

**Invitation of  
quotation  
for  
Supply of NMHP Psychological  
Assessment tools for the FY 2023-2024  
Through Short Open Tender  
At  
State Health Society, NHM, Manipur**

<b>NIT Issue Date</b>	<b>: 16<sup>th</sup> August, 2023</b>
<b>NIT No.</b>	<b>: SHS-PROC0EQMT(6120)/2/2022-NMHP-SHS</b>
<b>Last Date of Submission</b>	<b>: 30<sup>th</sup> August, 2023 at 02:00 PM.</b>
<b>Bid Opening</b>	<b>: 30<sup>th</sup> August, 2023 at 03:00 PM.</b>

**Tender documents may be downloaded from institute's web site**  
<https://nrhmmanipur.org/>



**State Health Society, NHM, Manipur**  
Medical Directorate, Lamphelpat, Manipur – 795001,  
email: [mshsmanipur@gmail.com](mailto:mshsmanipur@gmail.com)  
website: <https://nrhmmanipur.org/>

**Invitation of quotation for Supply of NMHP Psychological Assessment tools for the FY 2023-2024 for State Health Society, Manipur**

Sealed Quotations are hereby invited by the undersigned on behalf of the State Mission Director, State Health Society, Manipur for Supply of NMHP Psychological Assessment tools for the FY 2023-2024. The filled quotations along with all the required document must reach in the office of the undersigned on or before 24th August, 2023 at 2:00 P.M. as per terms & conditions mentioned below. The Envelope containing the quotation would please be sealed and super scribed as under: -

**"QUOTATION FOR SUPPLY OF NMHP PSYCHOLOGICAL ASSESSMENT TOOLS FOR FY 2023-24 AGAINST INQUIRY NO. SHS-PROC0EQMT(6120)/2/2022-NMHP-SHS" DUE ON 30.08.2023 02.00 PM"**

**1. Terms & Conditions:**

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this office will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- B) Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be dropped at the office of State Mission Director, NHM, State Health Society, Medical Directorate, Lamphelpat, Manipur.
- C) Rates must be quoted in **Indian rupees** and as per the format specified taxes extra if any must be written separately.
- D) Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
- E) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- F) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- G) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- H) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.

**I) Tender Fee Payment:**

Tender fees of Rs. 5,000/- (Rupees Five Thousand only) is to be submitted in form of (DD) Demand Draft in favor of "State Health Society, Manipur" payable at Imphal, Manipur. Tender fees are non-refundable.

**J) EMD Payment:**

The bidder shall be required to submit the Earnest Money Deposit (EMD) for

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an amount of Rs. 80,000/- (Rupees Eighty Thousand Only) by way of demand drafts only. The demand drafts shall be drawn in favour of "State Health Society Manipur". EMD must be payable at Imphal. The EMD of the successful bidder 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. The demand drafts or Bank Guarantee for EMD must deliver to O/o State Mission Director, State Health Society, NHM, Lamphelpat, Manipur-795004 on or before last date/time of Bid Submission.

- K)** 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.
- L)** The Firm who are registered with MSME are exempted to submit the EMD (Copy of registration must be provide along with technical bid) as per the norms.
- M)** The EMD, in case of unsuccessful Bidders shall be retained by State Health Society, Manipur till the finalization of the tender. No interest will be payable by State Health Society, Manipur on the EMD.
- N)** The Hard Copy of original instruments in respect of earnest money deposit must be delivered to the State Health Society, Manipur on or before last date/time of Bid Submission as in the tender. The bid without EMD will be summarily rejected.
- O)** The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
- Firm shall be registered with the Government of Manipur / Central Government.
  - The firm shall have valid GST/Other taxes and IT PAN.
  - **The firm should not be black listed by any Govt. Agency/Dept.**
- P)** Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- Q)** **Delivery Period** – within 7 days from Purchase order.
- R)** **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.
- S)** **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the State Health Society, Manipur.
- T)** **Disputes:** -In the event of any dispute or disagreement arising between the contractors and State Health Society, Manipur with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to the State Mission Director, State Health Society, Manipur whose

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decision will be final and binding upon the contractor.

- U)** State Health Society, Manipur reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the State Health Society, Manipur will be final in this regard.
- V)** State Health Society, Manipur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the State Health Society, Manipur will be final in this regard.

**2. Special Terms & Conditions:**

A) Bidder must quote the product as per specification provided in Annexure 1.

**B) ELIGIBILITY CRITERIA:**

- i.** Tenderer shall have a minimum of 2 (two) years of experience in supplying of Psychological Assessment tools (related to the items quoted in the tender) to the Government / Corporate / PSU Hospitals in India as a manufacturer or sole marketer or authorized distributor or authorized dealer. Authorization certificate to be issued on company's letter head.
- ii.** Cumulative turnover for the last three years i.e., 2019-20, 2020-21 and 2021-22 shall not be less than Rs.20 Lakhs.
- C) Catalog must be attached with quotation for technical evaluation.
- D) The Bidder must submit the GSTIN Registration and PAN Card self-attested copy with the quotation.
- E) The supplier may be asked to arrange demonstration of their equipment for which rates have been quoted, to the State Health Society, Manipur, if required. The expenditure incurred for demonstrating the items will be borne by the supplier.

**State Mission Director  
State Health Society, NHM, Manipur**

Encl.: Annexure 1 (Specification)  
Annexure 2 (Format of price bid)  
Annexure 3 (Format of Annual Turnover Statement)

**Annexure 1**

<b>S. No.</b>	<b>Particular</b>	<b>Justification</b>	<b>Required Qty.</b>
1	Developmental Screening Test (DST) Birth to 15 years	This test is to measure the developmental milestones and developmental quotient which can be used for very young kids as well.	9
2	Vineland Social Maturity Test (VSMS)	This test is to measure social adaptive behavior and gives social quotient. It is used for disability certification.	9
3	Malin's Intelligence Scale for Indian Children (MISIC)	This has a composite score as well as verbal and performance scores. It can show the strength of the child- either verbal or performance.	9
4	ASEBA CBCL School Age (6-18 years) Thomas M. Achenbach & Leslie A. Rescpria	This can be used for screening children's behavioral problems- internalizing and externalities behavioral problems.	9
5	Colored Progressive Matrices (CPM) for 5-11 years	This will help with children who have average IQ but have learning difficulties. So, if BKT is conducted their IQ score may be reduced since it has academic items. But if these tests are conducted then it assesses fluid intelligence and can rule out a check for a learning disability.	9
6	NIMHANS SLD Battery	To screen and diagnose learning disability which will be useful for Learning Disability certification	9
7	Thematic Apperception Test- Indian Adaptation (Uma Choudhary)	It is found useful in a comprehensive study of personality, behaviour disorders, psychosomatic illness etc. It has 11 cards having human figures.	9
8	Wechsler Memory Scale – 3rd Edition, India (WMS-IIIINDIA)	Memory assessment	9
9	P.G.I. Battery for Brain Dysfunction (P.G.I. BBD)	Neuropsychological assessment	9

**Note:- The supplier may be asked to arranging demonstration of their equipment for which rates have been quoted, to the State Health Society, Manipur, if required. The expenditure incurred for demonstrating the items will be borne by the supplier.**

**[On the letterhead of firm] ANNEXURE "2" PRICE BID FORM**

To,  
The State Mission Director,  
State Health Society, Manipur.

Dear Sir,

1. I/We ..... Submitted the quotation for Enquiry No. **"QUOTATION FOR THE SUPPLY OF NMHP PSYCHOLOGICAL ASSESSMENT TOOLS FOR FY 2023-24 AGAINST THE INQUIRY NO. SHS-PROC0EQMT (6120)/2/2022-NMHP-SHS" DUE ON 24.08.2023 02.00 PM** for Supply of NMHP Psychological Assessment tools for the FY 2023-2024 at State Health Society, Manipur".

2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

3. I/We hereby offer to supply at the following rates.

S. No	Particular	Qty.	Quote d Make	Price/ Unit Exclusive of GST (INR)	GST/ Other Taxes	Price/ Unit Inclusive of GST (INR)	MRP
1	Developmental Screening Test (DST) Birth to 15 years	09Nos.					
2	Vineland Social Maturity Test (VSMS)	09 Nos.					
3	Malin's Intelligence Scale for Indian Children (MISIC)	09 Nos.					
4	ASEBA CBCL School Age (6-18 years) Thomas M. Achenbach & Leslie A. Rescpria	09 Nos.					
5	Colored Progressive Matrices (CPM) for 5-11 years	09 Nos.					
6	NIMHANS SLD Battery	09 Nos.					
7	Thematic Apperception Test- Indian Adaptation (Uma Choudhary)	09 Nos.					
8	Wechsler Memory Scale – 3rd Edition, India (WMS-IIIINDIA)	09 Nos.					
9	P.G.I. Battery for Brain Dysfunction (P.G.I. BBD)	09 Nos.					

**Note:-**

**1. The Bidder must quote only single make & Model.**

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- 2. The Bidder must submit the GSTIN Registration and PAN Card self-attested copy with the quotation otherwise quotation will be REJECTED.**
- 3. The bidder must quote their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED.**
- 4. Catalog must be attached with quotation for technical evaluation.**
- 5. The supplier may be asked to arranging demonstration of their equipment for which rates have been quoted, to the AIIMS Jodhpur, if required. The expenditure incurred for demonstrating the items will be borne by the supplier.**

Date \_\_\_\_\_ Place \_\_\_\_\_

(Name) \_\_\_\_\_

Name of Firm/Company/Agency \_\_\_\_\_

GSTIN No.: \_\_\_\_\_

Bank Name:- \_\_\_\_\_

Bank Account No.: \_\_\_\_\_

IFSC Code:- \_\_\_\_\_

Branch Name: \_\_\_\_\_

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

(Signature of Authorized Person) \_\_\_\_\_

Seal: \_\_\_\_\_

**ANNEXURE - 3****Annual Turn Over Statement**

The annual Turnover of M/s \_\_\_\_\_ for the past three years are given below and certified that the statement is true and correct.

Sl.No	Financial Year	Turnover in Lakhs (Rs)	
1.	--<Year>		
2.	--<Year>		
3.	--<Year>		

Total - Rs \_\_\_\_\_ Lakhs.

Average turnover per annual - Rs \_\_\_\_\_ Lakhs.

Signature of Auditor/ Chartered Accountant

(Name in Capital)

Date Seal