Cost of Form: Rs. 500/-

सत्यमेव जयते

TENDER FOR

Supply of

STATIONERY ITEMS (III)

At

F.A.A. Medical College & Hospital, Barpeta

NIT NO.	:	FAAMCH/ST_TEND/1652/2021/804
NIT Issue Date	:	18th April/2022
Last Date of Submission	:	9th May/2022 up to 11:00 A.M.
Date of Opening	:	9th May/2022 at 12:30 P.M.

Fakhruddin Ali Ahmed Medical College Hospital

Jotigaon, Barpeta, Assam – 781301

Phone : +91 81360 50678 ::: e-mail : supdtbmch@gmail.com

Website : www.faamcassam.co.in

Government of Assam
Office of the Superintendent
Fakhruddin Ali Ahmed Medical College Hospital
Barpeta, Assam - 781301
(Under Society for Medical Education, Barpeta)
Phone : +91 81360 50678 ::: e-mail : supdtbmch@gmail.com

No. FAAMCH/ST_TEND/1652/2021/804 Date - 18/04/2022

NOTICE INVITING TENDER

Sealed tender affixing non-refundable Court fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are invited from reputed **Govt. Registered Firms** for **the supply of STATIONERY ITEMS (III)** at Fakhruddin Ali Ahmed Medical College & Hospital, Barpeta for the financial year 2022-23.

The Tender documents containing detailed information/terms and conditions for the purpose can either be obtained from the Office of the Superintendent, FAAMCH, Barpeta from **19/04/2022 to 05/05/2022 between 11 a.m. to 3 p.m.** with non-refundable payment of Rs. 500/- or may be downloaded from website http://faamcassam.co.in. Those who download the tender documents from the website should enclose the Demand Draft of Rs. 500/- (non-refundable) in favour of Superintendent, FAAMCH, Barpeta. The tender documents are non transferable.

The last date and time of submission of tender is 9th May, 2022 up to 11:00 a.m. and the tender will be opened on the same day at 12.30 p.m. in presence of the intending suppliers or their authorized representatives. The tenders are to be submitted to the Office of the Superintendent, F.A.A. Medical College Hospital, Barpeta on all the working days during office hours.

Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam

Memo No. FAAMCH/ST_TEND/1652/2021/804-A Date- 18/04/2022

Copy forwarded for information to :

1. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati – 22.
2. The Chairman, Society for Medical Education, Barpeta.
3. The Principal-cum-Chief Superintendent, FAAMC&H, Barpeta.
4. The Director of Information & Public Relation Officer, Dispur, Guwahati – 6. He is requested kindly to publish the tender notice in daily news papers. One in Assamese, one in English daily.
5. The In-charge, CMS, FAAMCH, Barpeta.
6. Dr. Uddip Talukdar, Nodal Officer, NKN Connectivity, request for immediate uploading the NIT in the FAAMCH website.
7. Notice Board, FAAMCH, Barpeta.
8. Notice Board of the Deputy Commissioner office, Barpeta.
9. The DI&PRO, Barpeta for wide publication of the tender.
10. Office file.

Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.

ANNEXURE - I

Documents to be submitted (photocopy duly attested):

1. Court Fee of Rs. 8.25/-
2. Govt. Firm Registration Certificate or Declaration as Proprietorship (as annexure-III).
3. GST Registration Certificate.
4. Last GST Return.
5. Up-to-date Trade License from competent authority.
6. PAN Card.
7. Income Tax Return of last three assessment/financial year.
8. Certificate of Chartered Accountant about Annual Turnover of the bidder during past three years (as annexure – V).
9. Experience Certificate in similar field or nature of work.
10. Annexure(s) as per prescribed format (I to VII)

Superintendent
F.A.A. Medical College Hospital,
Barpeta, Assam

ANNEXURE – II

Terms and Conditions:

1. Technical and Financial bids are to be submitted separately in two sealed envelopes clearly indicating the ***'Technical Bids'*** and ***'Financial Bids'*** on the envelopes. Both the envelopes should be put in a common envelope; otherwise the tender will not be accepted.
2. The rates against each items of the enclosed list should be quoted in figures and words and that shall be inclusive of all taxes etc.
3. The envelope containing the tender should be super scribed as the "**TENDER FOR SUPPLY OF STATIONERY ITEMS (III) AT FAAMCH, BARPETA (FOR THE FINANCIAL YEAR 2022-23)**" in block letters along with firm's name.
4. Incomplete and defective tender shall not be accepted.
5. The bidder should have a minimum average annual turnover of Rs. 20 (twenty) lakhs in the last three assessment/financial years (2019-20, 2020-21 and 2021-22).
6. EMD of Rs. 25,000/- (twenty five thousand) only in the form of Bank Guarantee/ FDR/Demand Draft of schedule Bank valid for one year pledged to ***"the Superintendent, F.A.A.M.C.H, Barpeta"*** is to be submitted. ***Bids received without Earnest Money Deposit (EMD) shall stand rejected. Standard exemption will apply.***
7. The successful tenderer will have to deposit an amount of Rs. 25,000/- (twenty five thousand) only as security money in the form Bank Guarantee/FDR/ Demand Draft in favour of the undersigned. If he or she fails to supply the articles in due course, the security money will be forfeited. The EMD deposited by bidder(s) will be adjusted towards security deposit; also appropriate disciplinary steps may be taken as per rules.
8. The Suppliers will have to supply the materials as specified in the supply order. In case of any discrepancy noticed regarding quality/quantity of the materials, disciplinary action as per rule & decision of authority would be initiated.
9. The work/supply order will be placed as and when requirement arises and payment will be made subject to the availability of fund after observing all the necessary formalities. Any claim for advance payment will not be entertained. No interest will be allowed for late payment.
10. In the event of failure to supply the required materials as ordered in stipulated period, the order shall stand automatically cancelled and will invite forfeiture of the security deposit.
11. The rates shall be valid till 31st March/2023 from the date of acceptance of the tender and the period of validity may likely to be extended after proper intimation.
12. Items have to be supplied & installed within 15 (fifteen) days from the receipt of supply order.
13. Samples are to be submitted and items should be as per sample. Any difference in quality of items will be rejected.

14. Items supplied should be as per specifications and samples submitted.
15. Bidder should be single party with clean identity, consortium will not be accepted.
16. The Bidder is required to quote for the complete list of items. Partial quotes are liable to be rejected.
17. In case of holiday next working date and time will be the last submission time of tender.
18. The undersigned reserves the right to accept or reject any or whole tender without assigning any reason thereof and under any circumstances, the undersigned is not bound to accept the lowest rate of the tender.
19. The tender should be written neatly without cutting/overwriting.
20. Price escalation will not be allowed in any case.
21. Canvassing in any form will make the tender liable to rejection.
22. **The selected bidders should provide 24 (twenty four) hours service; and there should be provision for supplying immediately (within 6 hours) on emergency basis as and when necessary.**
23. ***Tenderer or their authorized signatories must put signature in all the pages of the tender papers.***
24. The Court at Barpeta shall have the jurisdiction to settle up all disputes if arises.

Superintendent
F.A.A. Medical College Hospital,
Barpeta, Assam

We have read the above terms & conditions of the contract and undertake to agree and abide by all the above terms & conditions in case of award for supply of Stationery items (iii) to me.

Signature_____

Name in full_____

Address_____

Mobile/Tel. No._____

e-mail ID :_____

Tenderer / Authorized Signatory of _____

ANNEXURE – III

SELF-DECLARATION FOR PROPRIETORSHIP

(to be given on the letterhead of the FBO/Firm/Company)

I, _____ S/o, D/o, W/o _____

R/o _____,

do hereby state and affirm as follows :-

1. I am the sole owner / proprietor of a business operating under the name and style " _____" operating from _____ <address of the premise> _____.

2. This business is not undertaken / operated by a partnership firm or limited liability company.

3. It is also to declare that below mentioned person is my legal nominee for the said proprietorship concern –
   Name :_____
   Relationship with the proprietor :_____

4. That the contents of this declaration are true and correct to the best of my knowledge and belief.

	Signature of the proprietor with stamp/seal
Place :	Name :
Date :	Address :
e-mail :	Contact Nos.

ANNEXURE-IV

NON BLACKLISTING DECLARATION

TO WHOMSOEVER IT MAY CONCERN

I/We/Our organization, M/s _____

hereby undertake and declare that neither me nor our organization including our Partners/Shareholders/Directors were ever blacklisted/prosecuted by any government department/statutory body / Public Sector Undertaking in any State or by any Court of Law.

SIGNATURE OF THE BIDDER WITH DATE & SEAL

ANNEXURE-V

CERTIFICATE REGARDING ANNUAL TURN-OVER OF BIDDER DURING THE LAST THREE FINANCIAL YEARS

I / We, M/s_____, the bidder for the tender of stationery items on annual contract basis, hereby confirm that the average annual turnover of the firm/company during the last three financial/assessment years, i.e. 2019-20, 2020-21 and 2021-22 is Rs. 20 (twenty) Lakhs or more. The financial/assessment year-wise break-up is given below:-

S. No	Financial/Assessment Year	Annual Turnover for the Year
1		
2		
3		

SIGNATURE OF THE BIDDER WITH DATE & SEAL

CERTIFICATE BY CHARTERED ACCOUNTANT

I/ We _____,

Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s _____ are true and found correct as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

ANNEXURE-VI

BIDDER'S DETAILS FORM

Sl. No.	Particulars	To be filled in by the bidder
1.	Name of the Firm/Company/FBO	
2	Name(s) of the owner	
3	Correspondence Address	
4	Contact Nos.	
5	e-mail ID	
6	Details of EMD	
7	Details of Tender Fee	
8	GST Registration No.	
9	PAN	
10	Annual Turnover for last three financial/ assessment year (i.e. 2019-20, 2020-21 and 2021-22)	

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/Firm shall be blacklisted and shall not have any dealing with the Department in future besides forfeiture of EMD. Also, I undertake to abide by the stipulations/conditions of the Tender in full.

SIGNATURE OF THE BIDDER WITH DATE & SEAL

ANNEXURE - VII

TENDER NO.: FAAMCH/ST TEND/1652/2021/804 , Dated- 18/04/2022

ITEM LIST OF STATIONERY TENDER (III)

FOR THE FINANCIAL YEAR 2022-23

Sl. No.	Name of Items with specification	Unit	Company	Rate (inclusive of all taxes)		Name of Manufacturer
				in figure	in words	
1	A4 Paper (100 GSM)	Per 100 sheets	Image/Maple/Bindal			
2	A4 Paper (70 GSM)	Per 500 sheets	Image/Maple/Bindal			
3	A4 Paper (75 GSM)	Per 500 sheets	Image/Maple/Bindal			
4	Attendance Register Book (Student) (Approx. 100 pages)	Each	Market Standard			
5	Ball Pen with refill (Red/Blue/Black ink)	Each	Reynolds/Cello/Flair			
6	Battery (9v)	Each	SONY/PANASONIC/EVEREADY			
7	Battery (AA)	Each	SONY/PANASONIC/EVEREADY			
8	Battery (AAA)	Each	SONY/PANASONIC/EVEREADY			
9	Binder Clip 25 mm size	Each	Market Standard			
10	Binder Clip 30 mm size	Each	Market Standard			
11	Binder Clip 41 mm size	Each	Market Standard			
12	Binder Clip 51 mm size	Each	Market Standard			
13	Carbon Paper Single (Blue/Black)	Per Pkt.	Kores/Camlin			
14	White tape (Big), White transparent Cello tape 2"	Each	Market Standard			
15	White tape (Medium), White transparent Cello tape 1.5"	Each	Market Standard			
16	White tape (Small), White transparent Cello tape 1"	Each	Market Standard			
17	Clip Board (standard size)	Each	Market Standard			

Signature of Bidder

Sl. No.	Name of Items with specification	Unit	Company	Rate (inclusive of all taxes)		Name of Manufacturer
				in figure	in words	
18	Clip File	Each	Market Standard			
19	Correction Pen (White)	Each	Kores/Camlin/Cello			
20	Cover file	Each	Market Standard			
21	Doormate (Size- 2ft x 1ft)	Each	Market Standard			
22	Envelope [Size- 9" x 4"]	Per 100 pcs.	Market Standard			
23	Eraser	Each	Natraj/Cello/Kores			
24	File Cover with Board (Thick)	Each	Market Standard			
25	Fuljharu (Broom)	Each	Market Standard			
26	Gum bottle(150ml)	Each	Market Standard			
27	Highlighter Pen (all colours), standard size	Each	Kores/Camlin/Cello			
28	Legal (FS) Paper (70 GSM)	Per 500 sheets	Image/Maple/Bindal			
29	Legal (FS) Paper (75 GSM)	Per 500 sheets	Image/Maple/Bindal			
30	Marker Pen (Big size) [Black or Blue] Permanent	Each	Kores/Camlin/Cello			
31	Marker Pen (Small size) [Black or Blue] Permanent	Each	Kores/Camlin/Cello			
32	Nepthalene Balls	Per Pkt.	Market Standard			
33	Note Pad (80-100 pages)	Each	Market Standard			
34	Peon Book (180-200 pages)	Each	Market Standard			
35	Plastic Scale	Each	Oxford/Cello/Kores			
36	Poly Coated File Cover	Each	Market Standard			
37	Punching Machine (Double hole)	Each	Kangaro/Korex/Camel			
38	Punching Machine (single hole)	Each	Kangaro/Korex/Camel			

No.	Name of Items with specification	Unit	Company	Rate (inclusive of all taxes)		Name of Manufacturer
				in figure	in words	
39	Room Heater (Halogen with 3 filament)	Each	Bajaj/Orpat/Havells			
40	Spring file	Each	Market Standard			
41	Stamp Pad Ink (Red/Blue)	Each	Kores/Camlin/Cello			
42	Stapler Machine (No. 10)	Each	Kangaro/Korex/Camel			
43	Stapler Pin (No. 24/6)	Per Pkt.	Kangaro/Korex/Camel			
44	Towel (Size : 1.5' x 1'), material : 100% cotton Colour : Brown/Maroon/Blue	Each	Market Standard			
45	White Board Marker (all colours)	Each	Kores/Camlin/Cello			
46	Xerox Toner (TN116)	Each	Konica Minolta (Konica Make Machine)			

OFFICE OF THE SUPERINTENDENT * FAKHRUDDIN ALI AHMED MEDICAL COLLEGE BARPETA *

Signature of Bidder