



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

No.SMCH.2025. 14123

Dated, Silchar the 19/12/25

To,

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

Sub:- Request for publishing the "Notice Inviting Tender copy."

Sir,

With reference to the above, I have the honour to request you to publish the attach notice copy of Notice Inviting Tender for Supply of essential Drugs and consumables at Central Medical store, Silchar Medical College & 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 Copy of Notice Inviting Tender ..

Thanking you.

Yours faithfully,

Superintendent,

Silchar Medical College & Hospital, Silchar.

Memo No:- No.SMCH.2025.

Dated, Silchar the

Copy for favour of information to:-

1. The Principal cum-Chief Superintendent, SMCH, Silchar for kind information.
2. The Financial Advisor, SMCH, Silchar for information.
3. The Office File.

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. SMCH. 14119 /2025 Sealed Tenders in prescribed tender document affixing non-refundable court fee stamp of 8.25 (Rupees Eight and paisa twenty five only) are invited in a Double bid system from eligible bidders for Essential Drugs and Consumables 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	20 <sup>th</sup> December /2025 at 11:00 AM
Date and Time of Start of Bid Submission	20 <sup>th</sup> December/2025 at 11:00 AM
Date and Time of Pre-Bid Meeting	5 <sup>th</sup> January /2026 at 11:30 AM
Date and Time of End of Bid Submission	09 <sup>th</sup> January/2026 at 11:00 AM
Date and Time of Opening of Technical Bid	09 <sup>th</sup> January /2026 at 11:30 AM
EMD	Rs. 10,000/- (Ten Thousand only)

*19/12/2025*  
Superintendent

No. SMCH/ 14120-22

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

*19/12/2025*  
Silchar Medical College & Hospital, Silchar  
Dated, Silchar the 19/12/25

*19/12/2025*  
Superintendent  
Silchar Medical College & Hospital, Silchar.

# **Silchar Medical College & Hospital**

**Ghungoor, Silchar, Assam, PIN - 788014**

**TENDER DOCUMENT FOR SUPPLY OF ESSENTIAL DRUGS**  
**TO THE ESTABLISHMENT OF THE SUPERINTENDENT,**  
**SILCHAR MEDICAL COLLEGE & HOSPITAL, SILCHAR, ASSAM**

## **NOTE**

- 1.The document contains 08 Pages.
- 2.Last date & time of receiving the fully filled in Tender document with all requisite enclosures is up to 09<sup>th</sup> January /2026.
- 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 tender document.
- 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

## **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

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## **9. 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. GST Registration and proof of filing GST Return for any month of the year 2025.**

**3. PAN of the Proprietor/ Manufacturer / Authorized dealer / Distributor / Vendor (copy to be attached with annexure-1)**

**4. Not blacklisted by any Government Departments for any type of contract, be it essential drugs\_items or others.**

**5. Bidder must submit average Annual Turnover Certificate for the Financial Year 2022-23,2023-24 &2024-25 dully signed by Chartered Accountant.**

**6. 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**

**7. 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 in favour 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**

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.

**d. Terms of Delivery**

All the Items should be delivered free of cost at the Store of the establishment of Superintendent, Silchar Medical College & Hospital, Silchar, Assam-788014

**e. Delivery Period**

The Items should be supplied within 05 days (including holidays) from the date of issue of Purchase order. The delivery shall be through Parcel/Courier/in person on the risk and responsibility of the firm. No postage, Insurance or any other charges whatsoever extra shall be paid. Submission of proof of delivery shall be mandatory for clearing the payment related matters.

#### **F. Penalty Clause**

- i. **For delays:** - If the supplier fails to supply the items as per purchase order within the time period specified in the contract, an additional charge of 0.5% of the total bill amount will be deducted for delayed of supply at the time of payment.
- ii. **Termination of default:** - The purchaser 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 deliver 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** 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 no 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 or 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.

#### **10. 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 concern.

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## **11. SUBMISSION OF TENDER DOCUMENT**

Tenderer should submit tender document in a signal outer envelope which contains two inner envelopes, one of technical bid and another of financial bid. The envelope shall be marked as "**Tender for the Supply of Rate Contract for Essential Drugs & Consumables at the Central Medical Store, 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 envelope. The Tenders must be submitted to drop box at office of the Superintendent, Silchar Medical College & Hospital, Silchar, Assam-788014.

## **12. 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.

## **13. SELECTION OF SUCCESSFUL BIDDER.**

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

#### 14. 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.

SI No.	Type of Enclosure	Category
1	Valid Trade License	Photocopy
3	GST Registration	Printing from Online Screenshot / Website Or Photocopy
4	GST Return	Photocopy
5	PAN	Photocopy
6	Average Annual Turn over Certificate	Photocopy
7	Certificate of Furnishing correct information	Photocopy
9	EMD in the form of Demand draft	Original
15	Valid Address proof of the Authorized Signatory	Photocopy
<b>All enclosed documents must be signed with date. Each page of the tender document should also be signed with date by the bidder</b>		



Superintendent,  
Silchar Medical College Hospital, Silchar

**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 Essential Drugs are as follows: -**

Sl.No.	The name of the Generic Medicine	Price per unit including all type of taxes and delivery charges.
1	Artemether+ lumefantrine suspension 80mg +480mg/5ml	
2	Inj. Coagulation Factor VIII 250IU	
3	Tab.IFA (Pink)	
4	Tab.Linagliptine 5 mg	
5	Inj. Recombinat Growth Hormone	
6	Tab. Rifaximine 550 mg	
7	Tab. Ruxolitinib 20 mg	
8	Tab. Salbutamol 4 mg	
9	Inj. Streptokinase 1500000IU	
10	Inj. 5F (Fluorouracil) 50mg/ml	
11	Inj. Sodium Nitropruside 50mg	

12	Cap. Cyclosporine 50mg	
13	Tab. Warfarin 1mg	
14	Inj. Iron sucrose 20mg/ml	
15	Syrup. Prednisolone 5mg/ml	
Total:-		

**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**

  
 19/12/2028  
 Superintendent,  
 Silchar Medical College Hospital, Silchar

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