



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

**IFB NO. SMEJ/JMCH/2571/2021/5383 Date: 22/10/2021**

**TWO BID SYSTEMS**

|  |   |
|--|---|
| <b>Date and Time for Publishing of e-Bid Document</b>    | <b>12:00 PM of 25/10/2021</b>   |
| <b>Date and Time of Pre-Bid Meeting</b>                  | <b>12:00 PM of 29/10/2021</b>   |
| <b>Date and Time of Start of Bid Submission</b>          | <b>12:00 PM of 30/10/2021</b>   |
| <b>Date and Time of End of Bid Submission</b>            | <b>12:00 PM of 15/11/2021</b>   |
| <b>Date and Time of Opening of E-Technical Bid</b>       | <b>1:00 PM of 15/11/2021</b>  |
| <b>Tentative Date and Time of Opening of E-Price Bid</b> | <b>Shall be communicated only to the technically qualified bidders subsequently</b> |

E-Tender document may be downloaded from institute's web site  
[www.jorhatmedicalcollege.in](http://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](mailto:tendercelljmch@gmail.com)

[www.jorhatmedicalcollege.in](http://www.jorhatmedicalcollege.in)

## **NOTICE INVITING E-TENDER FOR SUPPLY OF STATIONERY ITEMS**

Principal cum Chief Superintendent, JMCH invites sealed tenders from the interested and eligible tenderers for supply of stationery items on rate contract basis to Jorhat Medical College & Hospital, Jorhat for one year which is extendable further for another one year on the same rates, terms and conditions, with mutual consent of both parties.



| <b>Name of Work</b>   | <b>Tender Document fee</b> | <b>Earnest Money Deposit (EMD)</b> | <b>Security Deposit (SD)</b>        | <b>Last Date of Receiving of tender bids</b> | <b>Date of Tender Opening (e-Technical Bid)</b> |
|---|----------------------------|------------------------------------|-------------------------------------|--|---|
| Supply of stationery for Jorhat Medical College & Hospital, Jorhat on rate contract basis | Rs.1000/-                  | Rs: 50,000/-                       | 5% against the total contract value | 15-11-2021<br>12:00 PM                       | 15-11-2021<br>1:00 PM                           |

1. A set of tender document can be download from e-procurement portal : [www.assamtenders.gov.in](http://www.assamtenders.gov.in) & official website: [www.Jorhatmedicalcollege.in](http://www.Jorhatmedicalcollege.in) on any working day from 25/10/2021 to 15/11/2021
2. A Pre Bid meeting will be held at the Conference Hall, Admin Block, JMCH to clarify queries, if any, of the tenderers on 29/10/2021 at 12.00 P.M.

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

## Tender for Supply of Stationery Items

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



### TENDER DOCUMENTS CONSIST THE FOLLOWING:-

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

### ELIGIBILITY CRITERIA

1. **EXPERIENCE:** The bidder must have minimum 3 (three) years of experience of supplying the Stationery items in bulk to **Govt. Departments/PSUs/Nationalized Bank**. Copies of two such Purchase Orders (of minimum Rs. 50 Thousand or more) received during each of the last three years should be enclosed.
2. **ANNUAL TURNOVER:** Average Annual Turnover should be Rs.15 lacs or more (per year) during last 3 Assessment years i.e.2018-2019, 2019-2020, 2020-2021. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 assessment years to be submitted along with the technical bid.
3. **STATUTORY REGISTRATIONS:** The tenderer must have valid Trade License, PAN Card of the Firm/Dealer/Proprietor, GST Registration is to be submitted with the technical bid.

Sd/-

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

## **INSTRUCTIONS FOR THE TENDERERS**

1. **SEALED TENDERS** are invited from eligible suppliers fulfilling the eligibility criteria mentioned in these tender documents for the supply of stationery items as per the list enclosed.



### **SALE OF TENDERS. LAST DATE OF RECEIPT AND OPENING OF TENDERS**

**Issue of Tenders:** A set of tender document can be downloaded from e-procurement portal: [www.assamtenders.gov.in](http://www.assamtenders.gov.in) & official website : [www.jorhatmedicalcollege.in](http://www.jorhatmedicalcollege.in) (reference only) any working day from 25/10/2021 to 15/11/2021. **Tender must be submit through online.**

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

**Opening of Tenders:** The Tender will be opened at 1.00 PM on 15/11/2021 at Conference Hall, Admin Block, JMCH in the presence of the authorized representatives of the tenderers, who wish to be present at that time. Technical Bids will be scrutinized, by an tender committee constituted by the Authority, JMCH to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, whose Technical Bids are accepted, will be communicated later in the presence of the authorized representatives of the qualifying tenderers, who wish to be present at that time.

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

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

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

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

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

**Sign of Tenderer with seal**

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

### **PROCEDURE FOR SUBMITTING TENDERS**

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

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

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

### 6. **DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:**

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b) Tender Fees in the for Demand Draft, Earnest Money Deposit in the Form of DD/FD and Court Fees of Rs. 8.25/- must be submitted
- c) Up to date Trade License/incorporation certificate (if company)
- d) Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.  
Complete audited annual turnover report with profit & Loss, balance sheet, for last 3 assessment years i.e. 2018-19, 2019-20, 2020-21.
- e) IT Return Acknowledgement for last 3 assessment years i.e. 2018-19, 2019-20, 2020-21.
- f) Photocopy of PAN No. of the Firm/Company/Proprietor.
- g) Photocopy of GST registration
- h) Copies of two Purchase Orders (of minimum Rs. 50 Thousand or more) received from Govt. Departments/ PSUs/Nationalized Bank during each of the last three years in support of the experience.
- i) Pre -receipt for release of EMD after finalization of tender.
- j) All annexures duly signed by the tenderer.

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

**Sign of Tenderer with seal**



## 7. **PRICES:**

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

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

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

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

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

Sign of Tenderer with seal



## **GENERAL TERMS & CONDITIONS OF CONTRACT**

### **DELIVERY OF STORES :**

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

**Sign of Tenderer with seal**



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



## **SPECIAL TERMS & CONDITIONS OF CONTRACT**

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

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

**Sign of the Tendered with seal**



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

| Sl. No | Details of the bidders  | Submitted | Page No. |
|--------|---|-----------|----------|
| 1      | (To be Mentioned in the Letter head).<br>Name & Address of Tenderer with phone number, email – id. Specify whether a Company /Proprietorship / Partnership firm Name of Proprietor /Partn er/Managing Director/Director.  |           |          |
| 2      | Name, Address, Phone No. of Office  |           |          |
| 3      | Court Fees of Rs. 8.25/- (Rupees Eight and Paisa Twenty Five)only   |           |          |
| 4      | Details of the Tender Fees Rs. 1000/- (Rupees one hundred only)   |           |          |
| 5      | Details of the Earnest Money Deposit (EMD) Rs. 50,000/- (Rupees fifty thousand only)  |           |          |
| 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. 2018-19, 2019-20, 2020-21   |           |          |
| 11     | Average Annual Turnover should be Rs.15 lacs or more (per year) during last 3 Assessment years i.e. 2018-2019, 2019-2020, 2020-2021. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 assessment years. (Duly signed by CA) |           |          |
| 12     | Whether the Firm/Agency has signed each and every page of Tender / NIT  |           |          |
| 13     | Firms registered with MSME/NSIC/SSI are exempted from submission of Tender Fees & EMD but not from court fees   |           |          |
| 14     | Similar experience of supplying the Stationery items in bulk to Govt. Departments/PSUs/Nationalized Bank. Copies of two such PurchaseOrders (of minimum Rs. 50 Thousand or more) received during each of the last three years should be enclosed.   |           |          |
| 15     | All Annexures submitted as per prescribed form  |           |          |



## Annexure B

Details of Purchase Orders received from Govt. Departments/PSUs/Nationalized Banks

|           |    |  |                 |
|-----------|----|--|-----------------|
| 2018-2019 | 1. |  | Value Rs. _____ |
|           | 2. |  | Value Rs. _____ |
| 2019-2020 | 1. |  | Value Rs. _____ |
|           | 2. |  | Value Rs. _____ |
| 2020-2021 | 1  |  | Value Rs. _____ |
|           | 2. |  | Value Rs. _____ |



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 items with specifications**

| Sl. No. | Name of the Item                    | Packing/Unit   | Brand         |
|---------|-------------------------------------|----------------|---------------|
| 1.      | Copier Paper A4 (75 GSM)            | Per Reem       | JK/Trident    |
| 2.      | Copier Paper FS (75 GSM)            | Per Reem       | JK/Trident    |
| 3.      | Cover File (Jumbo)                  | Per Piece      | Not specified |
| 4.      | Cover File laminated 30 ounce       | Per Piece      | Not specified |
| 5.      | Fullscape Paper (Half DFC Size)     | Per Dista      | Not specified |
| 6.      | Index File                          | Per Piece      | Not specified |
| 7.      | Log Book Register                   | Per Piece      | Not specified |
| 8.      | Peon Book (Soft Bound) No. 4        | Per Piece      | Not specified |
| 9.      | Window Envelope (10 x 4.5)          | Per 100 Piece  | Not specified |
| 10.     | Attendance Registrar (No-2)         | Per Piece      | Not specified |
| 11.     | Attendance Registrar (No-4)         | Per Piece      | Not specified |
| 12.     | ST paper/Note Sheet (DFC Size)      | Per Reem (500) | Not specified |
| 13.     | Brown Paper (Double Demy Size)      | Per Reem       | Not specified |
| 14.     | Carbon Paper (Big Size)             | Per pkt        | Not specified |
| 15.     | Carbon Paper (Standard Size)        | Per pkt        | Not specified |
| 16.     | Cash Book (10 sheet/number)         | Per Piece      | Not specified |
| 17.     | Conference File (Clear bag)         | Per Piece      | Not specified |
| 18.     | Dak Pad                             | Per Piece      | Not specified |
| 19.     | Double Crown A Grade 13.5 kg        | Per Reem       | Not specified |
| 20.     | Double Crown A Grade 11.5 kg        | Per Reem       | Not specified |
| 21.     | Double Crown A Grade 21.3 kg        | Per Reem       | Not specified |
| 22.     | Double Demy A Grade 18.6 kg         | Per Reem       | Not specified |
| 23.     | Drawing Paper                       | Per Piece      | Not specified |
| 24.     | Engagement Pad                      | Per 100 Piece  | Not specified |
| 25.     | Envelop (Inside Cotton net) A3 size | Per 100 Piece  | Not specified |
| 26.     | Envelop (Inside Cotton net) A4 size | Per 100 Piece  | Not specified |
| 27.     | Envelop 9"x4"                       | Per 100 Piece  | Not specified |
| 28.     | Envelop 11"x5"                      | Per 100 Piece  | Not specified |
| 29.     | Envelop 8"x12" (laminated)          | Per 100 Piece  | Not specified |
| 30.     | Envelop 10"x12" (laminated)         | Per 100 Piece  | Not specified |
| 31.     | Envelop 12"x16" (laminated)         | Per 100 Piece  | Not specified |
| 32.     | Register (A3 Size upto 200 pages)   | Per Piece      | Not specified |
| 33.     | Register (No 10) A Grade            | Per Piece      | Not specified |
| 34.     | Register ( No 18) A Grade           | Per Piece      | Not specified |
| 35.     | Register ( No 20) A Grade           | Per Piece      | Not specified |
| 36.     | Register ( No 26) A Grade           | Per Piece      | Not specified |
| 37.     | Register ( No 36) A Grade           | Per Piece      | Not specified |
| 38.     | Register (No 40) A Grade            | Per Piece      | Not specified |
| 39.     | Register (No 8) A Grade             | Per Piece      | Not specified |
| 40.     | Tally Book ( No 10) A Grade         | Per Piece      | Not specified |
| 41.     | Tally Book (No 20) A Grade          | Per Piece      | Not specified |
| 42.     | Blank CD 700 MB                     | Per Piece      | Not specified |





|     |                                    |              |                     |
|-----|------------------------------------|--------------|---------------------|
| 43. | Blank CD mailer                    | Per Piece    | Not specified       |
| 44. | DVD with Cover                     | Per Piece    | Not specified       |
| 45. | Pen Drive 8 GB                     | Per Piece    | Sandisk/kingston/hp |
| 46. | Pen Drive 16 GB                    | Per Piece    | Sandisk/kingston/hp |
| 47. | Pen Drive 32 GB                    | Per Piece    | Sandisk/kingston/hp |
| 48. | Pen Drive 64 GB                    | Per Piece    | Sandisk/kingston/hp |
| 49. | Computer Paper 10x12x1             | Per Reem/Pkt | Not specified       |
| 50. | Computer Paper 10x12x2             | Per Reem/Pkt | Not specified       |
| 51. | Computer Paper 15x12x1             | Per Reem/Pkt | Not specified       |
| 52. | Computer Paper 15x12x2             | Per Reem/Pkt | Not specified       |
| 53. | Computer Paper 10x12x3             | Per Reem/Pkt | Not specified       |
| 54. | Computer Paper 15x12x3             | Per Reem/Pkt | Not specified       |
| 55. | Dot Matrix Printer Ribbon (8 Mtr.) | Per Piece    | Not specified       |
| 56. | Brown Tap 1"                       | Per Piece    | Not specified       |
| 57. | Brown Tap 2"                       | Per Piece    | Not specified       |
| 58. | T Paper Pin                        | Per pkt      | Not specified       |
| 59. | Pencil (HB)                        | Per pkt      | Not specified       |
| 60. | Eraser                             | Per Piece    | Not specified       |
| 61. | Glue Stick 8 grm                   | Per Piece    | Kores/Camlin        |
| 62. | Glue Stick 15 grm                  | Per Piece    | Not specified       |
| 63. | Indicator Flag (single colour)     | Per pkt      | Not specified       |
| 64. | Indicator Flag (Multi colour)      | Per pkt      | Not specified       |
| 65. | Paper Poker                        | Per Piece    | Not specified       |
| 66. | Stamp Pad                          | Per Piece    | Not specified       |
| 67. | Stapler HD 10                      | Per Piece    | Not specified       |
| 68. | Scissor Big                        | Per Piece    | Not specified       |
| 69. | Stapler HD 45                      | Per Piece    | Kangaro             |
| 70. | Tag                                | Per pkt      | Not specified       |
| 71. | Binding Clip (19 mm)               | Per Piece    | Not specified       |
| 72. | Binding Clip (25 mm)               | Per Piece    | Not specified       |
| 73. | Binding Clip (32 mm)               | Per Piece    | Not specified       |
| 74. | Binding Clip (41 mm)               | Per Piece    | Not specified       |
| 75. | Black tape                         | Per Piece    | Anchor/Havells      |
| 76. | Painting Brush 1 inch              | Per Piece    | Not specified       |
| 77. | Painting Brush 2 inch              | Per Piece    | Not specified       |
| 78. | Cello Tape Size 2"                 | Per Piece    | Not specified       |
| 79. | Cello Tape Size 1 "                | Per Piece    | Not specified       |
| 80. | Clip Board (Straw Board)           | Per Piece    | Not specified       |
| 81. | Clip Board (Transparent)           | Per Piece    | Not specified       |
| 82. | Clip File                          | Per Piece    | Not specified       |
| 83. | Germs Clip                         | Per pkt      | Not specified       |
| 84. | Gum (300 ml)                       | Per Bottle   | Not specified       |

|      |                                    |            |                     |
|------|------------------------------------|------------|---------------------|
| 85.  | Gum (700 ml)                       | Per Bottle | Not specified       |
| 86.  | Paper Cutter (9 mm)                | Per Piece  | Not specified       |
| 87.  | Paper Cutter (18 mm)               | Per Piece  | Not specified       |
| 88.  | Paper Puncher (DP 480)             | Per Piece  | Not specified       |
| 89.  | Paper Weight                       | Per Piece  | Not specified       |
| 90.  | Pen Stand with 2 holder            | Per Piece  | Not specified       |
| 91.  | Pencil (Red & Blue)                | Per pkt    | Not specified       |
| 92.  | Pencil Carbon                      | Per pkt    | Not specified       |
| 93.  | Scale Wooden                       | Per Piece  | Not specified       |
| 94.  | Sealing Wax (La)                   | Per Piece  | Not specified       |
| 95.  | Stamp Ink Big (500 ml)             | Per Piece  | Not specified       |
| 96.  | Stamp pad big                      | Per Piece  | Not specified       |
| 97.  | Stapler pin 10                     | Per pkt    | Kangaro             |
| 98.  | Stapler pin 24/6                   | Per pkt    | Kangaro             |
| 99.  | Stapler pin 23/15-H (15mm (9x16")) | Per pkt    | Kangaro             |
| 100. | Calculator Medium (12 digit)       | Per Piece  | Casio/Flair         |
| 101. | Stapler HD 45                      | Per Piece  | Kangaro             |
| 102. | Stapler HD 1217                    | Per Piece  | Kangaro             |
| 103. | Stapler regular HD 10              | Per Piece  | Kangaro             |
| 104. | Marker Pen (Thin)                  | Per Piece  | Camlin/Kores/Luxor  |
| 105. | Marker Pen (Big)                   | Per Piece  | Camlin/Kores/Luxor  |
| 106. | Whitener                           | Per Piece  | Camlin/Kores/Luxor  |
| 107. | Highlighter                        | Per pkt    | Camlin/Kores/Luxor  |
| 108. | White Chalk Pencil (60 Pc/Pkt)     | Per pkt    | Kores/Camel         |
| 109. | Color Chalk Pencil (60 Pc/Pkt)     | Per Piece  | Not specified       |
| 110. | White Board Marker pen             | Per Piece  | Not specified       |
| 111. | Duster                             | Per Piece  | Not specified       |
| 112. | Sharpener                          | Per Piece  | Not specified       |
| 113. | AAA Pencil Battery                 | Per Piece  | Eveready/Panasonic  |
| 114. | AA Pencil Battery                  | Per Piece  | Eveready/Panasonic  |
| 115. | 12 volt Pencil Battery             | Per Piece  | Eveready/Panasonic  |
| 116. | Lithium coin battery (CR2032) 3Vlt | Per Piece  | Panasonic/maxell    |
| 117. | Dust Bin (Paddle Bin) small        | Per Piece  | Not specified       |
| 118. | Dust Bin (Paddle Bin) medium       | Per Piece  | Not specified       |
| 119. | Dust Bin (Paddle Bin) large        | Per Piece  | Not specified       |
| 120. | Disinfectant toilet cleaner        | Per Ltr    | Harpic/Sanifresh    |
| 121. | Jharu (Phul)                       | Per Piece  | Not specified       |
| 122. | Jute Rope                          | Per Kg     | Not specified       |
| 123. | Lock & Key Medium (40 mm)          | Per Piece  | Jyoti/Harrison/Link |
| 124. | Lock & Key Medium (65 mm)          | Per Piece  | Jyoti/Harrison/Link |
| 125. | Lock & Key Medium (50 mm)          | Per Piece  | Jyoti/Harrison/Link |
| 126. | Lock & Key Medium (90 mm)          | Per Piece  | Jyoti/Harrison/Link |
| 127. | Lock & Key Medium (20 mm)          | Per Piece  | Jyoti/Harrison/Link |
| 128. | Naphthalene Ball                   | Per pkt    | Not specified       |
| 129. | Bathroom Air Freshener             | Per Piece  | Godrej Aer/Odonil   |
| 130. | Phenyl                             | Per Ltr    | Not specified       |





|      |  |             |                          |
|------|--|-------------|--------------------------|
| 131. | Room Freshener                           | Per Piece   | Godrej Aer/Odonil        |
| 132. | Waste Paper Bucket                       | Per Piece   | Not specified            |
| 133. | Bleaching Powder                         | Per Kg      | Not specified            |
| 134. | Bucket Galvanised                        | Per Piece   | Not specified            |
| 135. | Plastic Bucket (small)                   | Per Piece   | Not specified            |
| 136. | Plastic Bucket (Medium)                  | Per Piece   | Not specified            |
| 137. | Plastic Bucket (Large)                   | Per Piece   | Not specified            |
| 138. | Call Bell (Electrical)                   | Per Piece   | Not specified            |
| 139. | Call Bell Table                          | Per Piece   | Not specified            |
| 140. | Citronella Oil (Small Size)              | Per Bottle  | Not specified            |
| 141. | Coconut Rope                             | Per Kg      | Not specified            |
| 142. | Cup Plate (Bone China)                   | Per Set     | Borosil/LaOpala/Corelle  |
| 143. | Cup Plate General (Bone China)           | Per Set     | Not specified            |
| 144. | Door Mattress Choir Big (Per Sq. ft.)    | Per Sq.ft.  | Not specified            |
| 145. | Door Mattress Choir Medium (Per Sq. ft.) | Per Sq.ft.  | Not specified            |
| 146. | Door Mattress PVC Big (Per Sq.ft.)       | Per Sq. ft. | Not specified            |
| 147. | Door Mattress PVC Small (Per Sq. ft.)    | Per Sq. ft. | Not specified            |
| 148. | Door Mattress PVC Medium                 | Per Sq. ft. | Not specified            |
| 149. | Drinking Glass (Glassware)               | Per Piece   | Not specified            |
| 150. | Dustbin (Small)                          | Per Piece   | Not specified            |
| 151. | Dustbin (Medium)                         | Per Piece   | Not specified            |
| 152. | Dustbin (Large)                          | Per Piece   | Not specified            |
| 153. | Jharu Bamboo                             | Per Piece   | Not specified            |
| 154. | Jug                                      | Per Piece   | Not specified            |
| 155. | Markin Cloth                             | Per Mtr     | Not specified            |
| 156. | Mosquito Coil                            | Per Piece   | Mortein/Maxo/ Good night |
| 157. | Mug                                      | Per Piece   | Not specified            |
| 158. | Paint (Enamel)                           | Per Ltr     | Not specified            |
| 159. | Jute Rope                                | Per Kg      | Not specified            |
| 160. | Plastic Rope                             | Per Kg      | Not specified            |
| 161. | Toilet Soap (Dettol 42 gm)               | Per Piece   | Not specified            |
| 162. | Detergent powder                         | Per Kg      | Surf excel/Tide          |
| 163. | Towel Big                                | Per Piece   | Not specified            |
| 164. | Towel Small                              | Per Piece   | Not specified            |
| 165. | Dish wash Bar (85 gm)                    | Per Piece   | Vim/Exo                  |
| 166. | Wiper                                    | Per Piece   | Not specified            |
| 167. | Toilet Brush                             | Per Piece   | Not specified            |
| 168. | Magic Mop                                | Per Piece   | Not specified            |
| 169. | Normal Mop                               | Per Piece   | Not specified            |
| 170. | Insect Killer Spray                      | Per Piece   | Not specified            |
| 171. | Stock register Book No 10                | Per Piece   | Not specified            |
| 172. | Stock register Book No 20                | Per Piece   | Not specified            |
| 173. | Stock register Book No 30                | Per Piece   | Not specified            |

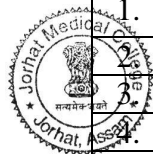
|      |   |            |                           |
|------|---|------------|---------------------------|
| 174. | Battery C Size (1.5V)                         | Per Piece  | Not specified             |
| 175. | Plastic Folder                                | Per Piece  | Not specified             |
| 176. | 9V Battery                                    | Per piece  | Eveready/Nippo/GP         |
| 177. | Envelop FS size (inside cotton)               | Per piece  | Not specified             |
| 178. | Hand wash (250 ml)                            | Per piece  | Lifebuoy/Dettol/Santoor   |
| 179. | Hand wash (500 ml)                            | Per piece  | Lifebuoy/Dettol/Santoor   |
| 180. | Hand wash refill pack (750 ml)                | Per piece  | Lifebuoy/Dettol/Santoor   |
| 181. | Hand wash refill pack (900 ml)                | Per piece  | Lifebuoy/Dettol/Santoor   |
| 182. | Rubber Slipper (size 7)                       | Per pair   | Relaxo/Paragon            |
| 183. | Rubber Slipper (size 8)                       | Per pair   | Relaxo/Paragon            |
| 184. | Rubber Slipper (size 9)                       | Per pair   | Relaxo/Paragon            |
| 185. | Rubber Slipper (size 10)                      | Per pair   | Relaxo/Paragon            |
| 186. | Lithium ion Battery (CR 2032, 3V)             | Per piece  | Panasonic/Eveready/Maxell |
| 187. | Scissor (Small)                               | Per piece  | Not specified             |
| 188. | Scissor (Medium)                              | Per piece  | Not specified             |
| 189. | Scissor (Large)                               | Per piece  | Not specified             |
| 190. | Poly Bag (small)                              | Per kg     | Not specified             |
| 191. | Poly Bag (Medium)                             | Per kg     | Not specified             |
| 192. | Poly Bag (large)                              | Per kg     | Not specified             |
| 193. | Digital weight machine (Adult)                | Per piece  | Not specified             |
| 194. | Digital Weight Machine (Paediatrics)          | Per piece  | Not specified             |
| 195. | Digital Weight Machine (100 Kg with platform) | Per piece  | Not specified             |
| 196. | Distilled water (1ltr)                        | Per bottle | Not specified             |
| 197. | Distilled water (5ltr)                        | Per jar    | Not specified             |
| 198. | Tissue paper roll                             | Per roll   | Not specified             |
| 199. | Photo print paper (for OCT Machine)           | Per Pkt    | Not specified             |
| 200. | Photo print paper (A4 size)                   | Per Pkt    | Kodak/Konica/Fujifilm     |
| 201. | Torch light with battery (small)              | Per piece  | Eveready/Nippo            |
| 202. | Torch light with battery (Medium)             | Per piece  | Eveready/Nippo            |
| 203. | Torch light with battery (Large)              | Per piece  | Eveready/Nippo            |
| 204. | LED Torch light (rechargeable ) small         | Per piece  | Eveready/Nippo            |
| 205. | LED Torch light (rechargeable )Medium         | Per piece  | Eveready/Nippo            |
| 206. | LED Torch light (rechargeable ) Large         | Per piece  | Eveready/Nippo            |
| 207. | Use And Throw Ball Pen (blue)                 | Per piece  | Nataraj/Elkos             |
| 208. | Use And Throw Ball Pen (black)                | Per piece  | Nataraj/Elkos             |
| 209. | Torch light battery (1.5 Volt) type D         | Per piece  | Eveready/Nippo            |





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

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



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



|      |                                    |  |  |  |
|------|------------------------------------|--|--|--|
| 82.  | Clip File                          |  |  |  |
| 83.  | Germs Clip                         |  |  |  |
| 84.  | Gum (300 ml)                       |  |  |  |
| 85.  | Gum (700 ml)                       |  |  |  |
| 86.  | Paper Cutter (9 mm)                |  |  |  |
| 87.  | Paper Cutter (18 mm)               |  |  |  |
| 88.  | Paper Puncher (DP 480)             |  |  |  |
| 89.  | Paper Weight                       |  |  |  |
| 90.  | Pen Stand with 2 holder            |  |  |  |
| 91.  | Pencil(Red & Blue)                 |  |  |  |
| 92.  | Pencil Carbon                      |  |  |  |
| 93.  | Scale Wooden                       |  |  |  |
| 94.  | Sealing Wax (La)                   |  |  |  |
| 95.  | Stamp Ink Big (500 ml)             |  |  |  |
| 96.  | Stamp pad big                      |  |  |  |
| 97.  | Stapler pin 10                     |  |  |  |
| 98.  | Stapler pin 24/6                   |  |  |  |
| 99.  | Stapler pin 23/15-H (15mm (9x16")) |  |  |  |
| 100. | Calculator Medium (12 digit)       |  |  |  |
| 101. | Stapler HD 45                      |  |  |  |
| 102. | Stapler HD 1217                    |  |  |  |
| 103. | Stapler regular HD 10              |  |  |  |
| 104. | Marker Pen (Thin)                  |  |  |  |
| 105. | Marker Pen (Big)                   |  |  |  |
| 106. | Whitener                           |  |  |  |
| 107. | Highlighter                        |  |  |  |
| 108. | White Chalk Pencil (60 Pc/Pkt)     |  |  |  |
| 109. | Color Chalk Pencil (60 Pc/Pkt)     |  |  |  |
| 110. | White Board Marker pen             |  |  |  |
| 111. | Duster                             |  |  |  |
| 112. | Sharpner                           |  |  |  |
| 113. | AAA Pencil Battery                 |  |  |  |
| 114. | AA Pencil Battery                  |  |  |  |
| 115. | 12 volt Pencil Battery             |  |  |  |
| 116. | Lithium coin battery (CR2032) 3Vlt |  |  |  |
| 117. | Dust Bin (Paddle Bin) small        |  |  |  |
| 118. | Dust Bin (Paddle Bin) medium       |  |  |  |
| 119. | Dust Bin (Paddle Bin) large        |  |  |  |
| 120. | Disinfectant toilet cleaner        |  |  |  |
| 121. | Jharu (Phul)                       |  |  |  |
| 122. | Jute Rope                          |  |  |  |
| 123. | Lock & Key Medium (40 mm)          |  |  |  |
| 124. | Lock & Key Medium (65 mm)          |  |  |  |
| 125. | Lock & Key Medium (50 mm)          |  |  |  |
| 126. | Lock & Key Medium (90 mm)          |  |  |  |





|      |  |  |  |  |
|------|--|--|--|--|
| 127. | Lock & Key Medium (20 mm)                |  |  |  |
| 128. | Naphthalene Ball                         |  |  |  |
| 129. | Bathroom Air Freshener                   |  |  |  |
| 130. | Phenyl                                   |  |  |  |
| 131. | Room Freshener                           |  |  |  |
| 132. | Waste Paper Bucket                       |  |  |  |
| 133. | Bleaching Powder                         |  |  |  |
| 134. | Bucket Galvanised                        |  |  |  |
| 135. | Plastic Bucket (small)                   |  |  |  |
| 136. | Plastic Bucket (Medium)                  |  |  |  |
| 137. | Plastic Bucket (Large)                   |  |  |  |
| 138. | Call Bell (Electrical)                   |  |  |  |
| 139. | Call Bell Table                          |  |  |  |
| 140. | Citronella Oil (Small Size)              |  |  |  |
| 141. | Coconut Rope                             |  |  |  |
| 142. | Cup Plate (Bone China)                   |  |  |  |
| 143. | Cup Plate General (Bone China)           |  |  |  |
| 144. | Door Mattress Choir Big (Per Sq. ft.)    |  |  |  |
| 145. | Door Mattress Choir Medium (Per Sq. ft.) |  |  |  |
| 146. | Door Mattress PVC Big (Per Sq.ft.)       |  |  |  |
| 147. | Door Mattress PVC Small (Per Sq. ft.)    |  |  |  |
| 148. | Door Mattress PVC Medium                 |  |  |  |
| 149. | Drinking Glass (Glassware)               |  |  |  |
| 150. | Dustbin (Small)                          |  |  |  |
| 151. | Dustbin (Medium)                         |  |  |  |
| 152. | Dustbin (Large)                          |  |  |  |
| 153. | Jharu Bamboo                             |  |  |  |
| 154. | Jug                                      |  |  |  |
| 155. | Markin Cloth                             |  |  |  |
| 156. | Mosquito Coil                            |  |  |  |
| 157. | Mug                                      |  |  |  |
| 158. | Paint (Enamel)                           |  |  |  |
| 159. | Jute Rope                                |  |  |  |
| 160. | Plastic Rope                             |  |  |  |
| 161. | Toilet Soap (Dettol 42 gm)               |  |  |  |
| 162. | Detergent powder                         |  |  |  |
| 163. | Towel Big                                |  |  |  |
| 164. | Towel Small                              |  |  |  |
| 165. | Dish wash Bar (85 gm)                    |  |  |  |
| 166. | Wiper                                    |  |  |  |
| 167. | Toilet Brush                             |  |  |  |
| 168. | Magic Mop                                |  |  |  |
| 169. | Normal Mop                               |  |  |  |
| 170. | Insect Killer Spray                      |  |  |  |

|      |   |  |  |  |
|------|---|--|--|--|
| 171. | Stock register Book No 10                     |  |  |  |
| 172. | Stock register Book No 20                     |  |  |  |
| 173. | Stock register Book No 30                     |  |  |  |
| 174. | Battery C Size (1.5V)                         |  |  |  |
| 175. | Plastic Folder                                |  |  |  |
| 176. | 9V Battery                                    |  |  |  |
| 177. | Envelop FS size (inside cotton)               |  |  |  |
| 178. | Hand wash (250 ml)                            |  |  |  |
| 179. | Hand wash (500 ml)                            |  |  |  |
| 180. | Hand wash refill pack (750 ml)                |  |  |  |
| 181. | Hand wash refill pack (900 ml)                |  |  |  |
| 182. | Rubber Slipper (size 7)                       |  |  |  |
| 183. | Rubber Slipper (size 8)                       |  |  |  |
| 184. | Rubber Slipper (size 9)                       |  |  |  |
| 185. | Rubber Slipper (size 10)                      |  |  |  |
| 186. | Lithium ion Battery (CR 2032, 3V)             |  |  |  |
| 187. | Scissor (Small)                               |  |  |  |
| 188. | Scissor (Medium)                              |  |  |  |
| 189. | Scissor (Large)                               |  |  |  |
| 190. | Poly Bag (small)                              |  |  |  |
| 191. | Poly Bag (Medium)                             |  |  |  |
| 192. | Poly Bag (large)                              |  |  |  |
| 193. | Digital weight machine (Adult)                |  |  |  |
| 194. | Digital Weight Machine (Paediatrics)          |  |  |  |
| 195. | Digital Weight Machine (100 Kg with platform) |  |  |  |
| 196. | Distilled water (1ltr)                        |  |  |  |
| 197. | Distilled water (5ltr)                        |  |  |  |
| 198. | Tissue paper roll                             |  |  |  |
| 199. | Photo print paper (for OCT Machine)           |  |  |  |
| 200. | Photo print paper (A4 size)                   |  |  |  |
| 201. | Torch light with battery (small)              |  |  |  |
| 202. | Torch light with battery (Medium)             |  |  |  |
| 203. | Torch light with battery (Large)              |  |  |  |
| 204. | LED Torch light (rechargeable ) small         |  |  |  |
| 205. | LED Torch light (rechargeable )Medium         |  |  |  |
| 206. | LED Torch light (rechargeable ) Large         |  |  |  |
| 207. | Use And Throw Ball Pen (blue)                 |  |  |  |
| 208. | Use And Throw Ball Pen (black)                |  |  |  |
| 209. | Torch light battery (1.5 Volt) type D         |  |  |  |



## 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](http://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

**Undertaking**

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:

**Annexure G**

**UNDERTAKING**

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

**NIT No.: SMEJ/JMCH/2571/2021/5383**

**Date: 22/10/2021**

I/We, M/s \_\_\_\_\_ hereby agree to provide Services as required 24 X7 for which communication channel should be open. Material will have to be supplied within 48 (fourty eight) hrs of placement of indent. I also declare that I agree to all the terms and conditions mentioned in JMCH Jorhat-Assam's tender specification with associated amendments & clarification.

[Signatures of the Bidder with Name, Designation & Company's 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 officer of the bank) .....  
(Name & designation of officer.....)

.....(Seal, name & address of the bank and address of the branch)



## **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](http://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](http://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](http://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](http://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 the a **HARD COPY OF TECHNICAL BID** alongwith court fees, tender fees & EMD 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

