

# NEIGRIHMS

## North Eastern Indira Gandhi Regional Institute of Health and 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 793 018, Meghalaya

Store & Procurement:

Email: [store\\_neigri@bsnl.in](mailto:store_neigri@bsnl.in)

Extension No – 3509/ (D) (0364) 2538032

ENQUIRY No: NEIGR/S&P/Enquiry/LT- 33/2009-10

Dated: 06/01/2010

File No. : NEIGR/S&P/19/2008 (Microbiology)

Date & time for receiving offers: 13:30 hrs of 21/01/2010

Date & time for opening of bid: 14:00 hrs of 21/01/2010

All registered Vendors/ Reputed dealers

### **Sub: Short Limited Tender for concluding rate contract for Procurement of Combined collection & transport system (HiViral™ Transport swab) for deptt. of Microbiology.**

Offers (under one bid system) are invited on behalf of Director, NEIGRIHMS, Shillong from reputed manufacturers / distributors / dealers for tentative requirement of stores / items / services in sealed cover, addressed to the Deputy Director (Admn.), NEIGRIHMS, Mawdiangdiang, Shillong – 793018 with the words "Tender No & Date", with due date boldly superscribed on the top of the envelope and the offer can be sent by registered / sped post or dropped in the Tender Box of the Institute placed near Store & Procurement Section, Top Floor, Director's block of the Institute.

Supplier/Vendor/Contractor should note that the following terms and conditions will apply specifically in addition to the Rules and regulations applicable to purchases in the Government of India.

1. Please note that no counter proposal is acceptable to us and conditional / late tenders are liable to be rejected.
2. Vendors /Contractors are required to submit copies of Sales tax/ VAT registration, SC /ST certificate, dealership / distributorship documents & other associated documents, manuals / pamphlets issued by the competent authority.
3. No work will be allotted to Non-tribal bidder, contractors, suppliers, stockist, bonded warehouse, private carriage contractors, cooperative societies, etc except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong.
4. Manufacturing organizations should preferably have Quality assurance certification like ISO 9001, ISI/BIS/CE/FDA certification, DGSD registration documents issued by the authorized organization, attested copies of the same are to be produced with the tender. Firms quoting on behalf of their manufacturer should also attach said certificate of their manufacturer to select reputed firms and quality products failing which their offers may be summarily rejected.
5. In case of Stores with life: a) Stock should be supplied to this Institute from the latest batch and such stock should have a minimum life period of two years, depending upon the normal potency prescribed thereof. b) In the event of such stores not being utilized by NEIGRIHMS, Shillong, within their life period, the bidder shall replace the unutilized stocks by fresh stock without any extra cost.
6. Stores will be accepted subject to the condition of verification and inspection by the competent authority / inspecting agency and the offer should be valid at least one year from the date of opening of the price bid or award of contract whichever is later.
7. Time schedule of delivery is within 60 days of receipt of supply order or else deduction on gross bill @ 0.5 % per week or part thereof, will be made as liquidated damages / delay in supply, subject to maximum of 10 % of the value of the delayed supplies. Delivery within 30 days is desirable.
8. Insurance during transit to be borne by the vendor /supplier /contractor inclusive of handling within the Institutes premises, till the completion of final Inspection and acceptance.
9. Installation, demonstration, operational techniques and associated services to be provided by the supplier/vendor/contractor within the cost indicated.
10. Samples and other associated services to be provided by the supplier/vendor/contractor within the cost indicated.
11. The tendered rates and the validity of bids shall be for a minimum period of one year from the date, as the tender are finalized /awarded, or till the finalization of next tender by the Institute, whichever is earlier.
12. Bidders have to submit non-refundable DD/Banker's cheque of Rs. 500 (Five hundred only) by hand & Rs 600.00 (Six hundred only) by post as tender fee and Earnest Money Deposit (EMD) **-Not Required**, as Call deposit/Bank draft/deposit in favour of Financial Adviser, NEIGRIHMS, Shillong.

13. Settlement of disputes – Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
14. The documents can also be downloaded from our website: [www.neigrihms.nic.in](http://www.neigrihms.nic.in)

Stores & Procurement Officer  
For Director, NEIGRIHMS, Shillong

CC. Accounts Officer / IPC / Tender Committee members- For information and wide circulation please

- *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*

ANNEXURE: A: FORWARDING LETTER OF TENDERER

Ref:

Date:

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

Dear Sir,

1. I/We hereby submit our tender for the \_\_\_\_\_
2. I/We hereby agree to all the terms and conditions, stipulated by the NEIGRIHMS, in this connection including delivery, penalty etc. Quotations are being submitted under separate covers and sheets and shall be considered on their face value.
3. I/We have noted that over written entries shall be deleted unless duly out & re-written and initialed. Tenders are duly signed (No thumb impression should be affixed).
4. I/We undertake to sign the contract/agreement, if required, within 15 (fifteen days) from the issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers at the NEIGRIHMS,Shillong-793018.
5. I/We have gone through all terms and conditions of the tender documents before submitted the same.

NOTE: ALL TERMS & CONDITIONS SUCH AS TAXES ETC, HAS BEEN INDICATED IN THE QUOTATIONS AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Signature Tenderer with full Address

WITNESS \_\_\_\_\_

WITNESS \_\_\_\_\_

ANNEXURE: B: FORMAT OF SUBMISSION OF PRICE /FINANCE BID: II for Individual items.

Item No.	Description of Stores	Unit	Maximum Retail Price (MRP)	Rate per unit	Quantity (Rate) Rs	Taxes / VAT	Excise duty	Other charges	Total
1	2	3	4	5	6	7	8	9	10

1. Evaluation criteria: For award of contract, the lowest quoted bidder will be considered for each category of store.

Signature of Tenderer  
Address: \

SPECIFICATION OF STORES: ANNEXURE: D

Sl. No.	Stores / Items / Services All products as per ISO/ISI/DGSD standards	Manufacturer / Company	Manual / Pamphlets	Quantity
<b><u>Combined Collection &amp; Transport System:</u></b>				
1.	HiViral™ Transport Swab with 3 ML Viral Transport Medium in a 15 ML Centrifuge tube and one sterile flocked nylon swab.			As per requirement
2.	HiViral™ Transport Medium			

The tendered rates and the validity of bids shall be for a minimum period of one year from the date, as the tender are finalized /awarded, or till the finalization of next tender by the Institute, whichever is earlier.

Dated: \_\_\_\_\_

Signature of Tenderer  
Address: