

REGIONAL INSTITUTE OF MEDICAL SCIENCES : IMPHAL

Order Notice No.48/A/RIMS-2016 :

Date ,the 6th January,2017.
Due date, the 20th January,2017.

TERMS & CONDITION OF CONTRACT

1. The bidders are expected to read carefully all the terms and conditions of the tender documents and their submission will be taken as consent to abide.
2. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, Director, RIMS, Imphal, reserve the right to reject such tenders without assigning any reason. Not more than one tender will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.
3. **Manner of submission of Tender :-**
The bidding shall be done on two bid method viz (1) Technical Bid & (2) Commercial/Price Bid. The bidder should ensure that the Technical bid complete in all respect and containing the required enclosures (attested Photocopy) sealed in a separate envelop and the commercial bid sealed in a separate envelop will be address to the Director, RIMS, Imphal. The sealed Technical bid envelop of all bidders will be opened first. Only the Commercial bids of those who have furnished all the valid documents will be opened.
4. **DOCUMENTS COMPRISING THE BID :**
The bids prepared by the bidder shall comprise of (1) and (2) Financial Bid.

TECHNICAL BID :

To qualify in the Technical bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria :-

- (a) Duly filled format of Technical Bid as Annexure "1".
- (b) The technical bid should be accompanied by Demand Draft of value as per for EMD/bid security.
- (c) Copy of income Tax Return Filed Acknowledgements for last three years.
- (d) Copy of PAN Card/Service Tax Registration.
- (e) Copy of Sales tax/VT registration certificate.
- (f) Details of clients where similar services are presently provided by the agency separately or govt. and private clients.
- (g) The bidder must have adequate experience of execution of similar work in Govt. offices/PSUs/Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate must be submitted along with the offer.
- (h) Authorization letter/certificate from original manufacturer of the product, if required.
- (i) Brochures, original technical catalogue with detailed specification and picture of the product offered, if relevant.
- (j) The tenderers shall furnish a non-blacklisting certificate in the form of an Affidavit attested by an Oath Commissioner on a nonjudicial stamp paper of appropriate value that there is no vigilance/CBI case pending against the firm and has not been blacklisted in the past by any government/Private Institution.

FINACIAL BID :-

The financial bid shall contain.

- (a) Price Bid Form (as per Annexure -2) – Prices must be quoted as per format specified, failing which tender shall be summarily rejected.



The firm/agency must have requisite trade and other licenses to do the business of Supply of medical gas and accessories for which the bid is being made.

Earnest Money Deposit :-

The earnest money along with tender should be submitted in the form of Bank Draft from any nationalised/ Schedule bank in favour of Director, RIMS, Imphal payable at Imphal.

Details of EMD

Sl.No.	Particular of item.	Amount.
1.	Medical Oxygen Gases.	Rs. 50,000/-
2.	Oxygen Cylinder and Accessories.	Rs. 20,000/-

7. **Forfeiture of Earnest Money** :- Earnest Money will be forfeited.

- If the Bidders withdraw their bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.
- If the successful bidders fails to supply or refused either partial or total offer (Acceptance) made by the Director, RIMS, Imphal.

8. **Return of Earnest Money** :-

- After finalization of the Tender, the deposited Earnest Money will be returned to the unsuccessful bidders.
- Earnest Money of the successful bidder will be converted to Security Deposit.

9. **Refund of Security Deposit** :-

After successful completion of entire supply and period of maintenance Security Deposit will be refunded within the six months if not extended for further period.

10. **Submission of Documents** :-

- Each Tender must accompany attested photocopy of Pan Card, Trade License, Sales Tax Clearance Certificate/VAT Registration Certificate, Service Tax Registration Certificate, and Experience Certificate.
- The bidder must submit attested photocopy of Sales Tax/VAT and Service Tax return of last three years.
- In case of SSI Unit, current SSI Certificate must be deposited by the bidder along with his Tender which is issued in favour of the bidder for this type of jobs.
- In case of Co-operative Society Limited, Companies etc. this type of jobs must be included in the object of their By-laws, MoA as the case may be.

11. It must be mentioned clearly whether bidder is manufacturer/sole manufacturer/Authorized agents for the items for which he is quoting.

- Manufacturer must add a certificate that item(s) is manufactured by them as per range of products.
- Sole Manufacturers must add a certificate that they are the sole manufacturer of the item for which they are quoting in this tender enquiry & item is/are their proprietary item in India. The rate certificate is also required from the sole manufacturers that the Rates quoted are the same as they quote to other State/Centre Govt. and DGS & D for the similar items(s) and these are not higher than those quoted by them.
- Authorized agents must submit an authority letter from their Manufacturer/Principals on the letter head of the manufacturer/principals. The authorization letter must give/mention the purpose for which it will be allowed. The validity period of the authorization letter must be mentioned in the authority letter otherwise letter will be liable to rejection.

12. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender failing which the tender will not be considered. The bidder must also mention whether the goods are imported/indigenous. Description literature/catalogues must be attached with the tender in original failing which tender may be ignored.

Submission of the Tender :

- a. Bidder at their own cost shall have to submit Tender at the office of Director, RIMS, Imphal within the schedule date and time as mentioned in the Tender Notification No. 48/A/RIMS-2015 dated 13th October, 2016.
 - b. The said sealed documental bids will be opened by the Tender Purchase Committee in presence of the Bidders or representative of the Bidders who may be present in the opening date & time.
14. **Rates :-** Rates should be clearly quoted in both in figures and words in respect of each item. Rate should be quoted inclusive of all Taxes. VAT & Service tax. All correction must be initialed.
 15. Necessary proof as to the financial status of the individual and firm tendering is to be attested and submitted.
 16. Tender form with all relevant papers in details shall be essential part of the bid.
 17. Before submission of the Tender, bidder shall sign each page of his Tender and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the bidder.
 18. **The period of rate contract may be revised upward/downward subject to the requirement of the Institute. Any minor deviation or variation will bear no financial effect.**
 19. Rate must be valid for entire contract period, which, if the Institute authority desires, may be extended for further period issuing proper notification.
 20. Acceptance of lowest tender is not obligatory.
 21. The RIMS, Imphal reserves all rights to accept or reject any Tender without showing any reason.
 22. The Tender, submitted by the firm who have already been declared as Black listed or whose contract was terminated for dissatisfactory supply or who was unable to execute any order in this hospital or in any other Hospital run by the state or central even his being the lowest rate.
 23. Regarding Supply and charges, Abnormal Low Rate or Abnormal high rates (in comparison to the market rate) will not be considered.
 24. Submission of the Tender by a bidder shall betaken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not permitted.
 25. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.



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

Dated :

TECHNICAL BID FORMAT**ART – A :- CHECK LIST FOR TERMS AND CONDITIONS**

1.	Name of the firm/company/proprietary concern registered.	
2.	Address of registered office	
3.	Address of the office at Imphal.	
4.	Telephone Nos./Fax/E-mail at Imphal.	
5.	Specify your firm/company is a manufacturer/ Authorised Sealer/distributor/Agency.	
6.	Earnest Deposits money (EMD) Yes/No.	
7.	EMD Details DD/Bank Guarantee No. _____ Dated Drawn on Bank _____ Amount – _____ (Rupees)	
8.	Banker of Company/Firm/agency with full address (Attach certified copy of statement of A/C for the last years) Telephone Number of Banker.	
9.	PAN/GIR No. _____ (Attach attested copy).	
10.	Service Tax Registration No. _____ (Attach attested copy).	
11.	Original Technical Catalogue of the quoted model (enclose).	
12.	Quality Assurance Certificate (Please specify).	
13.	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
14.	Whether rates quoted are inclusive of all taxes or not.	
15.	Have you previously supplied these items to any government/private organization ? If yes, attach the relevant proof. (Also provide an affidavit that you have not quoted the price higher then previously supplied any government institute).	
16.	Acceptance of terms & conditions attached (Yes/No).Please sign each page of terms & conditions as token of acceptance and submit as part of tender document.	
17.	Details of clients along with address, telephone and Fax numbers, Amount of contract , Duration of sheet).	
18.	Samples of product offered (Submitted or Not).	
19.	Enclose an affidavit duly certified by (enclosed/Not enclosed) the notary at the location the Agencies/Head quarters Imphal that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/ vigilance enquiry/criminal case is pending.	

Date :

(Signature of Authorised Person)

Name :

Place :

Designation :

Name of Firm/Company/Agency

Contract Details.

PART – B :- TECHNICAL REQUIREMENTS OF THE PRODUCT OFFERED

- (a) Should hold valid manufacturing licenses for medical gases. Tender should be quoted only by the actual manufacturer or their authorized distributors Certificate proof/manufactured.
- (b) The firm should have adequate and efficient transport for supplying of medical gases. Failure or delay in supply of life saving medical gases shall result in financial penalty and any other levies as decided by Director, RIMS, Imphal.
- (c) The tenderer should give an undertaking that if he fails to maintain standards of cylinders, gases and if some mishap occurs, the supplier for the same.
- (d) All cylinders should be tested and specified for filling of medical gases by CCE approved test shop.
- (e) In house facility for regular testing and certification of cylinder/LMO for tare weight, hydraulic norms for compressed gas cylinders under explosives act 1981, expenditure will be borne by company.
- (f) The firm will be responsible for routine check, maintenance, demonstration of functioning of LMO and preventive measures to be adopted in case of emergency to the technical staff of the Hospital at their own cost.
- (g) The cylinder should have company monogram printed on the cylinder. It should also mention date of last testing and due date of next testing.
- (h) Successful bidders would be bound to supply the gases even after completion of tenure on tender rates, terms and condition will the next tender/fresh arrangement is finalized.
- (i) The Director, RIMS, Imphal reserves the right to cancel the tender at any time without assigning Store-II, RIMS Hospital, Imphal any reason thereof.
- (j) The place of delivery will be manifold/store (basement) RIMS Hospital, Imphal.
- (k) The medical gases to be supplied should be pure and safe for human use and should meet the latest I.P. standards.
- (l) In case of any disputes the decision of Director, RIMS, Imphal shall be final and binding on both parties and jurisdiction will be Imphal for all disputes.
- (m) The tenderer has to ensure compliance of relevant rules of the Gas cylinder Rules, 2004 and obtain necessary filling permission from the Chief Controller of Explosive under relevant rules while supplying the cylinders for filling of compressed cryogenic gases, if required.
- (n) The Tenderer are bound to supply the store/manifold room during the validity of tender at the approved rates.
The validity of the tender will be for the period of one year from the date of finalization of the tender. The rates quoted should be certified as the lowest quoted for any institutions in India in the last two years. If the price of any item is reduced due to any reasons during the validity of the tender he will intimate to this office the reduced rates immediately.

Date :

(Signature of Authorised Person)

Place :

Name :

Designation :

Name of Firm/Company/Agency

Contract Details.