

**REGIONAL INSTITUTE OF MEDICAL SCIENCES**

**IMPHAL**

Tender No. **E/MAINT/X-ROX/RIMS-05:**

Date, the 21/12/2012

Due date 22/01/2013

**TERMS AND CONDITIONS OF SUPPLY**

1. The outer cover of the tender should be subscribed **“TENDER FOR SUPPLY OF PHOTOCOPIER MACHINES TO THE DIRECTOR REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL”** and the inner cover be sealed.

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

2. **RECEIPT OF TENDERS:**

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

3. **OPENING OF TENDER :**

Tenders shall be opened as specified in the tender notice. Tenders or their 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 of the opening of the tender, if any, will be intimated to the tenders/agents who are present.

4. **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 be 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.

5. **PRICE RATE :**

The rate should be indicated both in words and figures. 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. Foreign goods should be quoted in Indian Currency with foreign exchange rate and supplied by the supplier directly to us without opening of Letter of Credit.

- a. The rate amounts should be clearly mentioned in one sheet. In absence of any specific mention, the rate shall be assumed to be inclusive of S.T./C.S.T./VAT. 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.

- b. The brand name/model/company name of the product should be mentioned in respect of the items quoted.
  - c. **GUARANTEE /WARRANTEE PERIOD:** The tenderes must quote for 2 years comprehensive warranty from the date of completion of the satisfactory/ installation in respect of equipments /articles costing Rs.50,000/- or more for equipment /article costing less than Rs.50,000/- rate may be quoted for one year warranty. The warranty charges shall be not be quoted separately otherwise the offer shall be summarily rejected. Also the bidders are requested to submit their quote for subsequent 3 years comprehensive AMC in respect of major equipments/articles. Failure to comply this condition will entail the rejection of the bids. The price comparison shall be made taking into account on basic price and post warranty AMC.
  - d. Erasure and alteration without being authenticated with full signatures of the tenders will be disqualified. No alteration or modifications in the rate will be allowed after submission of the tender/quotation.
  - e. Brand names, model, manufacturer names and customer list of the items should be furnished clearly.
6. Delivery period: the delivery period should be mentioned one year from the date of opening of the tenders.
7. EARNEST MONEY :

The earnest money Rs.5,000/- (Rupees five thousand) only along with the Tender should be submitted in the form of Bank Draft from any Nationalised Bank in favour of the Director, RIMS, Imphal payable at Imphal.

Fixed Deposit Receipts or in any other form of bank draft will not be entertained as earnest money. Unless earnest money is submitted, tenders shall be rejected summarily.
8. SECURITY DEPOSIT :

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

The quoted rate/ price should remain valid for at least 12 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.
10. 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 quality and place the supply order on one or more tenders and the tenders must supply at the quoted rates.
  - b. Tender with indefinite qualifications such as “subject to immediate acceptance and subject to prior Sale” will not be considered.

- c. Payment will be made only after the receipt of the articles/stores in full and in good conditions and duly verified by the concerned indenting department, Regional Institute of Medical Sciences/Hospital, Imphal.
- d. It is assured that except under FORCE MAJEURE CIRCUMSTANCES the payment will be made within 30 days from the date of receipt of articles subject to fulfilling the conditions in (c).
- e. The tenders shall furnish a non –blacklisting certificate that the firm has not been blacklisted in the past by any government /Private institution. The tenderer /supplier has to give an affidavit on nonjudicial stamp paper of Rs.10/- that there is no vigilance/CBI case pending against the firm/supplier and the firm has not been blacklisted in the past by any Govt. or private Organisation.
- f. The Director, RIMS, Imphal reserves the right to cancel/reject full or any part of the tender which do not fulfill the conditions stipulated in the tender.

11. NON-SUPPLY OF GOODS/STORES AND FOREFITURE OF SECURITY DEPOSIT:

- (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 @1/10% on the amount or 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.

12. 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 any of part of these General Terms & Conditions or of the specifications may be clarified from this office before submission of tender.

  
(Prof. S. Sekharjit Singh)

Director,  
Regional Institute of Medical Sciences,  
Imphal.

Signature of Tenderer

With Firm's Seal