

REGIONAL INSTITUTE OF MEDICAL SCIENCES,
IMPHAL

Tender Notice No. 3/F/RIMS-2017:

Date: 27th Feb, 2017
Due date: 14th April, 2017
Date of examination of samples:
: 17th April, 2017

TERMS AND CONDITIONS FOR SUPPLY

1. **Two Bid system:-**

Tenders should be submitted in two bid systems

Part-I :- Technical Bid in a sealed cover.

(Samples should be submitted to Purchase Section, A-Block, RIMS Imphal, at the time of submission of tender).

Part-II:- Price bid/Financial Bid in another sealed cover.

The price bid should be shown for each individual item.

Both the sealed envelopes should then be put in one outer cover indicating thereon.

- i) Tender Notice No. & Date.....
- ii) Tender regarding.....
- iii) Due date for submission of the tender.....
- iv) Date of examination of samples
- v) Name of the firm & address.....

➤ PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNICAL BID. THE PRE-QUALIFICATION DOCUMENTS INCLUDING E.M.D./BID SECURITY AS REQUIRED IN THE TENDER DOCUMENT SHOULD INVARIABLY BE ACCOMPANIED WITH THE TECHNICAL BID.

➤ Percentage of VAT/CST should be mentioned clearly, otherwise the bid is liable to be rejected.

2. The tender must reach this office not later than the date time specified in the tender notice as mentioned above. The tenders through Registered post/courier only will be accepted. Late tenders including postal/courier delays may not be considered at the discretion of this office.

3. Each Tender should be accompanied by (1) an Earnest Money of Rs.50,000/- (Rupees fifty thousand) only in the form of Bank Draft from any Nationalised Bank drawn in favour of the Director, RIMS, Imphal (2) Sales Tax clearance certificates and certificate of Registration from Taxation Deptt. should be enclosed in the Technical Bid, failing which the tender will be rejected. The Earnest Money of successful tender will be converted into Security Deposit refundable after satisfactory completion of supplies. Interest on such security deposit will not be borne by this office. The Earnest Money of the unsuccessful tenderers will be refunded on demand. Specification/detail of the items offered such as brand name, size, weight, quantity, etc. and the rate of each item should be mentioned in detail.

4. Rates should be inclusive of all charges & free delivery upto the RIMS Store, Lamphelpat, Imphal. Rate should be written both in word and figures. Any erasure/correction would be authenticated with full signature of the tender & date. If the rate quoted in figure and words are different the amount in words only will be considered.



5. 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.
6. The undersigned reserves the right to accept or reject any tender without assigning any reason.
7. **VALIDITY PERIOD:** The rate offered should remain valid for 2 (two) years from the date of the acceptance.
8. **PENALTY:** In case, supply order is delayed beyond the stipulated time limit in the supply order, a penalty @ Rs. 10% on the amount of supply order shall be charged per week of delay. In case of failure to supply the items within the validity period of the rate, Security Money will be forfeited. The supplier/firm is liable to be blacklisted also.
9. 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.
10. This institute 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 institute 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.
11. 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.
12. **The samples of the items should accompany the tender in a separate envelope or container or be brought on the day of the examination of the samples. The price bid of the tenderers shall be opened after examination of the samples. The price bid of only those items whose samples have been recommended will be considered for finalization of rates. The sample of items which have not been recommended will be returned to the respective bidders within one month from the date of award of work relating to this tender. The sample of items selected for award of supply will be retained by the institute till the completion of the supply of the said tender.**
13. 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. The Terms as above will be implied/taken as terms of contract when the rates are accepted.



(Prof. Ch. Arun Kumar Singh)
Director,
Regional Institute of Medical Sciences,
Imphal.

Signature of Tenderer

With firm's seal