



North Eastern Institute of Ayurveda and Homoeopathy (NEIAH)
(An autonomous Institute under the Ministry of AYUSH)
Government of India
Mawdiangdiang, Shillong, Meghalaya-793018

No.2-51/2016/NEIAH/ADMN/DEPT.REQ/PT.II

Dated:22st March,2018

INVITATION FOR TENDER/BIDS

The North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong, Meghalaya an Autonomous Institute under the Ministry of AYUSH, Government of India invites sealed bids for "Supply of Chemicals and Reagents at NEIAH" at its Institute Campus. Interested eligible bidders are requested to quote their best offer.

IMPORTANT DETAILS: -

Price of Bidding Document	Rs.500/-
Last Date and Time for receipts of tender/bid	17 th April,2018(2:30pm)
Address of Communication	The Director Office of The Director North Eastern Institute of Ayurveda & Homeopathy Mawdiangdiang, Shillong, Meghalaya – 793018
City office contact number	+91-364-2538134
Date of opening of Bids/Tender and address	17 th April,2018 (3:00pm)at the o/o The Director North Eastern Institute of Ayurveda & Homeopathy Mawdiangdiang, Shillong, Meghalaya – 793018
Earnest Money deposit	Rs.4,200 /-

General Terms & Conditions:

1. **Preparation and Submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid (Annexure-I) and Financial Bid (Annexure-II). The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers named "Technical Bid of the Tender Supply of Chemicals and Reagents at NEIAH" and "Financial Bid of the Tender Supply of Chemicals and Reagents at NEIAH". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "Tender for Supply of Chemicals and Reagents at NEIAH"
 - a. At the time of submission of bid document, the Tenders may be dropped in the Tender Box kept in the Office of the Director, NEIAH, Shillong or sent through Speed/ Registered post to "**The Director, Office of The Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Mawdiangdiang, Shillong, Meghalaya-793018**" so as to reach by the stipulated date and time.
 - b. Bidder shall submit a copy of the tender document with each page of the document duly signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
2. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the North Eastern Institute of Ayurveda & Homeopathy, Shillong may without prejudice to other Civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
3. **Tender Fee:** Tender fee will be Non-refundable amount of Rs. 500/- (Rupees Five hundred only) and shall be payable in the form of Bank Draft/ Pay Order in favor of "Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Mawdiangdiang, Shillong, Meghalaya-793018", and should be enclosed in separate cover along with the Technical bid and on the cover "Tender Fee" should be neatly written. No forms downloaded through website would be accepted/considered valid without the payment of the Tender fee.
4. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 4,200/- (Rupees four thousand two hundred only) by way of demand drafts only. The demand drafts shall be drawn in favor of "Director, North Eastern Institute of Ayurveda & Homoeopathy, payable at Shillong, Meghalaya". The demand drafts for earnest money deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder(s) shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD will be rejected.
 - a. Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill in respect of any previous work will not be entertained.

- b. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - c. The tender without earnest money and tender fee will be summarily rejected
 - d. The EMD, in case of unsuccessful Bidders shall be retained by the North Eastern Institute of Ayurveda & Homoeopathy, Shillong, Meghalaya till the finalization of the tender. No interest will be payable by the North Eastern Institute of Ayurveda & Homoeopathy, Shillong, Meghalaya on the EMD.
5. **Rate:** Rate should be quoted in Indian Rupees (INR) inclusive of all the Charges (i.e. installation charges at Institute Campus, taxes, basic cost etc.) with break-ups as:
 - Basic Cost.
 - VAT/CST/GST.
 - Total Cost (for North Eastern Institute of Ayurveda & Homeopathy, Shillong).
6. **Opening of Tender:** The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending on the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification. The late received tenders by the North Eastern Institute of Ayurveda & Homeopathy, Shillong will be ignored. Further, the North Eastern Institute of Ayurveda & Homeopathy, Shillong does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
7. **Validity:** The quoted rates must be valid for a period of 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or changed his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender

8. **Breach of Terms and Conditions:** In Case of breach of the term any terms and conditions as mentioned above, the Competent Authority will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by North Eastern Institute of Ayurveda & Homeopathy, Shillong. In that event the EMD shall also stand forfeited.

- a) North Eastern Institute of Ayurveda & Homoeopathy will not be responsible for any postal delay or delay due to any other reason

9. **Performance Security:** The successful tenderer will be required to furnish a Performance Security Deposit of 5% of contract value after receiving work order in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the " Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong " which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of North Eastern Institute of Ayurveda & Homoeopathy, Shillong in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance, as deemed by NEIAH or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations (including Warranty / Guarantee period) under the contract.
10. **Contract Period:** The contract for supply & installation of Tender for Chemicals and Reagents at NEIAH will be initially for a period of (1) one year and can be continued / renewed for a further (1) year at a time and maximum upto (3) three years subject to satisfaction of the North Eastern Institute of Ayurveda & Homoeopathy, Shillong and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time
11. **Specification:** The tenderers must confirm in writing that the goods supplied & installed by them shall be as per specification of goods mentioned in Annexure – II and in case of any variation, the contract shall be liable to be canceled immediately. The Security cum Performance Guarantee will also be forfeited.
12. **Sample demonstration:** The bidders may be asked to demonstrate the material sample of the items as and when required by the Institute. Based on the quality of materials the bid may be accepted or rejected, at any time.
13. **Quality of goods:** The firm will be entirely responsible for quality of supplied/ installed goods. The supplier should replace the rejected/ damaged items within 15 days, failing which legal action will be taken as deemed fit by the Institute.
14. **Supply:** All the work shall be completed within 30 days from the date of issue of work order by the North Eastern Institute of Ayurveda & Homoeopathy, Shillong. All the aspects of safe supply shall be the exclusive responsibility of the supplier. If the supplier fails to complete the work on or before the stipulated date, then a penalty at the rate of 2% per week of the total order value shall be levied subject to a maximum of 10 % of the total order value.
15. **Payment Term:** The Bill in triplicate may be sent to this office for settlement after completion of delivery & Installation of the goods. The bill should have full particulars of the items. No Payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work. The Contractor shall submit the bill only after supply, Installation and commissioning of the material to the satisfaction of the North Eastern Institute of Ayurveda & Homeopathy, Shillong. The

case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted invoice from the Contractor. No payment will be made for goods rejected.

16. **Legal Jurisdiction:** Any dispute if arises, is subject to exclusive jurisdiction of competent court and forum in Shillong, Meghalaya, India only.

17. **Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

18. **Taxes:**

- a) VAT/GST/ Taxes if payable extra should be clearly mentioned otherwise no VAT/Taxes/GST charges will be paid
- b) The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.

19. **Tolerance Clauses:**

- a) NEIAH reserves all rights to reject any tender including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of NEIAH in this regard shall be final and binding.
- b) NEIAH reserves the right to split the bid/proposal between multiple eligible bidders if it finds that it is in interest of the Institute to purchase different items from the list, from different bidders, without assigning any reason therefore
- c) NEIAH reserves the right to reduce or increase the order when felt necessary. For any additional quantities the same rate quoted by the bidder may be considered.
- d) The firm shall not assign or sublet the work or any part of it to any other person or party.
- e) NEIAH shall have the right to call upon information regarding status of work at any point of time.

20. **Eligible Criteria.**

The firm /company/manufacturer, who fulfill the following qualification criteria are deemed provisionally eligible to bid:

- (a) The bidder should have minimum 03 (Three) year experience in the field of Chemicals and Reagents.
- (b) The contractor should be an income tax assessee and should have filed income tax return for the last assessment year.
- (c) The average financial turnover during the last three years ending as on 31st March 2017 should be minimum Rs. 5(five) lakhs per year.
- (d) The bidder should be a sole proprietary concern/partnership firm or a company and should be registered of Firms/Companies wherever applicable.
- (e) The company/ firm/bidder should have valid VAT/GST no., etc. whichever is applicable.

21. List of documents to be submitted

The Bidder shall submit the following Document with Technical Bid -

- (a) Copy of Firm/Agency's certificate Registration with Government.
- (b) The Tenderers should furnish a copy of S.T. /C.S.T./VAT/G.S.T registration number. Tenders not complying with this condition will be rejected.
- (c) Income Tax / Exemption certificate.
- (d) Copy of PAN Card of the Firm/ Agency.
- (e) Copy of document in support annual turnover and financial standing.
- (f) Earnest Money Deposit (EMD)of Rs. 4,200/-(Rupees four thousand two hundredonly)in the form of Bank Draft drawn in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong.
- (g) Tender Fee of Rs. 500/-(Rupees Five Hundred only) in the form of Bank Draft Drawn in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong.
- (h) Bid Documents with each Page duly signed and stamped by the Bidder as a token of acceptance of the Terms and Conditions laid down by this Institute. The bid should contain all the pages including "**Declaration form**" as per the format attached and in case of any page missing, bid is liable to be rejected.
- (i) Experience Certificate.

Decision of Director, NEIAH regarding ambiguity of any rule (if any) shall be deemed final.

Director
NEIAH, Shillong

Annexure – I

Format of Technical Bid

(In Separate Sealed Cover-I super scribed "Technical Bid for Chemicals and reagents for NEIAH")

1. Name of Firm/ Contractor/ Supplier	
2. Type of the organization (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.)	
3. Name of the owner(s)/proprietor(s)/partner(s)/Director(s) with address and phone numbers.	
4. Details of registration- whether partnership firm, company etc. Name of registering authority, Date and Registration number. (enclose documentary evidence)	
5. Whether the firm has worked for the Government/Semi-government/Municipal Authorities or any other public organization etc. if so, give details.	
6. Yearly turnover of the organization during last three years (year wise)- as certified by the chartered accounted (enclose copy of balance sheet of last 03 years)	Rs. For 2014-15 Rs. For 2015-16 Rs. For 2016-17 (Provisional)
7. No. of years of experience in the relevant field. (enclose certificate)	
8. Office Address at Guwahati/Shillong/Rest of India	
9. Bank Account Details: Name of Bank Branch Account No IFSC code	
10. Details of EMD No. Date, Amount, and Bank name	
11. Details of Tender Fee No. Date, Amount, and Bank name	
12. Service Tax Number/ VAT Number/GST Number(attach documentary evidence)	
13. Income tax no:- Permanent A/c no (enclose documentary evidence)/Tax exemption Certificate.	

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:
Place:

Annexure II

Format for Financial Bid

(In Separate Sealed Cover-I super scribed "Financial Bid for Chemicals and Reagents for NEIAH")

I. Chemicals and Reagents

S.No.	Chemical & Reagent	Quantity	Rate/unit (i.e. per kg, per litre, per unit)	Total Price
1.	Nessler Reagent	250ml		
2.	Ammonium oxalate	1000gm		
3.	Salicylic Acid	1000gm		
4.	Borax	500gm		
5.	Camphore	1000gm		
6.	Potassium Ferro cynoid	500g		
7.	Nitric acid (anhydrous)	500ml		
8.	Hydrochloric acid (anhydrous)	1000ml		
9.	Hydrochloric acid N/10 (0.1N)	4.5 Litres		
10.	Acetic acid (anhydrous)	500ml		
11.	Cupric Sulphate (Solution)	500ml		
12.	Cupric Sulphate (Crystal)	500gm		
13.	Iodine	500ml		
14.	Barium chloride (extra-pure)	500gm		
15.	Silver nitrate (Solution)	1000ml		
16.	Sodium Hydroxide (Solution)	1000ml		
17.	Sodium hydroxide Pellets	2 Kgs		
18.	Oxalic Acid	500gm		
19.	Calcium Chloride	1000gm		
20.	Sodium Chloride	500gm		
21.	Potassium Hydrogen sulphate	500gm		
22.	Potassium dichromate	500gm		
23.	Ammonium ceric nitrate	100gm		
24.	Citric Acid (Solid)	2 Kg		
25.	Sodium Nitrate (Solid)	2 Kg		
26.	Acetone	4.5 Litre		
27.	Liquor ammonia	3 Litre		
28.	Concentrated Sulphuric Acid (500ml)	2.5 Litre		
29.	Distilled water (5ltrs)	40 Litres		
30.	Rectified Spirit (450ml)	20 Litres		
31.	Glacial acetic acid	3 Litre		
32.	Hydrogen Peroxide 30%	1.5 Litres		
33.	Potassium hydroxide (KOH)	1.5 Kg		
34.	Methanol	500 ml		
35.	Normal saline	5 Litre		
36.	Sodium Nitroprusside	1.5 Kgs		
37.	pH strips (All ranges)	5 sets		
38.	Sulphosalicylic Acid	500 ml		
39.	Formalin	161 Litres		

40.	R.B.C. Diluting Fluid	4 Litre		
41.	W.B.C Diluting Fluid	4 Litres		
42.	Platelets count Fluid	4 Litre		
43.	Benedict's reagent	6 Litres		
44.	Blood Group Kit	4 Kits		
45.	Leishman stain (500ml)	6 Litres		
46.	Crystal Violet	500 ml		
47.	Safranin (125ml)	500 ml		
48.	Gram's Iodine	1 Litre		
49.	Albert stain A (Albert staining set) HiMedia	500 ml		
50.	Albert stain B (Albert staining set) HiMedia	500ml		
51.	Methyl red reagent	500 ml		
52.	Carbol Fuschin (Dilute)	500 ml		
53.	Carbol Fuschin (Concentrated)	1.5 Litres		
54.	Methylene Blue	1.5 Litres		
55.	Brain Heart Infusion Broth HiMedia	500 g		
56.	Christensen's urease medium HiMedia	500g		
57.	Glucose phosphate broth HiMedia	500 gms		
58.	Kovac's reagent for Indole test HiMedia	100 ml		
59.	Lactophenol Cotton Blue stain kit HiMedia	200ml		
60.	Mac Conkey agar HiMedia	500 gms		
61.	Mueller Hinton agar HiMedia	500gm		
62.	Nutrient Agar	500 gms		
63.	Oxidase reagent (Tetra methyl paraphenylene diamine hydrochloride)	100 ml		
64.	Peptone Water HiMedia	500 gms		
65.	Sabouraud's Dextrose agar slants HiMedia	20 slants		

66.	Simmons citrate slants HiMedia	20 slants		
67.	Triple sugar iron medium HiMedia	500 gms		
68.	HBsAg Rapid Kit	1 box		
69.	HIV Kit TRI-DOT	1 box		

Note: Items are to be quoted per kg, per liter, per unit as requested in the Financial Bid Format.

Note: Chemicals supplied should not be 2-3 months old from the period of manufacture AND the chemicals should be within a minimum of 2 years from the expiry date (Except for SI No. 44,45, 68 & 69 for which a minimum of 1.5 years from expiry date is mandatory).

Warranty Clause:

All manufacturer provided standard warranty is to be provided to NEIAH.

Declaration of Tenderer:-

I/We have gone through the term & conditions as stipulated in the tender and confirm to accept and abide the same.

(Signature of the Bidder)
Along with Stamp of Firm/Company