

অসম চৰকাৰ



GOVERNMENT OF ASSAM

**OFFICE OF THE ADMINISTRATIVE MEDICAL OFFICER, EMPLOYEE STATE INSURANCE SCHEME ASSAM**  
**JAWAHARNAGAR, KHANAPARA, GUWAHATI-22**

**INVITATION TO TENDER FOR LOCAL PURCHASE OF DRUGS AND DRESSINGS.**

Tender Copy Issued To

Tender Issued	2023
Last Date & Time of submission of sealed tender	17 <sup>th</sup> January 2024 upto 1.30 P.M.
Date & Time of opening of Tender	17 <sup>th</sup> January 2024 at 3. P.M.



**OFFICE OF THE ADMINISTRATIVE MEDICAL OFFICER::ESI SCHEME::ASSAM**  
**JAWAHARNAGAR::KHANAPARA::GUWAHATI - 22.**

No.ESI/EMP-Chemist/2023/ 7130

Dated 22<sup>nd</sup> Dec 2023

**NOTICE INVITING TENDER (NIT)**

Sealed tender affixing court fee stamp of Rs- 8.25 (Rupees Eight and paisa twenty five) only is invited from various reputed Firms/ Suppliers/ Chemist from Guwahati for providing MEDICINES (BRANDED & GENERIC), on contract for a period of One year under 2 (two) bid system (Technical and Financial) for tie-up arrangement for supply of medicines to ESI beneficiaries.

<b>Item</b>	<b>Period of Contract</b>	<b>EMD</b>	<b>Last date &amp; time of submission</b>	<b>Date &amp; time of opening</b>
<b>Local purchase of Drugs &amp; Dressings (Allopathic)</b>	1 (one) Year.	4,00,000.00	17 <sup>th</sup> January 2024 upto 1.30 P.M.	17 <sup>th</sup> January 2024 at 3. P.M.

The detailed tender documents (specification, instructions, terms & conditions) etc can be obtained from the Office of The Administrative Medical Officer, ESI Scheme Assam, Guwahati – 22 on all working days during office hours. The tender documents can also be downloaded from the website [www.esischemeassam.org](http://www.esischemeassam.org) and in such case the same may be signed and submitted. All the payments shall be made by Demand Draft / Banker's Cheque in favour of Administrative Medical Officer payable at Guwahati.

The tender will be received by the undersigned up to 1.30 P.M.. of 17<sup>th</sup> January 2024 at tender box in the Office of The Administrative Medical Officer, ESI Scheme Assam, Guwahati – 22 and will be open on the same day at 3p.m. in presence of the tenderer or their representatives.

The undersigned reserve the right to reject any or all the tenders or cancel This NIT without assigning any reason thereof. No claim whatsoever of tenders shall be entertained by this office.

  
 22/12/23  
 Administrative Medical Officer  
 ESI Scheme Assam , Guwahati – 22.

**OFFICE OF THE ADMINISTRATIVE MEDICAL OFFICER::ESI SCHEME::ASSAM**  
**JAWAHRNAGAR::KHANAPARA::GUWAHATI - 22.**

No.ESI/EMP-Chemist/2023/ 7131

Dated 22<sup>nd</sup> Dec 2023

**Sub: Invitation to tender for local purchase of drugs and dressings.**

(NOTE: The envelope containing the tender as well as subsequent communications should be addressed and delivered to 'The Administrative Medical Officer, ESI Scheme Assam , Guwahati – 22. All communications must be addressed to the officer named above by title only and not by name.)

From:

THE ADMINISTRATIVE MEDICAL OFFICER,  
 ESI SCHEME ASSAM,  
 GUWAHATI – 22.

To: \_\_\_\_\_  
 \_\_\_\_\_

Sir/Madam,

The Administrative Medical Officer invites Sealed tenders (under Two Bid System - "TECHNICAL BID" & "FINANCIAL BID") for SUPPLY OF / WORK CONTRACT OF / TIE UP ARRANGEMENT of "LOCAL PURCHASE OF DRUGS AND DRESSINGS" as per specifications and/or quantities detailed in the Schedule attached. The Tender Form containing the Check List for compulsory Documents as *Annexure-I* the Terms and Conditions of contract, which will govern any contract made, is annexed as *Annexure-II* and the Schedule of contract is annexed as *Annexure-III* and tender application form as Annexure – IV, If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule, please submit your quotation to this office. The tender document may be obtained from the office of the Administrative Medical Officer in person by the bonafide applicant or his authorized representative by applying in their letter head . The tender documents can also be downloaded from the website [www.esischemeassam.org](http://www.esischemeassam.org) & in such case the same may be signed & submitted as per the procedures mentioned here in. All the payment may be made by Demand Draft / Bankers's Cheque drawn in favour of of Administrative Medical Officer, payable at Guwahati , cheques will not be accepted. Tenderers are requested that, before quoting their rates or sending tender, the tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error / oversight of his own.


The form is a Standard Form of Tender. Certain clause /clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause /clauses, which are not applicable in the instant cases. The Tender form containing the Terms and Conditions and the Schedule should be returned in original, intact, after filling up the tender form and signing in full, on each page, whether you are quoting for any item or not. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by some such words as 'not quoting'.

In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be fully signed by you. In such cases, reference to the additional pages must be made in the Tender Form.

If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender. Administrative Medical Officer, ESI Scheme Assam, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.

Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

Period for collect of Blank Tender Forms and related documents at the Office of The Administrative Medical Officer, ESI Scheme, Assam on all Working Days	26 <sup>th</sup> Dec 2023 to 16 <sup>th</sup> Jan 2024 (10.00 AM to 3.00 PM on all working days)
Due Date & Time of submission of completed Tender Document in the Tender Box kept in the Office of Administrative Medical Officer, ESI Scheme Assam.	17 <sup>th</sup> Jan 2024 upto 1.00 PM.
Date & Time of Opening of Tender (Technical Bid)	17 <sup>th</sup> Jan 2024 at 3.00 PM.
Earnest Money	Rs. 4,00,000.00
Security Money	Rs. 10,00,000.00
Expected value of Local Purchase (for 1 year)	Rs. 200 Lakhs

*[Handwritten Signature]*



**THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED:**

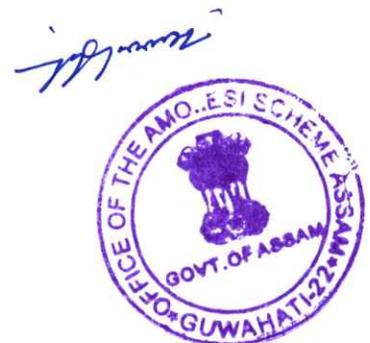
<b>CHECK LIST:</b>		
	EARNEST MONEY DEPOSIT BY DEMAND DRAFT/ BANKERS CHEQUE ONLY	Submitted , [ Yes /No]
	VALID TRADE LICENCE CERTIFICATE	Submitted , [ Yes /No]
	PAN, GST / CST CERTIFICATE	Submitted , [ Yes /No]
	ORIGINAL TENDER DOCUMENT SIGNING ALL THE PAGES	Submitted , [ Yes /No]
	Valid Drug License Certificate Submitted	Submitted , [ Yes /No]
	The supplier must have branch shop in Guwahati within 3 kms from the ESIC Model Hospital, Beltola. The name, address, phone no, fax no, etc., of the branch shop	Submitted , [ Yes /No]
	5 years experience (tie-up arrangement) for supply of medicines to the Govt./PSU, hospital/dispensaries	Submitted , [ Yes /No]

Yours faithfully,

Administrative Medical Officer,  
ESI Scheme Assam, Guwahati-22.

Enclosures:

- Annexure – I (The Check List for compulsory Documents)
- Annexure – II (Tender Form And Terms & Conditions)
- Annexure – III (Schedule of Work / Specifications for Local Purchase Of  
Drugs and Dressings)
- Annexure – IV (Tender application form)



To,

THE ADMINISTRATIVE MEDICAL OFFICER,  
ESI SCHEME, ASSAM  
GUWAHATI – 22.

**COMPULSORY DOCUMENTS:**

[Without which the offer is liable to be cancelled)

1. Tender Document Fee: Rs. \_\_\_\_\_ DD No. \_\_\_\_\_ dated \_\_\_\_\_
2. EMD Value: Rs. \_\_\_\_\_ DD No. \_\_\_\_\_ Dated \_\_\_\_\_
3. Valid Trade Licence Certificate: Valid upto \_\_\_\_\_
4. PAN, / GST certificate: Submitted [Yes /No]
5. Original tender document signing all the pages: Submitted, [Yes/No.]
6. Valid Drug Licence Certificate: Submitted, [Yes/No.]
7. The supplier must have branch shop in Guwahati within 3 kms from the ESIC, Hospital, Beltola. The name, address, phone no, fax no, etc, of the branch shop. Submitted, [Yes/No.]

Date:-

Signature of the tenderer

Place:-

Full Name:-

Designation:-

(Office seal of the tenderer)



*[Handwritten signature]*

**Tender Form /Terms & Conditions**

**1. PREPARATION OF TENDER:**

PROCEDURE FOR SUBMISSION OF TENDERS / BIDS:

A. The tender should be submitted in 'TWO BID' SYSTEM:-

i. TECHNICAL BIDS:

- a. TECHNICAL BIDS in one separate envelope, sealed, super scribed with the wordings "TECHNICAL BID".
- b. The original copy of tender (Annexure – I to annexure - IV), duly completed and signed on each page, should be submitted/returned back, enclosed along with the "TECHNICAL BID".
- c. The "Technical Bid" shall contain Earnest Money, in the form of demand drafts as prescribed hereinbefore, and all the technical details & documents along with commercial terms and conditions in support of the quoted equipment.
- d. The Earnest Money Deposit (EMD) should be submitted in separate envelope super scribed with the wordings "EMD" .
- e. Prices / Costs of the items should not be indicated anywhere in the Technical Bid. This should be followed meticulously failing which the tender is liable to be cancelled.

ii. FINANCIAL BID

- a. FINANCIAL BID for each ITEM is to be submitted in SEPARATE sealed envelopes, super scribed with the wordings "FINANCIAL BID" and the "NAME OF THE ITEM". All such sealed envelopes of financial Bids for individual items are to be kept in a large sealed envelope, again superscribed with the wordings "FINANCIAL BID". This should be followed meticulously failing which the tender is liable to be cancelled.
- b. The 'Financial Bid' will contain item-wise price / cost for the items mentioned / quoted in the technical bid.

II. Both the Technical Bid envelope and the Financial Bid envelope, prepared as above, are to be kept in a larger single envelope super-scribed with "TENDER (TWO BID SYSTEM) SUPPLY OF / WORK CONTRACT OF / TIE UP ARRANGEMENT of "LOCAL PURCHASE OF DRUGS AND DRESSINGS" so as to give a double cover protection.

III. The outer cover should also be sealed and addressed to the The Administrative Medical Officer, in the address mentioned herein before.



IV. Tenders submitted without following the 'Two Bid' System procedure will be rejected.

**B. SIGNING OF TENDER:**

a) The tender is liable to be ignored if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not fully filled in. Particular attention may be given to the dates of delivery, places of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.

b) Individuals signing tender or other documents connected with the contract must specify:

- i) Whether signing as a 'Sole Proprietor' of the firm or his Attorney?
- ii) Whether signing as a 'Registered Active Partner' of the firm or his Attorney?
- iii) Whether signing for the firm 'Per Procreation'?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, if called upon to do so.

NOTE: In case of unregistered firms, all the members or all Attorneys duly authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.

**3. DELIVERY OF TENDER:**

The original copy of tender along with the declaration form, duly completed and signed, should be submitted, enclosed in a double cover. The outer as well as the inner covers should be sealed and addressed to the Administrative Medical Officer. At the top of the inner and outer cover, the following words should be written in block letters. "Tender for **Local purchase of drugs and dressings**". Outstation tenders should be sent by Registered Post only.

**4. LATEST HOUR FOR RECEIPT OF THE TENDER:**

Your tender must reach this office not later than the time and date notified in the Tender Notice stated in the schedule of tender. In the event of the stipulated date of opening of the tender being declared a closed holiday for Govt. offices, the date of opening of the tender(s) will be the next working day. Tender sent by hand delivery, should be delivered at this office not later than the due date and time stipulated in the schedule of tender.

**5. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:**

I. All tenders shall remain valid for acceptance for a period of twelve months from the date of opening of the tender or for such period as stated in Special Terms & Conditions.

II. Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance'; 'subject to prior sale' etc. will not be considered.



*[Handwritten signature]*

**6. OPENING OF TENDER:**

All tenderers and/or their representatives, if they should desire, may be present at the opening of the tender at the time and date as specified in the schedule.

**7. VALIDITY OF TENDER:**

The tender shall be valid for one year from the date of award of the tender. However the Administrative Medical Officer on his discretion extend the period for further 1(One) year on the same terms and conditions.

**8. PRICES:**

i) The prices quoted must be as per the annexed schedule (Annexure – III) inclusive of all packing and delivery charges wherever applicable. Refunds on account of returnable package (if any) are to be separately specified, wherever necessary. Price must be clearly shown in figures and words in Indian Currency.

ii) Tenderers should clearly specify whether prices quoted are inclusive of Sales Tax/ GST / duties /statutory charges or such charges are extra. Where no specific mention is made as to Sales tax / GST / or other duties, prices quoted shall be deemed to be inclusive of such taxes / charges.

iii) Price should be quoted in original sheet of Annexure III failing which the tender shall liable to be cancelled.

**9. DELIVERY TERMS**

a) The delivery of the stores / execution of work / providing the services etc., is required within a period as specified below (Clause 11, Sub clauses ‘P’ to ‘U’) and as the place mentioned therein.

b) The tenderer shall deliver the medicine to the ESI beneficiaries as indicated by the dispensaries in the prescription (As per seal or L.P.allowed as indicated).

c) Time and date of delivery: The tenderer shall deliver the medicines as indicated by the hospital / dispensaries (as per seal or **L.P. allowed as indicated**) in the prescription to ESI beneficiaries same day.

**10. INSPECTION OF STORES / WORK:**

Supplies shall be accepted / work shall be certified as completed subject to inspection by The Administrative Medical Officer, ESI SCHEME ASSAM , GUWAHATI – 22, or his assigned representative. Any defect found in the materials / work done will render the supplies / work open to rejection and decision of The The Administrative Medical Officer, ESI SCHEME ASSAM , GUWAHATI – 22, shall be final and legally binding. The rejected store shall be returned to the suppliers at their risks and costs.



## 11. OTHER TERMS

A. The Tenderer shall, wherever, call upon to do so give full information with reference to the services in hand and shall also permit the Administrative Medical Officer or any other officer nominated by his to inspect the premises of the tenderer at all reasonable times and shall give full assistance and information as may be required by his in connection with the contract.

B. Jurisdiction: The Administrative Medical Officer or the official nominated by his, it may be noted that the unsuccessful tenderer will not be informed the result of the tender.

C. In the interpretation of the contract and the general and/or special condition governing it, unless otherwise requires: -

- a) *The term 'Contract' shall mean the invitation to tender, the instructions to tenderer, the tender acceptance of the tender, particulars thereafter defined and those general and special conditions they may be added.*
- b) *The term 'Contractor' shall mean the person, firm or company with whom the order for supply is placed and shall deem to include the contractor's successors (approved by the purchaser) representatives, heirs, executors and administrators unless excluded by the contract.*
- c) *'Contract price' shall mean the sum accepted or the sum calculated in accordance with the prices accepted by or on behalf of the purchaser.*

D. Responsibility for executing Contract: The contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.

E. The contractor shall not sublet transfer or assign the contract to any part thereof without the written permission of the Administrative Medical Officer. In the event of the contractor contravening this condition, Administrative Medical Officer be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which the Administrative Medical Officer, ESI Scheme Assam , Guwahati – 22, may sustain in consequence or arising out of such replacing of the contract.

F. Earnest Money: The tenderer shall have to deposit an amount of Rs.4,00, 000.00 (**Rupees Four Lakhs Only**) as earnest money with their tender, failing which the tender is liable to be rejected out rightly. The earnest money is to be paid by **Demand Draft/Bankers Cheque**; the same should be drawn in favour of **Administrative Medical Officer, payable at Guwahati** and attached with the tender, **Cheques will not be accepted for Earnest Money**. In the event of the withdrawal / revocation of tenders before the date specified for acceptance, the earnest money shall stands forfeited. In the event of acceptance of the tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned below, the earnest money will however, be returned without interest to the tenderer whose tender is not accepted.



**G. Security Deposit:** On acceptance of the tender, contractor shall within the period specified by the Administrative Medical Officer, deposit as security, a **sum equivalent Rs.10,00,000.00 ( Rupees Ten Lakhs only )** of the as indicated in the tender forms otherwise the same shall be deducted from the ensuing bill/s of the contractor at the discretion of the competent authority. The hospital authority shall be entitled to forfeit the Security Deposit or any part thereof without prejudice to any other remedies provided in the contract or available under the law. The security shall be in the form of **Demand Drafts/Bankers Cheque payable at Guwahati in favour of Administrative Medical Officer or performance Bank Guarantee / Fixed Deposit.**

*a) If the contractor fails in fulfilling above-mentioned terms and conditions, such failure will constitute a breach of the contract and the Administrative Medical Officer shall be entitled to make other arrangements at the risk and expense of the contractor.*

*b) On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.*

**H. Recovery of sums due:** Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recover of such sum by appropriating, in part or whole the security/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to recoverable under this or any other contract with the purchaser. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.

**I. Insolvency and breach of contract:** The Administrative Medical Officer may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

*a. If the contractor being an individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his/her estate made against him/her or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any assignment or assignment of his/her efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or*

*b. If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver or Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.*

*c. If the contract commits any breach of this contract not herein specifically proved for:*



*Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he/she is thereby put to but shall not be entitled to any gain on repurchased.*

**J. Arbitration:** In the event of any dispute or difference arising out of the terms and conditions laid down in this tender, the same shall be referred to Arbitrator appointed by the Administrative Medical Officer. The procedure of the Arbitration will be governed by the provisions Arbitration Act 1996 (as amended as rules framed there under.

**K. Document:** The tenderer should have a valid Sales tax certificate or GST, PAN, Drug license certificate, Trade license certificate and produce attested copies of such certificates along with the tender papers, failing which his/her tender shall be liable for rejection.

**L. Right to accept / reject:** The Administrative Medical Officer reserves the right to reject any or all tender without assigning any reason whatsoever. Also, the hospital authority reserves the right to award any or part or full contract to any successful agency (ies) at its discretion and this will be binding on the tenderer.

**M. Assistance to contractor:** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.

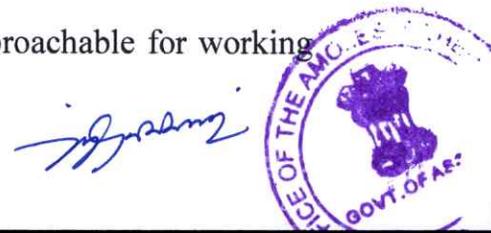
**N.** The acceptance of tender will be on the basis of discount offered by the tenderer on the Maximum Retail Price (M.R.P.), which is printed on the packing/flaps/bottles. No additional payment, except for taxes applicable and chargeable including GST as per Government Rules from time to time, shall be considered, unless proper document are submitted in support of such taxes paid or to be paid.

**O.** Tampering on the printed MRP of the manufacturer, by the tenderer / chemist by use of stickers or any other means will not be accepted and will be rejected, in addition to putting the tenderer in administrative actions as deemed fit. The decision of the competent hospital authority in this regard will be final and will be binding on the tenderer.

**P.** After obtaining the order as specified in clause above, the approved tenderer and/or their authorized representative(s) shall supply the medicines as per prescription of ESI Dispensaries / Hospital.

**Q. Risk Purchase:** In case of failure to supply any or all items as per requisition / purchase order /specification / prescribed brand of item it shall be treated as 'non-compliance' and 'breach of contract', and the items shall be purchased in part or full, from the local market whoever will be available, at the discretion of the hospital authority and the difference of prices will be realized from the tenderer with whom the contract is made, from his outstanding bills or otherwise, due to such purchase.

**R.** The tenderer or his representative should be available / approachable for working hours of Dispensaries for supply of drugs and dressings.



S. Against each item, the Maximum Retail Price (MRP), selling price, taxes claimed, etc., must be clearly mentioned along with the batch/lot no, Manufacturing date, Expiry date, in the daily challans and the bills submitted fortnightly.

T. All Challans as well as the Bills are to be submitted strictly in triplicate. Bill should be pre-receipted with application of revenue Stamp wherever necessary. Care should be taken to submit the challans and bills duly completed and without any errors to prevent rejection / cancellation / delay in processing of bills.

U. All items / drugs / dressings must have sufficient useful life for use in hand, before it is supplied to the patients.

V. Tenderers are requested that, before quoting their rates or sending tender, the tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error / oversight of his own.

W. The form is a Standard Form of Tender. Certain clause /clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause /clauses, which are not applicable in the instant cases.

X. Administrative Medical Officer, ESI Scheme, Assam does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered.

Y. Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

The payment will be made subject to availability of fund and exclusively in the shape of ECS/RTGS . Hence the supplier is requested to fill up the mandate form enclosed with all details and enclose it with the bill.



**PLEASE QUOTE YOUR RATE**  
**SCHEDULE FOR LOCAL PURCHASE OF DRUGS AND DRESSINGS**

The tenderer shall quote the percentage of maximum discount, which shall be on the Maximum Retail Price printed on the packing/flaps/bottles (Refer Terms & Conditions in Annexure - I):

Sl.No.	Head	% of Discount offered on MRP
1	<b>Generic Items</b>	
	a) <i>Drugs</i>	_____ % _____ (in words)
	b) <i>Dressings</i>	_____ % _____ (in words)
2	<b>Branded Items</b>	
	a) <i>Drugs</i>	_____ % _____ (in words)
	b) <i>Dressings</i>	_____ % _____ (in words)

Date:

Place:

(SIGNATURE OF THE  
TENDERER)  
(OFFICE SEAL)

*[Handwritten Signature]*



**TENDER APPLICATION FORM**

1	A	Name of the firm:-	
2	B	Full Postal Address:- ( including the address of the branches of the shop )	
3	C	Cell Phone No	
4	D	Telephone No	
5	E	Fax No.	
6	F	Email.id of firm	
7	G	Date of Establishment of Firm:-	
8	H	The details of branch shop in Guwahati within 3 kms from ESIC Model Hospital, Beltola. The name , address, phobe no, fax no, etc, of the branch shop.	
9	I	Any other information which you consider necessary to furnish:	

Date:

Place:

(SIGNATURE OF THE  
TENDERER)  
(OFFICE SEAL)



**UNDERTAKING:**

I, the undersigned certify that, I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution/ hospital in India.

The earnest money of Rs. \_\_\_\_\_ to be deposited by me has been enclosed herewith vide Demand Draft no. \_\_\_\_\_, Dt. \_\_\_\_\_, drawn on bank \_\_\_\_\_, Branch \_\_\_\_\_.

I/We give the rights to Administrative Medical Officer to forfeit the earnest money deposited by me/us if any delay occur on my/agent's part or failed to supply the article within the appointed time or the items of desired quality.

There is no vigilance/CBI case or court case pending against the firm.

I hereby undertake to supply the items as per directions given in the tender document / supply order within stipulated period.

I shall be vacating any space that may be provided to me by the hospital authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

Date: -

Signature of the tenderer

Place: -

Full Name:-

Designation:-

(Office seal of the tenderer)

