

# **Invitation of quotation**

**for**

Supply of General equipment for RBSK  
Through Short Open Tender

At

**State Health Society, NHM, Manipur**

<b>NIT Issue Date</b>	<b>: 06<sup>th</sup> March, 2024</b>
<b>NIT No.</b>	<b>: SHS-PROC0EQMT/4/2023-RBSK-SHS</b>
<b>Last Date of Submission</b>	<b>: 20<sup>th</sup> March, 2024 at 02:00 PM.</b>
<b>Bid Opening</b>	<b>: 20<sup>th</sup> March, 2024 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 General Equipment for Rashtriya Bal Swasthya Karyakram (RBSK) 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 General Equipment for Rashtriya Bal Swasthya Karyakram (RBSK). The filled quotations along with all the required document must reach in the office of the undersigned on or before 20<sup>th</sup> March, 2024 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 GENERAL EQUIPMENT FOR RASHTRIYA BAL SWASTHYA KARYAKRAM (RBSK) AGAINST INQUIRY NO. SHS-PROC0EOMT/4/2023-RBSK-SHS” DUE ON 20.03.2024 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 120 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. 10,000/- (Rupees Ten 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 an

amount of Rs. 1,50,000/- (Rupees One lakh fifty 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 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 3 (three) years of experience in supplying medical equipment (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., 2020-21, 2021-22 and 2022-23 shall not be less than Rs.100 Lakhs.
  - iii.** Tenderer shall submit a Market Standing Certificate issued by the Drug Licensing Authority of the respective state that the quoted product is manufactured/imported and marketed by them since last 02 (Two) year.
- 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.
- F) After due evaluation of the bid(s) State Health Society, Manipur will award the contract to the lowest evaluated responsive tenderer individual item wise. Conditional bid will be treated as unresponsive and it may be rejected.
- G) The approved supplier (tenderer) shall have the direct responsibility for supply of stock and who shall only be entitled to raise the bills against such supply. Payments will be made only in favour of the approved supplier (tenderer).
- H) The payment will be made on invoice basis. The invoice will be as per packing. The supplier will prepare bill as receiving copy invoice/ challan with details of material accepted.
- I) Tenderer / manufacturing unit which has been blacklisted / debarred for any item either by the Tender inviting authority or by any state Govt. or central Govt. Organization cannot participate in the Tender for that item during the period of blacklisting / debarment.
- J) No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by him. Clerical error, typographical error etc. committed by the tenderers in the tender forms will not be considered after opening of the tenders. Conditions such as

“SUBJECT TO AVAILABILITY, SUPPLY WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED” etc. will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.

- K)** If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or act of the Central or State Govt. or by the tenderer himself, the tenderer shall be morally and statutorily bound to inform State Health Society, Manipur immediately about such reduction in the contracted prices. The State Health Society, Manipur is empowered to unilaterally effect such reduction as is necessary in rates in case the tenderer fails to notify or fails to agree for such reduction of rates. In case of any enhancement in GST/Customs Duty due to statutory Act of the Govt. after the date of submission of the tenders and during the tender period, the additional GST/customs duty so levied will be allowed to be charged extra as separate item without any change in price structure of the drugs approved under the tender. For claiming the additional cost on account of the increase in GST/Customs duty, the tenderer should produce letter from the concerned excise authorities indicating his commitment for the supply made to the State Health Society, Manipur on account of the increase in excise duty/custom duty.
- L)** The approved supplier will supply as per the technical specification. The generic name and brand name should be printed in strip / bottle / injection / packing / foil / carton / box, etc.
- M)** The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to State Health Society, NHM, Manipur.
- N)** State Health Society, NHM, Manipur would not purchase the duplicate/substandard medicine and if supplied, appropriate action such as imposition of penalty and cancellation of agreement as the competent authority think fit will be taken against defaulting supplier. Therefore, the items supplied should be quality/branded items, from the original manufacturers. The supplier will ensure replacement of the defective items etc. as and where found, within 24 hours at his own cost.
- O)** In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The Purchase Committee reserves all right to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.
- P)** Supply should be as per technical specification together with a detail label as per rule 96 of Drugs & Cosmetics Rules 1945.
- Q)** State Health Society, NHM, Manipur can place the purchase order for any item in a phased manner to be supplied within a stipulated time limit depending on the requirements / the scheme / situation. The supply should be within 10 days from the date of issue of the purchase order. If no supply is received after 15 days or the entire supply is not completed within 10 days from the date of issue of purchase order, State Health Society, NHM, Manipur may cancel the order or allow extension of time

applying the liquidated damage clause depending on the situation.

**R)Legal Jurisdiction:**

In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Civil Court within the city of Imphal.

**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>Required Qty</b>
1	Cupboard	8
2	Racks	8
3	Display Board	8
4	Water Dispenser	8
5	Television for the waiting area	8
6	Speaker system	8
7	Intercom system	8
8	Refrigerator	8

**[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.	Quoted Make	Price/Unit Exclusive of GST (INR)	GST/Other Taxes	Price/Unit Inclusive of GST (INR)	MRP
1	Cupboard	8					
2	Racks	8					
3	Display Board	8					
4	Water Dispenser	8					
5	Television for the waiting area	8					
6	Speaker system	8					
7	Intercom system	8					
8	Refrigerator	8					

**Note:-**

- The Bidder must quote only single make & Model.**
- The Bidder must submit the GSTIN Registration and PAN Card self-attested copy with the quotation otherwise quotation will be REJECTED.**
- The bidder must quote their quotation only in above said format on the letter of

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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.N o.	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