

2020

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

No. SMEJ/JMCH/2358/2019/ 6155 Dated Jorhat, the 31<sup>st</sup> August, 2020

**SHORT QUOTATION NOTICE**

Short sealed quotations affixing court fee stamp of Rs. 8.25 (Rupees Eight and Paise Twenty Five) only are invited from intending Govt. reputed Suppliers/ Traders and Manufacturer for supply of Stationery items (*Annexure-I*) for Jorhat Medical College & Hospital, Jorhat.

The sealed quotations are to be submitted to the undersigned on or before 11:00 AM of 14.09 .2020 and shall be opened on the same day at 12:00 Noon in presence of the questioners or their authorized representatives. Rates of each items are to be quoted separately.

Bidders are also required to submit a non-refundable amount of Rs. 1000/- (One thousand) only by way of Demand Draft to be drawn in favour of 'JMCH TENDER' as 'Cost of Document'.

**Terms & Conditions :**

1. Demand Draft for Rs. 1000/- only to be drawn in favour of 'JMCH TENDER'
2. A sum of Rs. 5,000/- (Rupees Five Thousand) shall have to be submitted by way of Demand Draft favouring 'JMCH TENDER' as Earnest Money along with the Quotation
3. Financial Ability Certificate from component authority along with minimum turnover of Rs. 1.00 lakhs per annum.
4. Tenderer's must be having prior working experience of not less than three years in Govt./PSO/Private Organization. They shall have to submit Performance Certificate from concerned organization/ Establishment.
5. The tenderer must have executed similar works before and should have minimum supply orders from Govt./PSO/Pvt. Organization of Rs. 1.00 lakhs in the last three years.
6. Registration Certificate of the Firm under Society Act; in case of Society/ Trade Licence.
7. Photocopy of PAN Card/GRN No./TIN No.
8. GST Registration Certificate.
9. All quotations must accompany up-to-date Income Tax certificates.
10. All the papers of the quotation must be signed with date.
11. Rates quoted should be inclusive of all taxes if applicable and no taxes will be paid separately by the undersigned.
12. The undersigned reserves the right to accepts or reject any or all the quotations without showing any reasons thereof.

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

Dated Jorhat, the 31<sup>st</sup> August, 2020

Memo No. SMEJ/JMCH/2358/2019/ 6155 (A)

Copy to :

- 1) The Director of Medical Education, Assam, Sixth Mile, Khanapara, Guwahati-22.
- 2) The Director, Information and Public Relations, Assam, Dispur, Guwahati - 6 with a request for taking up necessary steps of publishing the advertisement in local English and Assamese daily newspapers published from Guwahati and Jorhat in one issue.
- 3) The Deputy Commissioner, Jorhat.
- 4) The Superintendent, JMCH, Jorhat.
- 5) The Member Secretary, Tender Committee, JMCH, Jorhat
- 6) Notice Boards of -
  - a) The Deputy Commissioner's Office, Jorhat.
  - b) The Treasury Office, Jorhat.
  - c) The Office of the Superintendent, Jorhat Medical College & Hospital, Jorhat.
- 7) Office copy / Website.

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

**List of Stationery items enlisted for Jorhat Medical College &  
Hospital, Jorhat**

Sl. No.	Name of the Item	Packing/Unit	Brand	Rate (In Rs.)	GST %	Total (In Rs.)
1	Cartridge/ Conquest paper	Per pkt				
2	Copier Paper A4	Per Reem				
3	Copier Paper FS	Per Reem				
4	Cover File (Big)	Per Piece				
5	Cover File (General)	Per Piece				
6	Fullscape Paper (Half DFC Size)	Per Dista				
7	Guard File	Per Piece				
8	Log Book Register	Per Piece				
9	Peon Book (Soft Bound) No. 2	Per Piece				
10	Window Envelope	Per 100 Piece				
11	Attendance Registrar (No-2)	Per Piece				
12	Attendance Registrar (No-4)	Per Piece				
13	ST paper/Note Sheet (DFC Size)	Per Reem (500)				
14	Brown Paper (Double Demy Size)	Per Reem				
15*	Carbon Paper (Big Size)	Per pkt				
16	Carbon Paper (Standard Size)	Per pkt				
17	Cash Book	Per Piece				
18	Conference File	Per Piece				
19	Copier Paper A3 (JK /Image)	Per Reem				
20	Copier Paper A5 (JK /Image)	Per Reem				
21	Dak Pad	Per Piece				
22	Double Crown HPC 11.5 kg	Per Dista				
23	Double Crown HPC 13.5 kg	Per Reem				
24	Double Crown HPC 13.5 kg	Per Dista				

**List of Stationery items enlisted for Jorhat Medical College & Hospital, Jorhat**

Sl. No.	Name of the Item	Packing/Unit	Brand	Rate (In Rs.)	GST %	Total (In Rs.)
25	Double Crown HPC 11.5 kg	Per Reem				
26	Double Crown HPC 21.3 kg	Per Reem				
27	Double Demi HPC 21.3 kg	Per Reem				
28	Double Demi HPC 32 kg	Per Dista				
29	Double Demi HPC 32 kg	Per Reem				
30	Double Demi HPC 18.6 kg	Per Dista				
31	Double Demi HPC 18.6 kg	Per Reem				
32	Drawing Paper	Per Piece				
33	Engagement Pad	Per 100 Piece				
34	Envelop (Inside Cotton net) Big	Per 100 Piece				
35	Envelop (Inside Cotton net) Medium	Per 100 Piece				
36	Envelop 9"x4.5"	Per 100 Piece				
37	Envelop 11"x6"	Per 100 Piece				
38	Envelop 8"x12"	Per 100 Piece				
39	Envelop 10"x12"	Per 100 Piece				
40	Envelop 12"x17"	Per 100 Piece				
41	Jacketed File	Per Piece				
42	Register (Big Size upto 200 pages)	Per Piece				
43	Register (No 10)	Per Piece				
44	Register ( No 26)	Per Piece				
45	Register (No 40)	Per Piece				
46	Register (No 8)	Per Piece				
47	Window Envelop (Plain) with address print	Per 100 Piece				
48	Tally Book ( No 10)	Per Piece				
49	Tally Book (No 20)	Per Piece				
50	Blank CD 700 MB	Per Piece				

**List of Stationery items enlisted for Jorhat Medical College &  
Hospital, Jorhat**

Sl. No.	Name of the Item	Packing/Unit	Brand	Rate (In Rs.)	GST %	Total (In Rs.)
51	Blank CD R/W	Per Piece				
52	DVD with Cover	Per Piece				
53	Pen Drive 4 GB (Best Brand)	Per Piece				
54	Pen Drive 8 GB (Best Brand)	Per Piece				
55	Pen Drive 16 GB (Best Brand)	Per Piece				
56	Pen Drive 32 GB (Best Brand)	Per Piece				
57	Computer Paper 10x12x1 (Single Sheet)	Per Reem/Pkt				
58	Computer Paper 10x12x2 (Single Sheet)	Per Reem/Pkt				
59	Computer Paper 15x12x1 (Single Sheet)	Per Reem/Pkt				
60	Computer Paper 15x12x1 (Double Sheet)	Per Reem/Pkt				
61	Computer Paper 10x12x1 (Double Sheet)	Per Reem/Pkt				
62	Computer Paper 10x12x1 (Triple Sheet)	Per Reem/Pkt				
63	Computer Paper 10x12x2 (Double Sheet)	Per Reem/Pkt				
64	Computer Paper 15x12x1 (Triple Sheet)	Per Reem/Pkt				
65	Computer Paper 10x12x2 (Triple Sheet)	Per Reem/Pkt				
66	Dot Matrix Printer Ribbon	Per Piece				
67	Plastic Folder	Per Piece				
68	Brown Tap 2"	Per Piece				
69	T Paper Pin	Per pkt				
70	Pencil (HB)	Per pkt				
71	Eraser (For Pencil)	Per Piece				
72	Glue Stick (Big)	Per Piece				
73	Indicator Flag	Per pkt				

**List of Stationery items enlisted for Jorhat Medical College & Hospital, Jorhat**

Sl. No.	Name of the Item	Packing/Unit	Brand	Rate (In Rs.)	GST %	Total (In Rs.)
74	Paper Poker	Per Piece				
75	Stamp Pad	Per Piece				
76	Stapler HD 10	Per Piece				
77	Scissor Big	Per Piece				
78	Stapler HD 45	Per Piece				
79	Tag	Per pkt				
80	Binding Clip	Per Piece				
81	Black tap	Per Piece				
82	Brown Tap 1"	Per Piece				
83	Brush 1/2 inch	Per Piece				
84	Cello Tape Size 2"	Per Piece				
85	Cello Tape Size 1 "	Per Piece				
86	Clip Board (Straw Board)	Per Piece				
87	Clip Board (Transparent)	Per Piece				
88	Clip File	Per Piece				
89	Germs Clip	Per pkt				
90	Glue Stick (Small)	Per Piece				
91	Gum Big Size	Per Bottle				
92	Gum Small Size	Per Bottle				
93	Paper Cutter	Per Piece				
94	Paper Puncher	Per Piece				
95	Paper Weight	Per Piece				
96	Pen Stand with 2 holder	Per Piece				
97	Pencil(Red & Blue)	Per pkt				
98	Pencil Carbon	Per pkt				
99	Scale Wooden	Per Piece				
100	Sealing Wax (La)	Per Piece				

**List of Stationery items enlisted for Jorhat Medical College &  
Hospital, Jorhat**

Sl. No.	Name of the Item	Packing/Unit	Brand	Rate (In Rs.)	GST %	Total (In Rs.)
101	Stamp Ink Big	Per Piece				
102	Stamp pad big	Per Piece				
103	Stapler pin 10	Per pkt				
104	Stapler pin 24/6	Per pkt				
105	Calculator Medium (Casio)	Per Piece				
106	Stapler HD 24	Per Piece				
107	Marker Pen (Thin)	Per Piece				
108	Marker Pen (Big)	Per Piece				
109	Whitener	Per Piece				
110	Highlighter	Per pkt				
111	White Chalk Pencil	Per pkt				
112	Color Chalk Pencil	Per Piece				
113	White Board Marker pen	Per Piece				
114	Duster	Per Piece				
115	Sapnar	Per Piece				
116	AAA Pencil Battery	Per Piece				
117	AA Pencil Battery	Per Piece				
118	12 volt Pencil Battery	Per Piece				
119	Dust Bin Foot Pressure	Per Piece				
120	Harpic	Per Ltr				
121	Jharu (Phul)	Per Piece				
122	Jute Rope	Per KG				
123	Lock & Key Medium (Jyoti)	Per Piece				
124	Napthalene Ball	Per pkt				
125	Odonil	Per Piece				
126	Phenyl	Per Ltr				
127	Room Freshner	Per Piece				

**List of Stationery items enlisted for Jorhat Medical College &  
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Sl. No.	Name of the Item	Packing/Unit	Brand	Rate (In Rs.)	GST %	Total (In Rs.)
128	Waste Paper Bucket	Per Piece				
129	Bleaching Powder	Per KG				
130	Bucket Galvanised	Per Piece				
131	Bucket Plastic	Per Piece				
132	Call Bell (Electrical)	Per Piece				
133	Call Bell Table	Per Piece				
134	Citranala Oil (Small Size)	Per Bottle				
135	Coconut Rope	Per Piece				
136	Cup Plate (Bone China)	Per Set				
137	Cup Plate General	Per Set				
138	Door Mattress Choir Big (Per Squar ft.)	Per Squar ft.				
139	Door Mattress Choir Medium (Per Squar ft.)	Per Squar ft.				
140	Door Mattress PVC Big (Per Squar ft.)	Per Squar ft.				
141	Door Mattress PVC Small (Per Squar ft.)	Per Squar ft.				
142	Door Mattress PVC Medium	Per Squar ft.				
143	Drinking Glass	Per Piece				
144	Dust Bin	Per Piece				
145	Jharu Bamboo	Per Piece				
146	Jug	Per Piece				
147	Lock & Key Big	Per Piece				
148	Markin Cloth	Per Mtr				
149	Mortein/Mexo/ Good night Coil	Per Piece				
150	Mug	Per Piece				
151	Paint (Enamel)	Per Ltr				
152	Plastic Rope	Per Piece				
153	Toilet Soap (Dettol 42 gm)	Per Piece				

**List of Stationery items enlisted for Jorhat Medical College &  
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Sl. No.	Name of the Item	Packing/Unit	Brand	Rate (In Rs.)	GST %	Total (In Rs.)
154	Surf/detergent	Per Kg				
155	Towel Big	Per Piece				
156	Towel Small	Per Piece				
157	Vim Bar (85 gm)	Per Piece				
158	Wiper	Per Piece				
159	Toilet Brush	Per Piece				
160	Magic Mop	Per Piece				
161	Normal Mop	Per Piece				
162	Insect Killer Spray	Per Piece				
163	Stock register Book No 10	Per Piece				
164	Stock register Book No 20	Per Piece				
165	Stock register Book No 30	Per Piece				
166	Battery C Size (1.5V)	Per Piece				

*K. L. Laha*

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

*[Signature]*