

NEIGRIHMS

**North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences,
Shillong.**

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

**Director's Block, GPO Post Bag No. 92, Mawdiangdiang, Shillong-793018 Meghalaya
General Administration, Administrative Block.**
Email: info.neigrihms@nic.in
Phone: (0364) 2538012
Ext: 4119

File No. NEIGR/GAD/153/2009

Date 18.11 2009.

Sub: Tender for providing of Guest House at Dwarka, New Delhi to NEIGRIHMS, Shillong

Sealed tender are invited on behalf of Director, NEIGRIHMS, Shillong-793018, from House owner/reputed parties/organization who are willing to lend a unit of residential located at Dwarka, New Delhi on rent for NEIGRIHMS to be used as a Guest House.

Offers in sealed cover addressed to the Director, NEIGRIHMS, Mawdiangdiang, Shillong – 793018 with the words “Tender on rent for Guest House at Dwarka, New Delhi for NEIGRIHMS”, with due date boldly super scribed on the top of the envelope and the offer sent by registered / speed post or dropped in the Tender Box placed near the Account Section, Basement of Director's Block of the Institute.

Bid document/Tender Schedules can be downloaded from our website: www.neigrihms.nic.in with a non-refundable tender fee and the tender cost should be enclosed along with the documents, otherwise, tender will not be considered. If the tender document is downloaded from our website, while furnishing the tender, it should be super scribed legibly on the left corner of the sealed cover as “TENDER COPY IS DOWNLOADED FROM NEIGRIHMS WEBSITE”.

The cost of the tender fee is Rs.500/-(Rupees Five hundred) only by hand or by downloading from the website and Rs.550/-(Rupees Five hundred fifty) only by post, in the form of crossed demand draft/pay order separately drawn on or any Nationalized Bank in favour of the Financial Adviser, NEIGRIHMS, Shillong-793018.

DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT	: 23.11.2009
LAST DATE FOR SALE OF BIDDING DOCUMENT	: 14.12.2009
LAST DATE AND TIME FOR RECEIPT OF BIDS	: 15.12.2009, 13.00 hours
TIME AND DATE OF OPENING OF BIDS	: 15.12.2009, 14.00 hours
PRE-BID CONFERENCE AND CLARIFICATION SESSION	: 10.12.2009, 15.00 hours

In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times, in the presence of attending bidders or their authorized representatives, if any.

Sd/-
Director
NEIGRIHMS, Shillong

CC.

- a) Accounts Officer / IPC / Tender Committee members- For information and wide circulation please
- b) Deputy Director (Admn.): for information please & to direct the concerned section to upload on the Institute's website and send details by e-mail/fax to State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: sio-megh@nic.in
- c) State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: sio-megh@nic.in : For kindly upload details in the relevant section of website of Government of Meghalaya/ Government Tenders.

SECTION I: NOTICE INVITING TENDER

NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences,
Shillong-793018

1. Sealed tenders are invited by the Director, NEIGRIHMS, and Shillong as per enclosed specification, terms & conditions from House owner /reputed parties/organization who are willing to lend a unit of residential at Dark, New Delhi on rent for NEIGRIHMS to be used as Guest House.
2. A complete set of bidding documents may be purchased by any interested eligible bidder on submission of written application and on payment of non – refundable fee as mentioned in the tender notice in the form of Crossed Demand Draft in favour of Financial Adviser, NEIGRIHMS, Shillong, payable at Shillong. Bidding document may be obtained during office hours on all working days either in person or by post or download from our web site.
3. The bidders should take care that the rates and amounts are written in such a way that interpolation is not possible; no blanks should be left which would otherwise, make the tender liable for rejection.
4. The tendered rates should be kept opened for a period of two years from the date, as the tenders are accepted/ finalized.
5. Please note that no counter proposal is acceptable and conditional / late tenders are liable to be rejected.
6. A proof of ownership/partnership etc. shall be submitted along with verification of address, telephone & fax numbers.
7. Bidders have to agree to all the terms and conditions, stipulated in the tender document, for non-execution/non-performing of the services required, etc. as per condition of contract, it would invite for penalty for non performance of which would include the penalty as per bids is to be submitted under sealed cover /sheets and said penalty may be considered on their face value, according to their bid.
8. Bidders have to note that over writing/white fluid entries shall be deleted unless it is slated and re-written and initialed by the tenderer.
9. All Tender Papers are to be duly signed by the bidder on all the pages as a token acknowledgement of having accepted all terms and conditions.
10. Settlement of disputes – Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on the bidders.
11. The bid and all correspondence and documents shall be in English language.
12. The tender document is not transferable.
13. Interested eligible bidders, if so desire, may obtain further information from the General Administration Section, Office of the Director, NEIGRIHMS, Mawdiangdiang, Shillong – 793018, Meghalaya. Telephone No 2538012.
14. NEIGRIHMS reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.

Director
NEIGRIHMS, Shillong

SECTION II: TERMS AND CONDITIONS

Brief particulars of the Guest House other ancillary services, which shall be supplied/provided by the contractor, are as under:

1. That the Guest House should have 3(three) bedrooms and the same should be located at Dwarka, near New Delhi Airport.
2. The firm or individual who is the proprietor will be given preference.
3. That if the firm / contractor participating in the tender should ensure that they have proper power of Attorney executed by the proprietor to that effect and the said power of attorney should be registered power of attorney.
4. That Tenderer/Contractor should maintain the rooms in good condition at all times. In the event of any rooms supplied by the contractor is out of order, then, the contractor should make alternative arrangement for supply of rooms, as per norms of the conditions on failure on the part of the contractor to supply the requisite room, the alternative remedy would be adopted by the NEIGRIHMS and would hire the rooms from the open market on the cost and responsibility of the Tenderer/Contractor. In the event of such alternative arrangement the difference of contract price would be recovered from the contractor at the time of payment of Bills.
5. The Guest House should have with the following facilities.
 - a) The bed room should be air conditioned with attached bath room. The rooms should have a minimum size of 14 by 12 feet.
 - b) Common Kitchen with Dining room
 - c) T.V. with Cable connection in all rooms
 - d) Attached Servant Quarter
 - e) Un-interrupted 24 hours water and electricity supply
 - f) The Guest House should have adequate parking space and should be accessible through a motor-able road.
6. The Tenderer/Contractor/Firm shall ensure and acknowledge that the Guest House should be free from any in-cumbrance. Further, the Tenderer/Contractor/Firm would maintain peace and take reasonable precaution that the dignity of the officials are maintained.
7. The contract can be terminated by either party by giving three month's notice in advance if the agency fails to give three month's notice in writing for termination of contract, then any amount due to the agency from the NEIGRIHMS shall be forfeited to the Institute.
8. That during the tenure of agreement in force for Guest House, if there is any damages or damages occurred it will be solely the responsibility of the Contractor/ proprietor.
9. That in case of any question, dispute or differences arising out of or in connection with this agreement or breach, termination or validity hereof, shall be governed and first endeavor to be settled through friendly discussion or negotiations between the parties. If the dispute cannot be amicably settled either party, as soon as practicable, but not earlier than three months after a request to settle the

dispute amicably has been made to the other party, give to the other party notice in writing of existence of such question, dispute or difference, specifying the nature and the point at issue, and the same shall be finally settled by Arbitration in accordance with the Arbitration and Conciliation Act 1996 any modifications or reenactments thereto and relevant laws and regulations in force at that time in India. All such disputes and differences which may arise between the parties hereto as to the meaning, construction or effect of any of the terms and provisions of this agreement or as to the right or claim of either party under this agreement shall be referred to the sole arbitration of the Director, NEIGRIHMS or his nominee including any officer of NEIGRIHMS nominated by him and the second party shall not raise any objection to such arbitration on the ground that the arbitrator is an officer of, NEIGRIHMS and, as such, is an interested party or that the Arbitrator so appointed has earlier dealt with the subject matter of this agreement. Any order / Directions / Awards of the Arbitrator shall be final and binding on both the parties. The venue arbitration proceedings shall be fixed by the Arbitrator and will be governed by the provisions of the Arbitration and Conciliation Act 1996 or of any statutory amendment thereto or any re-enactment thereof for the time being in force. The Arbitrator so appointed shall pass a speaking award. The appropriate venue for arbitration be at Shillong having exclusive jurisdiction under this agreement.

Director
NEIGRIHMS, Shillong

PARTICULAR TO BE FILLED UP BY THE TENDERER/CONTRACTOR/FIRM

Sl.No.	Particulars	To be filled in by the tenderer
1	Name of the Tenderer/Contractor/Firm	
2	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Proof of Ownership / Partnership	
6	Rate to be quoted for a complete Unit	

(Signature of authorized signatory)