



GOVT. OF ASSAM

**OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT
DHUBRI MEDICAL COLLEGE & HOSPITAL, DHUBRI, ASSAM, PIN- 783324**

Email : dhubrimch@gmail.com

No. DMCH/DBB/2023/803

Dated : 30/10/2023

SHORT NOTICE INVITING TENDER

Last Date & Time of receipt of tender: 08/11/2023 upto 4:00 PM

Date & Time of opening of tenders: 09/11/2023 at 2:00 PM

Sealed Tender affixing court fee of Rs.8.25 is hereby invited in two bid system for *CCL, Department of Microbiology*, DMC&H for supply of items listed from Deptt. of Microbiology, for a period of one year from interested parties.

General Terms and Conditions

- 1. Parties:** The parties to the contract are the contractor (the tenderer to whom the work have been awarded) and the Dhubri Medical College & Hospital, Dhubri. Only manufacturer and their authorized distributor are allowed to participate in this tender with following terms & conditions: (i) If a manufacturer is submitting a bid then he may authorized a local distributor for Supply, Bill and Collection of payment. In this regards a certificate must be attached (ii) If a distributor is participating in this tender then he will be allowed to submit valid Manufacturer Authorization Certificate as per format attached. Note: Bidder will have to open their Branch / Distributor sales office at Dhubri within 30 days of award of contract. In the case of bidder, who already have a Branch / Distributor sales office at Dhubri, the name, address and contact number should be specifically mentioned in their bids.
- 2. Earnest Money:** *Earnest money by means of a Bank Demand Draft of Rs. 5,000/- (Rupees Five thousand only) may be enclosed with the Tender.* It is also clarified that the quotations received without earnest money will be rejected. The DD to be prepared in the name of "HMS of Dhubri Medical College & Hospital". a). Tender shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the DMC&H. b). No Claim shall lie against the DMC&H in respect of erosion in the value or interest on the amount of EMD. c). The EMD, of successful bidders and unsuccessful

Bidders shall be retained upto a maximum period of 2 months from the date of opening of the Bids or till the finalization of the tender whichever is later, on written request. No interest will be payable by the DMC&H authorities on the EMD.

3. **Tender Fee:** Tender fee will be Non-refundable amount of *Rupees Five hundred (Rs. 500/-) only* and the tenderer shall deposit a separate Bank Draft in favor of “HMS of Dhubri Medical College & Hospital”. The tenders submitted without tender cost shall liable to be rejected summarily.
4. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
5. Quotations qualified by such vague and indefinite expression such as “Subject to prior confirmation”, “Subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
6. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the notice board of DMC&H. In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
7. **Signing of Tender :** Individual signing the tender or other documents connected with contract must specify whether he sign as: (a) A sole proprietor of the concern or constituted attorney of such sole proprietor; (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm. (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company. The tenderer should sign and affix his firm’s stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn.
8. **Technical Bid :** This will consist of the supporting documents as proof of meeting all eligibility Criteria along with original copies of demand drafts towards EMD and Tender Fee and other required enclosures, viz. original copies of the following:-
 - (a) Bidder’s Details Form in prescribed format as per **Annexure-A**
 - (b) Demand Draft towards Tender Fee.
 - (c) Demand Draft towards Tender EMD.
 - (d) Trade License.
 - (e) Income Tax PAN No.
 - (f) GST Registration No.
 - (g) Declaration for not having been blacklisted by any State Government or by Government of India.

Bidders are requested to submit the required documents only as stated at Point 8 (a) to (g)

- 9. PRICES BID :** (a) It should be submitted in form given in **Annexure-B**. The price quoted will be exclusive of taxes and inclusive of all applicable charges (i.e. packing, forwarding, postage and transportation), (b). Taxes shall be deducted as per norms. (c) The rate quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. (d). The DMC&H, Dhubri does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The DMC&H, Dhubri reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.
- 10. AWARD OF CONTRACT:** DMC&H, Dhubri reserves the right to counter offer price(s) against price(s) quoted by any bidder.
- 11. Opening of Tender:** The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer which may be verified by official if needed.
- 12. Right of acceptance:** DMC&H, Dhubri reserve the right in accepting the whole or any part or portion of the bid and reserve the right to reject any or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof.
- 13. Delivery:** Delivery of goods shall be made by the supplier within 7 days of placing of supply order. If successful tenderer fails to supply material within the stipulated delivery date, DMC&H, Dhubri reserves the right to terminate contract for that item(s) and to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Pending Bills of the existing firm.
- 14. The Payment clause:** The bill in triplicate may be sent to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items(s). No payment shall be made in advance. The contractor shall submit the bill only after supply of the material to the satisfaction of the DMC&H, Dhubri, on receipt of a pre-receipted bill invoice from

the Contractor the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods rejected. Supply of items to be made directly to the DMC&H, Dhubri central store along with challan and supply order. No transportation / carriage charges will be provided delivery of items. Payment shall be made on the basis of fund availability and approvals.

15. Subletting of Work: The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of DMC&H, Dhubri, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

16. Breach of Terms and Conditions: In case of breach of any terms and conditions as mentioned the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and the security deposit shall be forfeited and nothing will be payable by DMC&H, Dhubri.

17. Periodicity/ Duration of Tender: The rate contract is initially for a period of one (01) year and may be extended till new rate contract gets final. DMC&H, Dhubri shall, however, reserve the right to terminate the contract at any time without assigning any reason.

18. Other Conditions

A). Dhubri Medical College & Hospital, Dhubri shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.

B). The firm should have availability of a responsible person on call on all working days between 08:00 Hrs. to 23.00 Hrs.

C). The items shall be delivered at the DMC&H, Dhubri with remaining shelf-life of at least 75% of the stipulated total shelf-life from the date of manufacturing of that product.

D). Order shall be issued for tentative requirement on actual need basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made. Order will be placed as per requirement, irrespective of value of the order.

Sd/-

**Principal cum Chief Superintendent
Dhubri Medical College & Hospital
Dhubri, Assam**

Technical Bid-Annexure – A

BIDDER'S DETAILS FORM

Sl.No.	Particulars	
Part – I : Bidder Information		
1	Name of Firm/Company/Individual	
2	Official Address With Contact No.	
3	Name and mobile number of a key person, who can be contacted at any time	
Part- II : Documents submitted		
4	Earnest Money Deposit of Rs.5,000/- (Rupees Five thousand)	DD. No..... Rs..... Dt.....
5	Non- Refundable Tender Processing Fee of Rs.500/- (Rupees Five hundred)	DD. No..... Rs..... Dt.....
6	Trade License.	Enclosed at Page :
7	Income Tax PAN No.	Enclosed at Page :
8	GST Registration No.	Enclosed at Page :
9	Declaration for not having been blacklisted by any State Government or by Government of India.	Enclosed at Page :

Signature of the firm/bidder
With Seal & Date

NB:- Bidders are requested to follow this format strictly or liable for rejection.

(To be submit in the letter head of the firm)

Price Bid- Annexure – B

Sl.No.	Item	Specification/Brand	Unit of Measure	Rate per Unit (Excl. Taxes)
1	Insulin syringe (Syringe 1ml)		Each	
2	Silver Foil		Each Roll	
3	Gram Stain Kit	Hi-media/Tulip	Each Kit	
4	Linezolid	Hi-media/Oxoid	Each Packet of (3x5)	
5	Novobiocin		Each Packet of (3x5)	
6	Automated blood culture bottles for BacT/Alert	Pediatric	BioMerieux/B D	
7	Automated blood culture bottles for BacT/Alert	Adult	BioMerieux/B D	
8	Candle Jar		Each	
9	Paraffin Wax		Each Bottle of 500ml	
10	AST YS08 TEST KIT 20 CARDS	Vitek 2 Compact	Each Packet of 20 Cards	
11	GN TEST KIT VTK2 20 CARDS	Vitek 2 Compact	Each Packet of 20 Cards	
12	GP TEST KIT VTK2 20 CARDS	Vitek 2 Compact	Each Packet of 20 Cards	
13	YST TEST KIT VTK2 20 CARDS	Vitek 2 Compact	Each Packet of 20 Cards	
14	POLYSTYRENE TUBES		Pack of (1x2000)	
15	AST-N235 TEST KIT 20 CARDS	Vitek 2 Compact	Each Packet of 20 Cards	
16	AST-N405 TEST KIT 20 CARDS	Vitek 2 Compact	Each Packet of 20 Cards	
17	AST-N406 TEST KIT 20 CARDS	Vitek 2 Compact	Each Packet of 20 Cards	
18	AST-N407 TEST KIT 20 CARDS	Vitek 2 Compact	Each Packet of 20 Cards	
19	AST-P628 TEST KIT 20 CARDS	Vitek 2 Compact	Each Packet of 20 Cards	
20	SALINE SOLUTION		Pack of 3x500ml	
21	Autoclavable Transparent Bags (Small, Medium & Large)		Per Kg	

Signature of the firm/quotationer
With Seal & Date