



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

IFB NO. SMEJ/JMCH/2585/2021/14570 Date: 01/12/2021

TWO BID SYSTEMS

Date and Time for Publishing of E-Bid Document	2:00 PM of 03/12/2021
Date and Time of Pre-Bid Meeting	12:00 PM of 09/12/2021
Date and Time of Start of Bid Submission	12:00 PM of 10/12/2021
Date and Time of End of Bid Submission	12:00 PM of 27/12/2021
Date and Time of Opening of E-Technical Bid	1:00 PM of 27/12/2021
Tentative Date and Time of Opening of E-Price Bid	Shall be communicated only to the technically qualified bidders subsequently

Tender document may be downloaded from institute's web site
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

Tender for Rate Contract for Hospital Linen

The Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat-Assam invites e-tender in Two-Bid System, to be submitted with affixed Court Fee Stamp Rs.8.25/- (Rupees eight and two five paise) only (for local bidders) or IPO of Rs. 10/- (Rupees Ten) only (in case of bidders from outside of the State of Assam) from the experienced agency/distributor/manufacturer for **Supply of Hospital Linen** on rate contract basis to the Jorhat Medical College & Hospital, Jorhat-Assam through the online e-procurement system i.e. through website www.assamtenders.gov.in. The tender shall be electronics mode and the financial bid shall be opened only for approved technical bids.

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

S. No.	Item Description	Tender Processing fees	EMD
1	Rate Contract for Supply of Hospital Linen at JMCH	Rs. 400/- Submit through online	Rs. 40,000/- Submit through online

(Refer Details as per Annexure – “II”)

Quotation should be sealed and superscripted with tender number and address to:

**“Principal cum Chief Superintendent,
Jorhat Medical College & Hospital,
Jorhat-Assam, Kushal Kuwar Path, Jail
Road, Jorhat-Assam, Pin: 785001”**

The sealed quotations should reach the Institute, latest by 27th Dec, 2021 at 12:00 PM and it will be opened on same day at 1:00 PM in the Conference Hall, Jorhat Medical College & Hospital, Jorhat-Assam in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.

Term & Conditions

- 1. Preparation and Submission of Tender:** The tender should be submitted online only in two parts i.e. Technical Bid and Financial Bid (should be submitted online only). The bidder **MUST** submit a hardcopy of Technical Bid sealed by the bidder in separate covers "**Technical Bid for Rate Contract for Hospital Linen**" after successful submission of their tender through online. Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Tender for Rate Contract for Hospital Linen**"
- 2. Tender Processing Fees:** Tender must be accompanied by Tender Processing Fee of Rs. 400/- (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.
- 3. Earnest Money Deposit:** Tenders must be accompanied by EMD of Rs. 40,000/- Refundable (Rupees Forty Thousand only) may be submitted through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on <https://assamtenders.gov.in>. If the tenderer fails to submit the same, their tenders will be rejected. The EMD of the successful bidder shall be returned through online.
 - a) Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the respect of any previous work will not be entertained.
 - b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs

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out after quoting the rates, the aforesaid amount of earnest money will be forfeited.

- c) The tender without Earnest Money and tender fee will be summarily rejected. The Firm who are registered with MSME, National Small Industries Corporation (NSIC)/OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be uploaded/ provide along with technical bid).
4. The EMD, in case of unsuccessful Bidders shall be retained till the finalization of the tender. No interest will be payable by the JMCH, Jorhat-Assam on the EMD.
5. **"PRE –BID Meeting" with the intending bidders shall be held on 9th Dec, 2021 at 12:00 P.M. at Conference Hall, JMCH. A prospective bidder requiring any clarification of the bidding documents shall contact the purchaser in writing at the purchaser's e-mail address i.e. tendercelljmch@gmail.com. The purchaser will respond in writing (e-mail) to any request for clarification, provided that such request is received not later than five (5) days from the date of publication of the tender.**
6. **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.**
7. **Rate :** Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at JMCH, Jorhat-Assam inclusive of all the Charges, with break-ups as:
 - Basic Cost
 - GST
 - Any other charges (if applicable)
 - Total Cost inclusive of all taxes & charges



8. 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, Earnest Money Deposit 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.
- e) Average annual turnover of Rs. 20 lakhs or more for last 3 assessment years duly certified by CA alongwith the profit & Loss, balance sheet.
- f) IT Return Acknowledgement for last 3 assessment years
- g) Photocopy of PAN No. of the Firm/Company/Proprietor.
- h) Photocopy of GST registration
- i) Experience in supply of similar items from Govt. Departments/ PSUs/Hospitals during each for minimum period of **one year** (supporting documents should be submitted).
- j) Pre -receipt for release of EMD after finalization of tender.
- k) All annexures duly signed by the tenderer.

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

9. **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 on the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification. The late received tenders by the JMCH, Jorhat-Assam will be ignored. Further, the JMCH, Jorhat-Assam does not accept any liability and responsibility for the

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tenders in case the same are not properly sealed and marked and/or sent as above.

10. Right of Rejection of Tender: JMCH authority reserves the right to accept or reject any or all the tenders without assigning any reason.



11. 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.

12. PRICES:

1. Price should be quoted for all the items listed in Annexure 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.
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.

12. **Contract Period:** The contract for supply of Hospital Linen will be initially for a period of (1) one year and can be continued / renewed for further (1) year subject to satisfaction of the Jorhat Medical College & Hospital, Jorhat-Assam and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time.
13. **Specification:** The tenderers must confirm in writing that the goods supplied & installed by them shall be as per specification of goods mentioned in Annexure – II and in case of any variation, the contract shall be liable to cancel immediately. The Security cum Performance Guarantee will also be forfeited.
14. **Quality of goods:** The firm will be entirely responsible for quality of supplied/ installed goods. The supplier should replace the rejected/ damaged stores within 10 days, failing which legal action will be taken as deemed fit by the Institute.
15. **Validity:** The quoted rates must be valid for a period of 1 (one) year. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

16. Authority of person signing document: - A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the JMCH, Jorhat-Assam may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.



17. Supply /Door Delivery: All the work shall be completed within **5 days** from the date of issue of work order by the Institute. All the aspects shall be the exclusive responsibility of the supplier. If the supplier fails to complete the work on or before the stipulated date, then a penalty at the rate of 2% per week of the total order value shall be levied subject to maximum of 10 % of the total order value.

18. Performance Security: The successful tenderer will be required to furnish a Performance Security Deposit of 5 % against the total contract value after receiving work order in the form of Fixed Deposit Receipt from any Nationalized Bank duly pledged in the name of the "**JMCH TENDER**" Payable at Canara Bank, Jorhat Branch (A/c. No. 1154101023707, IFSC Code: CNRB0001154) which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations.

The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations (including Warranty / Guarantee period) under the contract.

19. Arbitration: The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Jorhat. The decision of the Arbitrator shall be final and binding on the both parties.

20. Payment Term: The Bill in triplicate may be send to this office for settlement after satisfactorily delivery & Installation of the goods certified by the competent authority. The bill should have full particulars of the items. No Payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work.

The Contractor shall submit the bill only after supply & satisfactory received of the material to the JMCH, Jorhat. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted invoice from the Contractor. No payment will be made for goods rejected.

The payment will be made depending on the available sanctioned fund from the Govt. of Assam.

21. Breach of Terms and Conditions: In Case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by JMCH, Jorhat-Assam in that event the EMD shall also stands forfeited.

22. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
23. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
24. Bidder shall submit a copy of the tender document and addendum/corrigendum thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
25. After due evaluation of the bid(s) item wise JMCH, Jorhat-Assam will award the contract to the lowest evaluated responsive tenderer. Conditional bid will be treated as unresponsive and will be rejected.
26. **Legal Jurisdiction:** Any disputes are subject to exclusive jurisdiction of competent court and forum in Jorhat-Assam, India only.
27. **Applicable Law:** The contract shall be governed by laws and procedures established by Govt., within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.



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

Annexure – I
Technical Bid

(In Separate sealed cover-I super scribed “Technical Bid”)

Sl. No	Details of the bidders	Submitted	Page No.
1	(To be Mentioned in the Letter head). Name & Address of Tenderer with phone number, email – id. Specify whether a Company /Proprietorship / Partnership firm Name of Proprietor /Partner/Managing Director/Director.		
2	Name, Address, Phone No. of Office		
3	Court Fees of Rs. 8.25/- (Rupees Eight and Paisa Twenty Five)only		
4	Details of the Tender Fees Rs. 400/- (Rupees four hundred only) submitted through online		
5	Details of the Earnest Money Deposit (EMD) Rs. 40,000/- (Rupees forty 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		
11	Average Annual Turnover should be Rs.20 lacs or more for last 3 Assessment years . 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 similar items in bulk to Govt. Departments/PSUs/Private organization for a period of minimum 1 (one) years		
15	All Annexures submitted as per prescribed form		

(Signature of the Bidder) Along with Stamp
of Firm/Company

Date:
Place:

Item details with specifications**Annexure II****List of Hospital Linen for JMCH**

Sl. No.	Name of items	Unit
1.	Draw Sheet (all colours) 2x1½ Meter	Per piece
2.	Doctor Dress for OT	Per piece
3.	Doctor OT Gown (all colours)	Per piece
4.	Sister Dress (all colours)	Per piece
5.	Technician Dress (all colours)	Per piece
6.	Attendant Gown for ICU (all colours)	Per piece
7.	Abdominal Sheet (all colours)- 2½x1½ meter	Per piece
8.	Breast Feeding Mothers Gown ,Front Open (all colours)	Per piece
9.	Grade-IV Apron (Lab Attendant) (all colours)	Per piece
10.	Mackintosh (Rexin Cloth) Breadth-90 cm	Per mtr
11.	OT Boys Shirts and Payjama (all colours)	Per piece
12.	OT Gown (all colours) for Students	Per piece
13.	Perineal Sheet (all colours)-2½ x 2 Meter	Per piece
14.	Paient ID Band size –Paediatrics	Per piece
15.	Paient ID Band size –Adult	Per piece
16.	Door Curtain (all colours) 7ft x 3ft	Per piece
17.	Window Curtain (all colours) 9 ft x 3ft	Per piece
18.	Side Screen Curtain Per Single Pc. (all colours)	Per piece
19.	Bed Cover (all colours) - 7½ ft. x 6ft. (Thread Count >=300)	Per piece
20.	Bed Sheet (Rolling) - 254cm x 137cm, Min Wt. 425gm ((Thread Count >=300) Superior Quality long Cloth Bleached	Per piece
21.	Bed Sheet (Rolling) - 250cm x 130cm, Min Wt. 398gm. (Thread Count >=300) Superior Quality long Cloth Bleached	Per piece
22.	Hospital Blanket - Cashmillon, Size- 150x225cm, Min Wt.-2kg.	Per piece
23.	Mosquito Net (White)-6½ft. x 3½ft.	Per piece
24.	OT Cap (Cloth)	Per piece
25.	OT Mask (Cloth)	Per piece
26.	OT Table Cover	Per piece
27.	Patient Coat (all colours)	Per piece
28.	Pillow	Per piece
29.	Pillow Cover	Per piece
30.	Casement Cloth (all colours) Per Mtr.	Per mtr
31.	ICU Slipper (NO. 6, 7, 8, 9, 10)	Per Pair
32.	Plastic Apron	Per piece
33.	Scrub Dress (all colours) - of Different sizes	Per piece
34.	Flexible Polyurethane bed mattress Size:- length 71 “ to 76.5 “, Width:- 31’ -36 “	Per piece
35.	Baby Blanket (Soft Baby polar blanket with block print suitable for babies. Size:40x42 inch	Per piece

Sign and Seal Tenderer

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

Undertaking

(Duly notarized 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:

1. 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.
2. 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:

UNDERTAKING

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

NIT No.: SMEJ/JMCH/2585/2021/14570

Date: 01/12/2021

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 5 days 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.

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)

Tender for Rate Contract for Hospital Linen

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 all desired documents to O/o. **The Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat** on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (name of the work), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time) **after successful submission of their tender through online.**

Public Online Tender Opening Event (TOE):

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

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

Other Instructions

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

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

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

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

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