

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

INVITATION FOR LIMITED 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 and Installation of Medical Equipments and Biomedical Waste Disposal Items" 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 receipt of tender/bid	Tuesday,21 st November,2017,12:00 pm.
Address of Communication	The Director North Eastern Institute of Ayurveda & Homoeopathy Mawdiangdiang Shillong, Meghalaya – 793018
City office contact number	+91-364-2520680; +91-364-2538184; +91-364-2538134
Date of opening of Bids/Tender and address	Tuesday,21 st November,2017, 2:30 pm at the o/o Director, NEIAH, Mawdiangdiang, Shillong ,Meghalaya-793018
Earnest Money deposit	Rs.20800.00/-

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 for Supply and Installation of Medical Equipments and Biomedical Waste Disposal Items, NEIAH" and "Financial Bid for Supply and Installation of Medical Equipments and Biomedical Waste Disposal Items, NEIAH ". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "Tender for Supply and Installation of Medical Equipments and Biomedical Waste Disposal Items, NEIAH"
 - a. At the time of submission of bid document, the Tenders may be dropped in the Tender Box kept in the o/o the Director, NEIAH, Shillong or sent through Speed/ Registered post to "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 warranty, 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 costs 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 favour of "Director, North Eastern Institute of Ayurveda & Homoeopathy, payable at Shillong, Meghalaya", and should be enclosed in separate cover along with the Technical bid and on the cover "Tender Fee" 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.20800.00 /- (Rupees Twenty Thousand Eight Hundred only) by

way of Demand Draft only. The Demand Draft 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 Draft of EMD shall be rejected.

- a. 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 Deposit shall be forfeited.**
 - c. The tender without Earnest Money Deposit and tender fee shall 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-up as:
- Basic Cost.
 - VAT/GST (which ever applicable).
 - Total Cost (F.O.R. at 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 tenderer should bring with him a letter of authority from the tenderer and proof of identification. The tenders received after the speculated date by the North Eastern Institute of Ayurveda & Homeopathy, Shillong shall 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 shall be treated as unresponsive and it shall be rejected.

In case the tenderer withdraws, modifies or changes 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 of the Terms & Conditions etc. of their original tender

8. **Breach of Terms and Conditions:** In case of breach of any of the Terms and Conditions as mentioned above, the competent authority shall have the right to reject the bid at any stage without assigning any reason thereof and nothing shall 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 & Homeopathy shall not be responsible for any postal delay or delay due to any other reason
9. **Performance Security:** The successful tenderer shall 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 & Homeopathy, 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 & Homeopathy, Shillong in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. Performance Security shall be discharged after completion of contractor's performance obligations (including Warranty / Guarantee period) under the contract.
10. **Contract Period:** The contract for "Supply and Installation of Medical Equipments and Biomedical Waste Disposal Items" shall be initially for a period of (1) one year and can be continued / renewed for a further period of (1) year at a time and maximum upto (3) three years subject to satisfaction of the North Eastern Institute of Ayurveda & Homeopathy, Shillong and on mutual consent of both the parties subject to the conditions/ 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 shall also be forfeited.
12. **Quality of goods:** The firm shall be entirely responsible for quality of supplied/ installed goods. The supplier should replace the rejected/ damaged items within 10 days, failing which legal action shall be taken as deemed fit by the Institute.
13. **Completion period :** The work shall be completed within 21 days from the date of issue of work order by the North Eastern Institute of Ayurveda & Homeopathy, 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.

14. **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.
15. **Legal Jurisdiction:** Any dispute, if arises, is subject to exclusive jurisdiction of competent court and forum in Shillong, Meghalaya, India only.
16. **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.
17. **Taxes :**
 - a) GST/Taxes if payable extra should be clearly mentioned otherwise no GST/Taxes charges shall be paid
 - b) The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
18. **Warranty:** All items should carry all inclusive warranty of 12 months, from the date of receipt by North Eastern of Ayurveda & Homoeopathy, Shillong. The date of receipt shall be in writing from the Institute to the bidder and any other form of date receipt produced by bidder shall not be considered valid. It is the responsibility of the bidder to get the received items repaired that are deemed not in proper working condition by NEIAH officials within 10 days of complaint received by them, failing which penalty as deemed fit by the Institute might be taken.
19. **Tolerance Clauses:**
 - a) NEIAH reserves all rights to reject any tender including those whose bids 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 the interest of the Institute to purchase different items from the list, from different bidders without assigning any reason thereof.
 - 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 shall 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 which fulfills the following qualification criteria are deemed provisionally eligible to bid:

- (a) The bidder should have minimum 03 (three) years experience in the field of supply and installation of Medical Equipments and Biomedical Waste Disposal Items.
- (b) The bidder should have a regional/branch office at Guwahati or Shillong.
- (c) The contractor should be an income tax assessee and should have filed Income Tax return for the last assessment year.
- (d) The average financial turnover during the last three years ending as on 31st March, 2017 should be minimum Rs. 10(Ten) lacs per year.
- (e) The bidder should be a sole proprietary concern/partnership firm or a company and should be registered of Firms/Companies wherever applicable.
- (f) The company/ firm/bidder should have valid sale tax no., etc. whichever is applicable.

21. List of documents to be submitted

The Bidder shall submit the following Documents with Technical Bid -

- (a) Copy of Firm/Agency's Certificate of Registration with Government.
- (b) The Tenderers should furnish a copy of S.T. /C.S.T./GST registration number. Tenders not complying with this condition shall be rejected.
- (c) Income Tax / Exemption certificate.
- (d) Copy of PAN Card of the firm/ agency
- (e) Similar work/contract not less than Rs 10 lacs each.
- (f) Copy of document in support of annual turnover and financial standing.
- (g) Earnest Money Deposit (EMD) of Rs.20800.00 /- (Rupees Twenty Thousand Eight Hundred) in the form of Bank Draft drawn in favour of **Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong.**
- (h) 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.**
- (i) 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. In case of any page missing ,bid is liable to be rejected.
- (j) Specifications of items as desired should be dully highlighted in the catalogue and should be signed and sealed.

Director

NEIAH, Shillong.

Annexure – I

Format of Technical Bid

(In Separate Sealed Cover-I super scribed “Technical Bid for Supply and Installation of Fire Fighting Items/System 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	
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(Enclosed documentary evidence)	
13. Income tax no:- Permanent A/c no (enclose documentary evidence)	
14. VAT No. (enclose the attested copy of VAT Certificate)	

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

Date:

Place:

Annexure – II

Format of Financial Bid

(In Separate Sealed Cover-I super scribed "Financial Bid for Supply and Installation of Fire Fighting Items/System NEIAH")

Sl. No.	Particulars	Quantity	Rate	Rate Inclusive of all taxes and other Charges.	Amount
1	<p>Vertical Autoclave (50litres) :</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1.The Instrument should have a triple wall construction 2. The Instrument should have the working chamber, steam jacket, outer chamber and lit should be made of stainless steel 3. It Should have a water inlet and an outlet valve. 4. It should have a water level gauge. 5. The instrument should have an inner temperature indicator. 6. It should have gauges for measuring inner and outer steam pressure. 7. It should have an automatic pressure control switch, safety valve and eject valve. 8. It should have a joint-less silicon gasket. 9. It should also be provided with an automatic low water protection. 10. The instrument should be ISI/CE or equivalent standard approved product. 11. It should also be supplied with bins (2 bin type) with lock 12. It should have a working temperature from 121°C to 138°C and working Pressure from 15-20 Psi steam pressure. 13. It should have a Chamber capacity 50-55 liters 14. It should be provided with spring loaded safety valves and automatic vacuum breaker for jacket 15. Power Supply: Power input to be 220-240 volts AC 50 Hz, fitted with plug compatible with local socket. 	1 no.			

2	<p>Needle destroyer:</p> <p><i>Specifications:</i></p> <ol style="list-style-type: none"> 1. The instrument should be light weight portable and compact. 2. Used needle when inserted in destroyer is burnt in 2 secs 3. It should be able to destroy all needle type up to 18G thickness. 4. The syringe hub can be cut off easily by a sharp blade by pulling the handle 5. Low power consumption and shock proof 6. Removable discharge tray for easy disposal of needle ash & syringe hubs should be provided. 7. It should work on 220V/50Hz electric supply, 110V electric supply 8. It should have power ON/OFF switch and an indication for power. 9. It should be properly insulated for the protection from electrical hazard. 10. The instrument should be able to destroy /remove a minimum of 5 syringes on a continuous operation. 11. It should be provided with 5 numbers of additional fuse of adequate rating. 	5nos.			
3	<p>Puncture proof translucent container with basket (5 Litres):</p> <p><i>Specifications:</i></p> <ol style="list-style-type: none"> 1. It should have one 5 litre translucent puncture proof container of good quality Plastic, 2. Preferably Red in colour. 3. It should also be provided with an inner basket that would fit into the plastic puncture proof container mentioned in specification No. 1. The basket should have holes that are large enough to drain water but not allowing the discarded syringe or other plastic containers to pass through. 4. It is to be used for chemical disinfection of syringes and other plastic containers. 	5 nos.			

4	Sodium Hypochlorite. <i>Specifications:</i> <ol style="list-style-type: none"> 1(one) % Sodium hypochlorite solution . Should be supply in a packing of 5 litre. 	15 cans			
5	Bleaching Powder. <i>Specifications:</i> <ol style="list-style-type: none"> Grade I , ISI mark conforming to IS :1065/1989 with 34 % clorine content. 	30kgs			
6	Colour coded Dustbin of metal stand and foot operated pedal. <i>Specifications:</i> <ol style="list-style-type: none"> Colour code: Red, Yellow, Black and Blue Capacity: 30 Litres each. It should be Leak/Puncture proof It should be provided with sturdy, snugly fitted swivel lid which are foot operated. It should bear a Bio-hazard label. 	5 nos.			
7	Sharps container for segregation of sharp items . <i>Specifications:</i> <ol style="list-style-type: none"> Fitted with a cover having a hole for dropping used blades, syringes, slides, etc. Leak/Puncture proof. Fitted with Bio-hazard sign. Capacity: 10-15 liters 	5 nos			
8	Yellow bags to be fitted into Yellow Bins <i>Specifications:</i> <ol style="list-style-type: none"> Size: For the above mentioned similar coloured bin in serial no. 6 De-Chlorinated polythene bags of appropriate colour. It should bear the Bio-hazard sign. 	200 nos.			

	<ol style="list-style-type: none"> 4. Certified for this purpose by CIPET. 5. The size shall be according to the similarly coloured bin (30 Litres). 6. It should be made from biodegradable, virgin, non-chlorinated polymer material and thickness of sheet should be minimum 55 micron 7. The bags should be steam permeable and withstand a Temperature up to 135°C. 8. The bags should meet requirements under ISO 17088:2008 (standards for biodegradable plastics). 				
9	<p>Blue bags to be fitted into Blue Bins</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Size: For the above mentioned similar coloured bin in serial no. 6 2. De-Chlorinated polythene bags of appropriate colour. 3. It should bear the Bio-hazard sign. 4. Certified for this purpose by CIPET. 5. The size shall be according to the similarly coloured bin (30 Litres). 6. It should be made from biodegradable, virgin, non-chlorinated polymer material and thickness of sheet should be minimum 55 micron 7. The bags should be steam permeable and withstand a Temperature up to 135°C. 8. The bags should meet requirements under ISO 17088:2008 (standards for biodegradable plastics). 	200nos			
10	<p>Black bags to be fitted into Black bins:</p> <p>Specifications:</p> <ol style="list-style-type: none"> 3. Size: 35X45cm 4. Size: For the above mentioned similar coloured bin in serial no. 6. 5. De-Chlorinated polythene bags of 	200nos			

	<p>appropriate colour.</p> <ol style="list-style-type: none"> 6. It should bear the Bio-hazard sign. 7. Certified for this purpose by CIPET. 8. The size shall be according to the similarly coloured bin (30 Litres). 9. The bags should be steam permeable and withstand a Temperature up to 135°C. 10. The Bags should meet requirements under ISO 17088:2008 (standards for biodegradable plastics). 				
11	<p>Red bags to be fitted into Red bins:</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Size: For the above mentioned similar coloured bin in serial no. 6. 2. De-Chlorinated polythene bags of appropriate colour. 3. It should bear the Bio-hazard sign. 4. Certified for this purpose by CIPET. 5. The size shall be according to the similarly coloured bin (30 Litres). 6. The bags should be steam permeable and withstand a Temperature up to 135°C. 7. The Bags should meet requirements under ISO 17088:2008 (standards for biodegradable plastics). 	200 nos.			
12	<p>Blue bags to be fitted into Big Blue Bins:</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Size: For the below mentioned similar coloured bin in serial no. 15. 2. De-Chlorinated polythene bags of appropriate colour. 3. It should bear the Bio-hazard sign. 4. Certified for this purpose by CIPET. 5. The size shall be according to the similarly coloured bin (100 Litres). 6. It should be made from biodegradable, non-chlorinated polymer material and 	500 nos.			

	<p>thickness of sheet should be minimum 55 micron</p> <p>7. The bags should be steam permeable and withstand a Temperature up to 135°C.</p> <p>8. The Bags should meet requirements under ISO 17088:2008 (standards for biodegradable plastics).</p>				
13	<p>Green bags to be fitted into Big Green bins:</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Size: For the below mentioned similar coloured bin in serial no. 14. 2. De-Chlorinated polythene bags of appropriate colour. 3. It should bear the Bio-hazard sign. 4. Certified for this purpose by CIPET. 5. The size shall be according to the similarly coloured bin (100 Litres). 6. It should be made from biodegradable, virgin, non-chlorinated polymer material and thickness of sheet should be minimum 55 micron 7. The bags should be steam permeable and withstand a Temperature up to 135°C. 8. The Bags should meet requirements under ISO 17088:2008 (standards for biodegradable plastics). 	500 nos			
14	<p>Big Green Dustbin:</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1 Colour : Green. 2 Capacity: 100Litres 3 Material: HDPE 4 Should ISI marked 5 It should be Leak/Puncture proof 6 It should be provided with sturdy, fitted lid provided with a hole for easy disposal of waste 	25 nos			

15	<p>Big Blue Dustbin:</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1 Colour : Blue. 2 Capacity: 100Litres. 3 Material: HDPE 4 Should be ISI marked. 5 It should be Leak/Puncture proof 6 It should be provided with sturdy, fitted lid provided with a hole for easy disposal of waste 	25 nos			
16	<p>Wheeled Dustbin:</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1 Colour : Green. 2 Capacity: 660Litres. 3 Size: H:1065x W:1265x D:775mm 4 Should be ISI marked. 	6 nos.			
17	<p>Auto-clavable bags:</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1 Colour : Transparent 2 Size: 38''X46'' 3 Should be able to withstand 121°C at 15psi of steam pressure. 4 Should be needle puncture resistant. 	1 packet (250 nos.)			
18	<p>Digital weighing machine:</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Weighing Scale Type: Platform Scale 2. Capacity(kg): 120 3. Features: Approval, Backlit Display, Check weighing Mode, Dual Power, Keyboard, Low Battery Warning, Semi-automatic, Totalizing Functionality 4. Platform Size WxH(mm): 600x500 5. Accuracy: 20 gm 	1 no.			

19	Iron Chain: <i>Specifications:</i> 1. Material : metal. 2. Length: 4m.	8 nos.			
20	Locks: <i>Specifications:</i> 1. Type: Pad lock 2. Locking Mechanism: Brass 7 levers. 3. Material: Brass. 4. Shape: Round 5. No. of Keys: 4 nos. 6. Rust resistant.	8 nos.			
21	Stainless steel Trolley: <i>Specifications:</i> 1. A rated load 500kg . 2. Material: Stainless steel. 3. Features:Low maintenance,longer working life. 4. Designed for easy transportation of items.	3 nos.			
	TOTAL				

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

