

REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL

Tender Notice No. E/20/91-MC(II):

Date:.....

Due date: .....

TERMS AND CONDITIONS FOR SUPPLY

1. The outer cover of the tender should be subscribed "TENDER FOR PRINTING & SUPPLYING OF MONEY RECEIPT BOOKS AND PRINTED STATIONERY ARTICLES" and the inner cover be sealed.
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/hand only will be accepted. Late tenders including postal/courier delays may not be considered at the discretion of this office.
3. Samples/specimen copies of the items to be printed/supplied may be seen from the institute's office on or before 12.01.2015 during office hours.
4. Each Tender should be accompanied by (1) an Earnest Money of Rs.20,000/- ( Rupees Twenty thousands ) only in the form of Bank Daft from any Nationalised Bank drawn in favour of the Director, RIMS, Imphal (2) Sales Tax clearance certificates and certificate of Registration from Taxation Deptt. 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 items should be mentioned in detail.
5. 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.
6. The quantity shown in the Tender Notice is approximate and it may increase or decrease by 25% as per actual requirement.
7. The undersigned reserve the right to accept or reject any tender without assigning any reason.
8. VALIDITY PERIOD: The rate offered should remain valid for 2 (two) years from the date of the acceptance.
9. PENALTY: In case, supply order is delayed beyond the stipulated time limit (not less than 30 days) 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.
10. The samples of the items should accompany the tender.
11. The Terms as above will be implied/taken as terms of contract when the rates are accepted. A copy of similar terms & conditions should be returned to the undersigned duly signed with stamp.



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

Signature of Tenderer

With firm's seal