



**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 16/12/2021</b>
<b>Date and Time of Start of Bid Submission</b>	<b>1:00 PM of 16/12/2021</b>
<b>Date and Time of End of Bid Submission</b>	<b>12:00 PM of 28/12/2021</b>
<b>Date and Time of Opening of E-Technical Bid</b>	<b>1:00 PM of 28/12/2021</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 website  
[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 affixing court fees stamp **Rs. 8.25/-** 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 Items for Jorhat Medical College & Hospital, Jorhat on rate contract basis	Rs. 400/- Submit through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on <a href="https://assamtenders.gov.in">https://assamtenders.gov.in</a>	Rs: 50,000/- Submit through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on <a href="https://assamtenders.gov.in">https://assamtenders.gov.in</a>	5% against the total contract value	28-12-2021 12:00 PM	28-12-2021 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 16/12/2021 to 28/12/2021

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



**Issue of Tenders:** A set of tender document can be downloaded from e-procurement portal: [www.assamtenders.gov.in](http://www.assamtenders.gov.in) & official website: [www.jorhatmedicalcollege.in](http://www.jorhatmedicalcollege.in) (reference only) any working day from 16/12/2021 to 28/12/2021. **Tender must be submitted through online.**

**Tenders must be accompanied by Tender Processing Fee of Rs. 400/- (Non refundable) and EMD of Rs. 50,000/- Refundable (Rupees Fifty Thousand only) may be submitted through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on <https://assamtenders.gov.in>. If the tenderer fails to submit the same, their tenders will be rejected.**

**Last date of Receipt:** A hardcopy of sealed tenders (Technical Bid) only along with Court Fees (Rs. 8.25/-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 28/12/2021 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 & all necessary desired documents after successful submission of their tender through online. No hardcopy of Financial Bid should be submitted alongwith the tender.** Sealed tenders should be addressed to the Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Kushal Kuwar Path, Jail Road, Jorhat-Assam, Pin: 785001.

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

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b) Tender Processing 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). 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 Processing Fees Rs. 400/- (Rupees four hundred only) submitted through online		
5	Details of the Earnest Money Deposit (EMD) Rs. 50,000/- (Rupees fifty thousand only) submitted through online		
6	Up-to-date copy of Trade License/incorporation certificate (if company)		
7	Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.		
8	PAN No. (enclose the attested copy of PAN Card)		
9	Signed copy of GST Certificate showing clearly GST no. of the firm		
10	Income Tax return acknowledgment for the last Three Assessment years i.e. 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 Processing 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 Purchase Orders (of minimum Rs. 50 Thousand or more) received during each of the last three years should be enclosed.		
15	Compliance sheet submitted as per prescribed form		
16	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.

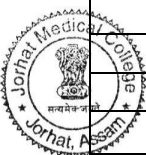
Dated: \_\_\_\_\_

Signature with Stamp : \_\_\_\_\_

Place : \_\_\_\_\_

**Annexure C****List of stationery items with specifications**

<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Packing/Unit</b>	<b>Brand</b>
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

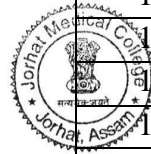
85.	Gum (700 ml)	Per Bottle	Not specified
86.	Paper Cutter (9 mm)	Per Piece	Not specified
87.	Paper Cutter (18 mm)	Per Piece	Not specified
88.	Paper Puncher (DP 480)	Per Piece	Not specified
89.	Paper Weight	Per Piece	Not specified
90.	Pen Stand with 2 holder	Per Piece	Not specified
91.	Pencil (Red & 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
210.	Notice Board (Green pinup board) 4x4ft	Per piece	Not specified
211.	White Board (3x4ft)	Per piece	Not specified
212.	White Board (4x4ft)	Per piece	Not specified
213.	White Board (4x6ft)	Per piece	Not specified
214.	White Board (6x8ft)	Per piece	Not specified





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

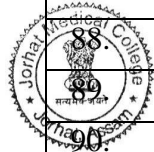
Sl. No.	Name of the Item	Make/Brand	Warranty (if applicable)	Compliance
1.	Copier Paper A4 (75 GSM)			
	Copier Paper FS (75 GSM)			
	Cover File (Jumbo)			
	Cover File laminated 30 ounce			
5.	Fullscape Paper (Half DFC Size)			
6.	Index File			
7.	Log Book Register			
8.	Peon Book (Soft Bound) No. 4			
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 gm			
62.	Glue Stick 15 gm			
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			
210.	Notice Board (Green pinup board) 4x4ft			
211.	White Board (3x4ft)			
212.	White Board (4x4ft)			
213.	White Board (4x6ft)			
214.	White Board (6x8ft)			



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

**Public Online Tender Opening Event (TOE):**

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

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

**Other Instructions**

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

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

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

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

Register your organization on the portal well in advance of your first tender submission deadline on the portal

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

