

**REGIONAL INSTITUTE OF MEDICAL SCIENCES IMPHAL**

Tender Notice No. J/9/RIMS-13

Date, 15<sup>th</sup> July, 2015

**TERMS AND CONDITIONS OF SUPPLY**

1. The outer cover of the tender should be subscribed "**TENDER FOR SUPPLY OF DIETARY ARTICLES**" **ADDRESSED TO THE DIRECTOR REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL**" and the inner cover be sealed.

The tender should be accompanied by registration certificate of your firm and Sales Tax Clearance certificate, Earnest Money specified hereunder. Tenders without the above Certificates will be liable to be 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 delay may not be considered at the discretion of this office.

3. **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.

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 form part of terms of supply orders to the approved tenders.

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

5. **PRICE RATE :**

- a. The rates against the items mentioned in Annexure "A" 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 applicable. In absence of any specific mention, the rate shall be assumed to be inclusive of S.T./C.S.T./VAT. 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.
- c. Tenderers submitting tenders would be considered to have accepted all the terms and conditions. No enquires, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.



- d. Any action on the part of the tenderer to influence anybody in this institute will be taken as an offence. He will not be allowed to participate in the tender enquiry and their offer will not be considered.

6. Delivery :

- (I) The delivery period should be mentioned as valid upto 3 months from the date of opening of the tenders.
- (II) Regarding delivery of dietary article the successful tenderer should contact the Medical Superintendent or an official authorized by him and show him the quantity and quality for the dietary article by measuring weight at the time of delivery as and when required.
- (III) The Internal Auditors of RIMS Imphal may inspect and check records which are maintained by the Hospital Dietician and submit the report to the Director, RIMS or his authorized official every week/fortnight.

7. EARNEST MONEY DEPOSIT (EMD) :

Each tender should be accompanied with an EMD of sum of Rs.20,000/- (Rupees twenty thousand ) only by way of demand draft purchased from any nationalized bank in favour of "Director, Regional Institute of Medical Sciences, Imphal" failing which the tender shall not be considered for acceptance and will be out rightly rejected. Cash/cheque is not acceptable at all. The EMD security deposit against other tenders cannot be adjusted or considered for this tender. No interest is payable on EMD.

8. SECURITY DEPOSIT :

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

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 satisfaction of quality and quantity of goods supplied by the firm from time to time.

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 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 quality and weight duly verified by the concerned indenting officer and Medical Superintendent, Regional Institute of Medical Sciences/Hospital, Imphal.



- c. 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 10(b) above.
- d. The tenderers shall furnish a non –blacklisting certificate in the form of an Affidavit attested by an Oath Commissioner on nonjudicial stamp paper of Rs.10/- that there is no vigilance/CBI case pending against the firm/supplier and that the firm has not been blacklisted in the past by any government /Private institution.
- e. 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 FOREFETURE OF SECURITY DEPOSIT:

- (a) The supplies should be made within the stipulated time 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. Rita Devi )

Director,  
Regional Institute of Medical Sciences,  
Imphal

Signature of Tenderer

With Firm's Seal