



**SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES
(A State University of the Govt. of Assam)**

Narakasur Hilltop Bhangagarh, Guwahati-781032, Assam

Phone: 09531462050 E-mail: ssuhs_assam@yahoo.in Website: www.ssuhs.in

No. SSUHS/ 47/2010/107

Dated: 07/01/2023

**TENDER NOTICE FOR SUPPLY OF PLASTICS PRE-PRINTED SECURITY
ENVELOPE.**

Sealed tenders in two-bid system are invited for procurement of plastics printed security envelope from Manufacturer/Authorized Dealer /Distributor/Vendor under two bid systems. Interested parties can download the tender documents from the **Website: www.ssuhs.in** from **07.01.2023** onwards.

Tender fee of Rs.1000/- (payable through Demand Draft in favour of Srimanta Sankaradeva University of Health Sciences payable at SBI GMC Branch) and other essential documents should be submitted on or before **30.01.2023**, up to 3.00 P.M. in the office of the Registrar, Srimanta Sankaradeva University of Health Sciences, Narakasur, Hilltop, Bhangagarh, Guwahati- 781032.

Qualified tenderer shall have to submit security deposit of Rs 10,000 (Ten thousand only) through SBI Collect.

Last Date of Submission of Bid : **30.01.2023** (3.00 P.M.)

Date of opening Technical Bid : **02.02.2023** (3.30 P.M.)

Manner of submission of the tender and its accompaniments:

Tenderer should submit the tender in **two separate sealed envelopes** as detailed below.

A. Envelope No. I (Documents): The first envelope clearly marked as **Envelope No 1** shall contain the following documents.

- Tender fee in the form of Demand Draft.
- Copy of GST registration, latest filing of GST return & PAN card.
- Copy of experience certificate of last one year in the supply of proposed product to reputed Govt. Institutes/Universities (Attach copy of experience certificate).

- d) Copies of at least one supply orders of the last one year received from reputed Govt. Institutes/Universities. Non-submission of such Purchase Order copies may lead to rejection of their bid (Attach proofs of the same).
- e) Documentary proof showing the firm having office in North East India.
- f) Copy of authorization certificate from principal company (If authorized dealer/distributor/ Vendor).

B. Envelope No. II: (Tender/Financial Bid): The second envelope marked as Envelope No. II shall contain only the main tender. The tenderer should quote the rate as per **Annexure enclosed** in the tender documents to be submitted only in envelope II. **Tenderer should not quote their offer any where directly or indirectly in Envelope No I.**

Submission of Tender:

The two sealed envelopes No. I and II shall be again put together in another envelope and sealed. This sealed cover shall be marked on the left hand top corner **“Tender for the Supply of Pre-printed Plastic Envelope”**.

The full name and address including Phone number & Email address of the tenderer shall be written on the bottom left hand corner. If submitted by Post, the sealed envelope marked as above shall be enclosed in another cover properly addressed and shall be sent by Registered Post. **The Tenders must be submitted to the Registrar, Srimanta Sankaradeva University of Health Sciences, Guwahati-32.** The date and time for the receipt of envelope containing tender shall strictly apply in all cases. The tenderer should ensure that their tender is received by office of the Registrar, SSUHS, before the expiry of the date and time. No delays on account of any cause will be entertained for the late receipt of the tender. Tender offered or received after the date and time is over will either not be accepted or if inadvertently accepted will not be opened and shall be returned to the tenderer unopened.

While submitting your tender, the following procedure may please be observed and other points borne in mind.

1. The “Terms and conditions” for supply and delivery of items, should be clearly indicated in the tender. Rate quoted must be inclusive of all Taxes, rate of tax shown in particular column, packing and forwarding charges freight charges etc.



2. Tender received after the stipulated date and time may not be taken into consideration.
3. The price should be indicated both in word and figures. It should be clearly stated whether, Excise duty, Sales Tax, General Tax, Central sales Tax, GST, Insurance Freight or Packing and Forwarding charges, or any other taxes and duties etc. livable.
4. It would be appreciated if illustrated catalogues/Literature etc are furnished with the tender.
5. Price quoted must be inclusive of transportation, cost of delivery the materials at Srimanta Sankaradeva University of Health Sciences, Guwahati.

Opening of Tenders: -Following procedure shall be adopted for the opening of Tenders:

a) **Envelope No. I:** First of all, **Envelope No. I** of the tender will be opened to verify its contents as per the requirement. If the various documents contained in this envelope do not meet the requirements of the University, a note will be recorded accordingly by the tender opening authority and the said tenderer Envelope No. II will not be considered for further action but the same will be recorded.

b) **Envelope No. II:** This envelope shall be considered to open for those tenderers whose Envelope I are found acceptable to the University. **The qualified tenderer must be present at the time of opening of Financial Bids (Envelope-II) and must exhibit the samples of each item for which they have quoted the rate before the Committee for acceptance in terms of quality. Price Bids of the tenderers absent on the day of its opening or price quoted for the items without exhibiting the samples before the Committee shall not be considered for final evaluation.**

Eligibility Criteria: -

- a) The bidder must be an authorised dealer/manufacture/supplier Registration certificate is to be enclosed. (Authorized dealer/distributor/Vendor must be enclosed authorization certificate from the principal company).
- b) Copy of GST registration, latest filling of GST return & PAN card.
- c) Copy of experience certificate of last one year in the supply of proposed product to reputed Govt. institutes/Universities.
- d) The office of the Bidder must be located in North East India. (Documentary evidences should be submitted).



- e) Income tax return document is to be submitted.
- f) Tender fee and Security Money Deposit will be exempted for MSME/NSIC Registered Company. (Copy of MSME/NSIC Certificate should be enclosed).

Acceptance of Tender:

1. Acceptance of tender may be communicated to the supplier by E mail or by Telephone or otherwise by the authorized officer of the University.
2. The right of not accepting the lowest offer is reserved with the SSUHS.
3. Selection: Both quality and Price will be taken into account while selecting items for purchase
4. A conference if required shall be called by the Registrar to negotiate or ascertain the financial offer given by the tenderer in comparison with the sub clauses mentioned above and the tenderer shall be informed well in advance regarding the date, time and venue of the conference.
5. The right to accept or reject any or all the tenders without assigning any reason is reserved with the Srimanta Sankaradeva University of Health Sciences, Guwahati-32.



Registrar
Srimanta Sankaradeva University of
Health Sciences

TERMS AND CONDITIONS FOR SUBMISSION OF TENDER

(To be returned by Tenderer along with the Tender duly signed)

- 1) Sealed Tenders are invited under Two Bid system (Technical and Price Bid) for purchase of Printed Security Envelopes under Rate Contract for a period of two years.
- 2) Quotations will be accepted only from manufacturers for branded items. If they are not in a position to quote, they may authorize only one exclusive agent, who may quote along with authorization. Authorized Agent Tendering for the supply should attach authorization from the manufacturers to ensure prompt supply, failing which the quotation will be summarily rejected.
- 3) The details of items and schedule of quantities is given at Annexure. (Enclosed)
- 4) Overwriting and corrections should be attested properly. The bid should be completed in all respects and should be duly signed. Incomplete and unsigned bids will not be considered at all.
- 5) List of other organizations where similar supplies have been made & having a rate contracts, documentary evidence may please be attached.
- 6) Price offered shall be valid for a period up to one year and delivery your own cost at SSUHS, Ghy-32. The manufacturer shall ensure that the products will not be sold cheaper than the price offered to SSUHS to any other clients.
- 7) The supply of Printed Security Envelopes has to be made within a period of 3 weeks from the date of issue of supply order in the SSUHS. If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries, SSUHS reserves the right to levy liquidated damages at the rate of 0.5% per week or part thereof or up to maximum of 5%
- 8) Discounts offered shall be indicated clearly in terms of percentage on the manufacturer's price lists.
- 9) Special discount /prices, if any, applicable to the Educational Institutions aided by the govt. of Assam should be quoted separately.
- 10) Rate increases like levy, taxes duties etc. if any, during the period of contract, will be allowed



extra on submission of documentary evidence.

11) Please mention the Catalogue No., Part No., and Model No. & Make wherever required and also GST No. failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the GST No.

12) Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from the list of suppliers.

13) Replacement: Damages/ Broken / Inferior quality articles should be replaced by proper ones at the cost of the suppliers.

14) No Advance Payment will be made for indigenous purchase. No part payment will be made. Payment will be made on completion of the full supply.

15) DISTRIBUTORSHIP CERTIFICATE: Sole selling Agents/Distributors of a particular make should submit a Certificate from their Principals to the effect that they are the authorized Agents of the Manufacturers and that they are authorized to supply to the SSUHS.

16) The Items being quoted should be of Original Manufacturer and no non-standard item should be quoted. Make of the items to be quoted should be clearly mentioned in the Technical offer as per requirement given in the Tender Document. The items and rates should be quoted only of the particular make as mentioned in the tender document.

17) Acceptance of this tender form and submission of the quote within the stipulated time would be treated as:

a) The tenderer has understood all requirements as described in the Tender document.

b) Agreeing to execute order to the satisfaction SSUHS authorized representatives within the stipulated time.

18) SSUHS will not be liable for any obligation until such time has communicated to the successful bidder of its decision to release the Purchase Order.

A handwritten signature or mark in blue ink, consisting of a large loop at the top and a vertical line extending downwards, ending in a small flourish.

19) SSUHS will not be responsible for any postal delays.

20) Bidders shall note that SSUHS will not entertain any correspondence or queries on the status of the offers received against this Tender invitation.

21) Tenders from Manufacturers/Suppliers/ Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

22) The price quoted shall remain valid for at least 24 (twenty) months.

23) Guarantee/ Warranty

The following warranty shall form part of the contract placed on successful tenderer.

24) Delivery period: The delivery period is maximum of 14 (fourteen) days from date of issue of the work order.

TENDER NOTICE FOR SUPPLY OF PLASTICS PRE-PRINTED SECURITY ENVELOPE.
FINANCIAL BID

Required size of the printed envelope

Annexure

Size in Inch (W X H)	Approx Quantity	Gauge	Quoted Rate per unit	Remarks
10 X 8	20000	300/75		
12 X 10	20000	300/75		
16 X 12	20000	300/75		

Please give suitable gauge for big size envelope.
Quantity indicates is yearly requirement. Order will be given in two parts.

Name & Signature of the Tenderer with Phone No

