

Silchar Medical College & Hospital

Ghungoor, Silchar, Assam, PIN - 788014

**DOUBLE BID TENDER DOCUMENT FOR REPAIRING OF COMPUTER AND
ASSOCIATED ITEMS AS AND WHEN REQUIRED FOR A PERIOD OF 12 MONTHS TO
THE ESTABLISHMENT OF THE SUPERINTENDENT,
SILCHAR MEDICAL COLLEGE & HOSPITAL, SILCHAR, ASSAM**

NOTE:

1. The document contains 07 Pages.
2. Last date & time of receiving the fully filled in Tender document with all requisite enclosures is up to 24.02.2024
3. Date and time of opening the tender document by the Tender & Purchase Committee in presence of the bidder or their authorized representative is at in the Chamber of Additional Superintendent, Silchar Medical College & Hospital, Silchar.
4. Bidders are required to ensure their presence at the time of opening of the of the tender document.
5. Parts of the computer and associated items must be provided by the bidder.
5. The entire documents should be duly filled in and submitted in original.
6. All pages should be signed by the Applicant with date. No pages should be removed from the tender document
7. All information to be written legibly. Where figures are furnished, these are to be written in words also, within brackets.
8. Attach separate sheets wherever necessary putting proper annexure number serially
9. This tender document shall remain valid for a period of one year from the date of issue. The contract for which this tender document is issued will be for a period of 12 months from the date of entering into the agreement of contract by the successful bidder. On satisfactory performance of the bidder, contract may be extended for another 12 months (01 Year).

KEY TERMS

Following words and terms used in this document shall, unless the context requires otherwise, have the following meaning:

- a. **"Tender" or "Bid"** means the formal offer to supply items.
- b. **"SMCH"** means Silchar Medical College & Hospital
- c. **"EMD"** means Earnest Money Deposit
- d. **'Applicant' or 'Tenderer' or 'Bidder'** means the person submitting the Tender pursuant to the Notice Inviting Tender.
- e. **"Committee"** means Tender and Purchase Committee

2. TERMS & CONDITIONS

a. Eligibility and Qualifications

- 1. Any registered Manufacturer/Authorized dealer/Distributor/ Firm / Vendor having **valid trade license**(Copy to be attached with annexure-1)
- 2. Proven ability and experience of **one year** of **Repairing work of Computer and Associated Items** to Govt., Semi-Govt. Organizational PSU (proof to be attached with annexure-1)
- 3. **GST Registration** and proof of filing GST Return **for** any month of the year 2025. Proof of return filed before 2024 shall not be accepted (proof to be attached with annexure-1)
- 4. **PAN** of the Proprietor/ Manufacturer / Authorized dealer / Distributor / Vendor (copy to be attached with annexure-1)
- 5. **Not blacklisted** by any Government Departments for any type of contract, repairing work or others.
- 6. Bidder must submit Annual Turnover Certificate for the Financial Year 2022-23,2023-24 & 2024-25 duly signed by Chartered Accountant
- 7. Declaration on non-judicial stamp paper of ₹50/- duly attested by Notary Public to the effect that the Applicant is not barred or black-listed on any Government Department or public sector Undertaking- Original copy to be attached. Submission of photocopy will disqualify the tender.
- 8. A self-certified Certificate of furnishing correct information is to be submitted by the bidder to the effect that correct information has been furnished in the Tender and the Applicant shall be solely responsible for furnishing misleading, wrong or false information. Furnishing of misleading, wrong or false information if detected by the Committee will lead to the rejection of the submitted tender document .

b. **Earnest Money Deposit**

Tenderer shall furnish along with their tender an Earnest Money Deposit of ₹ 10,000/- (Ten Thousand only) in the form of Demand Draft/ Bankers Cheque infavour of **“Hospital Management Society, Silchar Medical College & Hospital, Silchar”** payable at Silchar. Earnest money in any other form of cash or Cheque shall not be accepted.

Tender not accompanied by the EMD shall be summarily rejected on the day of opening the tender document itself

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Earnest Money Deposit of unsuccessful bidders shall be returned on written application mentioning the Draft without interest after the finalization of the tender. Bidders are advised to keep photocopy of the EMD instrument with them.

c. **Price Schedule and Payment Terms**

Tenderers should quote rate of each Item without fail , **If the rate of a particular item is not filled up, the tender document shall not be considered for comparative evaluation.** The Rates should be quoted as per specification **inclusive of all types of current taxation and installation.**

d. **Terms of Delivery**

All the Items if required should be delivered free of cost at Silchar Medical College & Hospital, Silchar, Assam-788014

e. **Repairing/Installation Period**

The Items should be repaired within 02 days (including holidays) from the date of issue of work order.

Penalty Clause

- i. **For delays:** - If the firm fails to repair the Items at mentioned time on the work order then an additional charge of 0.5% of the total bill amount will be deducted for delayed repair service at the time of payment.
- ii. **Termination of default:** - The Firm may, without prejudice to any other remedy or breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or part if the supplier fails to repair any or all items ordered to him within the time period specified in the contract, or if the supplier fails to perform other obligation under the contract. In the event

of the termination of the contract by **SMC & H, Silchar, Cachar** in whole or in part, the SMC & H, Silchar, Cachar may procure, upon such terms and in such manner as it deems appropriate the undelivered items and the supplier shall be liable to pay for any excess cost for such purchases. However, the supplier shall continue performance of the contract to the extent not terminated

- iii. **Force majeure:** - The supplier shall not be liable for (a) and (b) above, if its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure (Means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable). Such events may include, but not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolution, fires, floods, epidemics, quarantine restrictions and freight embargo. The supplier shall promptly notify the purchaser of such conditions and the causes.

3. RESOLUTION OF DISPUTES

In case of a dispute or difference arising between supplier and purchaser relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole Arbitrator duly appointed by The "**Hospital Management Society, Silchar Medical College & Hospital, Silchar**". The award of the arbitrator shall be binding to the parties concerned.

4. SUBMISSION OF TENDER DOCUMENT:-

Bidder must submit tender document in a single outer envelope which contains two inner envelopes, one of technical bid and another of financial bid. The outer envelope shall be marked as "**Tender for the REPAIRING OF COMPUTER AND ASSOCIATED ITEMS-SILCHAR MEDICAL COLLEGE & HOSPITAL, SILCHAR.**"

The **full name and address, phone number and email id** of the tenderer submitting the tender shall be written on the outer envelope. The Tenders must be submitted to Office of the Superintendent, Silchar Medical College & Hospital, Silchar, Assam-788014.

5. OPENING OF TENDERS

Following procedure shall be adopted for the opening of Tenders:

The envelope containing the tender document with all enclosures will be opened on the date and time as scheduled to verify its contents as per the requirement. If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the committee and decision will be taken afterwards as per terms & conditions. No claim of any kind will be entertained from a bidder who does not remain present at the time of opening the bidding. After opening the bidding documents, all the bidders will be allowed access to the bidding document of each other one by one. Page No-4

6. SELECTION OF SUCCESSFUL BIDDER

- Technically valid L1 bidder will be selected as the Successful bidder.
- The committee reserves the right to decide whether to take any suggestion from any other competent authority in the entire bidding process.

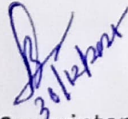
7. ENCLOSURE CHECK-LIST

The bidders are required to furnish enclosures as detailed in the following checklist giving proper enclosure number as per the list. Failure to provide any of the below prescribed enclosures will summarily disqualify the tender document.

This is in addition to the duly signed tender document in all pages along with Annexures.

No extra documents to be submitted other than what is asked. Extra documents if submitted will not carry any extra points for consideration.

Sl No.	Type of Enclosure	Category
1	Valid Trade License	Photocopy
2	Experience of One Year	Photocopy
3	GST Registration	Printing from Online Screenshot / Website Or Photocopy
4	GST Return	Photocopy
5	PAN	Photocopy
6	Declaration of not being black listed	Original
7	Certificate of Furnishing correct information	Original
08	Draft of EMD	Original
09	Valid Address proof of the Authorized Signatory	Photocopy
All enclosed documents must be signed with date. Each page of the tender document should also be signed with date by the bidder		


Superintendent,
Silchar Medical College Hospital, Silchar

ANNEXURE – 1

(Financial Bid)

page no:-06

The committee reserves the right to decide whether to take unit wise price quote of the items or the total amount of all items taken together in deciding the successful bidder.

Bidder is required to quote prices of all the items. Leaving any item blank will disqualify the Tender

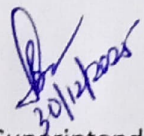
The List of Computer and associated are as follows: -

Sl.No.		The name of the Parts	Unit Price of parts including all type of taxes and delivery charges	Installation,Repairing, Service Charge	Total (Price Quote in word and as well as Number also)
	Computer parts				
1		Motherboard for i5 Processor			
2		Intel i5 Processor			
3		Intel i3 processor			
5		RAM 4GB			
6		RAM 8GB			
7		Hard Disk 500 GB			
8		Hard Disk 500 GB			
9		Cabinet ATX			
10		SMPS			
11		Keyboard			
12		Mouse			
13		256 MB SSD			
14		512 MB SSD			

15	PRINTER PARTS	Print Heads			
16		Fuser Units			
17		Control Circuitry Rollers			
18		Belts			
19		Cleaning Supplies			
	UPS				
20		Battery			
21		Circuit			
GRAND TOTAL (in words):-					GRAND TOTAL:-

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 Superintendent
 Silchar Medical College & Hospital
 Silchar, Assam



GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT
SILCHAR MEDICAL COLLEGE HOSPITAL :: SILCHAR :: ASSAM

No.SMCH.2025. 14678

Dated, Silchar the 30/12/25

To,

The Deputy Director of Information and Public Relations (BVR),
Silchar, Cachar, Assam.

Sub:- Request for publishing the Copy of Notice Inviting Tender.

Sir,

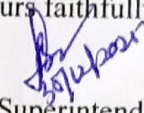
With reference to the above, I have the honour to request you to publish the attach notice copy of Notice Inviting Tender for the establishment of Superintendent, Silchar Medical College and Hospital Silchar. It may kindly be published in the following newspapers.

1. One highest circulated English Daily of the State.
2. One highest circulated Assamese Daily of the State
3. One highest circulated local Bengali Daily.

Enclosed:- The notice copy of the Notice Inviting Tender.

Thanking you.

Yours faithfully,


Superintendent,
Silchar Medical College & Hospital, Silchar.

Memo No:- No.SMCH.2025.
Copy for favour of information to:-

Dated, Silchar the

1. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22 for your kind information.
2. The Principal Cum-Chief Superintendent, SMCH, Silchar for kind information.
3. The Office File.

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Superintendent,
Silchar Medical College & Hospital, Silchar



OFFICE OF THE SUPERINTENDENT
SILCHAR MEDICAL COLLEGE & HOSPITAL
P.O. GHUNGOOR, SILCHAR, ASSAM (INDIA), PIN-788014

NOTICE INVITING TENDER

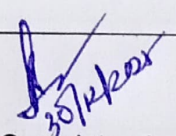
No. **14682** : Sealed Tenders in prescribed tender document affixing non-refundable court fee stamp of 8.25 (Rupees Eight and paise twenty five only) are invited in a Double bid system from eligible bidders for Repairing of Computer and Associated as per the details given in the Tender document.


The Terms and Conditions and other related aspects are outlined in the Tender Document.

Tender Document is made available in the Website of Silchar Medical College & Hospital, Ghungoor, Silchar, Assam 788014. (<https://www.smcassam.org>)

All the pages of the tender document should be signed by the bidder as a token of acceptance of the terms and conditions. Tender form duly completed in all respect should be submitted to the TENDER BOX of the office of the Principal cum Chief Superintendent, Silchar Medical College & Hospital Silchar, 7880014. Tender documents, if submitted by other mode such as by post or e-mail etc. will not be accepted.

Date and Time availability of tender document	30 th December /2025 at 11:00 AM
Date and Time of Start of Bid Submission	30 th December /2025 at 11:00 AM
Date and Time of Pre-Bid Meeting	7 th January /2026 at 11:30 AM
Date and Time of End of Bid Submission	20 th January /2026 at 11:00 AM
Date and Time of Opening of Technical Bid	20 th January/2026 at 11:30 AM
EMD	Rs. 10,000/- (Ten Thousand only)



Superintendent

 Silchar Medical College & Hospital, Silchar
Dated, Silchar the

No. SMCH/

Copy forwarded for information to-

1. The Director of Medical Education, Government of Assam, Six-Mile, Guwahati, Assam
2. The Principal cum Chief Superintendent, Silchar Medical College & Hospital, Silchar, Assam
3. Office copy


Superintendent

Silchar Medical College & Hospital, Silchar.