



**OFFICE OF THE RATE CONTRACT COMMITTEE
HEALTH & MEDICAL EDUCATION DEPARTMENT
GOVERNMENT MEDICAL COLLEGE, SRINAGAR
e-TENDER NOTICE 09 OF 2018**

For and on behalf of the Governor of Jammu & Kashmir State, Sealed Tenders affixed with Rs.5/- revenue stamps are invited from the Original Manufactures/Firms who are already registered with Health & Medical Education Department of J&K State, for the Group " **Departmental Forms** " As per detailed specifications given in the Tender documents FOR THE YEAR 2018-19.

S.No	Particular of the Tender	Cost of Tender Fee	Earnest Money	Date of Opening of Bid
1	Printing Material	Rs.750/=For General & Rs.100/= For SSI	Rs.50,000/=for General & Rs. 5000/= for SSI	16-08-2018 (11 Hrs.)

1. The tender document for the above job can be seen from **20-07-2018 (10 : 00 hrs.)** on the website www.jktenders.gov.in
2. The tender documents can be downloaded from the above website from **20 -07-2018 (16:00hrs)** to **13-08-2018 (14 :00 hrs)**.
3. Any clarification will be entertained from **20-07-2018(10:00 Hrs)** to **23-07-2018 (16:00 Hrs**
4. The bids shall be deposited in electronic format on website www.jktenders.gov.in from **23-07-2018 (10: 00 hrs)** up to **13-08 -2018 (14:00hrs)** only.
5. The uploaded bids on the website will be opened on **16-08-2018 (11:00hrs)** in Office of the Chairman , Rate Contract Committee , Govt. Medical College Srinagar in presence of bidders who wish to attend. In case of holiday on the date of opening of bid, bids will be opened on the next working day at the same time and venue .
6. Cost of tender document (in shape of DD) favoring Chairman , Rate Contract Committee & earnest money (in shape of CDR/FDR) in original favoring Chairman Rate Contract Committee, Govt. Medical College Srinagar along with requisite documents in shape of Hard copy should reach in office of Member Secretary Rate Contract Committee, Govt .Medical College Srinagar through by person/speed post/Regd. Post/Courier only before due date of submission of bid. Rate Contract Committee shall not be responsible for any delay due to any reason.
7. Original copy affidavit on Rs.50/- stamp paper duly attested by 1st Class Executive Magistrate with the effect that:-
 - a. The documents/catalogues etc enclosed with the Tender are original & genuine and have not been tampered or fabricated.
 - b. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
9. Complete bidding process will be on line .(Price bid not to be submitted in physical form).

Sd/-
Chairperson
Rate Contract Committee
Government Medical College Srinagar
Dated: 18-07-2018

No: NIT/e – Forms/ 09 OF 2018/212-15

Copy to the:-

1. Commissioner Secretary to Govt. Health & Medical Education Department, Civil Secretariat, Srinagar for information .
2. Principal, Government Medical College, Jammu/Srinagar for inf. and necessary action.
3. Joint Director Information Department Kashmir for publication of Tender Notice in at least two leading local / National News papers with largest circulation. The cuttings may be sent to this office for confirmation.

Instruction to bidders regarding e-tendering process:-

1. The interested bidder can download the NIT/bidding document from the website <http://jktenders.gov.in>
2. To participate in bidding process, bidders have to get (DSC) **“Digital Signature Certificate”** as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate. s
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the NIT.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
6. The department will not be responsible for delay in online submission of bids whatsoever reasons may be
7. All the required information for bid must be filled and submitted online
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents The original instruments in respect of cost of documents, EMD and relevant documents be submitted to the Tender Inviting Authority by Registered post/courier as per time schedule specified.
9. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
10. Bidders can contact the undersigned for any guidance for getting DSC or any other relevant details in respect of e tendering process.
11. Bidders are advised to use **“My Documents”** area in their user on <http://jktenders.gov.in> , e-tendering portal to store important documents like Balance sheet, VAT Certificate, Sales Tax Clearance Certificate, IT certificate, Manufactures authorization and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
- 12.. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the net item rate inclusive of all taxes and it should be saved with the same as it contains.
13. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF \ Scan properly.
14. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>