



GOVT. OF ASSAM

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

No.DMCH/NHM/NRC/2022-23/ 238

Dated : 16/05/2023

**Notice Inviting Tender for the work of Supply of Dietary & Kitchen Items  
etc. in Nutrition Rehabilitation Centre of 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 Dietary & Kitchen Items etc. in Nutrition Rehabilitation Centre (NRC) of 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	17/04/2023 from 12 Noon
Last Date and Time of Bid submission	24/05/2023 upto 4:00 PM
Date and Time of Opening Technical Bid	25/05/2023 at 3.30 PM
Date and Time of Opening Financial Bid	25/05/2023 at 3.30 PM
Tender Processing Fee ( Non-Refundable)	500/-
Estimated Annual Cost for the year	1,00,000/- (Rupees One Lakhs)
EMD	2000/- (Rupees Two 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 Dietary & Kitchen Items etc. in Nutrition Rehabilitation Centre (NRC) of Dhubri Medical College & Hospital*

#### **GENERAL CONDITIONS**

a). **Earnest Money Deposit (EMD) of Rs. 2000/- ( Rupees Two 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 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. 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.

#### **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 in the cover letter.

- a) EMD of Rs.2000/- (Rupees Two thousand only)
- b) Tender Processing Fee of Rs.500/- (Rupees Five hundred only)
- c) Technical Bid as per Annexure – I
- d) Trade License
- e) PAN Card
- f) GSTN
- g) Undertaking as per Annexure-II

#### **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-III. The rates quoted shall be excluding of all taxes and any charges.

C). The rates shall be inclusive of all expenses for packing and forwarding, insurance, transportation, tax, etc until goods reaches the destination and DMC&H.

D).Submission of more than one bid or quoting different rates by the same bidder shall disqualify the bidder.

The bidder shall duly signed Annexure-III in a sealed cover super scribed as “Price Bid Cover – B Tender for *Supply of Dietary & Kitchen Items etc. in Nutrition Rehabilitation Centre (NRC) of Dhubri Medical College & Hospital* and addressed to the Principal cum Chief Superintendent, DMC&H, Dhubri (Assam).

#### **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 Dietary & Kitchen Items etc. in Nutrition Rehabilitation Centre (NRC) of Dhubri Medical College & Hospital*” 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. 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.

#### **PERFORMANCE SECURITY DEPOSIT**

The successful bidder has to deposit an FDR/TDR in favour of “ *HMS of Dhubri Medical College & Hospital of Rs.5000/- (Rupees Five thousand)* within 7(seven) days on receipt of notification of award of contract from DMC&H. The proceeds of the Performance Security Deposit shall be payable to DMC&H as

compensation for any loss resulting from the suppliers failure to complete its obligations under the contract. On successful completion of the contract period, The Performance Security Deposit shall be returned.

### **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.

### **OTHER CONDITIONS**

- a. The bidder shall quote the items as per the specification and format only.
- b. The bidder shall certify that the rates quoted are the lowest ones for any institution in India.
- c. Tendering authority may call for sample verification, if required.
- d. 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.
- e. Delivery of goods and performance of the services shall be made by the supplier in accordance with the time schedule specified. Non performance by the supplier under the contract may make the bidder liable to be disqualified to participate in any bidding process, in addition to forfeiture of Performance Security Deposit.
- f. 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.

The Principal cum Chief Superintendent reserves the right to impose/add any other condition for regulating the contract in public interest.

### **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 between 08:00 Hrs. to 23.00 Hrs.

- The work/supply order will be placed as and when requirement arises from the concerned department and payment.
- 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.
- Supply is to be made from the latest batch of production with minimum shelf life period & original packing having minimum expiry period of 6 months or more.
- 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). Delivery Period:** Items to be delivered within 2(days) from the issue of Supply Order. But in case of emergency the items is be supplied within 6(six) hours or less.

**d). Penalty for Delayed Delivery:** In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be reduction in price @ 0.5% of the value of delayed goods per week 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 NRC of DMC&H, Dhubri with an intimation of delivery to Tender Inviting Authority. No delivery/labour charges will be paid.

## COVER-“A”- Technical Bid

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.2000/- (Rupees Two thousand)	DD..... 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	GST Registration Certificate	Enclosed at Page :
8	Permanent Account Number (PAN) Card.	Enclosed at Page :
9	Undertaking as per Annexure – II.	Enclosed at Page :

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

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 BIDDER WITH SEAL :

## COVER “B” – PRICE BID

Tender No. ....

Sl.No.	Name of Item	Specification/Brand/ Unit	Rate (including taxes)
1	Akhoi (Puffed rice)	1 Kg	
2	Amul Taza	Amul, 1 Liter Pkt.	
3	Amul Spray	Amul, 1 Kg Pkt.	
4	Green gram dal	1 Kg	
5	Ground nut	500gm	
6	Joha Rice	1 Kg	
7	Moog Dal	1 Kg	
8	Nutrela Soyabean	220gm/pkt	
9	Parachute Coconut Oil	500 ml/bottle	
10	Sesame Seeds	100 gm	
11	Sooji	1 Kg	
12	Sugar	1 Kg	
13	Salt(TATA)	1 Kg	
14	Turmeric	200gm/pkt	
15	Vim Dishwash Liquid Gel Lemon	500ml/bottle	
16	Scotch-Brite Stainless Steel Scrubber	Size-15gm, Each	
17	Scotch-Brite Scrub pad	Size-3’’x3’’, Each	
18	Detol Liquid Hand Wash		
19	Dettol Liquid Disinfectant for Floor Cleaner, Surface Disinfection, Personal Hygiene (Lime Fresh)	Size- 1 Liter / bottle	
20	Dettol Liquid Handwash Dispenser Bottle Pump	Size-200ml	
21	Dettol Liquid Hand wash Refill	Size- 1500ml/ packet	
22	Good Knight Gold Flash Liquid Vapourizer - Mosquito Repell Combo Pack of Machine + 1 Refills	Each Pack	
23	Good knight Gold Flash Refill pack	Size- 45ml , Each	
24	Godrej aer Spray (Room Spray)	Size-220ml, Each Bottle	
25	Mangaldeep Incense stick	Size-100 sticks	
26	Stainless Steel Spoon (Size-14cm, Thickness-2mm)	Set of 12 pieces	



27	Stainless Steel Plain Glass	Size-300ml/ Each piece	
28	Stainless Steel Bowl ( Size- 9.2x9.2x4.5Cm, Weight-100gm, Capacity- 220ml)	Set of 12 pieces	
29	Stainless Steel Mixing Bowl ( Size- 20.8x20.8x7.7cm, Weight-250gm, Capacity- 1.5L)	Each	
30	Borosil Saucepan, Size: 371X130X203, Capacity- 2.3L	Each	
31	Borosil Saucepan, Size: 8D x 16W x 16H Centimeters, Capacity- 1.5L	Each	
32	LPG Cylinder (Commercial)	Each	

SIGNATURE  
NAME & DESIGNATION

DATE

NAME & ADDRESS OF THE BIDDER WITH  
SEAL