

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

No. SMEJ/JMCH/2538/2021/

Dated Jorhat, the 6<sup>th</sup> May, 2021

**SHORT QUOTATION NOTICE**

Sealed quotation affixing court fee stamp of Rs. 8.25/- (Rupees Eight & Paise Twenty five) only are invited from intending Bidders/Suppliers for supply of various **Printing Items** for JMCH as per Annexure-I at JMCH, Jorhat within 14 (fourteen) days from the date of the issue of the Quotation Notice.

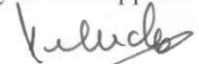
The Quotations shall be submitted in two part, viz., technical bid and financial bid. The quotation will be received by the undersigned on or before 20/05/2021 up to 11:00 AM and shall be opened on same day at 12:00 Noon in presence of the quotationers or their authorized representative.

**Documents to be submitted along with Quotations:**

1. The Quotation should be accompanied by Tender Fees of Rs. 500/- (non refundable) in the form of DD in favour of "JMCH TENDER" payable at Canara Bank, Jorhat Branch and EMD of Rs. 10,000/- (Refundable) in favour of "JMCH TENDER" payable at Canara Bank, Jorhat Branch.
2. The annual turnover of the bidders for last three assessment years should not be less than Rs. 20 lakhs (per year) (Documentary proof of annual turnover alongwith Balance sheets duly certified by the Chartered Accountant to be submitted).
3. IT return acknowledgement for last three assessment year.
4. Copy of PAN Card in the name of firm/proprietor
5. Copy of GST Certificate.
6. Copy of valid Trade License
7. Affidavit on Rs. 100/- Non-Judicial Stamp for declaration of having printing press.
8. Attested copy of deed of partnership, if the firm is a partnership concern or Memorandum and Articles of Association duly certified in case of Company.
9. After Initial documents verification process, the bidders must submit the sample of product (2 piece of each item) which is to be notified later. Failure to submit the sample as per notification, the bids/offer will be summarily rejected.

**Terms & Conditions of the Quotations:**

1. The tenderer should be registered firm.
2. The quoted rates should be inclusive of GST.
3. The GST charges should be mention clearly extra.
4. No advance payment will be made against execution of orders.
5. Prices should be quoted as per item as stated in Annexure-I.
6. Prices should be shown both in figure and words neatly and legibly. Avoid overwriting.
7. L1 will be selected item wise.
8. The undersigned reserves the right to accepts or reject any or all the quotations without showing any reasons thereof.
9. The approved rates shall be valid for 1 (one) year which may be extended for further period with consent of the authority.
10. The firm must supply the required material within 3 (three) days from the issue of supply order, in case of emergent requirement firm are ready to supply the required item within 24 hrs. From issue of supply order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

  
Principal cum Chief Superintendent  
Jorhat Medical College & Hospital, Jorhat

### Size of the Printing Items with specifications

Sl. No	Size of Printing items with specifications	Impression	RATES QUOTED FOR (per 1000 piece of pages/10 Nos. of books of 100 piece of pages)
1	FS Pad With Binding	Single Side	10
2	FS Book Binding(60 GSM)	Single Side	1000
3	Demy 1/6 (60 GSM)	Both Side	1000
4	DFC 1/8 (80 GSM)	Both Side	10
5	DFC Half Register Binding (100 Leafs) 60 GSM	Both Side	10
6	DFC 1/16 (Green Paper) with Pin Binding Of 100 Leafs And Performance (60 GSM)	Single Side	1000
7	MRD Sheets of size 10 x 12 (80 GSM), Both side continuous print in blue with perforation and hole punch on right and left side	Both Side	1000
8	Registration slip of size 10 x 12 (80 GSM),single side continuous print in blue with perforation and hole punch on right and left side with carbon pre- fixed in duplicate with print	Single Side	1000
9	Cash Memo of size FS Half (80 GSM) single side continuous print in blue with perforation and hole punch on right and left side with carbon pre-fixed in duplicate with print.	Single Side	1000
10	Conquest Paper (70 GSM)	single side	1000
11	Florosign Sticker Paper '6x4' inch (60 GSM)	single side	10
12	15" x 20" DC register (70 GSM) 100 pages	Both side	10
13	15" x 20" DC register (70 GSM) 200 pages	Both side	10
14	10' x 15' DC Register (70 GSM)	Both side	10
15	10' x 15' DC Register (60 GSM)	Both side	10
16	A3 Register (70 GSM) 100 Pages	Both side	10
17	A3 Register (70 GSM) 200 Pages	Both side	10
18	1/8 DEMY size PAD binding with carbon pre- fixed in duplicate print with Sl. No. & Book No.	Both side	10
19	Legal size Register (60 GSM) 200 pages with Sl. No.	Single side	10
20	Legal size Register (60 GSM) 200 pages	Both side	10

## Price Bid Format

Sl. No	Size of Printing items with specifications	Impression	RATES QUOTED FOR (per 1000 piece of pages/10 Nos. of books of 100 piece of pages)	Basic Price	GST	Total (Inclusive of GST)
1	FS Pad With Binding	Single Side	10			
2	FS Book Binding(60 GSM)	Single Side	1000			
3	Demy 1/6 (60 GSM)	Both Side	1000			
4	DFC 1/8 (80 GSM)	Both Side	10			
5	DFC Half Register Binding (100 Leafs) 60 GSM	Both Side	10			
6	DFC 1/16 (Green Paper) with Pin Binding Of 100 Leafs And Performation (60 GSM)	Single Side	1000			
7	MRD Sheets of size 10 x 12 (80 GSM), Both side continuous print in blue with perforation and hole punch on right and left side	Both Side	1000			
8	Registration slip of size 10 x 12 (80 GSM), single side continuous print in blue with perforation and hole punch on right and left side with carbon pre-fixed in duplicate with print	Single Side	1000			
9	Cash Memo of size FS Half (80 GSM) single side continuous print in blue with perforation and hole punch on right and left side with carbon pre-fixed in duplicate with print.	Single Side	1000			
10	Conquest Paper (70 GSM)	single side	1000			
11	Florosign Sticker Paper '6x4' inch (60 GSM)	single side	10			
12	15" x 20" DC register (70 GSM) 100 pages	Both side	10			
13	15" x 20" DC register (70 GSM) 200 pages	Both side	10			
14	10' x 15' DC Register (70 GSM)	Both side	10			

15	10' x 15' DC Register (60 GSM)	Both side	10			
16	A3 Register (70 GSM) 100 Pages	Both side	10			
17	A3 Register (70 GSM) 200 Pages	Both side	10			
18	1/8 DEMY size PAD binding with carbon pre-fixed in duplicate print with Sl. No. & Book No.	Both side	10			
19	Legal size Register (60 GSM) 200 pages with Sl. No.	Single side	10			
20	Legal size Register (60 GSM) 200 pages	Both side	10			

**N.B : Financial Bid shall have to be submitted as per prescribed format in a separated sealed envelope.**

Name of authorized signatory:

Date:

(Signature of authorized signatory)

Telephone:

Seal