

# NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong  
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)  
Director's Block, GPO Post Bag No.92, Mawdiangdiang, Shillong 793 012, Meghalaya.

Email : [david\\_t\\_umdor@yahoo.co.uk](mailto:david_t_umdor@yahoo.co.uk)

Email: [neigri@sancharnet.in](mailto:neigri@sancharnet.in)

Tel: (0364) - 2536526

[neigri\\_shq@dataone.in](mailto:neigri_shq@dataone.in)

File No:- NEIGR/ENGG/41/2007

Dated :-26<sup>th</sup> July 2007

Date & time for receiving offers: 06.08.2007 upto 1100 Hrs

Date & time for opening techno-commercial bid: 06.08.2007 at 1130 Hrs

All registered Govt Contractors

Sub: Invitation to Short Limited Tender for 'Construction of UPS room for CT -SCAN & X-RAY equipments"-NEIGRIHMS - Mawdiangdiang -Shillong'.

Estimated Cost :- Rs 66000.00 ( approx)

Offers are invited on behalf of Director, NEIGRIHMS, Shillong from Govt Registered Contractors , for the above work in sealed cover, addressed to the Deputy Director (Admn.), NEIGRIHMS, Mawdiangdiang, Shillong - 793012. The offer can be sent by registered / speed post or dropped in the Tender Box of the Institute placed near Account/ Engineering Section, Ground Floor, Director's block of the Institute.

Sealed quotations are invited (under two bid system) in two separate sealed covers duly marked "Techno-Commercial Bid" and "Price/Finance Bid", placed in another sealed cover/envelope.

Supplier/Vendor/Contractor should note that the following terms and conditions will apply specifically in addition to the Rules and regulations applicable to Contract Works in the Government of India.

Tender documents can also be had from the Institutes Web Site :- [www.neigrihms.gov.in](http://www.neigrihms.gov.in) or [www.neigrihms.nic.in](http://www.neigrihms.nic.in) . Downloaded documents will have to be accompanied with the tender fee of Rs.150.00 (Rupees one hundred and fifty) in the form of DD pledged in favor of Deputy Director -NEIGRIHMS.

Executive Engineer -Civil  
NEIGRIHMS.

## GENERAL TERMS AND CONDITIONS

1. Please note that no counter proposal is acceptable to us and conditional / late tenders are liable to be rejected.
2. Suppliers / Vendors / Contractors are required to submit attested copies of their Trading license, Sales tax, VAT registration and Registration Numbers & documents issued by the competent authority.
3. Time schedule for the completion of the above work is 1( one) month from the date of issue of the LETTER OF AWARD.
4. Settlement of disputes - Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
5. EMD/Bidder security in the form of call deposit/DD of Rs.1320.00 ( Rupees One Thousand three hundred and twenty ) in favour of Director, NEIGRIHMS, Shillong.
6. Tenderers are advised to inspect the site of work before submitting the tenders.
7. Intending tenderers have to quote their rates both in figure and in words on percentage basis at par/above the Meghalaya PWD schedule of rates for Buildings 2004-2005 and the items which are not covered in the Schedule of Rates of Meghalaya PWD will be treated as additional items and the rates will be on item basis.
8. Income tax clearance certificate should be furnished along with the tender.
9. Intending tenderers are requested to purchase tender documents from the office of the undersigned on any working day during office hours at the rate of Rs.150.00 (Rupees one hundred and fifty) only in cash as per the dates mentioned above.
10. All works are to be carried out as per current specification prevailing in the state of Meghalaya and when directed by the Institute.
11. In submitting tender the registered contractor should mention registration number and class with full present address and should submit attested copy of the registration certificate and attested copy of photograph.
12. All the relevant documents required to be submitted along with the tender including the EMD should be submitted in the first envelope marked as **Envelope I** and the price quoted should be submitted in another envelope marked as **Envelope II** . The Envelopes should clearly indicate the name of work, name, address and contact number of the contractor. Tenders not submitted in the said format will be rejected.
13. Every page of the tender paper to be signed by the contractor as a token of acceptance of the terms and conditions before submission of tender, failing which the tender will be rejected.
14. Parties should have executed similar jobs . Documentary proof in the form of work orders, completion certificate to be enclosed.
15. Parties to submit the list of technical staff with at least one experienced Junior Engineer-Civil (Diploma).
16. Rates once accepted will not be enhanced due to variation in the rate of materials, labour and Government taxes.
17. Site to be cleared properly as per the satisfaction of the Institute or else work will not be accepted.
18. All old materials are to be handed over to the Institute.
19. No tools and plants will be supplied by the Institute
20. No materials will be supplied by the Institute.
21. Non-tribals contractors should attach a copy of the Trading license along with the tenders.
22. The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof

Executive Engineer -Civil

- CC.
- Accounts Officer / IPC / Tender Committee members- For information and wide circulation please
  - Deputy Director (Admn.): for information please & to direct the concerned section to upload on the Institute's website and send details by e-mail/fax to State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: [sio-megh@nic.in](mailto:sio-megh@nic.in)
  - State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: [sio-megh@nic.in](mailto:sio-megh@nic.in) : For kindly upload details in the relevant section of website of Government of Meghalaya/ Government Tenders.

**ANNEXURE: A: FORWARDING LETTER OF TENDERER**

SI.NO. OF TENDER : NEIGR/ENGG

FILE NO. : NEIGR/ENGG /41/2007

Name of the party in whose favour the Tender form has been issued :-

The Director,  
North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences,  
Mawdiangdiang,  
Shillong - 793012

Dear Sir,

1. I/We hereby submit our tender for the \_\_\_\_\_
2. I/We now enclosing herewith the Bank Guarantee/D.D. No..... dated..... for Rs. 1320.00/- drawn in favour of the "DIRECTOR, NEIGRIHMS, SHILLONG" towards EMD/Bid Security. Tenders not accompanied with EMD/Bid Security (along with Technical Bid Part-I in case of two-bid system) shall be summarily rejected.
3. I/We hereby agree to all the terms and conditions, stipulated by the NEIGRIHMS, in this connection including delivery, penalty etc. Quotations are being submitted under separate covers and sheets and shall be considered on their face value.
4. I/We have noted that over written entries shall be deleted unless duly out & re-written and initialed. Tenders are duly signed (No thumb impression should be affixed).
5. I/We undertake to sign the contract/agreement, if required, within 7 (Seven days) from the issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of contractors at the NEIGRIHMS, Shillong-793012.
6. I/We have gone through all terms and conditions of the tender documents before submitted the same.

Yours faithfully,

Signature of Tenderer with full Address

ANNEXURE: B: DETAILED TERMS AND CONDITIONS OF TENDERS

1. Tender should be addressed to the DEPUTY DIRECTOR, NEIGRIHMS, SHILLONG and submitted to the Office of the Director - NEIGRIHMS under sealed cover failing which the tender shall be rejected. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.

2. Mixed quotations will not be considered for acceptance.

3. TENDER SHOULD INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:

           PART-I: - TECHNO-COMMERCIAL BID IN ONE SEALED COVER.

           PART-II: - PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OUTERCOVER INDICATING THEREON:

i) Reference No. of the Tender:

\_\_\_\_\_

ii) Tender regarding:

\_\_\_\_\_

iii) Due date for submission of the tender:

\_\_\_\_\_

iv) Due date for opening of the tender: \_\_\_\_\_

v) Name of the firm: \_\_\_\_\_

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO-COMMERCIAL BID. THE PRE-QUALIFICATION DOCUMENTS INCLUDING E.M.D./BID SECURITY AS REQUIRED IN THE TENDER DOCUMENT SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE: -TENDERS SUBMITTED WITHOUT FOLLOWING TWO-BID SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.

4. The tenderers should give rates, showing taxes, if any, and levies, packing forwarding and insurance charges if applicable, separately giving full breakup details. THE INSTITUTE IS NOT AUTHORIZED TO ISSUE 'C/D FORMS'. PLEASE EXCLUDE CUSTOM DUTY COMPONENT IN RUPEE QUOTE AS THE INSTITUTE IS EXPECTED TO BE EXEMPTED FROM THE PAYMENT OF EXCISE DUTY/CUSTOMS DUTY. Tender not confirming to these requirements shall be rejected and no correspondence will be entertained whatsoever.

5. THIS TENDER DOCUMENT IS NON-TRANSFERABLE.

6. The tenderers should take care that the rates and amounts are written in such a way that interpolation is not possible; no blanks should be left which would otherwise, make the tender rejected.

7. The tendered rates should be kept opened for a period of 12 months from the date as the tenders are opened.

8. EACH TENDER SHOULD BE ACCOMPANIED WITH AN EMD/BID SECURITY (IF APPLICABLE) FAILING WHICH THE TENDER SHALL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED. IN CASE OF BANK GUARANTEE, IT SHALL BE VALID FOR 6 (SIX) MONTHS FROM THE DATE OF OPENING AND THE SAME SHOULD BE FROM ANY SCHEDULED BANK. CASH/CHEQUE IS NOT ACCEPTABLE AT ALL. THE EMD/BID SECURITY DEPOSITED AGAINST OTHER TENDERS CANNOT BE ADJUSTED OR CONSIDERED FOR THIS TENDER. NO INTEREST IS PAYABLE ON EMD/BID SECURITY.

9. In case of non completion of the work within the due date i.e. the Director, NEIGRIHMS, Shillong will have the right to impose penalty in the Form of **LIQUIDATED DAMAGES** amounting to  $\frac{1}{2}$  % of the contract value per week of delay upto a maximum of 10% of the contract value.

10. Excise Duty & other such levy imposed by the Govt. of India from time to time will be authorized extra on demand with adequate proof thereof.

11. The Director, NEIGRIHMS, Shillong shall be the final authority to reject full or any part of the tender without assigning any reasons thereof.

12. Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No inquiries verbal or written shall be entertained in respect of Acceptance or rejection of the tender.

13. TENDER SHALL BE REJECTED IF THE COPY OF SALES TAX REGISTRATION CERTIFICATE (Now called as VAT) NOT FURNISHED. Sales tax and other statutory levies should be shown separately and should not be included in the basic price. Otherwise it will not be considered.

14. The quantity shown in the schedules can be increased or decreased to any extent depending upon the actual requirement.

15. Any action on the part of the tender to influence anybody in the said Institute will be taken as an offence and the tender submitted by the firm will subsequently be rejected.

16. The courts at Shillong will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other than Shillong court shall have jurisdiction in the matter.

17. Any failing of omission to carry out the provision of the contract by the supplier shall not give rise to any claim by any party, one against the either, if such failure of omission or arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake hurricane or any pestilence or from civil strikes, compliance with any stature and/or regulation of the Government,

lookouts and strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to force major conditions.

18.. The tenderers are required to quote their rates on the separate Annexure mentioning Price Bid.

19. Tender by Tele-fax/telegram/fax/e-mail will not be accepted.

20. If the tenderer gives a false statement on any of the above information, the firm/supplier will not be considered and their quotation/tender shall be deemed to be rejected and the security deposited will stand forfeited.

21. a) If the above-mentioned certificates/documents are not submitted along with the tender, such offers will not be considered and will be out rightly rejected.

b) Any tenderer /supplier giving false information shall be disqualified and removed from the rate contract. No business, henceforth, will be done with the firm/supplier.

**ANNEXURE: C: FORMAT OF SUBMISSION OF PRICE /FINANCE BID: II**

Item No	Description of the work	Rate in percentage - At par / above the SOR -PWD -Bldg 2004-2005 for scheduled Items only in figure and in words	Remarks

Signature of the Contractor  
Address & contact Number