



GOVT. OF ASSAM

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

No. DCH/HMC/19-20/Gas/16

Dated: 30/12/2022

**Notice Inviting Tender for the work of Supply of Filled O<sub>2</sub> (Oxygen) and N<sub>2</sub>O (Nitrous Oxide) Cylinder to Dhubri Medical College & Hospital on Rate Contract Basis**

The Principal cum Chief Superintendent, DMC&H hereby invites open tenders in two bids system for work of *Supply of Filled O<sub>2</sub> and N<sub>2</sub>O to Dhubri Medical College & Hospital on Rate Contract Basis*. 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:**

Date and Time of Bid opening	01/01/2023 from 1:00 PM
Last Date and Time of Bid submission	13/01/2023 from 2:00 PM
Date and Time of Opening Technical Bid	18/01/2023 from 2:00 PM
Date and Time of Opening Financial Bid	18/01/2023 from 2:00 PM
Tender Processing Fee ( Non-Refundable)	Rs.500/- (Rupees Five hundred)
Estimated Annual Cost for the year	Rs.10,00,000/- (Rupees Ten Lakhs)
EMD	Rs.20,000/- (Rupees Twenty Thousand)

The details Bid document can be downloaded from Website: [www.dhubrimedicalcollege.in](http://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 *Supply of Filled O2 and N2O cylinder to Dhubri Medical College & Hospital on Rate Contract Basis.*

#### GENERAL CONDITIONS

a). *Earnest Money Deposit (EMD) of Rs. 20,000/- ( Rupees Twenty Thousand 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 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. The EMD of successful bidder will be treated as Security Deposit and will be refunded after successful expiry of term or contract. 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.

c). At any time prior to date of submission of tender, The Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of Dhubri Medical College & Hospital. 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.

d). 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. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

e). The successful firm 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, as per requirement, and also to place order for supply of item beyond office hours/holidays of supply for which, no additional payment shall be made. The successful firm shall have the capacity to supply the items on emergency basis.

- f). The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the Dhubri Medical College & Hospital while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled at the discretion of competent authority and performance security shall be stand forfeited.
- g). The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours or holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to DMC&H.
- h). If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or act of the Central or State Govt. or by the tenderer himself, the tenderer shall be morally and statutorily bound to inform DMC&H immediately about such reduction in the contracted prices.
- i). 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, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
- j). In case of breach of any terms and conditions as mentioned in NIT, the Principal cum Chief Superintendent, DMC&H, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by DMC&H. In that event the security deposit shall also stands forfeited.
- k.)The EMD of successful bidder will be kept as Security Deposit. The security deposit of successful bidders will be kept for the period of one year from the date of award of the contract and shall be refunded without any interest on it within 90 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later. The security deposit can be forfeited by the Institute in the event of any breach or negligence or non- observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.
- n). The successful bidder shall be in a position to supply the filled cylinders within one hour as the item comes under very essential category.
- o). If successful tenderer fails to supply material within the stipulated delivery date or material supplied other than specification specified in our NIT, DMC&H reserves the right to terminate contract for that item(s), forfeiture of security deposit 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 Security Deposit and Pending Bills of the existing firm.
- p).Order shall be issued to successful bidder for tentative requirement of items, on actual need basis, irrespective of value of the order.

q). The Successful Bidder has to supply the items to The Dhubri Medical College & Hospital at their own cost. So separate payment will be done by DMC&H authority for delivery of filled cylinders and collection of empty cylinders. The successful bidder has to collect the empty cylinders from DMC&H and replace them with filled cylinders at their own cost.

#### **TECHNICAL BID : COVER- (A)**

The bidders should furnish the following in a separate cover hereinafter called “Cover-A”. Court fee stamp of Rs.8.25/- must be affixed.

- a) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- b) DD of EMD and Tender Processing Fees.
- c) Technical information and undertaking - Annexure - I
- d) Annual turnover statement of last 3 financial year certified by Chartered Accountant/Auditor in the format at Annexure – II.
- e) GST Registration Certificate.
- f) Permanent Account Number (PAN) Card.
- g) Copies of at least 3 orders executed for Government Organizations during the last 4 financial years.
- h) Undertaking as per Annexure – III

#### **PRICE BID : COVER - (B)**

Cover – “B” shall contain the price bid of the bidder. The firm who qualified in the Technical Bid shall be eligible for Price Bid.

- A). Signature & Seal on each page : Each page of the price bid should be duly signed by the bidder affixing the office seal.
- B). Rates quoted: The bidder shall submit the price bid (Cover-B) in the format at Annexure-IV only. The bidder shall duly sign Annexure-IV in a sealed cover super scribed as “Price Bid Cover – B Tender for *Supply of Filled O2 and N2O cylinder to Dhubri Medical College & Hospital on Rate Contract Basis*, and addressed to the Principal cum Chief Superintendent, DMC&H, Dhubri (Assam).
- C). It should be submitted in form given in Annexure-IV. The price quoted will be exclusive of taxes and inclusive of all applicable charges (i.e. transportation, and insurance) and shall be fixed and final. At the time of payment Income Tax or any other Tax payable shall be deducted at source.
- D). The financial bid shall be opened of only those bidders who have been found to be technically eligible.

#### **COVER FOR TECHNICAL BID & PRICE BID**

The two separately sealed covers Technical Bid (Cover “A”) and Price Bid (Cover “B”) shall be placed together inside another cover which shall be sealed and super-scribed as “Tender for the work of *“Supply of Filled O2 and N2O cylinder to Dhubri Medical College & Hospital on Rate Contract Basis”* and addressed to the Principal cum Chief Superintendent, DMC&H, Dhubri (Assam).

#### **OPENING OF BID COVER “A” AND COVER “B” OF TENDER**

- a) Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid – Cover “A”
- b) Only those bidders whose technical Bids are found acceptable after technical and commercial evaluation will be open price bid – Cover “B” in presence of the successful bidder.

#### **VALIDITY OF OFFER OF SUCCESSFUL BIDDER**

The rate contract is initially for a period of one (01) year from the date of issue of award of contract 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.

#### **PAYMENT PROVISION**

- a) No advance payments will be made to the successful bidder.
- b).Payment of bills will depend on the availability of fund and sanctions.
- c).Bills in triplicate for the items supplied by the selected firm(s), should be raised.
- d).Payment shall be released after it is ensured that the 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.

#### **SUPPLY CONDITIONS**

- a). Supply Order:** Supply order will be placed on the successful bidder at the discretion of the Principal cum Chief Superintendent, DMC&H. 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. The firm should have availability of a responsible person on call on all working days between 08:00 Hrs. to 23.00 Hrs.
- c). Delivery Period:** Items to be delivered within 2(two) hour from the issue of Supply Order.
- d). Penalty for Delayed Delivery:** In case there is delay in delivery beyond the stipulated period, there shall be reduction in price @ 0.5% of the value of delayed goods per hour of delay or part thereof subject to a maximum of 10% of the total order value.
- e). Alternative Purchase:** If the successful bidder/supplier fails to execute the order within the stipulated time, the Tender Inviting Authority will be at liberty to make alternative arrangement for purchase of the items for which the purchase order has been placed, from any other sources or from the open market, at the risk and cost of the supplier. This would be in addition to all other penalties including forfeiture of security deposit.

**f). Delivery Point:** Items to be delivered at the specified point/ward/store/department of DMC&H, Dhubri with an intimation of delivery to Tender Inviting Authority. No delivery/labour charges will be paid.

## **INSPECTION**

- (a) DMC&H shall have the right to inspect and/or to test the goods to confirm their conformity to the NIT Specifications at no extra cost to the Purchaser.
- (b) DMC&H, reserves the right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination.
- (c) The Principal, DMC&H shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
- (d) No payment shall be made for rejected stores. Rejected items must be removed by the Bidders immediately at their own cost with replacement.

## **BREACH OF TERMS & CONDITIONS**

In Case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by Dhubri Medical College & Hospital, Dhubri in that event the security deposit shall also stands forfeited.

## **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 or in parts or to split the work among various Tenderers without assigning any reason thereof.

## **SIGNING OF CONTRACT**

The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 500/- (Rs. Five Hundred only) within fifteen days of the issue of the Letter of notification of award. The cost of non-judicial stamp paper and any other expenses related to the Contract Agreement has to be borne by the successful bidder only. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

## Technical Information and Undertaking

Sl.No.	Particulars	
<b>Part – I : Bidder Information</b>		
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	
<b>Part- II : Documents submitted</b>		
4	Earnest Money Deposit of Rs.20,000/- (Rupees Twenty thousand)	DD. No..... Rs..... Dt.....
5	Non- Refundable Tender Processing Fee of Rs.500/- (Rupees Five hundred)	DD. No..... Rs..... Dt.....
6	Each page of NIT and its Annexure are signed as acceptance of Terms & Conditions.	Enclosed at Page :
7	Copies of at least 3 orders executed for Government Hospitals during the last 4 financial years	Enclosed at Page :
8	Annual turnover statement of last 3 financial year certified by Chartered Accountant/Auditor in the format at Annexure – II	Enclosed at Page :
9	GST Registration Certificate.	Enclosed at Page :
10	Permanent Account Number (PAN) Card.	Enclosed at Page :
11	Undertaking as per Annexure – III	Enclosed at Page :

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

**ANNUAL TURNOVER STATEMENT OF THE BIDDER**

The Annual Turnover of .....  
for the past three years are given below and certified that the statement are true and correct.

Sl. No.	Financial Year	Turnover in Lakhs
1	2019-20	
2	2020-21	
3	2021-22	

Seal & Signature of Chartered  
Accountant/Auditor  
Date :



**UNDERTAKING BY BIDDER**

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

Tender No.....  
For Supply of .....

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 :

**COVER “B” – PRICE BID**

Tender No. ....

<b>Sl.No.</b>	<b>Name of Item</b>	<b>Unit</b>	<b>Rate (excluding taxes)</b>
1	Filled A type Medical Oxygen Cylinder	<i>Each</i>	
2	Filled B type Medical Oxygen Cylinder	<i>Each</i>	
3	Filled Jumbo(D) type Medical Oxygen Cylinder	<i>Each</i>	
4	Filled Nitrous Oxide (N <sub>2</sub> O) Gas Cylinder	<i>Each</i>	

SIGNATURE  
NAME & DESIGNATION

DATE

NAME & ADDRESS OF THE FIRM WITH  
SEAL