



**GOVERNMENT OF ASSAM  
O/O THE PRINCIPAL CUM CHIEF SUPERINTENDENT  
JORHAT MEDICAL COLLEGE & HOSPITAL, JORHAT**

**TENDER DOCUMENT  
FOR EMPANELMENT OF BUYER FOR DISPOSAL OF  
CARTOON BOXES AT JORHAT MEDICAL COLLEGE &  
HOSPITAL, JORHAT**

**IFB NO. SMEJ/JMCH/1498/2014/Pt-II/2024/2166 Date: 13/05/2025**

**(SINGLE BID SYSTEM)**

<b>Date and Time from sale/download of Bid document</b>	<b>12.00 P.M of 14/05/2025</b>
<b>Date and Time of Pre-Bid Meeting</b>	<b>12.00 P.M of 20/05/2025</b>
<b>Date and Time of Start of Bid Submission</b>	<b>12.00 P.M of 21/05/2025</b>
<b>Date and Time of Closing of Bid Submission</b>	<b>12.00 P.M of 03/06/2025</b>
<b>Date and Time of Opening of Bid</b>	<b>1.00 P.M of 03/06/2025</b>

Tender document may download from institute's website

<https://jorhatmch.assam.gov.in>

**Jorhat Medical College & Hospital, Jorhat**

Kushal Konwar Path, Barbheta,  
P.O. Jorhat-785001, Assam, India  
Email: [tendercelljmch@gmail.com](mailto:tendercelljmch@gmail.com)

<https://jorhatmch.assam.gov.in>

## **NOTICE FOR EMPANELMENT OF BUYERS FOR SELLING/DISPOSAL OF CARTOON BOXES**



The Principal cum Chief Superintendent, JMCH intends to sell/dispose of Cartoon Boxes and invites application from Interested party/Agencies/Individuals/ firm for empanelling as buyer of cardboard Cartoon box for a period of one year.

Interested Party/Agencies/Individuals/Firm may submit their tender in a sealed envelope addressing the Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat, Swahid Kushal Kuwar Path, Jail Road, Jorhat, Assam-785001.. The application may be dropped in the sealed **TENDER BOX** available in the Reception Branch, O/o. the Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat on or before 03/06/2025 at 12.00 PM.

The Quotation will be opened on 03/06/2025 at 1.00 PM by a tender committee nominated by the Principal cum Chief Superintendent. Bidders or their authorized representative may attend at the time of opening of the tender.

The Tender Processing Fees of Rs. 500/- (five hundred) may be submitted in the form of 'Demand Draft' in favour of "JMCH TENDER" payable at Canara Bank, Jorhat Branch.

The Earnest Money Deposit (EMD) of Rs. 5000/- (Five thousand) only may be submitted in the form of 'Demand Draft' drawn in favour of "JMCH TENDER" payable at Canara Bank, Jorhat Branch.

Before submission of bids, the Bidders are requested to go through the tender document thoroughly which is available in the Institute's website [www.jorhatmedicalcollege.in](http://www.jorhatmedicalcollege.in) for viewing the complete terms & conditions of the Tender.

### **Eligibility Criteria**

The Interested party/Agencies/Individual/ Firm dealing with such work and having at least one valid ID/address proof such as - Aadhar Card/Ration Card/Electricity bill/Telephone Bill/Bank Passbook copy/Voter Card issued by Government will be eligible for submission of tender.

#### **(i) Terms & Conditions:**

- 1. The Buyer willing to submit tender should not quote rate which is lower than the present retail market price.**
2. The empanelled buyer shall have to arrange for the weighing of items in presence of the representative of JMCH at his own costs.
3. Buyer quoting highest rate (H1) for the item shall be considered for Empanelment and for awarding the contract.
4. The highest bidder shall have to collect items directly from JMCH at their own cost after weighing and making payment of the items as per approved rate
5. Empanelment buyer will have to visit JMCH for collection of items as and when required by JMCH authority. The rate should be valid for one year. The contract will be extended for further 3 (three) Months, if needed by the authority.



(ii)

### **General Conditions:**

1. The buyer should mention their rates both in figures as well as in words. In case of any dispute, the rate mentioned in word shall be considered as final.
2. The buyer shall insure against his liability for accident or injury to workmen or machineries used for the work.
3. The buyer will have to make their own arrangement for to & fro transportation of men, material & Machine etc including lifting/shifting at their own expenses under this contract.
4. The Hospital will not provide any accommodation, space for keeping tools & tackles, men, material, machineries, transport, stationeries (writing material) scaffolding/ shuttering etc for this work.
5. Disposal of items has to commence within 02 days from the date of issue of work order. The empanelled buyer will report to care taker /General Branch on receipt of work order for further instruction for carrying out the job. A letter duly signed under buyers official seal as a token of acceptance of all terms & conditions of work order must reach this office before carrying the items from the premises.
6. The tender is valid for a period of **365** days from the date of receiving of tenders. The JMCH Administration reserves the right to extend the validity of tenders at its discretion, if necessary. Further the JMCH Administration reserves the right to accept/negotiate with the tenderer.
7. The JMCH Administration reserves the right, to reject the tender(s) without assigning any reason and is not bound to accept the highest value offered tender. In this connection JMCH Administration decision will be final to award the work.
8. If the tenderer withdraws his offer before the JMCH Administration accepts or rejects the same or before **365** days from the receipt of tender, whichever is earlier, the earnest money will be forfeited.
9. Lifting of goods has to be carried during office Hours  
(From 9.00 A M to 4.00 PM–Mon to Fri & 9.00 to 1.00 P M on Saturday)

### **Scope of Work:**

1. The job involves loading of material from designated area to buyer's own tractor trolley/truck using own manpower. Different types of Cartoon Boxes are to be loaded. The items are to be weighed and then to be lifted from the area.
2. The weight of goods measured at weighing scale will be treated as final for payment purpose. The vendor (s) will have to deposit the weighing slip & amount to the representative of JMCH.
3. **The monthly quantity of items to be sold will be approximately 270-300 Kg. The bidder should quote rate which is prevalent in the retail market.**



Sd/-

Principal cum Chief Superintendent,  
Jorhat Medical College & Hospital, Jorhat

## **APPLICATION FORM**



1.	Firm and Ownership Details	Name of the firm/Individual :	
		Full Postal Address:	
		E- Mail Address :	
		Mobile Phone No. :	
		Telephone No. :	
2.	At least one ID proof such as Aadhar Card/ Ration Card/Electricity Bill/telephone bill/ Bank Passbook copy/Voter Card issued by Government.	Type of ID proof :	
3.	PAN of Bidder.		
4.	GST/Service Tax Details, if any	GST/Service Tax Registration Number:	
5.	<b>Name of the Items</b>	<b>Rate offered. (per Kg)</b>	<b>Remarks</b>
(A)	Cardboard Cartoon Boxes. .		

## **DECLARATION**

I, Sri.....

Proprietor/partner/director of M/s..... hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.



Date:

Signature:

Place:

Name:

Designation: