or indirectly from the decision or action of the Procuring Entity.
- iii. The situations in which bidders participating in a procurement process or their representatives may be in Conflict of Interest include, but are not limited to the following:
 - a) If they or their personnel or representatives or agents have any relationship or financial or business transactions or interests with any official of the Procuring Entity that are directly or indirectly involved in or related to the procurement process or execution of contract;
 - b) If they receive or have received any direct or indirect subsidy from any other bidder;
 - c) If they have the same legal representative for purposes of the bid;
 - d) If they have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another;



- e) If they participate in more than one bid in the same bidding process;
- f) If they have controlling partners in common;
- g) If a bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process or were involved in such preparation in anyway.

IV. In case of a holding company having more than one independently manufacturing/ processing/ producing unit or more than one unit having common business ownership or management, only one unit shall be allowed to submit bid or quote to prevent any Conflict of Interest. Similar restrictions shall apply to closely related sister or subsidiary companies. Such bidders must proactively declare such sister or subsidiary company or common business or management units in similar lines of business.

E. Bidders' Eligibility

- i. Bidder shall be a single business entity (not a consortium of entities) having a formal intent and legal competency to enter into an agreement or contract and are registered under respective Act in India.
 - ii. The Bidder shall be one of the following categories of entities to be eligible to participate in the bidding process:
 - a) Registered seller
- I. Bidder should not have a Conflict of Interest as prescribed and specified in **bid document**, which materially affects fair competition.
- II. In addition, any bidder participating in the bidding process shall–
- a) Have fulfilled his obligation to pay such of the tax payable to the Central Government or the State Government or any local authority.
 - b) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
 - c) not have, and their directors and officers do not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.
 - d) not be debarred by any Procuring Entity under the State Government, the Central Government, Autonomous body, Authority by whatever name called under them.

F. Bidders' Qualification

a. Bidders should substantially meet the qualification criteria as per bid document.

b. Bidders should fill and submit the Forms provided in **bid document** with relevant information and supporting evidence of fulfillment of their qualification, along with the technical bid.



SECTION -III

General Terms and Conditions

1. Clarifications of Bidding Documents

- I A Bidder requiring any clarification of the Bidding Document shall communicate in writing to the Procuring Entity in the address as **specified in the Bid Document** with reference to the Bidding Document. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received within a period **specified in the Bid Document**.
- II The Procuring Entity shall also promptly publish brief description of the enquiry but without identifying its source and its response at the official website/e-Procurement portal as **specified in the Bid Document**.
- III Should the clarification result in changes to the essential elements of the Bidding Documents, Procuring Entity shall amend the Bidding Documents following the procedure given under.

2. Pre-Bid Meeting :

- IV **Prospective bidders are invited to participate in the pre-bid meeting to be held on 21.08.2024 from 1.00 P.M onwards in the College Council Hall, Administrative Building, Jorhat Medical College & Hospital, Jorhat-Assam. The prospective bidders may submit in writing their queries for clarifications or suggestion, if any, on the bidding document in advance, for the consideration of the Purchase Committee of the Procuring Entity.**
- V During the pre-bid meeting, the clarification sought by representative of prospective bidders shall be responded appropriately. However, they must submit their queries for clarification and suggestions in written. The Procuring Entity shall publish written response to such requests for clarifications, without identifying its source in the e-Procurement portal. In case required, amendment(s), in terms of below shall be issued, which shall be binding on all prospective bidders.

3. Amendments to Bidding (Tender) Document:

- I At any time prior to the due date for submission of bid, the Procuring Entity may amend or modify the Bidding Document by issuing amendment(s) pursuant to **the bid document** or for any other reason, it deemed fit.
- II Such amendment(s) will be published at the e-Procurement portal or on the official website as **specified in the Bid Document** and the same shall be binding on all prospective Bidders.
- III To give reasonable time to prospective bidders to take necessary action in preparing their bids, the Procuring Entity may, at its discretion extend the deadline for the submission of bids and other allied time frames, which are linked with that deadline.
- IV Any Bidder who has downloaded the Bidding Documents should check the amendment(s), if any, issued on the Procurement portal. The Procuring Entity shall not be responsible, in any manner, if any prospective Bidder miss any amendment(s) published on the portal.

4. Price Bid

- I The blank Price Bid in the form of BoQ should be downloaded from the portal <http://assamtenders.gov.in> and saved on Bidder's computer without changing filename otherwise price bid will not get uploaded. The Bidder should fill in the details in the same file and upload the same back to the portal. Hardcopy of Price bid will not be accepted. Sample Price Bid/ BoQ may be seen for reference only.
- II Price Bid (BoQ) must be submitted online (soft copies) only. The BoQ (excel sheet available in e-procurement portal) is specific to the Bidder and is not interchangeable. The BoQ file shall be downloaded from the e-procurement portal and quote the prices in the respective fields before uploading it. The Price bids submitted in any other formats will be treated as non-responsive and not considered for tabulation and comparison. The BoQ should be submitted online in the portal i.e., <http://assamtenders.gov.in>.



III The format for Price Bid is given in for reference only.

5. Preparation and Submission of Bid :

- I The Bidder shall prepare the Technical Bid comprising of all documents. The bid shall be typed or written in ink with all pages serially numbered and signed by the Bidder or a person duly authorized to sign on its behalf, as mentioned in **Bid Document**, in token of acceptance of the Bid terms and conditions, Corrections in the bid such as interlineations, erasures, or overwriting shall be valid only if they are duly signed or initialed by the person signing the bid.
- II The Bidder shall submit both Technical and Price Bid online at the e-Procurement portal within due date and time for submission of Bid as mentioned in **Bid Document**. In addition to the online submission, the Bidder must submit only the hardcopy of the “Technical Bid” within the due date and time of submission as mentioned in **Bid Document** and in the manner as specified in **Bid Document**. Non-submission of hardcopy of the “Technical Bid” shall amount to cancellation of the Bid, summarily.
- III The bidding documents issued by the Procuring Entity in the e-procurement portal (i.e., <http://assamtenders.gov.in>) will appear in the “Latest Active Tender”. The Bidders/ Guest users can download the Bidding documents only after the due date & time of issue. The publication of the Bidding Document (i.e., Tender) will be for specific period till the due date for submission of bids after which the same will be removed from the list of “Latest Active Tender”.



- IV **Portal Registration:** The bidder intending to participate in the bid is required to register in the e-Procurement portal using an active personal/ official e-mail ID as his/her Login ID and attach his/her valid Digital Signature Certificate (DSC) - Class II or III to his/her unique Login ID. He/ She must submit the relevant information as asked for about the bidder. The portal registration of the bidder is to be authenticated by the State Procurement Cell after verification of original valid certificates/documents such as (i) PAN and (ii) GST Registration Certificate (RC) (iii) In Procuring Entity Certificate (iv) manufacturing license of the concerned bidder. Any change of information by the bidder is to be re-authenticated by the State Procurement Cell. After successful authentication, bidder can participate in the online bidding process.
- V **Logging to the Portal:** The Bidder is required to type his/her Login ID and password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user’s DSC will be validated against its date of validity and against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique Login ID, password and DSC combination and authenticates the login process for use of portal.
- VI The bidder can download the bidding document and undertake the necessary preparatory work off-line and upload the completed bid at their convenience before due date and time for submission.
- VII The bidder can upload technical bid in two files in “.pdf” format. For management of space, the bidder can serially arrange their document as per the checklist and create two equal size check “.pdf” files and upload them.

6. Bid Prices

- I The prices quoted by the Bidder in the Price Bid (Price Schedule) shall conform to the requirements specified below.
- II The Bidder must quote for one or more items in the price schedule of its choice, unless otherwise specified in **Bid Document**.
- III The price quoted by the Bidder shall be fixed (remain Firm) during the Bidder’s performance of the Contract and shall not be subject to variation on any account, **unless otherwise specified in this Bidding Document**. The bid submitted with adjustable price quotation shall be treated as nonresponsive and shall be rejected.
- IV The price offered in the Price Bid for the item(s) shall be based on FOR consignee location/

DDP (Place of destination) price.

- V The bidder must unconditionally offer in the Bid to supply the items and other associated services as specified for each /item in **bid document**.

7. Bid Currency

- I The bidder should submit its quote in Indian Rupees only.
- II Bids, where prices are quoted in any other currency shall be treated as non-responsive and rejected.

8. Documents Establishing Compliance

- I. The Bidder shall furnish as part of its Bid the documentary evidence that the item(s) offered by it, conforms to the required specifications, quality standard and other criteria as specified in **Section-V: Schedule of Requirements**.
- I. The documentary evidence may be in the form of literature, drawings, certificate, or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the item(s) offered, demonstrating substantial responsiveness of the quality standards & other requirements as per **bid document**.

9. Documents Establishing Eligibility & Qualification of the Bidder

- I. To establish their eligibility, Bidders shall complete the Letter of Bid, included in Section-VI: Bidding Forms
- II. The documentary evidence of the Bidder's qualifications to participate in the bid and own the contract, shall establish to the Bid Evaluation Committee's satisfaction that the Bidder meets each of the qualification criterion specified in Section-IV: Qualification and Evaluation

10. Period of Validity of Bids

- I. Bids shall remain valid for the period **specified in the Bid Document** after the due date for submission of Bid. A bid valid for a shorter period shall be rejected as non-responsive
- II. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. A Bidder may refuse the request without forfeiting its Bid Security.
- III. The Bidder who agrees to the extension of the period of validity of bids so requested by the Procuring Entity shall also extend the period of validity of bid securities submitted by them or submit new bid security to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or new bid securities not submitted shall be considered to have refused the request to extend the period of validity of its bids and rejected as non-responsive. The decision of the Procuring Entity will be final and binding in this regard.

11. Bid Processing Fee :

- I. The Bidder shall furnish as part of its bid, the Bid Processing Fee of Rs. 500/- (non- refundable), may be submitted through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on <https://assamtenders.gov.in>.

12. Bid Security

The Bidder shall furnish as part of its bid, a Bid Security in the amount of Rs. 50,000/- (Refundable) may be submitted through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on [https:// assamtenders.gov.in](https://assamtenders.gov.in).

- II. Bidders belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Other Backward Classes (OBC) and any other class of bidders notified by government from time to time may deposit 50% of the stipulated amount of Bid Security, but in such cases documentary proof regarding their caste issued by the competent authority must also be submitted along with the Bid.
- III. In case, bid security is submitted in form of Bank Guarantee, it should be submitted either using the form provided in **bid document**. The Bank Guarantee submitted as Bid Security shall



- be verified and confirmed from the competent authority of the concerning issuing Bank.
- IV. The Bid Security must remain valid for **forty-five (45) days** beyond the original or extended validity period of the bid.
 - V. Any bid not accompanied by a Bid Security shall be rejected as non-responsive.
 - VI. The bid security of a bidder lying with the Procuring Entity, if any, in respect of other bids awaiting decision shall not be adjusted towards bid security required under this Bidding Documents.
 - VII. The bid security originally deposited by a Bidder may be taken into consideration, in case bids are re-invited, if found valid, if so, **specified in the bid document..** Such Bidders are required to ascertain validity of bids for consideration in lieu of bid security required under this Bidding Documents.
 - VIII. The Bid Security of unsuccessful bidder shall be released within 30 working days after signing of Agreement and deposit of performance security by the successful bidder.
 - IX. The Bid Security of successful Bidders shall be released within 30 working days upon the successful Bidder's signing the contract and furnishing the Performance Security pursuant. As an alternative, the amount of Bid Security may be adjusted with the amount of performance security required from him or refunded if the successful bidder furnishes the full amount of performance security, if **provided in the Bid Document.**
 - X. In case Procuring Entity decides to cancel the procurement process, it shall return the bid security of all bidders after the decision to cancel procurement process.
 - XI. The Bid Security of the bidder, who withdraws its bid prior to deadline for submission of bids, in case bid withdrawal is permitted, shall be returned after the opening of the bids.
 - XII. The Bid Security deposited by a Bidder shall be forfeited in the following cases:
 - (i) When the bidder withdraws or modifies its bid after due date for submission.
 - (ii) when the bidder does not deposit the required performance security and/or sign the contract within the specified period; and
 - (iii) If the bidder breaches any provisions of Code of Integrity prescribed for bidders.

SUBMISSION AND OPENING OF BIDS

13. Submission of Technical Bid (Hardcopy)

- I. In addition to online submission of the technical bid, the Bidders shall submit the hardcopy of the technical bid by post or by hand or drop in the box earmarked and placed in the office of the Procuring Entity within due date and time for submission as mentioned in the **BID DOCUMENT**. Bids so submitted shall enclose the original documents of the technical bid in sealed envelopes duly marked as "HARDCOPY OF THE TECHNICAL BID" along with the following details duly super scribed on it:
 - (i) Name and complete address along with the mobile, telephone number and email address of the Bidder;
 - (ii) complete postal address of the Bid Inviting Entity;
 - (iii) Specific identification mark / Tender Ref. No. and subject matter of procurement.
 - (iv) A warning 'not to open before the time and date for bid opening' as indicated in the Bidding Documents
- II. If the envelope is not sealed and marked as required, the Procuring Entity will assume no responsibility about its consequences viz. misplacement or premature opening of the bid.

14. Extension of Due Date for Submission of Bids

- A. Bids must be submitted (online and hardcopy) within due date and time for submission of bid.
- B. The date of submission and opening of bids shall not be extended except when—
 - (i) sufficient number of bids have not been received within the given time and the Purchase Committee of the Procuring Entity is of the opinion that further bids are likely to be submitted if time is extended; or



- (ii) The Bidding Documents are required to be substantially modified because of discussions in pre-bid meeting or other wise and the time for preparations of bids by the prospective bidders appears to be insufficient for which such extension is required.
- C. In cases where the time and date of submission of bids is extended, an amendment to the Bidding Documents shall be issued, in which case all rights and obligations of the Procuring Entity and Bidders previously subject to the deadline shall thereafter be subject to the deadline extended.
- D. If the due date for submission of bids is not a working day, the bids shall be received and opened at the same time and hour on the next working day.
- E. Bidder can withdraw or resubmit an online bid any time prior to the due date and time for submission of Bid (except details of online submission of Bid Security & Processing fee). In case of online resubmission of the bid, the latest submitted bid shall be available for evaluation.

15. Opening of Bids

- I. Technical Bids submitted by the Bidders through the e-Procurement portal shall be opened online on the due date for opening of the bid as specified in the BID DOCUMENT. It shall be cross checked first to confirm whether all the bidders have also submitted the hardcopy of the technical bid within due date for submission. The bid of those bidders who fails to submit the hardcopy of the technical bid within the due date and time for submission of hardcopy as specified in the BID shall be cancelled and excluded from further evaluation.
- II. The Technical Bid of only those bidders who have submitted both hardcopy and online within due date and time shall be considered for evaluation by the Bid Evaluation Committee of the Procuring Entity.

EVALUATION AND COMPARISON OF BIDS

16. Confidentiality:

- I. Information relating to the evaluation of bids including finalization of the list of technically qualified bidders, price comparison and recommendation for award of contract, shall not be disclosed to bidders or any other persons not officially concerned with the bidding process until information on Contract Award is officially communicated to all Bidders.

Any effort by a Bidder to influence the officials of the Procuring Entity or its committee in the evaluation or contract award decisions may result in the rejection of its Bid.

Notwithstanding **as per bid**, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the officials of the Procuring Entity on any matter related to the bidding process, it should do so in writing.

17. Preliminary Examination of Bids

The Bid Evaluation Committee duly constituted by the Procuring Entity shall conduct a preliminary scrutiny of the bids at the beginning to assess the prima-facie responsiveness and record its findings thereof particularly in respect of the following:

- i. That the bid is prepared in the prescribed manner and contains the documents and information as required.
- ii. The bid is valid for the period, specified in the Bidding Documents.
- iii. That the bid is accompanied by due Bid Security and Processing Fee.
- iv. That the bid is unconditional, and that the bidder has agreed to give the required performance security; and
- v. Whether any other conditions specified in the Bidding Documents are fulfilled.

18. Clarification of Bids

- I. To assist in the examination, evaluation, comparison and qualification of the bids, the Bid Evaluation Committee may, at its discretion, ask any bidder in writing for clarification by a specific date regarding its bid specifically therein that if the bidder does not comply or respond by that date his bid shall be liable to be rejected. The request of the Committee for clarification and the response of the bidder thereto shall be in writing. Depending on the outcome, such bids shall be ignored or considered further.



- II. Any clarification submitted by a bidder about his bid that is not in response to a request by the Committee specifically shall not be considered.
- III. No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder qualified or an unresponsive submission, responsive shall be sought, offered, or permitted under any circumstances.
- IV. All communication generated as above shall be included in the record of the procurement proceedings.

19. Immaterial Non-conformities in Bids

- I. The Bid Evaluation Committee may waive non-conformities in the bid that do not constitute a material deviation, reservation or omission and deem the bid to be responsive.
- II. **The Bid Evaluation Committee may request the bidder to submit necessary information or documents which are historical in nature like audited statements of accounts, tax clearance certificate, PAN, etc. within a reasonable period through e-portal. Failure of the bidder to comply with the request within the given time shall result in the rejection of its bid.**



- III. The Bid Evaluation Committee may rectify immaterial non-conformities or omissions based on the information or documentation received from the bidder

20. Determination of Responsiveness

- I. The Bid Evaluation Committee constituted by the Procuring Entity shall determine the responsiveness of a bid to the Bidding Documents based on the contents of the bid submitted by the Bidder;
- II. A bid shall be deemed to be substantially responsive if it meets the requirements of the Bidding Documents without any material deviation, reservation, or omission where:
 - (a) “deviation” is a departure from the requirements specified in the Bidding Document;
 - (b) “reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
 - (c) “omission” is the failure to submit part or all of the information or documentation required in the bidding documents.
- III. A “material deviation, reservation, or omission” is one that,
 - (a) If accepted, shall: -
 - (i) effect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the Bidding Documents; or
 - (ii) limit in any substantial way, inconsistent with the Bidding Documents, the rights of the Procuring Entity or the obligation of the Bidder under the proposed contract; or
 - (b) If rectified shall unfairly affect the competitive position of other Bidders presenting responsive bids.
- IV. The Bid Evaluation Committee shall examine the technical aspects of the bid to confirm that all requirements of Bidding Documents have been met without any material deviation, reservation or omission.
- V. The Bid Evaluation Committee shall regard a bid as responsive if it conforms to all requirements set out in the Bidding Documents, or contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the Bidding Documents, that is, there is no material deviation, or if it contains errors or oversights that can be corrected without any change in the substance of the bid;
- VI. Bids that are not responsive or contain any material deviation shall be rejected. Bids declared as non-responsive shall be excluded from any further evaluation.

21. Non-conformities, Errors, and Omissions

- i. Provided that a Bid is substantially responsive, the Bid Evaluation Committee may waive any non-conformity in the Bid.
- ii. Provided that a bid is substantially responsive, the Bid Evaluation Committee may request that the Bidder submit the necessary information or documentation, within a reasonable

period, to rectify nonmaterial, non conformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

22. Price and Purchase Preference

- i. Price or purchase preference as per the rates and proportion of quantity notified in the Procurement Preference Policy, Assam, 2015 as amendment from time to time as notified by Govt. of Assam shall be accorded to firms located in the State of Assam as prescribed therein, or as may be notified by the State Government from time to time, subject to the production of valid registration certificate as prescribed in the said Policy.
- ii. The **Qualification and Evaluation Criteria** defines the way such price or purchase preferences shall be accorded, provided the bidder submits valid registration certificate issued by respective entities for the items required under **Schedule of Requirements**.

23. Evaluation and Comparison of Bids

- I. The Evaluation Committee of the Procuring Entity for Evaluation of this Bid shall use the criteria and methodologies listed in this Clause. No other evaluation criteria or methodologies shall be permitted.
- II. The Price Bid of only those bidders who are technically responsive/ qualified shall be opened online for comparative evaluation on the date and time a **specified in bid document**.
- III. Unless otherwise specified in “**Section IV: Evaluation and Qualification Criteria**” and the **bid document**, the evaluation shall be done for each item in the price schedule (BOQ) separately (item-wise). The responsive bidder offering lowest price (item wise) for a particular items shall be declared L1 (lowest) bidder for that item.
- IV. The evaluation of a bid will exclude and not consider:
 - a) IGST/SGST/CGST payable on the items quoted. GST, if payable, shall be paid at the applicable rate.
 - b) Any other component as specified in the **bid document**.
- V. The list of responsive and non-responsive bidder shall be published at the e-Procurement portal i.e., <http://assamtenders.gov.in> along with the reason for non-responsiveness.

24. Right to Accept or Reject any or all Bids

- I. The Procuring Entity reserves the right to accept or reject any bid, and to cancel / annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the Bidders for which the management of the Procuring Entity shall keep record of clear and logical reasons properly for any such action / recall of bidding process. In case of cancellation / annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders

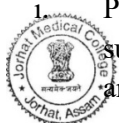
AWARD OF CONTRACT

25. Award of Contract

- i. The contract shall be award on parallel ‘Rate Contract Basis’ to the lowest responsive bidder item wise for the tendered item(s) as determined in the manner specified in **bid document**.
- ii. In case of a tie between two or more bidders in the price bid for a particular item (or where more than one bidder is L1 for a particular item), then the items ordered equally between the L1 bidders from time to time.

26. Notification of Award

- i. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the “Letter of Acceptance”) shall specify the price of the items that the Procuring Entity will pay the Supplier in consideration of timely supply of contracted item(s) (hereinafter and in the Conditions of Contract and Contract Forms called “the Contract Price”). In addition, the contracted rate quantity to be supplied by the contracted party shall also be specified. (Hereinafter and in the Conditions of Contract and



- Contract Forms called “the Contract Qty”)
- ii. Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.
 - iii. Procurement Entity shall promptly respond in writing to any unsuccessful Bidder who, after notification of award, requests in writing the grounds on which its bid was not selected.

27. Signing of Contract

- i. Promptly after notification of Award/ issue of Letter of Acceptance, the Procuring Entity shall send the successful Bidder the draft Contract Agreement.
- ii. The successful Bidder shall sign, date, and return the contract to the Procuring Entity within twenty-eight (28) days of receipt of the Letter of Acceptance along with required performance security.

28. Period of Contract

- i. **The Contract initially for a period of (1) One Year and can be continued / renewed for further (1) Year subject to satisfaction of the authority of Jorhat Medical College & Hospital, Jorhat-Assam, India**

29. DOCUMENTS COMPRISING THE BID:

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

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 – IV.
- b) Copy of constitution or legal status of the bidder / Sole proprietorship / firm / agency etc.
- c) **Financial Status:** - The Total Annual Turnover Certificate of the bidder for last three assessment years (2021-22, 2022-23, 2023-24) should not be less than Rs.20 Lakhs. The bidder has to submit an IT return acknowledgement for last three assessment year (2021-22, 2022-23,2023-24). Copies of profit & loss account and balance sheets duly authenticate by a Chartered Accountant for the last three assessment years (2021-22, 2022-23,2023-24) should be enclosed.
- d) The technical bid should be accompanied by Tender processing Fees and EMD details submission through online mode.
- e) Copy of PAN
- f) Copy of GST
- g) Valid Trade License
- h) The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted / banned / debarred firms / company by any central / state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid.
- i) All annexures as per prescribed format.
- j) 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 alongwith the technical bid.
- k) Compliance Sheet as per annexure

30. Financial Bid: The financial bid shall contain:

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

31. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify



whether design as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.
- (d) A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, JMCH authority may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (e) The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

32. BID PRICES:

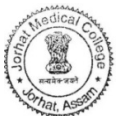
- (a) It should be submitted in form given in **Chapter VI**.
- (b) The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the Institute.
- (c) The rate quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- (d) **Rates should be inclusive of all taxes. Bidders offering lowest rate taken as L1 bidder.**
- (e) **L1 will be selected item wise.**

33. TECHNICAL EVALUATION:

- (a) Detailed technical evaluation shall be carried out by Purchase 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.
- (b) The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion / presentation.
- (c) The financial bid shall be submitted online only through e-portal: www.assamtenders.gov.in. Financial bids of only those bidders who qualify the technical criteria will be opened provided all other requirements are fulfilled.
- (d) JMCH authority shall have right to accept or reject any or all tenders without assigning any reason thereof.

34. FINANCIAL EVALUATION:

- (a) 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.
- (b) 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.

- (c) The JMCH, Jorhat-Assam 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 authority 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.
- (d) **Bidders submitting quotation with the lowest rate offered shall be selected as L1. L1 will be selected item wise.**

35. AWARD OF CONTRACT: PLACE MENT OF ORDER

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

36. Opening of Tender:

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

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.

37. Validity of the bids:

The bids shall be valid for a period of 365 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.

38. Right of acceptance:

The JMCH authority reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The JMCH, Jorhat reserve the right to reject any or all tenders/quotation or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.



Tender for Supply of Stationery and Other Office Consumable 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 and Other Office Consumable 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.
2. **ANNUAL TURNOVER**: Total Annual Turnover should be **Rs.20 lacs** or more during last 3 Assessment years i.e. 2021-2022, 2022-2023, 2023-2024 to be certified by CA. A copy of Turnover Certificate duly authenticated by CA should be submitted.
3. IT return acknowledgement for last 3 Assessment years i.e.2021-2022, 2022-2023, 2023-2024.
4. **STATUTORY REGISTRATIONS**: The tenderer must have valid Trade License, PAN Card of the Firm/Dealer/Proprietor, GST Registration is to be submittedwith the technical bid.

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

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/HMS
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 items 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.

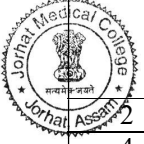
Sign of the Tendered with seal



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		
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. 50,000/- (Rupees Fifty 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. 2021-2022, 2022-2023, 2023-2024.		
11	Total Annual Turnover certificate should be Rs.20 lacs or more during last 3 Assessment years i.e. 2021-2022, 2022- 2023, 2023-2024 to be certified by CA.		
12	Whether the Firm/Agency has signed each and every page of Tender / NIT		
14	Experience certificate of supplying the Stationery and Other Office Consumable 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 : _____

Annexure C**List of stationery and Other Office Consumable items with specifications**

Sl. No.	Name of the Item	Packing/Unit	Make/brand
1	Copier Paper A4 (75 GSM)	Per Reem	Registered Brand
2	Copier Paper A3 (75 GSM)	Per Reem	Registered Brand
3	Copier Paper FS (75 GSM)	Per Reem	Registered Brand
4	Cover File (Jumbo)	Per Piece	Registered Brand
5	Cover File laminated 30 ounce	Per Piece	Registered Brand
6	Fullscape Paper (Half DFC Size)	Per Dista	Registered Brand
7	Index File	Per Piece	Registered Brand
8	Log Book Register	Per Piece	Registered Brand
9	Peon Book (Soft Bound) No. 4	Per Piece	Registered Brand
10	Window Envelope (10 x 4.5)	Per 100 Piece	Registered Brand
11	Attendance Registrar (No-2)	Per Piece	Registered Brand
12	Attendance Registrar (No-4)	Per Piece	Registered Brand
13	ST paper/Note Sheet (DFC Size)	Per Reem (500)	Registered Brand
14	Brown Paper (Double Demy Size)	Per Reem	Registered Brand
15	Carbon Paper (Big Size)	Per pkt	Registered Brand
16	Carbon Paper (Standard Size)	Per pkt	Registered Brand
17	Cash Book (10 sheet/number)	Per Piece	Registered Brand
18	Conference File (Clear bag)	Per Piece	Registered Brand
19	Dak Pad	Per Piece	Registered Brand
20	Double Demy A Grade 13.5 kg	Per Reem	Registered Brand
21	Double Demy A Grade 11.5 kg	Per Reem	Registered Brand
22	Double Demy A Grade 21.3 kg	Per Reem	Registered Brand
23	Double Demy A Grade 18.6 kg	Per Reem	Registered Brand
24	Drawing Paper	Per Piece	Registered Brand
25	Engagement Pad	Per 100 Piece	Registered Brand
26	Envelop (Inside Cotton net) A3 size	Per 100 Piece	Registered Brand
27	Envelop (Inside Cotton net) A4 size	Per 100 Piece	Registered Brand
28	Envelop 9"x4"	Per 100 Piece	Registered Brand
29	Envelop 11"x5"	Per 100 Piece	Registered Brand
30	Envelop 8"x12" (laminated)	Per 100 Piece	Registered Brand
31	Envelop 10"x12" (laminated)	Per 100 Piece	Registered Brand
32	Envelop 12"x16" (laminated)	Per 100 Piece	Registered Brand
33	Register (A3 Size upto 200 pages)	Per Piece	Registered Brand
34	Register (No 10) A Grade	Per Piece	Registered Brand
35	Register (No 18) A Grade	Per Piece	Registered Brand
36	Register (No 20) A Grade	Per Piece	Registered Brand
37	Register (No 26) A Grade	Per Piece	Registered Brand
38	Register (No 30) A Grade	Per Piece	Registered Brand
39	Register (No 36) A Grade	Per Piece	Registered Brand
40	Register (No 40) A Grade	Per Piece	Registered Brand

41	Register (No 6) A Grade	Per Piece	Registered Brand
42	Register (No 8) A Grade	Per Piece	Registered Brand
43	Tally Book (No 10) A Grade	Per Piece	Registered Brand
44	Tally Book (No 20) A Grade	Per Piece	Registered Brand
45	Blank CD 700 MB	Per Piece	Registered Brand
46	Blank CD mailer	Per Piece	Registered Brand
47	DVD with Cover	Per Piece	Registered Brand
48	Pen Drive 8 GB	Per Piece	Registered Brand
49	Pen Drive 16 GB	Per Piece	Registered Brand
50	Pen Drive 32 GB	Per Piece	Registered Brand
51	Pen Drive 64 GB	Per Piece	Registered Brand
52	Computer Paper 10x12x1	Per Reem/Pkt	Registered Brand
53	Computer Paper 10x12x2	Per Reem/Pkt	Registered Brand
54	Computer Paper 15x12x1	Per Reem/Pkt	Registered Brand
55	Computer Paper 15x12x2	Per Reem/Pkt	Registered Brand
56	Computer Paper 10x12x3	Per Reem/Pkt	Registered Brand
57	Computer Paper 15x12x3	Per Reem/Pkt	Registered Brand
58	Dot Matrix Printer Ribbon (8 Mtr.)	Per Piece	Registered Brand
59	Brown Tap 1"	Per Piece	Registered Brand
60	Brown Tap 2"	Per Piece	Registered Brand
61	Notice Board Pin (Push Pin	Per pkt	Registered Brand
62	T Paper Pin	Per pkt	Registered Brand
63	Pencil (HB)	Per pkt	Registered Brand
64	Eraser	Per Piece	Registered Brand
65	Glue Stick 8 grm	Per Piece	Registered Brand
66	Glue Stick 15 grm	Per Piece	Registered Brand
67	Indicator Flag (single colour)	Per pkt	Registered Brand
68	Indicator Flag (Multi colour)	Per pkt	Registered Brand
69	Paper Poker	Per Piece	Registered Brand
70	Stamp Pad	Per Piece	Registered Brand
71	Stapler HD 10	Per Piece	Registered Brand
72	Scissor Big	Per Piece	Registered Brand
73	Stapler HD 45	Per Piece	Registered Brand
74	Tag	Per pkt	Registered Brand
75	Binding Clip (19 mm)	Per Piece	Registered Brand
76	Binding Clip (25 mm)	Per Piece	Registered Brand
77	Binding Clip (32 mm)	Per Piece	Registered Brand
78	Binding Clip (41 mm)	Per Piece	Registered Brand
79	Black tape	Per Piece	Registered Brand
80	Painting Brush 1 inch	Per Piece	Registered Brand
81	Painting Brush 2 inch	Per Piece	Registered Brand
82	Cello Tape Size 2"	Per Piece	Registered Brand
83	Cello Tape Size 1 "	Per Piece	Registered Brand
84	Clip Board (Straw Board)	Per Piece	Registered Brand
85	Clip Board (Transparent)	Per Piece	Registered Brand
86	Clip File	Per Piece	Registered Brand
87	Germs Clip	Per pkt	Registered Brand
88	Gum (300 ml)	Per Bottle	Registered Brand

89	Gum (700 ml)	Per Bottle	Registered Brand
90	Paper Cutter (9 mm)	Per Piece	Registered Brand
91	Paper Cutter (18 mm)	Per Piece	Registered Brand
92	Paper Puncher (DP 480)	Per Piece	Registered Brand
93	Paper Weight	Per Piece	Registered Brand
94	Pen Stand with 2 holder	Per Piece	Registered Brand
95	Pencil (Red & Blue)	Per pkt	Registered Brand
96	Pencil Carbon	Per pkt	Registered Brand
97	Scale Steel	Per Piece	Registered Brand
98	Scale Wooden	Per Piece	Registered Brand
99	Sealing Wax (La)	Per Piece	Registered Brand
100	Stamp Ink Big (500 ml)	Per Piece	Registered Brand
101	Stamp pad big	Per Piece	Registered Brand
102	Stapler pin 10	Per pkt	Registered Brand
103	Stapler pin 24/6	Per pkt	Registered Brand
104	Stapler pin 23/15-H (15mm (9x16"))	Per pkt	Registered Brand
105	Calculator Medium (12 digit)	Per Piece	Registered Brand
106	Stapler HD 45	Per Piece	Registered Brand
107	Stapler HD 1217	Per Piece	Registered Brand
108	Stapler HD 1217 pin	per pkt	Registered Brand
109	Stapler regular HD 10	Per Piece	Registered Brand
110	Marker Pen (Thin)	Per Piece	Registered Brand
111	Marker Pen (Big)	Per Piece	Registered Brand
112	Whitener	Per Piece	Registered Brand
113	Highlighter	Per pkt	Registered Brand
114	White Chalk Pencil (60 Pc/Pkt)	Per pkt	Registered Brand
115	Color Chalk Pencil (60 Pc/Pkt)	Per Piece	Registered Brand
116	White Board Marker pen	Per Piece	Registered Brand
117	Duster	Per Piece	Registered Brand
118	Sharpener	Per Piece	Registered Brand
119	AAA Pencil Battery	Per Piece	Registered Brand
120	AA Pencil Battery	Per Piece	Registered Brand
121	12 volt Pencil Battery	Per Piece	Registered Brand
122	Lithium coin battery (CR2032) 3Vlt	Per Piece	Registered Brand
123	Dust Bin (Paddle Bin) small	Per Piece	Registered Brand
124	Dust Bin (Paddle Bin) medium	Per Piece	Registered Brand
125	Dust Bin (Paddle Bin) large	Per Piece	Registered Brand
126	Disinfectant toilet cleaner	Per Ltr	Registered Brand
127	Jharu (Phul)	Per Piece	Registered Brand
128	Jute Rope	Per Kg	Registered Brand
129	Lock & Key Medium (40 mm)	Per Piece	Registered Brand
130	Lock & Key Medium (65 mm)	Per Piece	Registered Brand
131	Lock & Key Medium (50 mm)	Per Piece	Registered Brand
132	Lock & Key Medium (90 mm)	Per Piece	Registered Brand
133	Lock & Key Medium (20 mm)	Per Piece	Registered Brand
134	Naphthalene Ball	Per pkt	Registered Brand
135	Bathroom Air Freshener	Per Piece	Registered Brand

136	Phenyl	Per Ltr	Registered Brand
137	Room Freshener	Per Piece	Registered Brand
138	Waste Paper Bucket	Per Piece	Registered Brand
139	Bleaching Powder	Per Kg	Registered Brand
140	Bucket Galvanised	Per Piece	Registered Brand
141	Plastic Bucket (small)	Per Piece	Registered Brand
142	Plastic Bucket (Medium)	Per Piece	Registered Brand
143	Plastic Bucket (Large)	Per Piece	Registered Brand
144	Call Bell (Electrical)	Per Piece	Registered Brand
145	Call Bell Table	Per Piece	Registered Brand
146	Citronella Oil (Small Size)	Per Bottle	Registered Brand
147	Coconut Rope	Per Kg	Registered Brand
148	Cup Plate (Bone China)	Per Set	Registered Brand
149	Cup Plate General (Bone China)	Per Set	Registered Brand
150	Door Mattress Choir Big (Per Sq. ft.)	Per Sq.ft.	Registered Brand
151	Door Mattress Choir Medium (Per Sq. ft.)	Per Sq.ft.	Registered Brand
152	Door Mattress PVC Big (Per Sq.ft.)	Per Sq. ft.	Registered Brand
153	Door Mattress PVC Small (Per Sq. ft.)	Per Sq. ft.	Registered Brand
154	Door Mattress PVC Medium	Per Sq. ft.	Registered Brand
155	Drinking Glass (Glassware)	Per Piece	Registered Brand
156	Dustbin (Small)	Per Piece	Registered Brand
157	Dustbin (Medium)	Per Piece	Registered Brand
158	Dustbin (Large)	Per Piece	Registered Brand
159	Jharu Bamboo	Per Piece	Registered Brand
160	Jug	Per Piece	Registered Brand
161	Markin Cloth	Per Mtr	Registered Brand
162	Mosquito Coil	Per Piece	Registered Brand
163	Mug	Per Piece	Registered Brand
164	Paint (Enamel)	Per Ltr	Registered Brand
165	Jute Rope	Per Kg	Registered Brand
166	Plastic Rope	Per Kg	Registered Brand
167	Toilet Soap (Dettol 42 gm)	Per Piece	Registered Brand
168	Detergent powder	Per Kg	Registered Brand
169	Towel Big	Per Piece	Registered Brand
170	Towel Small	Per Piece	Registered Brand
171	Dish wash Bar (85 gm)	Per Piece	Registered Brand
172	Wiper	Per Piece	Registered Brand
173	Toilet Brush	Per Piece	Registered Brand
174	Magic Mop	Per Piece	Registered Brand
175	Normal Mop	Per Piece	Registered Brand
176	Insect Killer Spray	Per Piece	Registered Brand
177	Stock register Book No 10	Per Piece	Registered Brand
178	Stock register Book No 20	Per Piece	Registered Brand

179	Stock register Book No 30	Per Piece	Registered Brand
180	Battery C Size (1.5V)	Per Piece	Registered Brand
181	Plastic Folder	Per Piece	Registered Brand
182	9V Battery	Per piece	Registered Brand
183	Envelop FS size (inside cotton)	Per piece	Registered Brand
184	Hand wash (250 ml)	Per piece	Registered Brand
185	Hand wash (500 ml)	Per piece	Registered Brand
186	Hand wash refill pack (750 ml)	Per piece	Registered Brand
187	Hand wash refill pack (90 0 ml)	Per piece	Registered Brand
188	Rubber Slipper (size 7)	Per pair	Registered Brand
189	Rubber Slipper (size 8)	Per pair	Registered Brand
190	Rubber Slipper (size 9)	Per pair	Registered Brand
191	Rubber Slipper (size 10)	Per pair	Registered Brand
192	Lithium ion Battery (CR 2032, 3V)	Per piece	Registered Brand
193	Scissor (Small)	Per piece	Registered Brand
194	Scissor (Medium)	Per piece	Registered Brand
195	Scissor (Large)	Per piece	Registered Brand
196	Poly Bag (small)	Per kg	Registered Brand
197	Poly Bag (Medium)	Per kg	Registered Brand
198	Poly Bag (large)	Per kg	Registered Brand
199	Digital weight machine (Adult)	Per piece	Registered Brand
200	Digital Weight Machine (Paediatrics)	Per piece	Registered Brand
201	Digital Weight Machine (100 Kg with platform)	Per piece	Registered Brand
202	Distilled water (1ltr)	Per bottle	Registered Brand
203	Distilled water (5ltr)	Per jar	Registered Brand
204	Tissue paper roll	Per roll	Registered Brand
205	Photo print paper (for OCT Machine)	Per Pkt	Registered Brand
206	Photo print paper (A4 size)	Per Pkt	Registered Brand
207	Torch light with battery (small)	Per piece	Registered Brand
208	Torch light with battery (Medium)	Per piece	Registered Brand
209	Torch light with battery (Large)	Per piece	Registered Brand
210	LED Torch light (rechargeable) small	Per piece	Registered Brand
211	LED Torch light (rechargeable) Medium	Per piece	Registered Brand
212	LED Torch light (rechargeable) Large	Per piece	Registered Brand
213	Use And Throw Ball Pen (blue)	Per piece	Registered Brand
214	Use And Throw Ball Pen (black)	Per piece	Registered Brand
215	Torch light battery (1.5 Volt) type D	Per piece	Registered Brand

216	Notice Board (Green pinup board) 4x4ft	Per piece	Registered Brand
217	White Board (2x3ft)	Per piece	Registered Brand
218	White Board (3x4ft)	Per piece	Registered Brand
219	White Board (4x4ft)	Per piece	Registered Brand
220	White Board (4x6ft)	Per piece	Registered Brand
221	White Board (6x8ft)	Per piece	Registered Brand
222	File Cover Size: 12x15 inch	Each	Registered Brand
223	Tailor Scissor Brass	Each	Registered Brand
224	Red Oxide Metal Primer	Per Ltr	Registered Brand
225	Wood Primer	Per Ltr	Registered Brand
226	4 inch Paint Brush	Each	Registered Brand
227	Wall Clock 1feet Size	Each	Registered Brand
228	White Board Stand	Each	Registered Brand
229	Phenyl White	Per Ltr	Registered Brand
230	Phenyl Black	Per Ltr	Registered Brand
231	Rechargeable LED Torch Light range up to 1 km	Each	Registered Brand
232	Rubber Ben	Per Kg	Registered Brand
233	Plastic Chair with handle (Nilkamal/Supreme)	Each	Registered Brand
234	Transparent Plastic Sheet	Per Mtr/Feet	Registered Brand
235	Smiley Ball	Each	Registered Brand
236	Polymer Stamp	Per line	Registered Brand
237	Round Polymer Stamp (Size 1.25 inch)	Per Line	Registered Brand
238	Big Size Polymer Stamp 3/6 cm	Per Line	Registered Brand
239	Meeting Note Book	Each	Registered Brand
240	Digital Locker	Each	Registered Brand
241	10 watt Rechargeable Bulb	Each	Registered Brand
242	Canon Ink G2010 BK-790	Per Bottle	Registered Brand
243	Canon Ink G2010 Y-790	Per Bottle	Registered Brand
244	Canon Ink G2010 M-790	Per Bottle	Registered Brand
245	Canon Ink G2010 C-790	Per Bottle	Registered Brand
246	Epson Ink L130- Black T664	Per Bottle	Registered Brand
247	Epson Ink L130- CYAN T664	Per Bottle	Registered Brand
248	Epson Ink L130- Magenta T664	Per Bottle	Registered Brand
249	Epson Ink L130- Yellow T664	Per Bottle	Registered Brand
250	HP 802/803 Black Cartridge	Per Bottle	Registered Brand
251	Keyboard & Mouse Combo (HP/Logitech)	Each	Registered Brand
252	External Hard Disk (1 TB) (Toshiba/WB)	Each	Registered Brand
253	External Hard Disk (2 TB) (Toshiba/WB)	Each	Registered Brand
254	Logitech R400 Laser Presentation Remote	Each	Registered Brand

255	Tonner Powder 88A/925/337	Per Bottle	Registered Brand
256	Tonner Powder 12A 100 gms	Per Bottle	Registered Brand
257	Tonner Powder HL 2365 Brother (Extra Dark) 100gms	Per Bottle	Registered Brand
258	Tonner Powder Samsung	Per Bottle	Registered Brand
259	Aluminium Wire	Per Kg	Registered Brand
260	Epson 003 ink Black	Per Bottle	Registered Brand
261	Epson 003 ink CYAN	Per Bottle	Registered Brand
262	Epson 003 ink Magenta	Per Bottle	Registered Brand
263	Epson 003 ink Yellow	Per Bottle	Registered Brand
264	HP GT 52+53 ink set	Per Bottle	Registered Brand
265	4 Colour HP 316 ink set GT 53XL 135 ml, 52 70 ml Magenta, GT 52 70 ml Cyan	Per set	Registered Brand
266	Partition Certain inch (Per Sqft)	(Per Sqft)	Registered Brand
267	Partition Certain (Per Sqft)	(Per Sqft)	Registered Brand
268	Tonner Powder for Konica Minolta Xerox Machine	Per Kg	Registered Brand
269	Window Certain Size (Per Sqft)	(Per Sqft)	Registered Brand
270	Door Certain Size (Per Sqft)	(Per Sqft)	Registered Brand
271	Bed Cover (Single)	Each	Registered Brand
272	Bed Sheet (Single)	Each	Registered Brand
273	Pillow Cover	Each	Registered Brand
274	Pillow	Each	Registered Brand
275	Distilled Water 5 ltr	Per Bottle	Registered Brand
276	Rat Killer Biscuit	Per Pkt	Registered Brand
277	Pole for Flag Hosting (20 feet)	Each	Registered Brand
278	Flag Rope	Each	Registered Brand
279	National Flag (Cotton)	Each	Registered Brand
280	Colin	Each	Registered Brand
281	Hand Sanitizer (500 ml)	Each	Registered Brand
282	Match box	Each	Registered Brand
283	Basin Brush	Each	Registered Brand
284	Steel Scrubber	Each	Registered Brand
285	Lamp Lighting Stand (3 Feet)	Each	Registered Brand
286	Measuring Tape (30 mtr)	Each	Registered Brand
287	Prism Bar Set	Each	Registered Brand
288	Glass 4 mm	Per sqft	Registered Brand
289	Glass 6 mm	Per sqft	Registered Brand
290	6 volt 5 AH SMF Lid Acid Rechargeable battery	Each	Registered Brand
291	Self ink Stamp	Each	Registered Brand
292	Long Exersice Note Book	Each	Registered Brand
293	Half Exersice Note Book	Each	Registered Brand
294	ESSL battery for X990/UFACE 302 Biometric Attendance Machine	Each	Registered Brand

295	Steel Trunk Big (Thickness: 35mm) (Size: 35x12x20)	Each	Registered Brand
296	YMCKO Full Panel Ribbon Cartridge (300 Prints pr Roll)	Each	Registered Brand
297	Polymer Plain PVC Card for ID card	Each	Registered Brand
298	Cleaning Kit for ID Card Printer	Each	Registered Brand
299	Lanyard (16mm)Blue	Each	Registered Brand
300	Lanyard (16mm)Pink	Each	Registered Brand
301	Lanyard (16mm)Mauve (Pale Purple)	Each	Registered Brand
302	Lanyard (16mm) Orange	Each	Registered Brand
303	Lanyard (16mm) Yellow	Each	Registered Brand
304	Lanyard (16mm) Light Green	Each	Registered Brand
305	Lanyard (16mm) Dark Green	Each	Registered Brand
306	Lanyard (16mm) Light Brown	Each	Registered Brand
307	Lanyard (16mm) Dark Blue	Each	Registered Brand
308	ID card Holder Transparent Glass	Each	Registered Brand
309	Stop Watch	Each	Registered Brand
310	Screw Driver Set (Taparia)	Each	Registered Brand
311	Football (Nivia/Adidas/ Nike)	Each	Registered Brand
312	Cricket Bat (SC/Cobra/Xtream)	Each	Registered Brand
313	Cricket Stump	Set of Six	Registered Brand
314	Basket Ball Net	Each	Registered Brand
315	Table Tennis Net & Clamp	Each	Registered Brand
316	Carrom Board	Each	Registered Brand
317	Carrom Coin	Each	Registered Brand
318	Foot Ball Net	Each	Registered Brand
319	Foot Ball Gloves	Per Pair	Registered Brand
320	Foot Ball Nknee Support	Per Pair	Registered Brand
321	Foot Ball Ankle	Per Pair	Registered Brand
322	Cricket Net	Each	Registered Brand
323	Volley Ball	Each	Registered Brand
324	Volley Ball Net	Each	Registered Brand
325	Badminton Racket	Each	Registered Brand
326	Badminton Net	Each	Registered Brand
327	Badminton Shuttle	Each	Registered Brand
328	Tug of War Rope	Each	Registered Brand
329	Discus Throw	Each	Registered Brand
330	Relay Race Stick	Set of Six	Registered Brand

Signature with seal of the bidder

**Compliance Sheet
Make brand likely to be supplied**

Sl. No	Name of the Item	Packing/Unit	Make/brand	Make/Brand offered by the bidder	Warranty (if applicable)	Compliance
1	Copier Paper A4 (75 GSM)	Per Reem	Registered Brand			
2	Copier Paper A3 (75 GSM)	Per Reem	Registered Brand			
3	Copier Paper FS (75 GSM)	Per Reem	Registered Brand			
4	Cover File (Jumbo)	Per Piece	Registered Brand			
5	Cover File laminated 30 ounce	Per Piece	Registered Brand			
6	Fullscape Paper (Half DFC Size)	Per Dista	Registered Brand			
7	Index File	Per Piece	Registered Brand			
8	Log Book Register	Per Piece	Registered Brand			
9	Peon Book (Soft Bound) No. 4	Per Piece	Registered Brand			
10	Window Envelope (10 x 4.5)	Per 100 Piece	Registered Brand			
11	Attendance Registrar (No-2)	Per Piece	Registered Brand			
12	Attendance Registrar (No-4)	Per Piece	Registered Brand			
13	ST paper/Note Sheet (DFC Size)	Per Reem (500)	Registered Brand			
14	Brown Paper (Double Demy Size)	Per Reem	Registered Brand			
15	Carbon Paper (Big Size)	Per pkt	Registered Brand			
16	Carbon Paper (Standard Size)	Per pkt	Registered Brand			
17	Cash Book (10 sheet/number)	Per Piece	Registered Brand			
18	Conference File (Clear bag)	Per Piece	Registered Brand			
19	Dak Pad	Per Piece	Registered Brand			
20	Double Demy A Grade 13.5 kg	Per Reem	Registered Brand			
21	Double Demy A Grade 11.5 kg	Per Reem	Registered Brand			
22	Double Demy A Grade 21.3 kg	Per Reem	Registered Brand			
23	Double Demy A Grade 18.6 kg	Per Reem	Registered Brand			
24	Drawing Paper	Per Piece	Registered Brand			
25	Engagement Pad	Per 100	Registered			

		Piece	Brand			
26	Envelop (Inside Cotton net) A3 size	Per 100 Piece	Registered Brand			
27	Envelop (Inside Cotton net) A4 size	Per 100 Piece	Registered Brand			
28	Envelop 9"x4"	Per 100 Piece	Registered Brand			
29	Envelop 11"x5"	Per 100 Piece	Registered Brand			
30	Envelop 8"x12" (laminated)	Per 100 Piece	Registered Brand			
31	Envelop 10"x12" (laminated)	Per 100 Piece	Registered Brand			
32	Envelop 12"x16" (laminated)	Per 100 Piece	Registered Brand			
33	Register (A3 Size upto 200 pages)	Per Piece	Registered Brand			
34	Register (No 10) A Grade	Per Piece	Registered Brand			
35	Register (No 18) A Grade	Per Piece	Registered Brand			
36	Register (No 20) A Grade	Per Piece	Registered Brand			
37	Register (No 26) A Grade	Per Piece	Registered Brand			
38	Register (No 30) A Grade	Per Piece	Registered Brand			
39	Register (No 36) A Grade	Per Piece	Registered Brand			
40	Register (No 40) A Grade	Per Piece	Registered Brand			
41	Register (No 6) A Grade	Per Piece	Registered Brand			
42	Register (No 8) A Grade	Per Piece	Registered Brand			
43	Tally Book (No 10) A Grade	Per Piece	Registered Brand			
44	Tally Book (No 20) A Grade	Per Piece	Registered Brand			
45	Blank CD 700 MB	Per Piece	Registered Brand			
46	Blank CD mailer	Per Piece	Registered Brand			
47	DVD with Cover	Per Piece	Registered Brand			
48	Pen Drive 8 GB	Per Piece	Registered Brand			
49	Pen Drive 16 GB	Per Piece	Registered Brand			
50	Pen Drive 32 GB	Per Piece	Registered Brand			
51	Pen Drive 64 GB	Per Piece	Registered Brand			
52	Computer Paper 10x12x1	Per Reem/Pkt	Registered Brand			

53	Computer Paper 10x12x2	Per Reem/Pkt	Registered Brand			
54	Computer Paper 15x12x1	Per Reem/Pkt	Registered Brand			
55	Computer Paper 15x12x2	Per Reem/Pkt	Registered Brand			
56	Computer Paper 10x12x3	Per Reem/Pkt	Registered Brand			
57	Computer Paper 15x12x3	Per Reem/Pkt	Registered Brand			
58	Dot Matrix Printer Ribbon (8 Mtr.)	Per Piece	Registered Brand			
59	Brown Tap 1"	Per Piece	Registered Brand			
60	Brown Tap 2"	Per Piece	Registered Brand			
61	Notice Board Pin (Push Pin	Per pkt	Registered Brand			
62	T Paper Pin	Per pkt	Registered Brand			
63	Pencil (HB)	Per pkt	Registered Brand			
64	Eraser	Per Piece	Registered Brand			
65	Glue Stick 8 gm	Per Piece	Registered Brand			
66	Glue Stick 15 gm	Per Piece	Registered Brand			
67	Indicator Flag (single colour)	Per pkt	Registered Brand			
68	Indicator Flag (Multi colour)	Per pkt	Registered Brand			
69	Paper Poker	Per Piece	Registered Brand			
70	Stamp Pad	Per Piece	Registered Brand			
71	Stapler HD 10	Per Piece	Registered Brand			
72	Scissor Big	Per Piece	Registered Brand			
73	Stapler HD 45	Per Piece	Registered Brand			
74	Tag	Per pkt	Registered Brand			
75	Binding Clip (19 mm)	Per Piece	Registered Brand			
76	Binding Clip (25 mm)	Per Piece	Registered Brand			
77	Binding Clip (32 mm)	Per Piece	Registered Brand			
78	Binding Clip (41 mm)	Per Piece	Registered Brand			
79	Black tape	Per Piece	Registered Brand			
80	Painting Brush 1 inch	Per Piece	Registered			

			Brand			
81	Painting Brush 2 inch	Per Piece	Registered Brand			
82	Cello Tape Size 2"	Per Piece	Registered Brand			
83	Cello Tape Size 1 "	Per Piece	Registered Brand			
84	Clip Board (Straw Board)	Per Piece	Registered Brand			
85	Clip Board (Transparent)	Per Piece	Registered Brand			
86	Clip File	Per Piece	Registered Brand			
87	Germs Clip	Per pkt	Registered Brand			
88	Gum (300 ml)	Per Bottle	Registered Brand			
89	Gum (700 ml)	Per Bottle	Registered Brand			
90	Paper Cutter (9 mm)	Per Piece	Registered Brand			
91	Paper Cutter (18 mm)	Per Piece	Registered Brand			
92	Paper Puncher (DP 480)	Per Piece	Registered Brand			
93	Paper Weight	Per Piece	Registered Brand			
94	Pen Stand with 2 holder	Per Piece	Registered Brand			
95	Pencil (Red & Blue)	Per pkt	Registered Brand			
96	Pencil Carbon	Per pkt	Registered Brand			
97	Scale Steel	Per Piece	Registered Brand			
98	Scale Wooden	Per Piece	Registered Brand			
99	Sealing Wax (La)	Per Piece	Registered Brand			
100	Stamp Ink Big (500 ml)	Per Piece	Registered Brand			
101	Stamp pad big	Per Piece	Registered Brand			
102	Stapler pin 10	Per pkt	Registered Brand			
103	Stapler pin 24/6	Per pkt	Registered Brand			
104	Stapler pin 23/15-H (15mm (9x16"))	Per pkt	Registered Brand			
105	Calculator Medium (12 digit)	Per Piece	Registered Brand			
106	Stapler HD 45	Per Piece	Registered Brand			
107	Stapler HD 1217	Per Piece	Registered Brand			

108	Stapler HD 1217 pin	per pkt	Registered Brand			
109	Stapler regular HD 10	Per Piece	Registered Brand			
110	Marker Pen (Thin)	Per Piece	Registered Brand			
111	Marker Pen (Big)	Per Piece	Registered Brand			
112	Whitener	Per Piece	Registered Brand			
113	Highlighter	Per pkt	Registered Brand			
114	White Chalk Pencil (60 Pc/Pkt)	Per pkt	Registered Brand			
115	Color Chalk Pencil (60 Pc/Pkt)	Per Piece	Registered Brand			
116	White Board Marker pen	Per Piece	Registered Brand			
117	Duster	Per Piece	Registered Brand			
118	Sharpener	Per Piece	Registered Brand			
119	AAA Pencil Battery	Per Piece	Registered Brand			
120	AA Pencil Battery	Per Piece	Registered Brand			
121	12 volt Pencil Battery	Per Piece	Registered Brand			
122	Lithium coin battery (CR2032) 3VIt	Per Piece	Registered Brand			
123	Dust Bin (Paddle Bin) small	Per Piece	Registered Brand			
124	Dust Bin (Paddle Bin) medium	Per Piece	Registered Brand			
125	Dust Bin (Paddle Bin) large	Per Piece	Registered Brand			
126	Disinfectant toilet cleaner	Per Ltr	Registered Brand			
127	Jharu (Phul)	Per Piece	Registered Brand			
128	Jute Rope	Per Kg	Registered Brand			
129	Lock & Key Medium (40 mm)	Per Piece	Registered Brand			
130	Lock & Key Medium (65 mm)	Per Piece	Registered Brand			
131	Lock & Key Medium (50 mm)	Per Piece	Registered Brand			
132	Lock & Key Medium (90 mm)	Per Piece	Registered Brand			
133	Lock & Key Medium (20 mm)	Per Piece	Registered Brand			
134	Naphthalene Ball	Per pkt	Registered Brand			
135	Bathroom Air Freshener	Per Piece	Registered			

			Brand			
136	Phenyl	Per Ltr	Registered Brand			
137	Room Freshener	Per Piece	Registered Brand			
138	Waste Paper Bucket	Per Piece	Registered Brand			
139	Bleaching Powder	Per Kg	Registered Brand			
140	Bucket Galvanised	Per Piece	Registered Brand			
141	Plastic Bucket (small)	Per Piece	Registered Brand			
142	Plastic Bucket (Medium)	Per Piece	Registered Brand			
143	Plastic Bucket (Large)	Per Piece	Registered Brand			
144	Call Bell (Electrical)	Per Piece	Registered Brand			
145	Call Bell Table	Per Piece	Registered Brand			
146	Citronella Oil (Small Size)	Per Bottle	Registered Brand			
147	Coconut Rope	Per Kg	Registered Brand			
148	Cup Plate (Bone China)	Per Set	Registered Brand			
149	Cup Plate General (Bone China)	Per Set	Registered Brand			
150	Door Mattress Choir Big (Per Sq. ft.)	Per Sq.ft.	Registered Brand			
151	Door Mattress Choir Medium (Per Sq. ft.)	Per Sq.ft.	Registered Brand			
152	Door Mattress PVC Big (Per Sq.ft.)	Per Sq. ft.	Registered Brand			
153	Door Mattress PVC Small (Per Sq. ft.)	Per Sq. ft.	Registered Brand			
154	Door Mattress PVC Medium	Per Sq. ft.	Registered Brand			
155	Drinking Glass (Glassware)	Per Piece	Registered Brand			
156	Dustbin (Small)	Per Piece	Registered Brand			
157	Dustbin (Medium)	Per Piece	Registered Brand			
158	Dustbin (Large)	Per Piece	Registered Brand			
159	Jharu Bamboo	Per Piece	Registered Brand			
160	Jug	Per Piece	Registered Brand			
161	Markin Cloth	Per Mtr	Registered Brand			
162	Mosquito Coil	Per Piece	Registered			

			Brand			
163	Mug	Per Piece	Registered Brand			
164	Paint (Enamel)	Per Ltr	Registered Brand			
165	Jute Rope	Per Kg	Registered Brand			
166	Plastic Rope	Per Kg	Registered Brand			
167	Toilet Soap (Dettol 42 gm)	Per Piece	Registered Brand			
168	Detergent powder	Per Kg	Registered Brand			
169	Towel Big	Per Piece	Registered Brand			
170	Towel Small	Per Piece	Registered Brand			
171	Dish wash Bar (85 gm)	Per Piece	Registered Brand			
172	Wiper	Per Piece	Registered Brand			
173	Toilet Brush	Per Piece	Registered Brand			
174	Magic Mop	Per Piece	Registered Brand			
175	Normal Mop	Per Piece	Registered Brand			
176	Insect Killer Spray	Per Piece	Registered Brand			
177	Stock register Book No 10	Per Piece	Registered Brand			
178	Stock register Book No 20	Per Piece	Registered Brand			
179	Stock register Book No 30	Per Piece	Registered Brand			
180	Battery C Size (1.5V)	Per Piece	Registered Brand			
181	Plastic Folder	Per Piece	Registered Brand			
182	9V Battery	Per piece	Registered Brand			
183	Envelop FS size (inside cotton)	Per piece	Registered Brand			
184	Hand wash (250 ml)	Per piece	Registered Brand			
185	Hand wash (500 ml)	Per piece	Registered Brand			
186	Hand wash refill pack (750 ml)	Per piece	Registered Brand			
187	Hand wash refill pack (900 ml)	Per piece	Registered Brand			
188	Rubber Slipper (size 7)	Per pair	Registered Brand			
189	Rubber Slipper (size 8)	Per pair	Registered Brand			

190	Rubber Slipper (size 9)	Per pair	Registered Brand			
191	Rubber Slipper (size 10)	Per pair	Registered Brand			
192	Lithium ion Battery (CR 2032, 3V)	Per piece	Registered Brand			
193	Scissor (Small)	Per piece	Registered Brand			
194	Scissor (Medium)	Per piece	Registered Brand			
195	Scissor (Large)	Per piece	Registered Brand			
196	Poly Bag (small)	Per kg	Registered Brand			
197	Poly Bag (Medium)	Per kg	Registered Brand			
198	Poly Bag (large)	Per kg	Registered Brand			
199	Digital weight machine (Adult)	Per piece	Registered Brand			
200	Digital Weight Machine (Paediatrics)	Per piece	Registered Brand			
201	Digital Weight Machine (100 Kg with platform)	Per piece	Registered Brand			
202	Distilled water (1ltr)	Per bottle	Registered Brand			
203	Distilled water (5ltr)	Per jar	Registered Brand			
204	Tissue paper roll	Per roll	Registered Brand			
205	Photo print paper (for OCT Machine)	Per Pkt	Registered Brand			
206	Photo print paper (A4 size)	Per Pkt	Registered Brand			
207	Torch light with battery (small)	Per piece	Registered Brand			
208	Torch light with battery (Medium)	Per piece	Registered Brand			
209	Torch light with battery (Large)	Per piece	Registered Brand			
210	LED Torch light (rechargeable) small	Per piece	Registered Brand			
211	LED Torch light (rechargeable) Medium	Per piece	Registered Brand			
212	LED Torch light (rechargeable) Large	Per piece	Registered Brand			
213	Use And Throw Ball Pen (blue)	Per piece	Registered Brand			
214	Use And Throw Ball Pen (black)	Per piece	Registered Brand			
215	Torch light battery (1.5 Volt) type D	Per piece	Registered Brand			

216	Notice Board (Green pinup board) 4x4ft	Per piece	Registered Brand			
217	White Board (2x3ft)	Per piece	Registered Brand			
218	White Board (3x4ft)	Per piece	Registered Brand			
219	White Board (4x4ft)	Per piece	Registered Brand			
220	White Board (4x6ft)	Per piece	Registered Brand			
221	White Board (6x8ft)	Per piece	Registered Brand			
222	File Cover Size: 12x15 inch	Each	Registered Brand			
223	Tailor Scissor Brass	Each	Registered Brand			
224	Red Oxide Metal Primer	Per Ltr	Registered Brand			
225	Wood Primer	Per Ltr	Registered Brand			
226	4 inch Paint Brush	Each	Registered Brand			
227	Wall Clock 1feet Size	Each	Registered Brand			
228	White Board Stand	Each	Registered Brand			
229	Phenyl White	Per Ltr	Registered Brand			
230	Phenyl Black	Per Ltr	Registered Brand			
231	Rechargeable LED Torch Light range up to 1 km	Each	Registered Brand			
232	Rubber Ben	Per Kg	Registered Brand			
233	Plastic Chair with handle (Nilkamal/Supreme)	Each	Registered Brand			
234	Transparent Plastic Sheet	Per Mtr/Feet	Registered Brand			
235	Smiley Ball	Each	Registered Brand			
236	Polymer Stamp	Per line	Registered Brand			
237	Round Polymer Stamp (Size 1.25 inch)	Per Line	Registered Brand			
238	Big Size Polymer Stamp 3/6 cm	Per Line	Registered Brand			
239	Meeting Note Book	Each	Registered Brand			
240	Digital Locker	Each	Registered Brand			
241	10 watt Rechargeable Bulb	Each	Registered Brand			
242	Canon Ink G2010 BK-790	Per Bottle	Registered Brand			

243	Canon Ink G2010 Y-790	Per Bottle	Registered Brand			
244	Canon Ink G2010 M-790	Per Bottle	Registered Brand			
245	Canon Ink G2010 C-790	Per Bottle	Registered Brand			
246	Epson Ink L130- Black T664	Per Bottle	Registered Brand			
247	Epson Ink L130- CYAN T664	Per Bottle	Registered Brand			
248	Epson Ink L130- Magenta T664	Per Bottle	Registered Brand			
249	Epson Ink L130- Yellow T664	Per Bottle	Registered Brand			
250	HP 802/803 Black Cartridge	Per Bottle	Registered Brand			
251	Keyboard & Mouse Combo (HP/Logitech)	Each	Registered Brand			
252	External Hard Disk (1 TB) (Toshiba/WB)	Each	Registered Brand			
253	External Hard Disk (2 TB) (Toshiba/WB)	Each	Registered Brand			
254	Logitech R400 Laser Presentation Remote	Each	Registered Brand			
255	Tonner Powder 88A/925/337	Per Bottle	Registered Brand			
256	Tonner Powder 12A 100 gms	Per Bottle	Registered Brand			
257	Tonner Powder HL 2365 Brother (Extra Dark) 100gms	Per Bottle	Registered Brand			
258	Tonner Powder Samsung	Per Bottle	Registered Brand			
259	Aluminium Wire	Per Kg	Registered Brand			
260	Epson 003 ink Black	Per Bottle	Registered Brand			
261	Epson 003 ink CYAN	Per Bottle	Registered Brand			
262	Epson 003 ink Magenta	Per Bottle	Registered Brand			
263	Epson 003 ink Yellow	Per Bottle	Registered Brand			
264	HP GT 52+53 ink set	Per Bottle	Registered Brand			
265	4 Colour HP 316 ink set GT 53XL 135 ml, 52 70 ml Magenta, GT 52 70 ml Cyan	Per set	Registered Brand			
266	Partition Certain inch (Per Sqft)	(Per Sqft)	Registered Brand			
267	Partition Certain (Per Sqft)	(Per Sqft)	Registered Brand			
268	Tonner Powder for Konica Minolta Xerox Machine	Per Kg	Registered Brand			
269	Window Certain Size (Per Sqft)	(Per Sqft)	Registered			

			Brand			
270	Door Certain Size (Per Sqft)	(Per Sqft)	Registered Brand			
271	Bed Cover (Single)	Each	Registered Brand			
272	Bed Sheet (Single)	Each	Registered Brand			
273	Pillow Cover	Each	Registered Brand			
274	Pillow	Each	Registered Brand			
275	Distilled Water 5 ltr	Per Bottle	Registered Brand			
276	Rat Killer Biscuit	Per Pkt	Registered Brand			
277	Pole for Flag Hosting (20 feet)	Each	Registered Brand			
278	Flag Rope	Each	Registered Brand			
279	National Flag (Cotton)	Each	Registered Brand			
280	Colin	Each	Registered Brand			
281	Hand Sanitizer (500 ml)	Each	Registered Brand			
282	Match box	Each	Registered Brand			
283	Basin Brash	Each	Registered Brand			
284	Steel Scrubber	Each	Registered Brand			
285	Lamp Lighting Stand (3 Feet)	Each	Registered Brand			
286	Measuring Tape (30 mtr)	Each	Registered Brand			
287	Prism Bar Set	Each	Registered Brand			
288	Glass 4 mm	Per sqft	Registered Brand			
289	Glass 6 mm	Per sqft	Registered Brand			
290	6 volt 5 AH SMF Lid Acid Rechargeable battery	Each	Registered Brand			
291	Self ink Stamp	Each	Registered Brand			
292	Long Exersice Note Book	Each	Registered Brand			
293	Half Exersice Note Book	Each	Registered Brand			
294	ESSL battery for X990/UFACE 302 Biometric Attendance Machine	Each	Registered Brand			
295	Steel Trank Big (Thikness: 35mm) (Size: 35x12x20)	Each	Registered Brand			

296	YMCKO Full Panel Ribbon Cartridge (300 Prints pr Roll)	Each	Registered Brand			
297	Polymer Plain PVC Card for ID card	Each	Registered Brand			
298	Cleaning Kit for ID Card Printer	Each	Registered Brand			
299	Lanyard (16mm)Blue	Each	Registered Brand			
300	Lanyard (16mm)Pink	Each	Registered Brand			
301	Lanyard (16mm)Mauve (Pale Purple)	Each	Registered Brand			
302	Lanyard (16mm) Orange	Each	Registered Brand			
303	Lanyard (16mm) Yellow	Each	Registered Brand			
304	Lanyard (16mm) Light Green	Each	Registered Brand			
305	Lanyard (16mm) Dark Green	Each	Registered Brand			
306	Lanyard (16mm) Light Brown	Each	Registered Brand			
307	Lanyard (16mm) Dark Blue	Each	Registered Brand			
308	ID card Holder Transparent Glass	Each	Registered Brand			
309	Stop Watch	Each	Registered Brand			
310	Screw Driver Set (Taparia)	Each	Registered Brand			
311	Football (Nivia/Adidas/ Nike)	Each	Registered Brand			
312	Cricket Bat (SC/Cobra/Xtream)	Each	Registered Brand			
313	Cricket Stump	Set of Six	Registered Brand			
314	Basket Ball Net	Each	Registered Brand			
315	Table Tennis Net & Clamp	Each	Registered Brand			
316	Carrom Board	Each	Registered Brand			
317	Carrom Coin	Each	Registered Brand			
318	Foot Ball Net	Each	Registered Brand			
319	Foot Ball Gloves	Per Pair	Registered Brand			
320	Foot Ball Nknee Support	Per Pair	Registered Brand			
321	Foot Ball Ankle	Per Pair	Registered Brand			
322	Cricket Net	Each	Registered Brand			
323	Volley Ball	Each	Registered			

			Brand			
324	Volley Ball Net	Each	Registered Brand			
325	Badminton Racket	Each	Registered Brand			
326	Badminton Net	Each	Registered Brand			
327	Badminton Shuttle	Each	Registered Brand			
328	Tug of War Rope	Each	Registered Brand			
329	Discus Throw	Each	Registered Brand			
330	Relay Race Stick	Set of Six	Registered Brand			

N.B : The above compliance sheet must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns as prescribed, else the bidder is liable to be rejected for this tender.

Signature with Seal of the Bidder

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 here and 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

