

**पूर्वोत्तर आयुर्वेद एवं होम्योपैथी संस्थान**  
**NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY (NEIAH)**  
**भारतसरकार, आयुषमंत्रालयकेअधीनएकस्वायत्तसंस्थान**  
An Autonomous Institute under the Ministry of AYUSH, Government of India  
**मावडियांडियांग,शिलांग, मेघालय- 793018**  
Mawdiangdiang, Shillong, Meghalaya -793018

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**INVITATION FOR TENDER/BIDS**

**Tender No. 2-51/2016/NEIAH/SIGN/1447 (a)**

The North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong, Meghalaya an autonomous institute under the Ministry of AYUSH, Government of India invites sealed tender for Supply and Installation of bilingual Signages at NEIAH,Shillong . Interested eligible bidders are requested to quote their best offer.

**IMPORTANT DETAILS:-**

Price of tender Documents	Rs.500/-
Last Date and Time for receipts of tender/bid	Thursday, 29.09.2022, 2.00pm
Address of Communication	<b>The Director</b> <b>North Eastern Institute of Ayurveda&amp;Homoeopathy</b> <b>Mawdiangdiang</b> <b>Shillong, Meghalaya – 793018</b>
NEIAH website & Email	<b>Website: <a href="http://www.neiah.nic.in">www.neiah.nic.in</a></b> <b>Email: <a href="mailto:dir-neiah@nic.in">dir-neiah@nic.in</a>, <a href="mailto:neiahshillong@gmail.com">neiahshillong@gmail.com</a></b>
Date of opening of Bids/Tender and address	Thursday, 29.09.2022, 2.30 pm at the office of Director, NEIAH, Mawdiangdiang,Shillong ,Meghalaya-793018
Earnest Money deposit	Rs.19,500/-

## 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 Signages, NEIAH" and "Financial Bid for Signages, NEIAH". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "Tender for Supply and Installation of bilingual Signages at NEIAH Cumpus"
  - 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, Mawdiangdiang , 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 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, payable at Shillong, Meghalaya" , 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.

**Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 19,500/-(Rupees Nineteen Thousand Five 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.

**\*EMD Exemption: EMD will be exempted for bidder producing valid registration document of MSEs as governed by MSE policy issued by the Department of MSME.**

4. **Rate:** Rate should be quoted in Indian Rupees (INR) inclusive of all the Charges (i.e. installation charges at NEIAH and applicable Taxes etc.) with break-ups as:
  - Basic Cost.
  - Applicable Taxes
  - Total Cost (for North Eastern Institute of Ayurveda & Homeopathy, Shillong).
5. **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 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 last date fixed 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.
6. **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.

7. **Breach of Terms and Conditions:** In Case of breach of the term any of the 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 & Homoeopathy, Shillong. In that event the EMD shall also stands forfeited.

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

8. **Performance Security:** The successful tenderer will be required to furnish a Performance Security Deposit of 3% 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 till the completion of all the contractual obligations(including Warranty / Guarantee period). 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 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.
9. **Contract Obligation:** The contract obligation for supply & installation of Signage Items will be for a period of three(03) year from the date of completion of installation of signages and subject to satisfaction of the North Eastern Institute of Ayurveda & Homoeopathy, Shillong .
10. **Specification:** The bidders 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.
11. **Sample demonstration** The bidders will 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.
12. **Quality of goods:** The firm will be entirely responsible for quality of supplied/ installed goods. The supplier should replace the rejected/ damaged items within 10 days, failing which legal action will be taken as deemed fit by the Institute.
13. **Installation:** All the work shall be completed within 21 days from the date of issue of work order by the North Eastern Institute of Ayurveda & Homoeopathy, Shillong. All the aspects of safe installation 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 arisen , 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) Taxes if payable extra should be clearly mentioned otherwise no Taxes charges will be paid
- b) The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.

18. **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.
- 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 will 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.

19. **Eligible Criteria.**

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

- (a) The bidder should have minimum 05 (Five) years experience in the field of signage.
- (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 2021 should be minimum Rs. 10(Ten) Lakhs 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 GST no., etc. whichever is applicable.

**20. 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 GST 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) Two Similar work/contract not less than Rs 5 lakhs each.
- (f) Copy of document in support annual turnover and financial standing.
- (g) Earnest Money Deposit (EMD) of Rs. 19,500/- (Rupees Nineteen Thousand Five Hundred only) 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 and in case of any page missing ,bid is liable to be rejected.

# Annexure – I

## Format of Technical Bid

(In Separate Sealed Cover-I super scribed “Technical Bid for Signage 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 2019-20 Rs. For 2020-21 Rs. For 2021-22 (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. GST Number	
13. Income tax no:- Permanent A/c no (enclose documentary evidence)	

(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 Signages at NEIAH")

SL. No.	Particulars	Description of items	Items	Rate (Rs.)	Applicable Taxes IN(Rs.)	Total Amount payable by NEIAH(Rs.)
1.	Stainless Steel raised letter (BUILDING NAMES)	ACP based Steel letter(English & Hindi) with thickness of 26 gauge steel and height approx 18'' and the raise height of letter is 1 inch., for the following 5 buildings as mentioned below.				
		OFFICE OF DIRECTOR (15' X4')	1			
		COLLEGE OF AYURVEDA (26'X4')	1			
		COLLEGE OF HOMOEOPATHY (26'X2')	1			
		AYURVEDA HOSPITAL (19'X4')	1			
		HOMOEOPATHY HOSPITAL (19'X4')	1			
2.	Directory Board: Vinyl letter pasted over Acrylic sheet	Vinyl letter (English & Hindi) Pasted over Acrylic Sheet of Size 3'x5' and thickness of 6mm	11			
3	Directory Board: Vinyl letter pasted over Acrylic sheet	Vinyl letter (English & Hindi) Pasted over Acrylic Sheet of Size 4'x6' and thickness of 6mm	2			
<b>Grand Total</b>						

#### NOTE

1. No other charges would be payable by the Institute.
2. Quantity mentioned above is tentative, it may increase or decrease as per site requirement.

#### **Warranty for above signages:-**

1. Stainless Steel Raised letter should have the following warranty for a period of atleast 3(three) years:
  - a. Falling of Stainless steel raised letter
  - b. Fading of color.
2. vinyl pasted over Acrylic should have the following warranty for a period of atleast 3(three) years:
  - a. Vinyl peel-off
  - b. Fading of color.
  - c. Shrinkage
  - d. Cracking and crazing



**Declaration of Bidder:-**

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

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