

REGIONAL INSTITUTE OF MEDICAL SCIENCES,  
IMPHAL

Tender No.D/39/78-MC (Pt):

Dated, the 17<sup>th</sup> July,2013  
Due dated 5<sup>th</sup> Aug, 2013

**TERM AND CONDITIONS OF SUPPLY**

1. The outer cover of the tender should be subscribed "TENDER FOR SUPPLY OF STEEL FURNITURE ITEMS TO THE REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMLPHAL" and the inner cover be sealed.

The tender should be accompanied by Registration Certificate of the firm and Sales Tax Clearance Certificate, Earnest Money specified hereunder. Tenders without the above Certificates will be liable to be rejected.

**RECEIPT OF TENDERS:**

Tender must reach this office not later than the date and time specified in the tender notice as mentioned above. Late tenders including post delay may not be considered at the discretion of this office

2. **OPENING OF TENDER:**

Tender shall be opened as specified in the tender notice. Representatives duly authorized may be present at the time of opening of the Tenders. If the date of opening of the tender is declared as holiday or otherwise the same will be opened on the next working day.

3. **CONDITIONS OF CONTRACT:**

Any terms and conditions of the tendering firms not appearing in the body of the tender will not be considered as forming part of their tenders. Tendering firms should submit their tenders with reference to the terms and conditions prescribed herein after which shall form part of terms of supply orders to the approved tenders.

= Deviations in specification or alternative offers made by the tenders should prominently be brought out in the body of their tenders.

4. **PRICE RATE:**

- a. The rate should be indicated both in words and figures. In case there is discrepancy in the rates quoted between the figures and words, the amount in words shall be considered to be correct amount. The unit price should be for the same unit indicated in the tender notice. Prices should be at free delivery at Central Stores, Regional Institute of Medical Sciences Hospital, Imphal, Manipur.

- b) The rate should be inclusive of all charges and Sale Tax etc. where the chargeable amounts should be clearly mentioned in one sheet. In absence of any specific mention the rate shall be assured to be inclusive of VAT charge.
- c) Erasure and alternation without being authenticated with full signatures of the tenderers will be disqualified. No alteration or modification in the rate will be allowed after submission of the tender/quotation
- d) Tenderers submitting tenders would be considered to have accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
- e) Any action on the part of the tenderer to influence anybody in this institute will be taken as an offence. He /she will not be allowed to participate in the tender enquiry and their offer will not be considered.
- f) Rate Validity Period: the validity period of rate should be two years from the date of opening of the tenders.

5. EARNEST MONEY:

An earnest money of Rs. 10,000/- (Rupees ten thousand) only along with the Tender should be submitted in the form of Bankers Cheque or Bank Draft from any Nationalized Bank drawn in the favour of the Director, Regional Institute of Medical Sciences, Imphal.

Fixed Deposit Receipts or in any other form than bank draft/Bankers Cheque will not be entertained as earnest money. Unless earnest money is submitted, tenders shall not be entertained.

6. SECURITY DEPOSIT:

The amount of earnest money deposited in respect of the successful tenders shall be converted into security deposit. Interest on such security deposit will not be borne by the institute. The earnest money of unsuccessful tender will be refunded on demand. The security shall be refunded after satisfactory completion of supplies.

7. VALIDITY OF OFFER:

The quoted rate/ price should remain valid for at least 24 (twenty four) months from the date of opening tender. Another period for supply of goods may be extended depending upon quality and quantity of goods supplied by the firm when the validity period expires.

8. ACCEPTANCE:

- a) This office does not pledge itself to accept the lowest or any tender and reserves the right to accept the whole or any portion of the tender. Also this office itself has right to increase or decrease or drop or split up the quantity and place the supply order on one or more tenders and the tenderers must supply at the quoted rates.
- b) Payment will be made only after the receipt of the articles/stores in full and in good conditions and duly verified by concerned indenting department, Regional Institute of Medical Sciences/Hospital, Imphal.

9. NON-SUPPLY OF GOODS/STORES AND FOREFITURE OF SECURITY DEPOSITS


- (a) The supplies should be made within the stipulated time in the supply of orders normally within 45 days of placing orders where the delivery period is not specified otherwise penalty @ 0.10% on the amount of order per week shall be levied.
- (b) The delivery/supply of the stores should be completed within one year w.e.f. date of supply orders failing which the supply orders/acceptance of tender is liable to cancellation without any notice and the Security Deposit shall be forfeited.

10. JURISDICTION:

All questions, disputes or differences arising under, out of or in connection with contract/supply shall be subject to the exclusive jurisdiction of Court within the local limits of Imphal, Manipur State.

Tenderers should carefully read the above terms and conditions and a copy of similar terms and conditions should be returned to the undersigned duly signed with stamp. Any doubt to the implication of any part of these General Terms & Conditions or of the specifications may be clarified from this office before submission of tender

Signature of Tenderer

  
**Prof. S. Sekharjit Singh**  
**Director,**  
**Regional Institute of Medical Sciences,**  
**Imphal.**

With Firm's Seal.