



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/Printing/23770

Dated : 07/11/2022

**Notice Inviting Tender for the work of Printing and Supply of Formats,
Banners for 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 *Printing and Supply of Formats, Banners* for 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.

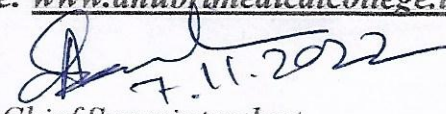
The bidder is expected to examine all instructions, terms and conditions in the bid documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result 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	09/11/2022 from 12:00 Noon
Last Date and Time of Bid submission	22/11/2022 upto 4:00 PM
Date and Time of Opening Technical Bid	23/11/2022 at 1:00 PM
Date and Time of Opening Financial Bid	Will be notify latter.
Tender Processing Fee (Non-Refundable)	1000/- (Rupees One Thousand)
Estimated Annual Cost for the year	20,00,000/- (Rupees Twenty Lakhs)
EMD	40,000/- (Rupees Forty Thousand)

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


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 **Printing and Supply of Formats, Banners** for Dhubri Medical College & Hospital on **Rate Contract Basis**.

ELIGIBILITY CRITERIA

The Eligibility Criteria and the documents required thereof are given in the table below:

Sl.No.	Eligibility Criteria	Documents Required
1	Must be a registered 'A' or 'B' category, Assam Govt. approved printing press.	Attested/Notarized copy of certificate from Department of Printing & Stationary, Govt. of Assam.
2	Should be registered with Department of Industries, Govt. of Assam.	Attested/Notarized copy of valid registration certificate of DIC/Competent Authority.
3	Should have valid GST registration and Permanent Account Number.	Copy of – 1. GST Registration Certificate. 2. Permanent Account Number (PAN) Card.
4	Should have experience of printing of Leaflet, Folder, Banner etc. for Government Organization.	Attested copies of at least 3 orders executed for Government Organizations during the last 2 years.
5	Any other information, which may be useful in the process of evaluation.	Supporting documents.
6	Should have an average annual turnover of at least Rs. 15 Lakhs during the last 3 financial years.	Average annual turnover statement of last 3 financial years certified by a Chartered Accountant/Auditor, in the prescribed format (Annexure - IV)

GENERAL CONDITIONS

a). **Earnest Money Deposit (EMD) of Rs. 40,000/- (Rupees Forty 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 as per Annexure-V. 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.

b). **Tender Processing Fee of Rs. 1000/- (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). As the formats are very essential, everyday required by the patients of DMC&H and for continuing the services without any interruption, local firms/suppliers shall be given preferences.

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) Attested/Notarized copy of certificate of 'A' or 'B' category, Assam Govt. approved printing press from Department of Printing & Stationary, Govt. of Assam.
- b) Attested/Notarized copy of Trade License.
- c) Annual turnover statement of last 3 financial year certified by Chartered Accountant/Auditor in the format at Annexure – III.
- d) GST Registration Certificate.
- e) Permanent Account Number (PAN) Card.
- f) Attested copies of at least 3 orders executed for Government Organizations during the last 2 financial years.
- g) Undertaking as per Annexure – II.
- h) *Earnest Money Deposit of Rs.40,000/- (Rupees Forty Thousand only)* only in the form of Demand Draft in favour of "HMS of Dhubri Medical College and Hospital" and payable at Dhubri branch of UCO Bank (EMD submitted in any other form or bids without EMD shall not be entertained. If the successful bidder fails to execute the work within the specified time, or withdraws his bid within the validity period the EMD/Security Deposit shall be forfeited.)
- i) *Tender Processing Fee of Rs. 1000/- (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 (Tender Processing Fee submitted in any other form or bids without Tender Processing Fee shall not be entertained.)
- j) Technical Bid as per Annexure – I
- k) The tender/bid document should be signed by the bidder in all pages with office seal.

EVALUTION OF TECHNICAL BID

Sl.No.	Parameters	Score
1	'A' or 'B' category, Assam Govt. approved printing press from Department of Printing & Stationary, Govt. of Assam.	20 Marks
2	Annual turnover	<=10 Lakhs, 5 Marks <=14 Lakhs, 10 Marks

		15 Lakhs or More, 15 Marks
3	Orders executed for Government Organizations during last 2 financial years	1 Order = 5 Marks 2 Orders = 10 Marks 3 Orders = 15 Marks

Minimum score to qualify Technical Bid is 25 Marks

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. The rates quoted shall be excluding of all taxes and any charges.

The bidder shall duly signed Annexure-IV in a sealed cover super scribed as “Price Bid Cover – B Tender for *Printing and Supply of Formats, Banners* for Dhubri Medical College & Hospital on *Rate Contract Basis.*”, 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 “*Printing and Supply of Formats, Banners for 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

- Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid – Cover “A”
- 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

- No advance payments will be made to the successful bidder.
- 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 complete on of 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. A sample of the printed item/s for which the bill raised, copy of supply order is also to be attached along with the raised bill.
- d). Payments of bill will depend on the availability of fund and sanction from competent authorities.

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.
- 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(two) days from the issue of Supply Order.
- 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 Central Store of DMC&H, Dhubri with an intimation of delivery to Tender Inviting Authority. No delivery/labour charges will be paid.

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.

COVER-“A”- Technical Bid

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.40,000/- (Rupees Forty thousand)	DD/NSC/FDR No..... Rs..... Dt.....
5	Non- Refundable Tender Processing Fee of Rs.1000/- (Rupees One thousand)	DD/NSC/FDR No..... Rs..... Dt.....
6	Attested/Notarized copy of certificate of 'A' or 'B' category, Assam Govt. approved printing press from Department of Printing & Stationary, Govt. of Assam.	Enclosed at Page :
7	Attested/Notarized copy of Trade License.	Enclosed at Page :
8	Annual turnover statement of last 3 financial year certified by Chartered Accountant/Auditor in the format at Annexure – III.	Enclosed at Page :
9	GST Registration Certificate.	Enclosed at Page :
10	Permanent Account Number (PAN) Card.	Enclosed at Page :
11	Attested copies of at least 3 orders executed for Government Organizations during the last 2 years.	Enclosed at Page :
12	Undertaking as per Annexure – II.	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 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 :

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 :

COVER “B” – PRICE BID

Tender No.

Sl.No.	Specification of Printable items	Quantity	Rate (excluding taxes)
1	¼ Demy (60 GSM Paper) Single side	<i>Per 1000</i>	
2	¼ Demy (60 GSM Paper) Both side	<i>Per 1000</i>	
3	½ Demy (60 GSM Paper) Single side	<i>Per 1000</i>	
4	½ Demy (60 GSM Paper) Both side	<i>Per 1000</i>	
5	¼ DFC (60 GSM Paper) Single side	<i>Per 1000</i>	
6	¼ DFC (60 GSM Paper) Both side	<i>Per 1000</i>	
7	½ DFC (60 GSM Paper) Single side	<i>Per 1000</i>	
8	½ DFC (60 GSM Paper) Both side	<i>Per 1000</i>	
9	A4 (65 GSM Paper) Single Side	<i>Per 1000</i>	
10	A4 (65 GSM Paper) Both Side	<i>Per 1000</i>	
11	A3 (65 GSM Paper) Single Side	<i>Per 1000</i>	
12	A3 (65 GSM Paper) Both Side	<i>Per 1000</i>	
13	Register Binding (Normal)	<i>Per 1000</i>	
14	Register Binding with Hard Board	<i>Per 1000</i>	
15	Vinyl printing with Foam Board Pasting	<i>Per Sq. ft</i>	
16	Flex Normal Printing	<i>Per Sq. ft</i>	
17	Flex Star Printing	<i>Per Sq. ft</i>	
18	Flex Cloth Printing	<i>Per Sq. ft</i>	
19	Wall Writing/Painting	<i>Per Sq. ft</i>	
20	Cloth Banner	<i>Per Sq. ft</i>	

SIGNATURE
NAME & DESIGNATION

DATE

NAME & ADDRESS OF THE FIRM WITH
SEAL

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

Sub : Application for refund of EMD/Security Deposit

Sir/Madam,

I/We do submit this request to release the EMD/Security Deposit made in favour of "HMS of Dhubri Medical College & Hospital"

EMD/Security Deposit Details

1. Tender No. & Date
2. Name of the Firm/Individual/
Company/
3. Details of remittance: DD/FDR/NSC/etc
 - a. DD/FDR/NSC/etc. No..... Date.....
 - b. Amount..... (In words).....

DECLARATION

I/We do hereby declare that the claim made by me as above is true and correct with my best knowledge and belief. Any time in between the processing if the claim is found wrong/false, the authority of Dhubri Medical College & Hospital may take legal action.

Place:

Date:

Name and Signature of the Tenderer
With seal