



# Nagaon Medical College & Hospital

Mohkhuli Chariali, Laokhowa Road, Diphalu, Nagaon, Assam 782003

Website: [www.nagaonmcassam.org](http://www.nagaonmcassam.org)

Email: [nagaonmch@gmail.com](mailto:nagaonmch@gmail.com)

## Detailed Tender Document

Tender No. NagaonMC/38-A/2025/3456

dtd. 24/10/2025

The **Principal-cum-Chief Superintendent**, Nagaon Medical College & Hospital, Nagaon, Assam invites sealed tender in single bid system from authorized drug distributors/wholesaler for **Supply of Medicines as detailed below on emergency basis for use in the Nagaon Medical College & Hospital, Nagaon**. Suppliers are required to be ready to supply the mentioned quantities within 3 days of supply order.

### Important details:

Tender Download/Purchase Starting Date: 21/10/2025

Tender Submission Last Date: 29/10/2025 till 12:00 Noon

Tender Opening Date: 29/10/2025 1:00 PM

Tender Processing Fee: Rs.500/-

The bid will consist of two parts,


(1) **Technical Part** must include supporting documents along with proof of Tender processing fee deposit details. A court fee of Rs. 8.25 should be affixed in one of the document of the technical bid.

(2) **Financial Part** would indicate the prices offered as per financial bid format included in the annexure. Bidders must not modify the specifications mentioned in the financial bid. Bidders are to insert price, and taxes and submit the financial bid. Both parts may be submitted in a single bid. Prices must be offered in units of single pack.

Medicines to be purchased		
S. No.	Item name	Appox. Quantity required*
1	Linagliptine Tablet 5 mg	2172
2	Ondansetron Tablet 4 mg	9839
3	Rifaximine Tablet 550 mg	2575
4	Sodium chloride Injection 500 ml 0.9 Percent	7184
5	Syrup Cough (Allo) Syrup Composition: Each 5 ml contains as per Indian Pharmacopoeia standard, Ammonium Chloride IP, Diphenhydramine Hydrochloride IP, Sodium Citrate Menthol IP Each 5 ml contains as per IP	349
*Exact quantity might differ somewhat		

### Note:

1. If the date of submission is declared as holiday than the date of submission would be next working day and accordingly it would be opened on the date of closure at the same time.
2. If any corrigendum is issued after pre bid meeting. It would be uploaded on the website of [nagaonmch.assam.gov.in](http://nagaonmch.assam.gov.in). For any amendments bidders are requested to see website [nagaonmch.assam.gov.in](http://nagaonmch.assam.gov.in).

  
Principal-cum-Chief Superintendent,  
Nagaon Medical College & Hospital  
PRINCIPAL CUM CHIEF SUPERINTENDENT  
NAGAON MEDICAL COLLEGE & HOSPITAL  
NAGAON, Assam



## Tender Document

The Principal-cum-Chief Superintendent of Nagaon Medical College, Nagaon, Assam invites Sealed Tenders from Wholesale Drug Sellers/ Authorized Drug Distributor authorized distributors. The bids should in the form of,

- (1) **Technical Part** must include supporting documents along with proof of Tender processing fee deposit details. A court fee of Rs. 8.25 should be affixed in one of the document of the technical bid.
- (2) **Financial Part** would indicate the prices offered as per financial bid format included in the annexure. Bidders must not modify the specifications mentioned in the financial bid. Bidders are to insert price, and taxes and submit the financial bid.

### **1. Eligibility Criteria:**

- 1) Wholesale drug sellers/ Authorized Drug Distributors are eligible to bid.
- 2) Must hold valid and updated Drug License.
- 3) Must submit tender processing fee and court fee.
- 4) Must not be blacklisted from supply.
- 5) Submit Undertakings as mentioned in Annexure.
- 6) Tender Processing is to be submitted by drawing a DD in favour of,

"Tender Fund NGMC", IDBI Bank, Nagaon

### **3. Instructions to Bidders**

#### **1. Scope of Work**

The scope includes supply of high quality medicine as per the list above, and delivery must be affected at the Central Drug Store of Nagaon Medical College. The offered price must be inclusive of all taxes and delivery to the end point i.e., Central Drug Store of Nagaon Medical College & Hospital, Nagaon

#### **2. Eligibility Criteria:**

Bidder must be a registered entity under relevant office.

Must possess valid and updated drug license to sale or distribute drugs by wholesale.

Bidder must be GST Registered.

Bidder must have manufacturer authorization for the items quoted.

#### **3. Earnest Money Deposit:- Not required.**

4. **Bid Submission:-** Completed Tender Documents should be signed by the bidder on each page at the bottom. Place all documents in one envelop including Price bid, Proof of Tender processing fee deposit, and court fee, and to drop the envelop at the Tender Box specifically kept for this tender at the Office of the Principal-cum-Chief Superintendent before the last submission date and time. The envelop must be inscribed as **"Bid for Supply of Medicines as detailed below for use in the Nagaon Medical College & Hospital, Nagaon."** Envelop should also have Tender number of this tender and the Bidder details to be mentioned on the envelop. The envelop is to be addressed to,

Principal-cum-Chief Superintendent

Nagaon Medical College

Mohkhuli Chariali, Laokhowa Road, Diphalu

Nagaon, Assam 782003

**Postal Submission:** Bidder may submit bid by post, however, Tender Inviting Authority will not be responsible if the bid is not delivered before the last submission date. Such bids will not be entertained in any case.



5. **Technical Bid Opening:** -The technical bid of the vendors whose tenders have been received at Nagaon Medical College, Nagaon, Assam before the closing date and time will be opened at scheduled date and time. Vendors or their representatives to be present at the time of opening of the bids.
6. **Price Bid Consideration:** - Financial Bid of only those bids, which meet our technical requirement will be allowed.
7. **Selection of bidder:** Lowest price quoted per item will be considered as lowest bidder for that item, and as different bidders may be chosen very different item.
8. **Price Reasonability Certificate:** Please quote the best minimum prices, and in no case any price higher than MRP would be accepted.
9. **Purchase Order:** Purchase order will be generated to the bidders, who has been technically qualified, and submitted lowest price for the item. Purchase orders will be generated based on lowest price quoted per item, hence, different bidders may be chose to supply different item. Nagaon Medical College & Hospital, Nagaon also reserves the right to modify the quantity required at the time of generation of purchase order, and the same would be binding to the selected supplier.
10. **Language of Bid:** - The draft bid submitted by the bidder, the technical documents and all correspondence relating to the bid shall be written in English language only.
11. **Validity of offer:** - Offer shall valid **for 3 months after the date** of opening of technical bids. An Offer valid for a shorter period may be rejected as non responsive. In exceptional circumstances Nagaon Medical College may solicit the vendor's consent to an extension of the period of validity. The vendor accepting the request for extension will not be permitted to modify the bid.
12. **INTERIM CORRESPONDENCE WILL NOT BE ENTERTAINED.**
13. Tender Documents are not transferable under any circumstances.
14. The bid should be complete in all respects otherwise liable to be rejected. Tender should be duly signed. Incomplete and unsigned bids will not be considered.
15. All rates / prices in Price bid should be given in Indian Rupee only, rate and taxes must be separated.
16. Tender Inviting Authority reserves the right to defer the above dates or cancel the Tender in part or whole without assigning any reason what so ever.
17. All terms and conditions of the tender/quotation will be dealt as per instructions guideline of Central Vigilance Commission.

## **7. GENERAL TERMS AND CONDITIONS**

1. Printed terms and conditions of the firms/suppliers sent along with offer, if any, shall not be binding on us, if they are in full or in part are not consistent with the terms and conditions specified in this Tender.
2. **Liability for Late delivery & installation** - If the Vendor delays in supply a sum equivalent to 1 (one) percent of the Order Value for day of delay will be deducted from the contract value as quidated damages.
3. In case the supplier/agent defaults in the supply within the stipulated time as indicated in this tender Nagaon Medical College & Hospital, Nagaon may cancel the whole supply order.
4. **Inspection:** - Nagaon Medical College may decide to inspect the quality of the items supplied, and if found inferior will defer payment till better alternative is supplied.
5. **Packing:** - The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. Suppliers will have to make good the shortages, if any, which are revealed after opening the packages. The items which are spoiled / damaged during transit due to faulty packing will have to be replaced by the suppliers.
6. **Payment terms:** Payment process shall start once the supplier delivers all the items under satisfactory conditions of quality and quantity, and the delivery is affected at the Central Drug Store. Delivery challans, bills, and other required documents must be supplied in triplicate, after being verified and signed by the concerned officials. Once all formalities are cleared payment will be made. GST and IT may be deducted





at source as per the norms.

7. **Force Majeure clause:-** The vendor shall not be held liable for any damages, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. Force Majeure means an event beyond the control of the supplier and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the vendor either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises the Vendor shall forthwith notify Nagaon Medical College, Nagaon in writing of such conditions and cause thereof. Unless otherwise directed by Nagaon Medical College in writing, the vendor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all alternative means for performance not prevented by the Force Majeure event.

8. **Applicable Law:-** This tender documents and contract is subject to the Indian law and Indian Contracts Act as applicable & amended from time to time

9. **Jurisdiction:-** All disputes are subject to the courts within *Nagaon*, India jurisdiction only.

10. Full and complete set of documentation manuals, Operation manuals and service / Maintenance manuals to be provided in **English**.

**11. Arbitration:**

- i. All dispute or difference of any kind shall arise between the purchaser and the supplier in connection with or relating to the supply shall be mutually discussed and settled between the parties.
- ii. However, disputes which cannot be settled shall be finally decided and resolved by arbitration in accordance to the provisions of the arbitration and conciliation act 1996 and any subsequent amendments thereto. The matter requiring arbitration will be referred to a sole arbitrator to be appointed by the Principal-cum-Chief Superintendent of Nagaon Medical College only. The proceedings of the arbitration shall be conducted in English and shall be constructed as domestic arbitration under applicable laws.
- iii. All the disputes/issues arising out of this transaction will be subjected to the exclusive jurisdiction of courts at Bhopal.
- iv. **Notices and communications:-** For all purposes of all notices, the following address shall be used by the Bidder / Vendor:-

**The Principal cum Chief Superintendent,  
Nagaon Medical College & Hospital  
Nagaon, Assam -- 782003, India  
Email: nagaonmch@gmail.com**

12. **Termination for Cause:-** Nagaon Medical College may at any time terminate the purchase order in giving written notice to the vendor, without compensation to the vendor.



## Annexure A

### Format of price bid

Price Bid					
Name of the Bidder:					
S. No.	Item name	Manufacturer	Base Price (Rate for Single Item) Rs.	Applicable Tax Rs.	Total Rs.
1	Linagliptine Tablet 5 mg				
2	Ondansetron Tablet 4 mg				
3	Rifaximine Tablet 550 mg				
4	Sodium chloride Injection 500 ml 0.9 Percent				
5	Syrup Cough (Allo) Syrup Composition: Each 5 ml contains as per Indian Pharmacopoeia standard, Ammonium Chloride IP, Diphenhydramine Hydrochloride IP, Sodium Citrate Menthol IP Each 5 ml contains as per IP				

*Kindly double check rates quoted, price alteration won't be allowed once this bid is submitted.*

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Seal of the Bidder \_\_\_\_\_

Place: \_\_\_\_\_



## Annexure B

### Check List to be furnished by the bidder

S. No.	Particulars	Compliance (Yes/No)	Page No.
1	Court Fee of Rs. 8.25 in Technical Bid		
2	Registration Certificate/ Trade License / Firm License		
3	Drug License		
4	PAN Card		
5	Copy of GST Registration certificate and up-to-date GST Clearance document		
6	Manufacturer Authorization Letters		
7	Tender Fees in form of Demand Draft for purchase of tender document is enclosed along with the Technical bid (Rs. 500/-)		
8	The Price Bid is submitted as per Annexure A		
9	Undertaking certificate submitted as per Annexure C		

Signature & seal of bidder

**Note:** Checklist should be furnished by bidder with page number and it should be enclosed starting of the Techno Commercial Bid





### UNDERTAKING (By the Bidder)

To,  
The Principal-cum-Chief Superintendent  
Nagaon Medical College & Hospital  
Mohkhuli Chariali, Diphalu  
Nagaon, Assam 782003

For Tender No. \_\_\_\_\_ For supply of \_\_\_\_\_

Sir,

1. I, Shri \_\_\_\_\_ on behalf of M/s \_\_\_\_\_ having registered office at \_\_\_\_\_, do hereby declare that I have gone through the terms and conditions mentioned for the above tender and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one financial year from the date of award of contract to us.

2. I/We undersigned hereby bind myself/ourselves to the Office of Principal-cum-Chief Superintendent, Nagaon Medical College, Nagaon, Assam to supply \_\_\_\_\_. The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.

3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of Principal-cum-Chief Superintendent, Nagaon Medical College, Diphalu, Nagaon as regards to the quality and specification of article shall be final and binding on me/us.

4. We shall furnish authorization from the manufacturer for the items quoted.

6. We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.

7. We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded without cavil or protest by me/us.

9. We understand that the tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.

10. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

11. My/our firm has never been blacklisted from supplying to government institution.

SIGNATURE:

NAME & DESIGNATION:

DATE:

NAME & ADDRESS OF THE FIRM: