



TENDER DOCUMENT

NAME OF WORK: **RATE CONTRACT FOR THE SUPPLY OF X-RAY FILM IN THE RADIOLOGY DEPARTMENT OF DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU", DIPHU PIN NO-782460, ASSAM.**

TENDER NO.: SMED/DMC&H/TENDER/PT-II/2023-24/023/697(A), Dated:-10/06/2026

Date of issue	10-06-2026
Date of Submission of the tender	15-06-2026 to 22-06-2026 till 1.00 PM
Date & Time of Opening of Technical Bid	2.30 PM of 22-06-2026
Date & Time of opening of Financial Bid	Shall be communicated only to the Technical qualified bidders subsequently

ANNEXURE - I

Documents to be submitted:

1. Performance statement/Experience Certificate of similar items (previously supplied in Govt. institution/Department) including copies of supply order, work completion certificate from the competent authority.
2. Court Fee of Rs 8.25 and IPO of Rs. 10 for the bidders from the outside of the state of Assam. In case bidders are from the outside of the state of Assam, they must have registered office in Assam. Valid proof of document should have to be submitted along with the technical bid.
3. I.T. Clearance Certificate/I.T. Return of last three assessment years and PAN card. (photo copy duly attested).
4. GST Registration Certificate and up to date GST Clearance Certificate (photocopy duly attested).
5. Valid Trade License from competent authority. (Photo copy duly attested).
6. A notarized undertaking in original stamp paper of Rs.100.00 to the effect that the company/firm/distributor has not been blacklisted.
7. Financial Statement with audited balance sheet of last 3 Years from C.A is to be closed.
8. Financial sound Certificate from banker is to be enclosed.
9. Affidavit in original stamp paper of Rs.100.00 support of tender is to be enclosed in original (duly signed by the Notary public).
10. Original Document is to be shown during opening of technical bid or for scrutiny.
11. The bidder shall certify that the rates quoted are the lowest ones for any institution (Govt. or Private) in the state.

Sd/-

**Principal cum Chief Superintendent
Diphu Medical College & Hospital Diphu**

ANNEXURE - II

Terms and Condition:

1. Technical and Financial bids in separate envelope are to be submitted together in sealed envelope clearly indicating the Tender Ref. No on the envelope and addressed to the Principal, DMC&H, Diphu.
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 must be submitted in Financial bid.
3. The cover containing the tender should be super scribed as **“RATE CONTRACT FOR THE SUPPLY OF X-RAY FILM IN THE RADIOLOGY DEPARTMENT OF DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU”, DIPHU PIN NO- 782460, ASSAM.** ”in block letters.
4. Incomplete and defective tender shall not be accepted.
5. Tender Fee of Rs. 2000/-(Three thousand) only and EMD of Rs. 20,000/- (Twenty thousand) only in the form of Demand Draft of schedule Bank valid for one year pledged to the “Principal cum Chief Superintendent, Diphu Medical College & Hospital, Diphu” to be submitted. Any bid from a bidder who fails to furnish tender fees and EMD will be summarily rejected as the purchaser nonresponsive.
6. The authorized Supplier / Distributors or authorized dealers will have to supply the same percent of materials as specified in the supply order. In case of any discrepancy noticed regarding quality/quantity of the materials, the tenderers’ will have to bear the losses for such supply.
7. The work/supply order will be placed as and when requirement arises and payment will made subject to the availability of fund after observing all formalities. Any claim for advance payment will not be entertained. No interest will be paid for late payment (if any).
8. In the event of failure to supply the required materials as ordered in stipulated period, the order will be automatically cancelled and will invite forfeiture of the earnest money.
9. The rates shall be valid for one year from the date of acceptance of the tender.
10. Items have to be supplied within 14 (Fourteen) days from the receipt of supply order.
11. There should be provision for supply immediately in emergency basis as and when necessary.
12. Samples to be submitted during technical evaluation. Technically qualified bids will be taken up for financial bid evaluation.
13. Items supplied should be as per specifications and samples submitted.
14. In case of holiday next working date and time will be the last submission date & time of tender.
15. Canvassing in any form will make the tender liable for rejection.
16. Price escalation will not be allowed in any case.
17. The tender should be written neat and clean without any cutting/overwriting/erasing.
18. The Tender documents should be page marked with signature and seal on each page.
19. The undersigned reserve the right to accept or reject any or all tender or part thereof without assigning any reason thereof and under no any circumstances, the undersigned is bound to accept the lowest rate of the tender.

20. The Courts at Diphu shall have the jurisdiction to settle up any/all disputes if arises.
21. In case of any of the above mentioned dates being declared as a holiday the Bids will be sold / received / opened on the immediate next working day at the appointed time.
22. Any corrigendum related to this tender may seen at the official website of the college.
23. Authority reserves the right for any modification in the bid documents if required 7 days before the tender submission last date
24. In case the bid documents are sent by post or by courier, the time and date of depositing the bid documents at the office is to be as per schedule date of submission. Authority will not be responsible for any postal delay in process of submission of Bids & necessary fees.
25. Payment will be made on receipt of the consignment with satisfactory certification by the concerned department HOD/ In-charge.

Sd/-
Principal cum Chief Superintendent,
Diphu Medical College & Hospital, Diphu

Annexure-III

Format for Financial Bid

SL. No.	Name of the items	Make	Basic Rate per pack/unit/qu antity/ vial etc. (exclusive of GST)	Rate of GST as applicable	Amount (inclusive of GST)

Annexure-IV

Check List

Documents Submitted

- 1) Demand Draft
 - a) Tender Fees (Rs-2000/-) No.....Dt.....Bank Name.....
 - b) EMD fees (Rs-20000/-) No.....Dt..... Bank Name.....
- 2) GST Registration Certificate and up to date GST clearance certificate.
- 3) Court Fee of Rs 8.25 and IPO of Rs 10 for outsider bidders.
- 4) Valid proof of document regarding registered office (for outsider bidders)
- 5) Income Tax Clearance Certificate/IT returned of last three assessment year.
- 6) Trade Licenses
- 7) A notarized undertaking (in original) to the effect that the company/firm/distributor has not been blacklisted.
- 8) Financial Statement with audited balance sheet of last 3 Years from C.A is to be enclosed.
- 9) Financial sound Certificate from banker is to be enclosed.
- 10) Affidavit in support of tender is to be enclosed in original (duly signed by the Notary public).
- 11) Performance statement/Experience Certificate from competent authority.
- 12) Any other documents and Annexure required as per Tender document
 - a)
 - b)
 - c)
 - d)

Certified that above documents are true & legal as required for the tender.
The original document will be produced at the time of opening /scrutiny of technical bid.

Signature of Tenderer

List of Items

Sl. No.	Item	Packaging	Quantity	Company
1	X-ray Film	8x10 Fuji Dry Film	1 pkt	X-ray Film
2	X-ray Film	10x12 Fuji Dry Film	1 pkt	X-ray Film
3	X-ray Film	14x17 Fuji Dry Film	1 pkt	X-ray Film