


- : GOVERNMENT OF ASSAM :-
OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT
DHUBRI MEDICAL COLLEGE & HOSPITAL, DHUBRI, ASSAM, PIN - 783325
eMail : dhubrimch@gmail.com

Dated: 25/06/2026

No. 198/DMCH/Local NOQ/2026-27/0167

NOTICE INVITING QUOTATIONS

Sealed quotations affixing court fee of Rs.8.25 (Eight Rupees and twenty five paise) ,are hereby invited from reputed manufacturers, authorized dealers, suppliers, and agencies for the Supply of Office Seals (Rubber Stamps/Official Seals) on Rate Contract Basis for various departments and offices of Dhubri Medical College & Hospital, Dhubri for a period of one (1) year from the date of finalization of the rate contract with an estimated work value of Rs.20,000/- (Rupees Twenty thousand) p.a.

Scope of Supply

The rate contract shall cover, but not be limited to, the following items:

1. Self-Inking Office Seals
2. Rubber Stamps (Round, Rectangular and Oval)
3. Name Seals
4. Designation Seals
5. Date Seals
6. Numbering Seals

Eligibility Criteria

1. The bidder must possess a valid Trade License.
2. The bidder must possess a valid PAN and GST Registration.

Submission of Bid

Interested bidders may submit their sealed quotations super-scribed as:

"Quotation for Supply of Office Seals on Rate Contract Basis" to the undersigned on or before 12 Noon of 06/07/2026. The Quotations shall be opened on the same day at 12.30 PM in presence of the bidders.

Terms & Conditions

1. The rate contract shall remain valid for one year from the date of approval.
2. Rates quoted shall be inclusive of all taxes, transportation, loading/unloading, and other incidental charges.
3. The institution does not guarantee any minimum quantity of procurement.
4. Supply orders shall be issued as and when required.
5. The Letter of Award (LOA) shall be issued exclusively to the L1 (lowest) bidders. The successful L1 bidder is mandatory required to complete the notarized agreement process within 7 (seven) days from the formal date of issue of the LOA. In the event that the L1 bidder fails to execute the contract agreement within this stipulated 7-day period, his/her bid selection shall be cancelled automatically, and the rate contract work shall be forwarded to the next lowest (L2) bidder. Furthermore, the defaulting L1 bidder shall be strictly barred from participating in any future bidding or procurement processes of Dhubri Medical College & Hospital.

6. The successful bidder shall supply the items within 2 (two) days from the date of issue of the supply order. In case of delay, a penalty at the rate of 5% of the value of the delayed supply per week or part thereof, subject to a maximum of 10% of the order value, shall be imposed.
7. Payment shall be made after satisfactory supply and verification of the items.
8. The successful bidder must execute a notarized agreement on Rs.100/- stamp paper at their own expense prior to contract finalization.
9. The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Price Schedule

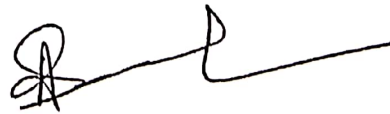
No.	Item Description	Unit	Rate (Incl. GST)
1	Self-Inking Seal (Small)- Two lines		
2	Self-Inking Seal (Medium)- Three lines		
3	Self-Inking Seal (Large)- More than three lines		
4	Rubber Stamp (Small)-Two lines		
5	Rubber Stamp (Medium)- Three Lines		
6	Rubber Stamp (Large)-More than three lines		
7	Round Seal		
8	Date Seal		
9	Numbering Seal		



Principal cum Chief Superintendent
Dhubri Medical College & Hospital
Dhubri (Assam)

Copy for information and necessary action:-

1. The DIO, NIC, Dhubri with a request to publish the same in the District Portal.
2. E-Copy to WhatsApp group of Tender and Purchase Committee, DMCH
3. Notice Board.
4. Office File.



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Dhubri Medical College & Hospital
Dhubri (Assam)