

Bid Documents

Tender Regarding Supply of

Stationary, Garbage (BMW) & Other Miscellaneous Items

At

State Cancer Institute

Gauhati Medical College, Guwahati-32, Assam

Tender fees	Rs. 1,000/-
EMD/MSME Registration Certificate	Rs. 20,000/- or MSME Certificate
NIT No & Date	SCI/HMS/Tender/Stationary /Garbage/Miscellaneous Items/12/2023- 24/16 Dated: 22/6/2023
Issue of Tender Documents	26 June 2023
Last date of Issue of Tender Documents	19 July 2023
Last Date of Submission of tender	19 July 2023 upto 2.00 P.M.



State Cancer Institute, Gauhati Medical College

Guwahati - 781-032, Assam

Telephone No: +91-97068-78500, Email: cancerhospitalgmc@gmail.com





Govt. of Assam

Office of the Hospital Management Society::
State Cancer Institute,
Gauhati Medical College: Guwahati-32,
Email:cancerhospitalgmc@gmail.com



No: SCI/HMS/Tender/Stationary /Garbage/Miscellaneous items/12/2023-24/16

Dated: 22/6/2023

NOTICE INVITING FOR TENDER

Tenders/Bidders are invited from intending firm/supplier/Manufacturer/company/Accredited dealers for supply Stationary, Garbage, (BMW) and Other Miscellaneous items required in Stationary Store of State Cancer Institute, GMC, Guwahati-32, Assam with an amount of INR 20,000/- is to be submitted as a EMD Bid Security and INR 1,000/- as Tender fees. The MSME Registered firm shall be exempted for EMD. The Tender Documents can be downloaded from Official website: www.sciassam.org or collected from the office of the Superintendent cum Member Secretary, State Cancer Institute, GMC, Guwahati-32 from 26th June 2023 (15.00 Hours).

- Tender Fees: 1000/- (Rupees One Thousand)
- EMD/BID Security: 20,000/- (Rupees Twenty Thousand) only or MSME registration Certificate.
- Issue of Tender Documents: 26th June 2023 (15.00 Hours)
- Bid Submission last Date: 19th July 2023 upto (14.00 Hours)
- Bid Opening Date: 19th July 2023 after (15.00 Hours)

Bidders are also requested to comply with the GST Guidelines issued by the government of India and as amended from time to time.

The Superintendent cum Member Secretary, State Cancer Institute, GMC reserves the right to reject all or any tender without assigning any reason and is not bound to accept the lowest rate.

Superintendent cum Member Secretary
Hospital Management Society
State Cancer Institute, Gauhati Medical College
Guwahati-32, Assam

Memo No: SCI/HMS/Tender/Stationary /Garbage/Miscellaneous items/12/2023-24/16 Dated: 22/6/2023

Copy Forwarded for information to:

1. The Director of Medical Education, Assam, Six Mile, Khanapara, Guwahati-22, Assam.
2. The Director cum Chairman, State Cancer Institute, Guwahati Medical College, Guwahati-32, Assam.
4. Office of the Superintendent, Gauhati Medical College Hospital, Guwahati-32, Assam
5. The Notice Board for Hanging.
6. Official Website: www.sciassam.org
7. Office File.

Superintendent cum Member Secretary
Hospital Management Society
State Cancer Institute, Gauhati Medical College
Guwahati-32, Assam



Govt. of Assam

Office of the Hospital Management Society::
State Cancer Institute,
Gauhati Medical College:: Guwahati-32,
Email:cancerhospitalgmc@gmail.com



CONTENTS

Sl. No.	Name of Format	Numbers of Annexure
1	List of Items	Annexure – I
2	Format of Technical Bid	Annexure – II
3	Documents Required for Technical Bid	Annexure – III
4	Format for Price Bid	Annexure – IV
5	Terms & Conditions	Annexure – V

Superintendent cum Member Secretary
Hospital Management Society
State Cancer Institute, Gauhati Medical College
Guwahati-32. Assam



Annexure – I

List for Stationary, Garbage (BMW) & Other Miscellaneous Items at State Cancer Institute, GMC

Sl. No.	Name of Items	Specification	Pack Size
1	Binding Book	Size : 12	Per Book
2	Binding Book	Size : 20	Per Book
3	Binding Book	Size : 24	Per Book
4	Binding Book	Size : 30	Per Book
5	Binding Book	Size : 50	Per Book
6	Torch Light	Branded, Medium	Per No's
7	Torch Light Battery	Branded, Medium	Per No's
8	Pencil Battery	Branded , Size: AA	Per Pc's
9	Pencil Battery	Branded , Size: AAA	Per Pc's
10	Carbon Paper	Good Quality	Per Packet 100 Pc's
11	A4 Paper	Branded, 75 GSM	Per Packet
12	Legal Paper	Branded, 75 GSM	Per Packet
13	Note Sheet	Good Quality	Per Packet
14	Dista Paper	Good Quality	Per Ream = 20 Dista
15	Dot Matrix Paper (DMP)	Branded	Per Packet
16	File Cover	Standard Size	Per Pc's
17	Five Board	Standard Size	Per Pc's
18	Box File	Good Quality	Per Pc's
19	Plastic Bucket.	Good Quality 15 LTR	Per No's
20	Plastic Mug	Good Quality 1 Ltr	Per No's
21	Stapler Pin	Size: 24	Per Packet
22	Stapler Pin	Size: 10	Per Packet
23	Stapler Machine	Pin Size: 24/6, Branded	Per Pc's
24	Stapler Machine	Pin Size: 10, Branded	Per Pc's
25	Paper Punch	Branded, Single	Per Pc's
26	Paper Punch	Branded, Double	Per Pc's
27	Stamp pad	Branded	Per Pc's
28	Stamp Pad Ink	Good Quality	100 ML Bottle
29	Attendance Register	Size: 4, Good Quality	Per Pc's
30	Peon Book	Size : 5, Good Quality	Per Pc's
31	Marker Per	Size: Small	Per Pc's
32	Marker Per	Size: Big	Per Pc's
33	White board Marker	Size: Big, Good Quality	Per Pc's
34	White correction pen	Branded, 7 Ml	Per Pc's
35	Ball Pen	Good Quality	Per Pc's
36	Wooden pencil	Good Quality	Per Pc's
37	Tailor Scissor	Branded, Size: Big	Per Pc's
38	Tailor Scissor	Branded, Size: Medium	Per Pc's
39	Alpine	Good Quality, 100 Gm	Per Packet
40	Clip Board	Good Quality	Per No's
41	UV Water Purifier System	Capacity: 15 Ltr, Branded	Per No's
42	Room Freshener	Branded, 125 gm	Per Pc's
43	Phul Jharu (Natural)	Good Quality	Per Pc's

Annexure - I



List for Stationary, Garbage (BMW) & Other Miscellaneous Items at State Cancer Institute, GMC

Sl. No.	Name of Items	Specification	Pack Size
44	Bath Soap	Branded, Weight: 50 Grm	Per Pc's
45	Liquid soap with Pump Dispenser	Branded	Per Pc's
46	Detergent Powder	Branded	Per KG
47	Detergent Soap	Branded	140 Grm
48	Liquid toilet Cleaner	Branded	500 Grm
49	Door Mate	Branded, Size: 40X60, Rubber	Per Pc's
50	Door Mate	Branded, Size: 45X75, Rubber	Per Pc's
51	Lock & Key	Size: Medium	Per Pc's
52	Hawai Chappal	Bata/Ajanta, Size: 5	Per Pair
53	Hawai Chappal	Bata/Ajanta, Size: 6	Per Pair
54	Hawai Chappal	Bata/Ajanta, Size: 7	Per Pair
55	Hawai Chappal	Bata/Ajanta, Size: 8	Per Pair
56	Hawai Chappal	Bata/Ajanta, Size: 9	Per Pair
57	Hawai Chappal	Bata/Ajanta, Size: 10	Per Pair
58	Calculator	Size: Big, 12 Digit with tax calculation	Per Pc's
59	Calculator	Size: Small, 12 Digit with tax calculation	Per Pc's
60	Envelope Plastic Coated	Size: Legal, Yellow, Branded	Pack of 100 Pc's
61	Envelope Plastic Coated	Size: A-4, Yellow, Branded	Pack of 100 Pc's
62	Envelope Plastic Coated	Size: 9X4, Yellow, Branded	Pack of 100 Pc's
63	Plastic Scale	Size: 12 inch, Branded	Per Pc's
64	High Lighter	Good Quality, Various Colour	Per No's
65	White Board	Good Quality, Size: 6X 3 Feet	Per Pc's
66	Mosquito Repellant refill	Branded, Machine with refill	Per No's
67	Mosquito Repellant refill	Branded, Only refill	Per No's
68	Bond Paper	Size: A-4, 100 GSM	100 Sheet per Packet
69	Bond Paper	Size: A-4, 100 GSM	500 Sheet Per Packet
70	Lever Arch File	Size: Legal, Branded	Per Pc's
71	Wall Clock	Branded	Per No's
72	Electric cattle	Branded, Size: 2 Ltr	Per No's
73	Computer Extension Board	Branded, Size: 5 Mtr	Per No's
74	Blank CD	Branded,	50 Disc per Box
75	Bleaching Powder	Good Quality	Per Kg
76	Citronella	Good Quality, 500 ML	Per Bottle
77	Concentrated Phenyl	Good Quality, 500 ML Bottle	Per Bottle
78	Floor Mopper	Good Quality, Standard Size	Per Pc's
79	Dustbin Foot press	Branded, 10 Ltr	Per No's
80	Garbage Bag Green/Black	Good Quality, 10 Ltr, Minimum 50 Micron	Per Kg
81	Garbage Bag Green/Black	Good Quality, 60 Ltr, Minimum 50 Micron	Per Kg
82	Plastic Bucket Green/black	Branded, 60 Ltr	Per No's
83	Plastic Bucket Green/black	Branded, 10 Ltr	Per No's
84	Anti Skid Mate	Branded	Per Mtr
85	Heavy Duty Munch Machine	Good Quality	Per No's
86	Shoe Rack Wooden	Good Quality	Per No's
87	Wooden Tool	Good Quality	Per No's
88	Computer Extension Board	Branded, 5 Mtr	Per Pc's
89	Antiseptic Liquid	Branded Company	Per Ltr
90	Sheet Protector	150 Micron, Size: A-4	Per Pc's

Annexure - 1



List for Stationary, Garbage (BMW) & Other Miscellaneous Items at State Cancer Institute
GMC

Sl. No.	Name of Items	Specification	Pack Size
91	Bed Sheet, 250X130 CM	Good Quality Cotton	Per No's
92	Pillow Cover	Good Quality Cotton	Per No's
93	Hospital Pillow	Good Quality, Cotton	Per No's
94	Big Towel	Good Quality, 60X30	Per Pc's
95	Hand Towel	Good Quality, 24X12	Per Pc's
96	Mosquito Net Single	Good Quality	Per Pc's

Superintendent cum Member Secretary
Hospital Management Society
State Cancer Institute, Gauhati Medical College
Guwahati-32, Assam

Annexure – II



Format for Technical Bid

Sl. No.	Product Description with Serial No. of Tender Item	Make Model (Wherever Applicable)	Technical Specification (if Any)

Dated:

Seal & Sign of the Bidder:

Annexure – III (Documents Required for Technical Bid)



Sl. No.	Documents Required	Name of The Firm	Submitted of Not	Remarks
1	Valid Trade License for Local Municipal Body/GMC			
2	Copy of PAN Card			
3	Valid GST Registration			
4	Address of Office with Mail I.d. and Contact Number			
5	Earnest Deposits money (EMD). The MSME Registered firm shall be Exempted EMD and copy of MSME Certificate should be enclosed with technical Bid			
6	Annual turn over for last 3 Years certified by Chartered accountant.			
7	Court fees of Rs. 8.25 (For Local Bidders) or IPO of Rs. 10/- (Rupees Ten) only in case of bidders from outside of State of Assam.			
8	In case the bidder collected the tender documents from official website, Tender fees of Rs. 1,000/- (Rupees One Thousand) only as demand draft enclosed with Technical bid			
9	Whether rates are quoted as per format mentioned in the Bidding Document or not.			
10	Enclose an affidavit duly certified by (enclosed/ Not enclosed) the notary at the location of the Agencies/Headquarters that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending against either bidder legal entity or against individual Directors of the Company or partners etc. of the firm etc.			
11	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.			

Superintendent cum Member Secretary
Hospital Management Society
State Cancer Institute, Gauhati Medical College
Guwahati-32. Assam

Annexure – IV (Format for Price Bid)



To,
The Superintendent cum Member Secretary,
State Cancer Institute, Guwahati Medical College,
Bhanagarh, Guwahati-32, Assam.

Dear Sir,

1. I/Wesubmitted the bids
for supply of Stationary, Garbage(BMW) and Miscellaneous items required at Your
Hospital/Institute, vide Tender No:
.....
.....

2. I/We thoroughly examine and understood instructions to tenders, Scope of works, terms & Conditions of contract and agreed to abide by them

3. I/we hereby offer to supply at the following rates. I/we undertake that I/we are not entitled to claim any enhancement of rates or any account during the tenure of the contract.

Date:
Firm Name:
Address:
Contact No:

Full Signature of the bidder

Seal

Annexure – IV (Format for Price Bid)



Sl. No.	Particular	Make/Model	Unit	Basic Rate	GST% Per Unit	Total Amount with Tax	Total Amount in Words

Superintendent cum Member Secretary
Hospital Management Society
State Cancer Institute, Gauhati Medical College
Guwahati-32, Assam

Annexure – V



Terms & Conditions:

For supply of Stationary, Garbage (BMW) & Other Miscellaneous Items required for
Stationary Store, State Cancer Institute, GMC, Guwahati-32, Assam.

1. The Envelope containing the tender as well as subsequent communication should be addressed and delivered to:

The Member Secretary, HMS,
State Cancer Institute, Guwahati Medical College,
Bhanagarh, Guwahati-781032, Assam

All communications must be addressed to the officer named above by title only not by Name.

2. Copy of registration certificate, copy of GST number along with latest income tax clearance certificate should be attached with technical Bid.

3. An Undertaking to the effect that the company/firm/distributor is not blacklisted should be attached with the tender.

4. The rates should be quoted as per annexure IV.

5. A person signing the tender form or any other document forming the part of the contract on behalf of other shall be deemed to warranty that he has the authority to bind such other and if on the enquiry it appears that the person so signing had no authority to do so, the purchaser may without prejudice to other civil and criminal remedies against the contract, hold the signatory liable for all cost and damages and forfeit earnest money.

6. The Tenders must be submitted in Two Parts (i) Technical Bid (ii) Financial Bid separately.

The hard copy of Technical Bid & Financial Bid needs to be submitted in the drop box as per schedule date and time as mentioned in the advertisement/NIT.

7. Bid Guarantee and Security:

A) The Tender must be accompanied with refundable earnest money (EMD) of Rs. 20,000/- (Rupees Twenty Thousand) only enclosed with Technical Bid. The MSME registered firm shall be exempted for EMD and copy of MSME Certificate should be enclosed with the technical Bid.

B) Earnest money/Security deposit any other sums of the tender lying with the State Cancer Institute, GMC Guwahati in connection with any other tender/Case will not be considered against this tender.

C) The Tender must be accompanied with tender fee of Rs. 1,000/- (Rupees One Thousand) only through demand draft.

D) The EMD/Security Deposit will be forfeited on the gross violations of tender norms by the successful bidders.

E) Earnest Money/Security Deposit by unsuccessful bidder will be refunded after finalization of Tender.

F) If the successful bidder is found to breach any of the conditions referred in tender at any stage, legal action as per existing rules will be indicated in the tender.

8) The items must be supplied within 72 Hours from the issue of formal work order. The maximum delivery period from the date placing the order should be specified.

There after this institute, will be forced to charge 5% of the cost of items per week as penalty till receipt of the materials.

9) The tender is valid upto 31st March 2024 or till the finalization of New tender subject to sole discretion of authority of SCI, GMC, Guwahati.



- 10) The inspection for the goods will be carried out by the consignee at destination and rejected goods will have to be removed by you within Ten Days of dispatch of Advice from the undersigned failing which goods will live at your own risk (i) the rejected good must be replaced by you within fifteen days of the dispatch by consignee of notice intimating that goods have been rejected failing which the consignee will make risk purchase without any further reference to you (ii) if you claim that good supplied by you are strictly accordingly to the approved samples, you may file the appeal with the Chairman, where such appeal has been filed, the consignee will hold the goods with him till the final decision of the Chairman.
- 11) The Supply must be completed satisfactorily within the stipulated time.
- 12) The materials shall not be considered delivered until it is approved and received by the competent authority.
- 13) The Rates shall be finalized only after opening of financial bid.
- 14) In Case the L-1 Bidder refused to supply, the L-2 Bidder will be approached to supply the items at L-1 Rates.
- 15) The Hospital Authority reserves the right to accept or reject any or all the bids or part or not to award the contract to the lowest bidder considering the samples, the decisions of the Hospital Authority in this regard shall be final and binding on all.
- 16) If the price of Contracted articles is/Are controlled by the government the payment will in no case be allowed at higher price than the quoted rate.
- 17) The Quantity can be increased or decreased or all together cancelled as per the changed requirement of the department as well as availability of funds.
- 18) The Member Secretary, HMS, reserves the right to accept or reject any or all the tenders without assigning any reasons.
- 19) Payment Schedule: Payment will be made after receipt of the bills in triplicate along with challan containing stock entry certificate on the body of the bill/Challan from the Stationary Store, that the items/Materials has been supplied by the firm is fully upto their satisfaction and subject to availability of Fund.
- 20) TDS and other applicable taxes/duties as per prevailing rates will be deducted at the time of making the payments.
- 21) No advance payment will be made in any Circumstances.
- 22) No Payment will be made for unsatisfactory supply.
- 23) Supply should be made in full as per order.
- 24) No revision of Rate will be accepted during the contract period.
- 25) Supply order will be placed from time to time according to the requirements.
- 26) While submitting the tender documents the Bidder Shall affix signature at each page of the tender documents.
- 27) The Hospital Authority reserve to impose any other condition for regulating the contract in the public interest.



- 28) The L-1 Bidder shall have to sign an agreement with the SCI authority.
- 29) Any dispute(s) is/are subject to the jurisdiction of courts in Guwahati and agreement will be governed by the construed in accordance with the law of Indian Territory.
- 30) The Bidders, who does not fulfilled any of the above conditions and submitted incomplete tenders are liable to be summarily rejected. No further correspondence in this regard will be entertained.
- 31) Considering the patients care service, the items quoted by the single bidder may also be considered by the committee if the quoted price is found reasonable compared to the Local Market rates.

Note: Tenders Must go through these terms and conditions very carefully and put his signature in token of acceptance these terms and conditions. It is made clear that no representation shall be considered after opening of the financial bids requiring any information by this office.

Superintendent cum Member Secretary
Hospital Management Society
State Cancer Institute, Gauhati Medical College
Guwahati-32, Assam

I/We submit this tender after reading the tender Notice/instructions and terms & Conditions contained herein and accepted by me/us.

Date:
Firm Name:
Address:
Contact No:

Full Signature of the bidder

Seal