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Store & Procurement Section; Email: storeneigrihms@gmail.com; Tele Fax: (0364) 2538032; Website: neigrihms.gov.in

F. No: STOPRO -SA/61/2025 -Stores (Disposal)

Tender Enquiry No: NEIGR/S&P/OT -08A/2025 -26

- ✓ **Issue of bid document:** 2 pm of 28-11-2025
- ✓ **Inspection date and time:** 01-12-2025 and 03-12-2025 (between 10 am to 4 pm)
- ✓ **Date and time of submission of documents:** 3 pm of 04/12/2025
- ✓ **Auction date :** 3:30 pm of 04/12/2025

Agencies /Firms 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. The firm /bidder should be registered with the Central /State Pollution Control Board.
3. Vendors /Contractors are required to submit copies of GST, SC /ST certificate and PAN Card
4. The bidder /firm must give a self attested undertaking that the firm is not blacklisted by any Department of the Government of India or of any State/or by any PSU/Autonomous Organisation of Government.
5. No picking, choosing, sorting, welding, cutting or breaking of goods or materials sold will be permitted. Welding cutting works if any can be arranged only with the prior permission.
6. Institute reserves the right to accept/reject and cancel any bid, amend the quantity under any lot or withdraw any lot at any stage before or after acceptance of bid/issue of acceptance letter/sale order/delivery order/deposit of the full sale value by the bidder, without assigning any reason thereof and the value of such material, if paid for, shall be refundable.
7. Bidders have to submit Earnest Money Deposit (EMD) of Rs 5000 (Rupees Five thousand only) in the form of Call Deposit/ Bank draft/ Deposit valid for a period of Forty Five (45) days beyond the validity period of the tender, in favour of EMD and Security Account, NEIGRIHMS, Shillong - 793018. Bidders can also submit the EMD with payment online through RTGS / Internet banking in Beneficiary name -NEIGRIHMS EMD Security Deposits; Account No. 30270200000027; IFSC Code. BARB0MAWDIA; Bank Name. Bank of Baroda; Branch Address. Mawdiangdiang, Shillong-793018, Meghalaya. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on- line transfer.
8. The bidder /agency should make payment to the Institute, in the form of DD /Banker's Cheque/Cash, of the entire amount of cost of waste products/stores and the quantity allotted to them, within a period of 5 working days from the date of issue of release order /acceptance /order.

9. In the event of failure to complete the payment within the aforesaid period of 5 (five) days, NEIGRIHMS shall have the option to extend the period of 7(seven) days for making the payments provided, an interest of 18% per annum and storage charges at the rate of 10 paise per bag /kg or part of a bag /kg per day, subject to minimum of 40 paise per bag /kg or part thereof are paid by the party.
10. 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.
11. Bidders have to collect the waste product from the premises of NEIGRIHMS, Mawdiangdiang, Shillong -793001 and disposal of the waste product will be the sole responsibility of the bidder /agency and the Institute will not be responsible in any situation arising thereof.
12. The bid of the highest acceptable responsive bidder is accepted.
13. In case the selected bidder /agency does not show interest in lifting the goods within the contracted period, the bid security will be forfeited.
14. Stores will be sold subject to the condition of verification and inspection by the competent authority.
15. Each and every page of the terms and conditions of tender is duly signed of the firm /individual.
16. Rate per Quintal /Kg /Meter /Each, etc is to be clearly quoted against the lot /lots intended to be purchased.
17. In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the articles in the scheduled time, this Office shall not take responsibility for safe custody of the articles
18. No damage shall be caused to the existing property or any other offices in the premises while removing the materials from the site. Any loss/ damage to the property of this Office or any other Offices in the premises or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/supervisor will be borne by successful bidder and they will be indemnified
19. Goods/material will be removed under the supervision of a designated Officer(s)
20. All the charges i.e. loading, unloading and transportation to be incurred in course of lifting of items from the designated place shall be borne by the successful bidder.
21. The right for addition, deletion or alteration in figures / quantity rests with the undersigned. NEIGRIHMS reserves the right to withdraw any lot/lots from the sale at any point of time and also to accept or reject any or all offers without assigning any reasons thereof.
22. Conditional Late /Tenders will not be accepted.
23. The Tenderers can see the lots at the concerned depots on all working days during office hours.
24. NEIGRIHMS will not be held responsible for delayed receipt of tender form by post and the tenderers may ensure that the forms are received by them in time and the duly filled forms submitted in time.
25. The consignment may be inspected by the intending tenderers on the authority of this tender form at the godown (s) on any working day wherefrom the delivery of the stocks shall be made.
26. It will be the responsibility of the tenderer to obtain necessary import/ stock evacuation/export permits, interstate sale/ movement permits etc. from the authorities concerned in case the stocks are to be moved to places outside the District/ State/ Country.
27. Stocks be removed by the buyer within the period specified in the delivery order, with all the defects, if any, and notwithstanding any error or misstatements of description, measurement, quantity, weight, enumeration or otherwise and without any objection on the part of the buyer and no claim shall lie against the Institute, for compensation nor shall any allowance be made on account of such faults, mis-statements or errors although the same may be of considerable nature. NEIGRIHMS reserves the right to withdraw from the sale any lot/ lots included in the tender prior to the acceptance of any offer for such lot/ lots without assigning any reason.
28. The buyer will make his own arrangement for transport (including loading /unloading) and will not be entitled to claim any facility or assistance for transport from the Institute.
29. The agency has to abide by all statutory rules and regulation of the Government of India /State and will be responsible for complying of all payment of minimum wages and other social security benefits (ESI, PF, leave /holiday, etc) as per manpower law, in force from time to time for the manpower engaged by the agency and deployed in the hospital.
30. Bidders should adhere to the rules & norms as laid down by the Pollution Control Board viz. The Solid Waste Management Rules, Hazardous & Other Wastes (Management & Transboundary Movement) Rules, 2016, The Bio-Medical Waste (Management and Handling) Rules, 2016, Municipal Solid Wastes (Management and Handling) Rules, 2000, E-Waste (Management) Rules,

2016, Plastics Waste Management Rules, 2016, Batteries (Management and Handling) Rules, 2001.

31. The agency will be responsible for such conduct of the persons engaged by him in the hospital, which will be conducive for maintaining the harmonious atmosphere in the hospital and will be responsible for any act commission & omission of such persons.
32. Tender is to be duly signed on all the pages as a token of having accepted all the terms and conditions.
33. Settlement of Disputes – If there is any dispute or differences, the same may be referred to Director, NEIGRIHMS. Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision taken by the authority will be binding on all concerned. Thereafter, the jurisdiction in respect of settlement of disputes in Stores & Civil contracts shall be as per the Commercial Courts, Commercial Division and Commercial Appellate Division of High Courts (Amendment) Ordinance 2018, wherein the provision for pre –institution mediation, has been made mandatory in respective cases by the parties to the disputes. The mediation shall be under the authorities constituted under Legal Service Authority Act, 1987 and that both the parties agree that the Courts in Shillong shall have the exclusive jurisdiction over any future disputes between the parties.
34. The documents can also be downloaded from our website: www.neigrihms.gov.in

Sd/-

Sr. Stores & Procurement Officer
For and on behalf of Director, NEIGRIHMS

CHECK LIST.....

1. Earnest Money Deposit (EMD) of Rs 5000/-
 2. Central /State Pollution Control Board registration certificate
 3. GST, SC /ST certificate and PAN Card
 4. Undertaking for Non –blacklisting (as per Annexure A)
 5. Trading License Certificate, in case of Non-tribal
 6. Price bid (to be mentioned the total value)
 7. Tender Application form
 8. Signing on all pages of the tender.
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TENDER APPLICATION FORM

1.	Name of the Firm /Agency:-		Remarks
2.	a	Full Postal Address:-	
	b	Mobile Phone No:-	
	c	Email ID:-	
3.	a	State /Central Pollution Control Board registration	
	b	Any other License /Registration:-	
4.	GST, SC /ST certificate, PAN Card		
5.	Name and Address of your Bankers stating the name in which the Account stands:-		
6.	Total number of Manpower:-		
7.	Are you in the list of approved agencies of any other organization/ institutions, if any give details (Append extra page, if necessary):-		
8.	Bidder /firm must not be blacklisted by any Department of the Government of India or of any State/or by any PSU/Autonomous Organisation of Government:-		
9.	Any other information which you consider necessary to furnish:-		

Undertaking:

1. The undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The Earnest Money of Rs._____ to be deposited by me has been enclosed herewith vide FD/Demand Draft no._____, Dated:_____, drawn on bank _____, Branch _____
3. I/We give the rights to NEIGRIHMS, Shillong to forfeit the Earnest Money deposited by me/us if any delay occurs on my/our part.

Date: -
Place:-

Signature of the agency /firm:-

Full Name:-

Annexure: A

FORMAT OF UNDERTAKING, TO BE FURNISHED ON LETTER HEAD WITH REGARD TO
BLACKLISTING/ NON- DEBARMENT

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
Director,
NEIGRIHMS

Sir,

I /We hereby confirm and declare that I /We_____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking or any other agency for which we have Executed/ Undertaken the Works/ Services during the last 5 years.

For -----

Authorised Signatory
Date:

(Price Bid)**LIST OF STORES:**

Sl. No.	Description of Stores / Items	Unit / Quantity	Reserve Price Per unit (INR)	Rate per Unit (INR)	GST/ Other Charges, if any (INR)	Total Rate NEIGRIHMS (INR)
1.	Almirah	4 no's	650			
2.	Sofa set	2 no's	200			
3.	Tyre	21 no's	100			
4.	Deep freez	1 no's	1200			
5.	Wheel chair	10 no's	450			
6.	AC pipe (made of tin)	4000 Kg	13			
7	Hydrolic patient Trolley	20 no's	700			
8	Crash Trolley	8 no's	150			
9	Three seater chair (Plastic)	15 no's	100			
10	Three seater chair steel	6 no's	200			
11	Matress	100 pieces	20			
12	Bed side locker	10 no's	180			
13	Over bed table	15 no's	150			
14	Oxygen Trolley	30 no's	100			
15	Office table	7 no's	300			
16	Plastic chair	20 no's	50			
17	Revolving chair	10 no's	150			
18	Aluminium item including window frame	125 kg	120			
19	Steel material	1000 kg	25			
20	Metalic item	5000 kg	18			
21	Student bed	35 nos	500			
22	Bookcase	2 no's	500			
23	Patient Screen	10 no's	180			
24	Rack	5 no's	150			
25	Gyser	15 no's	550			
					Total	

Important Note:

- 1) Highest successful bidder will be evaluated based on the highest total value offered for all categories of stores. (No bidder can claim for single particular item)
- 2) The successful bidder has to vacate/clear all the material from the Institute premises including mattress, sofa, wooden items etc. within one week from date of award.
- 3) All the point mentioned in the check list is mandatory, failing which tender will be rejected. The bidders are exempted from submitting EMD of Rs.5,000/-, who has already submitted in the earlier tender.

Dated: _____

Signature of Firm /Agency
Address: