



GOVT. OF ASSAM

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

Email : dhubrimch@gmail.com

No. DMCH/Accounts/2023/286

Dated : 08/06/2023

**Notice Inviting Tender for the work of Supply of Table &  
Chair for Dhubri Medical College & Hospital**

The Principal cum Chief Superintendent, DMC&H hereby invites open tenders in **TWO ENVOLOP SYSTEM** for work of **Supply of Table & Chair for Dhubri Medical College & Hospital**. 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	08/06/2023 from 1 :00 PM
Last Date and Time of Bid submission	13/06/2023 upto 12:00 Noon
Date and Time of Opening Technical Bid	13/06/2023 at 2:00 PM
Date and Time of Opening Financial Bid	13/06/2023 at 2:00 PM
Tender Processing Fee ( Non-Refundable)	Rs.2000/- (Rupee One Thousand)
EMD (Refundable)	Rs.10,000/- (Rupee Ten thousand)
Performance Security Deposit	Rs. 2% on the total work value payable in form of FD for 3 years in favour of " HMS of Dhubri Medical College & Hospital)

*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 Table & Chair for Dhubri Medical College & Hospital.**

### 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 60 days after finalization of tender after filling of an application . No interest will be paid on EMD at the time of refund. The EMD shall be forfeited if the bidder withdraws its bid within the valid period i.e. 60(sixty) days, if fails to sign the contract agreement as per provision of bidding document and fails to furnish performance security deposit as per provision of bid document.

b). **Tender Processing Fee of Rs. 2000/- ( Rupees One 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 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). **Performance Security** – The Successful bidder have to furnish Performance Security equivalent of 2% of the total work value. The Performance Security shall be furnished in form of FD/TDR in favour of “ HMS of Dhubri Medical College & Hospital”. Performance security will be forfeited in case of failure to comply with contract conditions/dissatisfaction service. The Performance security shall be retained for 3(three) years by DMCH.

### SCOPE OF WORK

The order quantity may be based on the actual requirements of the Office of the Principal cum Chief Superintendent, DMCH for supply of tables.

### SPECIFICATION

Sl.No.	Item
1	Table- MDF Top ,Height- 2.6 ft., Length-2.8 ft. , Width-2 ft., Frame-Metel
2	Table - MDF Top ,Height- 2.5 ft., Length-4.5 ft. , Width-2.5 ft., Frame-Metel
3	Chair- Non Rotatable, For Office Use, Seat Material- Fabric (Red), With Armrest, Seating Height- 16-17 Inches, No Height Adjustable, Low Back Visitor Chair, Non Foldable,

**Colour photo with specification of items is required to be furnish along with Technical Bid**

### ELIGIBILITY CRITERIA

The bidder should be bonafide which means an entity-

- Having a valid Trade License by the competent authority.
- Having PAN
- Having GST Registration Certificate

- d. Having minimum annual turnover of Rs. 20L in last 3 financial years. ( Certificate of CA declaring annual turnover of last 3 FY to be enclosed along with IT return.)
- e. A notarized self-declaration that the vendor has not been black listed by any institution of Central/State Govt. earlier.
- f. Should have sufficient infrastructure and manpower to supply the ordered items with in very short period say 15(fifteen) days of issue of supply order.

### **DELIVERY PLACE**

The items/articles to be supplied to the Examination Branch in the Administrative Block of Dhubri Medical College & Hospital, Dhubri, Jhagarpara, Pin-783325, falling to which the penalty clause would be applicable.

### **OTHER IMPORTANT INFORMATIONS**

- a. All the pages of the bid including enclosures should be numbered and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offer received without signature and seal on all pages are liable to be reject. The bid should be accompanied by **Annexure-A**.
- b. The tender shall be open in presence of bidders or their authorized representative if they wish to attend. (only 1 representative) duly supported by authorization will be allowed.
- c. Unsatisfactory performance of any bidder in terms of delays, withdrawing from bids on opening of bids resulting in re-tendering of job, etc can result in dropping the bidder.
- d. The application should be complete in all respect. Conditional/incomplete applications are liable to be rejected.
- e. Sub-Contract of work is not allowed.
- f. The warrant period should be specifically indicated in the application/bid.
- g. The Rates should be quoted exclusive of taxes and inclusive of all charges like, transportation, labour, etc. Overwriting in rates will be accepted.
- h. The Principal cum Chief Superintendent reserves the right to accept or reject and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders. In case of annulment all bids submitted and bid securities shall be returned to the bidders. DMCH does not pledge itself to accept the lowest rate.
- i. In case a proposal is accepted the firm shall sign an agreement with DMCH for rate contract. The cost of agreement is to be borne by the successful bidder.
- j. Tendering authority may call for sample verification, if required.
- k. The Principal cum Chief Superintendent reserves the right to impose/add any other condition for regulating the contract in public interest.

### **PENALTY CLAUSE**

Penalty in case of undue delay in supply, submission of erroneous furniture's under performance, violation of Terms & Condition as per Contract agreement could be in the form of deduction from the total amount payable to the supplier/ bidder for the work or the security deposit shall be forfeited.

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

The rate 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. Any request for increase in the approved rate (including taxes) will not be entertained for any reason during the contract period.

#### **PAYMENT PROVISION**

- a) No advance payments will be made to the successful bidder.
- b) Payments towards the supply of the item will be made strictly as per rules of the Tender Inviting Authority. Payment will be made only after satisfactory supply of entire ordered quantity.
- c) On completion of supplies of ordered quantities, bills/invoices should be raised in triplicate in the name of the Tender Inviting Authority for further necessary action.
- d). Payments of bill will depend on the availability of fund and sanction from competent authorities.
- e). Taxes will be deducted as per norms.
- f). No interest will be allowed for late payment.
- g). Payment of bill may done in 2(two) or 3(three) parts also.

#### **SIGNING OF CONTRACT**

After receiving the Performance Security Deposit from the successful bidder, The signing of contract will be initiated. The cost of signing of agreement is to be bear by the successful bidder.

#### **SUPPLY CONDITIONS**

**a). Supply Order:** Supply order will be placed on the successful bidder at the discretion of the Tender Inviting Authority. 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.

- In any case the successful bidder cannot object on the volume of the quantity of the items to be supplied. The quantity of items to be procured shall be at the sole discretion of DMCH depending on actual departmental requirement and fund availability.
- The items required to be supply the successful bidder should strictly be in accordance with the items quoted during the entire period.

- The inspection of supplied goods will be carried out by DMCH. The expired/defected/faulty items is to be replace by the supplier within 2(two) days, failing to which goods will be left at the risk of supplier. In such case strict action shall be taken by DMCH authority.
- The materials shall not be considered delivered until it is approved & received by the competent authority.
- No payment will be made for unsatisfactory supply.

**b). Specifications & Quality:** The items supplied by the successful bidder shall be of the best quality shall comply with specifications, stipulations and conditions specified.

**c). 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.

## Annexure – A

Sl.No.	Particulars	
<b>Part – I : Bidder Information</b>		
1	Name of Firm/Company/Individual	
2	Official Address With Contact No.	
3	Address for communication with Mobile No.	
<b>Part- II : Documents submitted</b>		
4	Earnest Money Deposit of Rs.10,000/- (Rupees Ten thousand)	DD..... Rs..... Dt.....
5	Non- Refundable Tender Processing Fee of Rs.2000/- (Rupees One thousand)	DD No..... Rs..... Dt.....
6	Trade License from Competent Authority.	Enclosed at Page :
7	GST Registration Certificate	Enclosed at Page :
8	Permanent Account Number (PAN) Card.	Enclosed at Page :
9	Notarized self declaration that the vendor has not been black listed by any institution of Central/State Govt earlier.	Enclosed at Page :
10	Experience (if any). Document to be attached	

SIGNATURE :

NAME &amp; DESIGNATION :

DATE :

NAME &amp; ADDRESS OF THE BIDDER WITH SEAL :

**Annexure – B**  
**Price Bid**

Sl.No.	Name of item	Rate (Incl. GST and all other charges) for each	Warranty period
1	MDF Top ,Height- 2.6 ft., Length-2.8 ft. , Width-2 ft., Frame-Metel		
2	MDF Top ,Height- 2.5 ft., Length-4.5 ft. , Width-2.5 ft., Frame-Metel		
3	Chair- Non Rotatable, For Office Use, Seat Material- Fabric (Red), With Armrest, Seating Height- 16-17 Inches, No Height Adjustable, Low Back Visitor Chair, Non Foldable,		

**NB:- Warranty Period must be for minimum three years.**

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE BIDDER WITH SEAL :