

GOVT. OF ASSAM  
OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT  
Tezpur Medical College Hospital, Tezpur, Bihaguri-784010, Assam.  
(Under Society for Medical Education Tezpur)

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No: TMCH/Stationery/Pt-V/04/2013/836

Date:21/07/2022

**TENDER NOTICE**

Sealed bids (Single envelope system) affixing court fee of Rs. 8.25 (Rupees eight & twenty five paisa) only from the authorized Stockist / Distributors or authorized dealers are invited for supply of the **Stationery items** to Tezpur Medical College & Hospital, Tezpur. The list of the items along with detailed terms & conditions may be collected on payment of **Rs. 1000/-** (Non- Refundable) only from the office of the Medical Superintendent, Tezpur Medical College Hospital, Tezpur during office hours on all working days from 21/07/2022 to 05/08/2022.

Prescribed tender documents containing terms and condition can be downloaded from the website [www.tmcassam.org](http://www.tmcassam.org) which should be accompanied by the requisite tender cost of Rs. 1000/- (Non-Refundable) in the form of demand draft payable at Tezpur in favour of **“The Member Secretary, SMET, Tezpur Medical College & Hospital, Tezpur”** payable at Tezpur.

The tenders are to be submitted to the Office of the Medical Superintendent , Tezpur Medical College & Hospital, Tezpur during office hours. Last date & time of submission will be on **05/08/2022, 2 P.M.** Tenders will be opened on the same day at 2.00 P.M in presence of the intending tenders' or their authorized representatives.

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



## TENDER DOCUMENT

**NAME OF WORK :** SUPPLY OF STATIONERY ITEMS  
FOR  
TEZPUR MEDICAL COLLEGE & HOSPITAL ,  
TUMUKI TEZPUR, ASSAM - 784010.

**NIT NO.** :NO.TMCH/Stationery/Pt-V/04/2013/836

**NIT ISSUE DATE** :21/07/2022  
**Last date of Submission** :05/08/2022  
**Date of Opening** :05/08/2022

Name of the party in whose favour  
the Tender form has been issued : \_\_\_\_\_

Tezpur Medical College Hospital, Tezpur, Bihaguri-784010, Assam  
(Under Society for Medical Education, Tezpur)  
Phone No:-03712-241305 www .tmcassam.org.

(SEAL & SIGN OF THE ISSUING AUTHORITY)

# Check List

## Document Submitted:-

1) DD/.....No.....Dt.....

2) GST Registration Certificate

3) Income Tax Certificate

4) Licenses

5) Any other document required as per Tender document

a)

b)

c)

d)

Certified that above documents is 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

## **ANNEXURE - I**

### **Documents to be submitted:**

1. Dealership/ Authorization Certificate from manufacturer.
2. Performance statement/Experience Certificate from competent authority.
3. I.T. Clearance Certificate/I.T. Return of last assessment year and PAN card. (photocopy duly attested).
4. GST Registration Certificate and upto date GST Clearance Certificate (photocopy duly attested).
5. Trade License from competent authority. (photocopy duly attested).
6. Non Conviction Certificate & Market Standing Certificate (if any) from competent authority.
7. Financial Statement of last 3 Years from C.A is to be enclosed.
8. Financial sound Certificate from banker is to be enclosed.

**Principal cum Chief Superintendent  
Tezpur Medical College & Hospital,  
Tezpur**

**Terms and Condition:**

1. The rates against each items of the enclosed list should be quoted in figures and words and that shall be inclusive of all taxes and GST should be shown separately.
2. The cover containing the tender should be super scribed as the “TENDER FOR STATIONERY ITEMS” in block letters and sealed properly.
3. Incomplete and defective tender shall not be accepted.
4. EMD of Rs. 25,000/- (twenty five thousand) only in the form of FDR of schedule Bank valid for one year pledged to the “Member secretary, SMET” to be submitted. Any bid from a bidder who fails to furnish EMD will be summarily rejected as the purchaser non responsive.
5. The authorized Stockist / 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.
6. 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).
7. 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 security deposit.
8. The rates shall be valid for one year from the date of acceptance of the tender.
9. Items have to be supplied within 10 (ten) days from the receipt of supply order.
10. There should be provision for supply immediately in emergency basis as and when necessary.
11. Samples to be submitted as and when required.
12. Items supplied should be as per specifications and samples submitted.
13. In case of holiday next working date and time will be the last submission time of tender.
14. Canvassing in any form will make the tender liable to rejection.
15. Price escalation will not be allowed in any case.
16. The tender should be written neat and clean without any cutting/overwriting.
17. The Tender documents should be page marked with signature and seal on each page.
18. 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.
19. The Courts at Tezpur shall have the jurisdiction to settle up any/all disputes if arise.
20. Specimen copy of the formats can be obtained from the office of the Medical Superintendent, Tezpur Medical College Hospital.

**Principal cum Chief Superintendent,  
Tezpur Medical College & Hospital,  
Tezpur**

## Submission of Stationery Items

Sl. No	Name of Stationery Items	Unit
1.	A3 Paper (70 GSM)	Ream (JK/ Trident)
2.	A4 size Paper (70 GSM)	(JK/ Trident)00 sheet-1pkt
3.	Alpin (50 gm)	Box (Best Quality)
4.	Attendance Register (Employee )	Box (Best Quality)
5.	Ball Pen (Blue/Black/ Red)`	Pcs (Cello/Elkos)
6.	Bamboo Broom	Nos (Best Quality)
7.	Bamboo Broom with Handle	Nos (Best Quality)
8.	Battery Medium Size R14	Nos (Eveready)
9.	Battery Small Size AAA	Nos (Eveready)
10.	Battary Medium Size R6 AA	pcs (Eveready)
11.	Battery R20	pcs(Eveready)
12.	Binder Clip (4 mm)	Pkts (Best Quality)
13.	Binder Clip (6 mm)	Pkts (Best Quality)
14.	Binder Clip (8 mm)	Pkts (Best Quality)
15.	Binding Register (No-40)	Nos (Neelgagan/ Century)
16.	Binding Register (No-8)	Nos (Neelgagan/ Century)
17.	Binding Register No 10	Nos (Neelgagan/ Century)
18.	Binding Register No 12	Nos (Neelgagan/ Century)
19.	Binding Register No 14	Nos (Neelgagan/ Century)
20.	Binding Register No 20	Nos (Neelgagan/ Century)
21.	Binding Register No 30	Nos (Neelgagan/ Century)
22.	Bleaching Powder ( 25 kg bags)	Bags (Suraksha/ Cross)
23.	Bleaching Powder 500gm	Pkt (Suraksha/ Cross)
24.	Box File	Nos (Best quality)
25.	Bodkin (Paper Hooler)	Nos (Best quality)
26.	Broom	Nos (Best quality)

27.	Brown Paper	Sheet (Best Quality)
28.	C.D Marker Pen	Nos (Luxor)
29.	Calculator 12 digit (Orpat/Casio)	Nos (Orpat/Casio)
30.	Call Bell	Nos(Best quality)
31.	Carbon Paper Double	Pkt(Camlin/Equivalent)
32.	Carbon Paper Single	Pkt (Cmlin/Equivalent)
33.	Cash Book (B/S)	Nos (Best Quality)
34.	Cash Book (M/S)	Nos (Best Quality)
35.	Ceiling Broom Double Round	Nos (Best Quality)
36.	Cello Tape Brown (B/s)	Nos (Best Quality)
37.	Cello Tape Brown (M/s)	Nos (Best Quality)
38.	Cello Tape Transparent (B/s)	Nos (Best Quality)
39.	Cello Tape Transparent (M/s)	Nos (Best Quality)
40.	Chain Locks	Nos (Best Quality)
41.	Chalk Board Green	Nos (Best Quality)
42.	Chart Paper	Nos (Best Quality)
43.	Chitranela 50 ml	Btl (Best Quality)
44.	Clip Board	Nos (Best Quality)
45.	Colin Liquid (500 ml)	Btl (Colin)
46.	Color Chalk	Pkt (Best Quality)
47.	Computer Disc	Nos (Best Quality)
48.	Correction Pen	Nos (Flair/equivalent)
49.	Cotton Tag	Bundle (Best Quality)
50.	CTG Machine Paper Roll	Roll (Best Quality)
51.	Dak File	Nos (Best Quality)
52.	Detergent Powder 500 gm	Pkt (Ariel perfectwash/Tide plus)
53.	Dishwash Bar	Pcs (Exo/Equivalent)
54.	Doormate Coir (Big Size)	Nos (Best Quality)
55.	Doormate Coir (Medium Size)	Nos (Best Quality)
56.	Doormate Coir (Small Size)	Nos (Best Quality)
57.	Doormate cloths (small size)	Nos (Best Quality)
58.	Doormate cloths (Medium size)	Nos (Best Quality)
59.	Dotmatrix Paper (10x12x1 Part)	Ream (Best Quality)
60.	Dotmatrix Paper (10x12x2 Part)	Ream (Best Quality)
61.	Drinking Glass	Set (Best Quality)
62.	Duster Chalk (Kores)	Pcs (Kores)
63.	Dustpane	Nos (Best Quality)
64.	Electrical Call Bell	Nos (Best Quality)
65.	Eletric Kettle 1.5 Lit	Nos (Prestige/Equivalent)
66.	Eraser (Rubber)	Nos (Best Quality)
67.	F.C Paper	Dista (Best Quality)
68.	File Board & Cover ( Best Quality)	Nos (Best Quality)
69.	File Folder	Nos (Best Quality)
70.	File Tray Folder	Nos (Best Quality)
71.	Games Clip (B/Q)	Pkt (Best Quality)
72.	Gluestick	Nos (Best Quality)
73.	Green Board Duster	Nos (Best Quality)

74.	Gum (100 ml)	Btl (Best Quality)
75.	Gum (650 ml)	Btl (Best Quality)
76.	Gum Boot	Nos (Best Quality)
77.	Handwash Liquid ( Dettol) 250 ml	Btl (Dettol/Savlon)
78.	Harpic 500ml	Btl (Harpic)
79.	Hawai Chappal (Sleepper) No 7 to No	Pair (Relaxo/Bata)
80.	Highlighter Pen	Nos (Luxaz)
81.	HP 802 Small Black Printer Ink	Btl (HP)
82.	HP 802 Small Color Printer Ink	Btl (HP)
83.	Ink for Stamp Pad	Nos (Best Quality)
84.	Knife	Dozen (Best quality)
85.	Ledger Book (B/S)	Nos (Best Quality)
86.	Ledger Book (M/S)	Ream (Best Quality)
87.	Legal Size Paper	Ream (JK/Trident)
88.	Lithium Battary ( CR 203203V ) coins	Nos (Best Quality)
89.	Lock & Key (50mm) B/Q	Nos (Best Quality)
90.	Lock & Key (80mm) B/Q	Nos (Best Quality)
91.	Lock & Key (Tripple key)	Btl (Godrej)
92.	Marker Pen ( Permanent)	Nos (Luxor)
93.	Measurement Tape	Nos (Best Quality)
94.	Mopper (Best Quality)	Nos (Best Quality)
95.	Mosquitoe Vaporizing Liquid Refill ( Make: Goodnight/Mortein)	Nos (Goodnight/Mortein)
96.	Mosquitoe Vaporizing Machine ( Make: Goodnight/Mortein)	Nos (Goodnight/Mortein)
97.	Napthalene Ball 100 gm	Pkt (Best Quality)
98.	Notesheet Paper Green	Sheet (Best Quality)
99.	Notice Board (3" x 4")	Pcs (Best Quality)
100.	Odonil	Set (Odonil)
101.	Office Tray Executive (2 Pc Set) Make : Omega	Set (Omega)
102.	Office Tray Executive (4 Pc Set) Make : Omega	Nos (Omega)
103.	P.V.C Drum (200 Ltr)	Pkt (Best Quality)
104.	Page Marker (Signature Stamp)	Box (Best Quality)
105.	Paper Clip	Nos (Best Quality)
106.	Paper Cutter (B/S)	Nos (Best Quality)
107.	Paper Cutter (M/S)	Nos (Best Quality)
108.	Paper Dustbin (Foot operative)	Nos (Best Quality)
109.	Paper Dustbin (General)	Pcs (Best Quality)
110.	Paper Weight	Nos (Best Quality)
111.	Pencil Battery (M/S)	Nos (Eveready)
112.	Pen Drive 16GB	Nos
113.	Pen Drive 8GB	Nos
114.	Penstand ( Best Quality)	Nos (Best Quality)
115.	Phenyle (Black 5 LTR )	Jar Cross/ Bengal Phenyle



116.	Phenyle (Black 500 ml)	Btl Cross/ Bengal Phenyle
117.	Phenyle (White 5 LTR )	Jar (Cross/ Suraksha
118.	Phenyle ( Black 5 LTR) Cross/ Suraksha	Jar (Cross/ Suraksha
119.	Photo Paper 18 GSM, High Gloss, A4 Size	Pkt (Best Quality)
120.	Plastic Bowl (Big Size)	Nos (Milton/Equivalent)
121.	Plastic Bowl (Medium Size)	Pcs (Milton/Equivalent)
122.	Plastic Bucket ( 14 Ltr)	Nos (Milton/Equivalent)
123.	Plastic Bucket ( 20 Ltr)	Nos (Milton/Equivalent)
124.	Plastic container (Big)	Pcs (Best Quality)
125.	Plastic container (Small )	Pcs (Best Quality)
126.	Plastic Jug	Pcs (Best Quality)
127.	Plastic Mug	Nos (Best Quality)
128.	Plastic Scale (12")	Nos (Best Quality)
129.	Puncher Machine (Double hole)	Nos (Best Quality)
130.	Puncher Machine (Single hole)	Nos (Best Quality)
131.	Push Pin 20 gm	Pkt (Best Quality)
132.	Rain Coat (General)	Nos (Best Quality)
133.	Room Air Freshner (240ml) Make: English Leather /equivellent	Nos (English leather/ equivalent)
134.	Scissor (Big Tailor Use )	Nos (Best Quality)
135.	Scissor (Medium Size )	Nos (Best Quality)
136.	Sealing Wax	Kg (Best Quality)
137.	Signature File (Paste )	Pcs (Best Quality)
138.	Soap ( Dettol) 45 gm	Pcs (Dettol)
139.	Soap case	Nos (Best Quality)
140.	Special Paste File	Nos (Best quality)
141.	Spring File	Nos (Best Quality)
142.	Stamp ink Pad	Pcs (Best Quality)
143.	Staple Machine (No-12)	Nos(Kangaro/ Equivalent)
144.	Staple Machine (No-24)	Nos (Kangaro/ Equivalent)
145.	Staple Pin (No- 12)	Pkt(Kangaro/ Equivalent)
146.	Staple Pin (No- 24)	Pkt (Kangaro/ Equivalent)
147.	Steel Wool Brush	Nos (Best Quality)
148.	Steel Flask (Milton) 1 Ltr	Nos (Milton/Equivalent)
149.	Steel fork	Dozen (Best Quality)
150.	Steel Scale ( 24 ")	Nos (Best Quality)
151.	Steel Spoon	Dozen (Best Quality)
152.	Steel Suggestion Box with Lock & Key	Nos (Best Quality)
153.	Stock Register (B/S)	Nos (Best Quality)
154.	Stock Register (M/S)	Nos (Best Quality)
155.	Tea Cup & Saucer (B/Q)	Set (Best Quality)
156.	Tender Box Steel made	Nos (Best Quality)
157.	Toilet Brush	Nos (Best Quality)

158.	Tonner for Laserjet Printer 12 A (Make: Prodote/Epson)	Nos (Prodote/Epson)
159.	Tonner for Laserjet Printer 88A (Make: Prodote/Epson)	Nos (Prodote/Epson)
160.	Tonner for Laserjet Printer 925 A (Make: Prodote/Epson)	Nos (Prodote Epson)
161.	Printer Cartridge (EPSON LX/LQ 310)	Nos
162.	Torch Light (2 Cell)	Pcs (Best Quality)
163.	Toothbrush	Pcs (Best Quality)
164.	Toothpaste 50gm	Pcs (Colgate/Dabur red)
165.	Torch Light (3 Cell)	Pcs (Best Quality)
166.	Towel ( Big Size) Bombay dying	Pcs (Best Quality)
167.	Towel (Medium Size) Bombay dying	Pcs (Best Quality)
168.	Towel (Small Size) Bombay dying	Pcs (Best Quality)
169.	TVS E Ribbon (Dot Matrix Printer) 80 clm 9/24 Pin	Nos (Best Quality)
170.	Wall Clock (Ajanta)	Nos (Ajanta)
171.	Weight Machine	Nos (Best Quality)
172.	White Board (4" x 6")	Pkt (Best Quality)
173.	White Board Marker Pen (Non-Permanent)	Nos (Luxor)
174.	White Chalk	Pkt (Best Quality)
175.	Wipper	Pkt (Best Quality)
176.	Wooden Pencil	Pcs (Natraj/Equivalent)
177.	Xerox Tonner Konica Minolta TN- 118 (Dual Pack)	Box (Konica Minolta)
178.	Xerox Tonner Kycera TK- 4109	Box (Kyocera)
179.	HP Laserjet Cartridge 28ACF228A	Nos (Prodote/ Epson)
180.	Crocks shoes	Pair (Best Quality)
181.	Steel glass	Nos (Best Quality)
182.	Steel plate (big size)	Nos (Best Quality)
183.	Epson M 200 ink tonner	Nos (Epson)
184.	Laserjet 93A CZ192A	Nos (Prodote/Epson)
185.	Peon book	Nos (Best Quality)
186.	Laser Cartridge 925	Nos (Best Quality)