



GOVT. OF ASSAM

**OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT
DHUBRI MEDICAL COLLEGE & HOSPITAL, DHUBRI, ASSAM, PIN- 783324
Email : dhubrimch@gmail.com**

No. DMCH/HMS/Accounts/Leasing/2023-24/205

Dated : 24/04/2023

Notice Inviting Tender for Leasing out of space for running of General Store (Incl. Stationaries, Dry eatables, etc.) at Dhubri Medical College & Hospital Campus

The Principal cum Chief Superintendent, DMC&H hereby invites open tenders in two bids system for **Leasing out of space for running of General Store (Incl. Stationaries, Dry eatables, etc.) at Dhubri Medical College & Hospital Campus**. Interested bidder shall submit the bid in the Tender-box during Office hours (10.00 AM –4.00 PM) at the Office of the Principal cum Chief Superintendent, Dhubri Medical College & Hospital, Dhubri, Assam during working days.

The bidder is expected to examine all instructions, terms and conditions in the bid documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid. Tender should be addressed to - The Principal cum Chief Superintendent, Dhubri Medical College & Hospital (DMC&H), R.K. Mission Road, Jhagarpar-783325, Dhubri, Assam.

Important Points:

1	Date and Time of Opening bid	25/04/2023 at 12:00 Noon
2	Last date and Time of Submission of bid	10/05/2023 upto 4:00 PM
3	Date and Time of opening bid	11/05/2023 at 12:00 Noon
5	EMD (Refundable)	Rs.10,000/-
6	Tender Fee (Non- Refundable)	Rs.500/-

The details Bid document can be downloaded from Website: www.dhubrimedicalcollege.in

Sd/-
Principal cum Chief Superintendent
Dhubri Medical College & Hospital
Dhubri-Assam

Sealed Tenders are hereby invited from authorized firms affixing court fee of Rs.8.25 (Rupees Eight and Paise Twenty Five) for **Leasing out of space for running of General Store (Incl. Stationaries, Dry eatables, etc.) at Dhubri Medical College & Hospital Campus.**

GENERAL CONDITIONS

a). **Earnest Money Deposit (EMD)** of Rs. 10,000/- (Rupees Ten Thousand) in the form of a Demand Draft issued in favour of or assigned to “HMS of Dhubri Medical College and Hospital” and payable at Dhubri branch of UCO Bank will be required to be tendered by the bidder. The tender, if not, accompanied by Earnest money will be liable to be summarily rejected. Payment will be approved only after physical receipt of the EMD proof in original. The EMD of the unsuccessful bidders would be returned within 30 days after finalization of tender after filling of an application. No interest will be paid on EMD at the time of refund. If tenderer withdraws his bid within the validity period the EMD shall be forfeited.

b). **Tender Processing Fee** of Rs. 500/- (Rupees Five hundred only) in the form of a Demand Draft issued in favour of or assigned to “HMS of Dhubri Medical College and Hospital” and payable at Dhubri branch of UCO Bank will be required to be tendered by the bidder. The tender, if not, accompanied by Tender Fee will be liable to be summarily rejected. Payment will be approved only after physical receipt of the Tender Fee proof in original. The Tender Processing Fee is non-refundable.

e). The successful bidder will be required to do the work / job for a period of one year from the date of award the contract. DMC&H shall, however, reserve the right to terminate the contract at any time without assigning any reason. The Principal cum Chief Superintendent, DMC&H shall be the sole authority to cancel or amend the order/NIT, as per requirement.

SCOPE OF WORK

I). To run & maintain **General Store (Incl. Stationaries, Dry eatables, etc.)** in the premises of Dhubri Medical College & Hospital (DMCH), which includes the following services:

1. General daily use items including dry eatables.
2. Selling of Books & Stationery items.
3. Xerox/Photo copying.
4. Printing.
5. Lamination.
6. Spiral Binding.
7. Binding.
8. Selling Ready to eat foods like bakeries, confectionery, etc.
9. Selling coffee/tea (machine made only)

Note:- Any type of Cooking is strictly prohibited.

II). The successful bidder has to submit a rate list of Articles/Items at the time to signing of contract and get the same approved from The Principal cum Chief Superintendent, DMCH. However, the rate should not be more than the market price. DMCH reserves the right to verify the rate with existing market price.

III). The Principal cum Chief Superintendent, DMCH reserves the right to negotiate on the rate submitted by the successful bidder before signing of contract. The approved rate list will be a part of agreement.

IV). The successful bidder is bound to sell the articles/items within the MRP rate where applicable. Tempering with MRP shall be treated as a breach of contract. In such case the contract shall be cancelled and the Security Deposit will be forfeited.

V). The successful bidder has to maintain proper cleanliness and hygiene in and outside of the Shop at their own cost. Cleanliness will not be undertaken by DMCH.

VI). The successful bidder must install the facility of making payment through UPI & Debit Card in addition of cash payment.

VII). The bidders is required to present a short Power Point Presentation of 10 minutes on the day of opening the NIT, which must include the Scope of work and rate list of Articles/Items.

PERIOD OF CONTRACT

Initially, the contract will be for a period of one year, extendable upto 1 year on yearly basis, escalating the rent by 10% every year, basing on the satisfactory performance.

In case of such extension, the contractor shall deposit the rent for the extended period (i.e.1 year) 2 months in advance.

Note: Year means one calendar year which includes all the holidays/vacation.

PERFORMANCE SECURITY

1. The EMD of the successful bidder will be converted in to performance security deposit.
2. The Performance Security Deposit will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any.
3. The Performance Security Deposit shall not carry any interest.
4. The security deposit is liable to be forfeited wholly or partially if:
 - A). Any damage is caused to the building/equipments and other installations belonging to the Dhubri Medical College & Hospital.
 - B). The contractor fails to fulfill any of the terms & conditions of the agreement.
 - C). The successful bidder declines to render services at the item wise rates agreed upon, due to escalation in prices of raw materials or for any other reasons.

ELIGIBILITY CRITERIA

- A). Individual/firm
- B). Bidder should have valid PAN , GST & Aadhar.

C). Trade License.

INSTRUCTIONS TO BIDDERS

- A). Bidders responding to tender notice shall be deemed to be agreeable to the terms and conditions herein contained. All the terms and conditions laid down in the tender shall be binding on the Bidders.
- B). Tender Form should be filled in neatly, legibly and carefully.
- C). DMCH shall not be under any obligation to give any clarification to the contractors/agencies whose bids are rejected.
- D). The tenders shall be opened in the presence of the bidders or their authorized representatives, who will like to be present, on the date and time mentioned in the tender notice/document.
- E). Authorized signatory should put his/her signatures on all the pages of the tender document. Bids without signatures of authorized signatory will be rejected.
- F). All the columns of the tender document shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words.
- G). Bidders are advised to visit the site & see themselves the location of Stationary Shop, during the office hours on any working day. The total area of the Stationary Shop is 128 sq. ft.
- H). The successful bidders shall be required to execute an agreement with DMCH on Rs.100/- Non-judicial STAMPD PAPER. All the expenses are to be borne by the successful bidder only for execution of agreement.
- I). DMCH reserves the right to reject/cancel any or all or part of the tender of the bidder, without assigning any reason and shall also not be bound to accept highest tender. The decision of the University shall be final and binding.
- J). Tender failing to comply with the terms & conditions mentioned in the tender document would result in the tender being summarily rejected.
- K). Conditional Tenders will not be accepted.

METHOD OF SUBMISSION

- A). The bidder should submit the supporting papers of eligibility criteria as specified, bidder information sheet, Bid document signed on all pages by the bidder, Undertaking Form and Demand Draft towards Bid document Fee and EMD in cover.
- B). The sealed tender must be addressed to the Principal cum Chief Superintendent, Dhubri Medical College & Hospital.
- C). The sealed tenders should be superscripted with “Tender for Leasing out of space for running of Stationary Shop inside Dhubri Medical College & Hospital Campus” and to be dropped in the Tender Box kept in the officer of the Principal cum Chief Superintendent, Dhubri Medical College & Hospital. DMCH is not responsible for Postal Delay.

REJECTION OF TENDERS

- A). DMCH reserves the right to cancel the tender process and reject any/ or all tenders at any time prior to the award of contract without thereby incurring any liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- B). The decision of the Tender and Purchase Committee shall be final.
- C). No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule shall stand forfeited.
- D). For breach of any of the conditions prescribed in the tender or as specified by DMCH from time to time, the EMD/PSD is liable to be forfeited. Decision of the Principal cum Chief Superintendent in this regard is final and binding on bidder.

GENERAL CONDITIONS OF LEASE

- A). Suitable space of around 128 sq. ft shall be provided by DMCH. However, in extreme circumstances, DMCH has right to reduce or relocate the space provided.
- B). Successful bidder should pay 3 months advance rent at the time of signing of contract.
- C). The rent should be paid on or before 5th of the every month. In case of delay fine will be imposed at the rate of Rs.100/- per day upto maximum 15(fifteen) days and thereafter the contracted will be automatically terminated.
- D). No renovation or modification is allowed inside or outside the shop which is allotted to the successful bidder.
- E). The contractor will be under obligation to display prominently the rate list of all items/services available (as approved by the DMCH).
- G). The contractor shall not sell the items above the MRP rates (or the rates approved by DMCH).
- H). In case of any items, which don't have MRP, the Licensee should take prior price approvals from DMCH and the same is to be displayed in the rental premises.
- I). The contractor shall take all reasonable precautions to see that the staff while on duty attire themselves in proper uniform approved by DMCH and are civil, sober and honest in their dealings with the staff and the students in general.
- K). The contractor shall employ in his service, only such persons whose antecedents have been verified and have also been medically examined at his own cost and to the satisfaction of the DMCH.
- L). The contractor will have to obtain general insurance against risk, fire accident for his belongings etc. for the shop and his workmen etc.
- M). Any credit facility extended by Contractors to students/employees will be at his own cost and risk. DMCH will not take any responsibility on this account.
- N). That the Stationary shop will be fully operational during 07:00 AM to 08:00 PM daily (the timings may be changed with the mutual understanding).

O). Electricity Charges are to be borne by the bidder as per the tariff on time. The Electricity bills are to be made in the first week of every month. The successful bidder has to install a electricity sub-meter at his own cost.

P). The contractor shall not transfer or sublet the contract.

Q). The contractor will not make any kind of alternation or modification in the premises/shop, without permission. DMCH has the authority to inspect the leased space at any time without giving any notice to the contractor.

R). The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.

S). The licensee shall not carry out any other business apart from which entrusted to him.

T). The use & sale of alcoholic drinks/intoxicants and tobacco in any form and smoking shall be strictly prohibited.

U). The minimum monthly rent for the stationary shop is fixed to Rs.10,000/- per month. Bid under the fixed amount will be rejected.

AWARD OF CONTRACT

The Tenderer should pass in all items of "Eligibility Criteria". Eligible Tenderer shall be awarded the contract. The Principal cum Chief Superintendent of Dhubri Medical College & Hospital reserves the right of negotiation with eligible Tenderer before finalization of tender or contract. The authority reserves the right to reject any or all Bids or accept any Tender in total.

Bidder Information

Sl.No.	Particulars	
Part – I : Bidder Information		
1	Name of Firm/Company/Individual	
2	Official Address With Contact No.	
3	Address for communication with Mobile No.	
Part- II : Documents submitted		
4	Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand only)	DD No..... Rs..... Dt.....
5	Tender Processing Fee of Rs. 500/- (Rupees Five Thousand only)	DD No..... Rs..... Dt.....
6	Each page of NIT and its Annexure are signed as acceptance of Terms & Conditions.	Enclosed at Page :
7	GST Registration Certificate.	Enclosed at Page :
8	Permanent Account Number (PAN) Card.	Enclosed at Page :
9	Upto date Trade License.	Enclosed at Page :
10	Aadhar	Enclosed at Page :
11	Undertaking by the bidder	Enclosed at Page :
12	Price Bid Document	Enclosed at Page :

SIGNATURE :
NAME & DESIGNATION :
DATE :
NAME & ADDRESS OF THE FIRM WITH SEAL :

UNDERTAKING BY BIDDER

To,
The Principal Cum Chief Superintendent
Dhubri Medical College & Hospital
Dhubri-Assam

Tender No.....
For

Sir,

1) I, Sri..... on behalf of
M/s..... having registered
office at, do hereby declared that I have gone through the terms and
conditions mentioned for the above and undertake to comply with all tender terms and conditions.
The rates quoted by me/us are valid and binding on me/us for acceptance from the date of award of
contract to us.

2) We agree to the conditions of the tender under which the Earnest Money Deposit and
Security Deposit shall be forfeited.

3) The Tender Inviting Authority has the right to accept or reject any or all the tenders
without assigning any reason.

4) We understand all the terms & conditions of the contract and bind myself/ourselves to
abide by them.

5) We hereby declare that there is no vigilance/CBI or court case pending/contemplated
against us at the moment.

SIGNATURE :
NAME & DESIGNATION :
DATE :
NAME & ADDRESS OF THE FIRM WITH SEAL :

Price Bid Document

Sl. No.	Name and details of bidder/individual	Monthly rent quoted (in figure)	Monthly rent quoted (in words)

Note: - The minimum monthly rent is fixed to Rs.10,000/-. Bidding below the same will be rejected.

Signature of the firm/bidder
With Date