

**Short open**

**tender**

**For**

**Procurement of ASHA's and ASHA  
Facilitators Storage Cabinet for  
Community Programme under NHM  
programme**

**At**

**State Health Society, NHM, Manipur**

<b>NIT Issue Date</b>	<b>: 26<sup>th</sup> September 2024</b>
<b>NIT No.</b>	<b>: SHS-CINT0ASHA(313)/2/2024-CP-SHS</b>
<b>Last Date of Submission</b>	<b>: 18<sup>th</sup> October, 2024 at 02:00 PM.</b>
<b>Bid Opening</b>	<b>: 20<sup>th</sup> October, 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/>

State Health Society, National Health Mission, Manipur, invites Online bids in two bid system for Short tender for Procurement of ASHAs and ASHA Facilitators Storage Cabinet for Community Programme. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

**Chapter-I**

S.No	Item Description	EMD (Rs.)
1	Short tender for Procurement of Procurement of ASHAs and ASHA Facilitators Storage Cabinet for Community Programme	Rs. 4,00,000

**Terms & Conditions:**

**Instructions:**

- The Bidder should submit the sealed the technical documents as indicated below and should be send the office of State Health Society, NHM, Manipur in a separate cover hereafter called “Cover A”. Cover A should be sealed with the following written on the cover of the envelope:

**“TECHNICAL BID - COVER “A” – BID FOR THE SUPPLY OF ASHAS AND ASHA FACILITATORS STORAGE CABINET FOR COMMUNITY PROGRAMME to STATE HEALTH SOCIETY, NHM, MANIPUR”**

- The following will be written on the cover of the envelop:

**“PRICE BID - COVER “B” – BID FOR THE SUPPLY OF ASHAS AND ASHA FACILITATORS STORAGE CABINET FOR COMMUNITY PROGRAMME to STATE HEALTH SOCIETY, NHM, MANIPUR**

Both COVER A and COVER B shall be placed by the Bidder in a cover which shall be sealed by him.

The following would be written on the cover of the envelop:

**“BID FOR THE SUPPLY OF ASHAS AND ASHA FACILITATORS STORAGE CABINET FOR COMMUNITY PROGRAMME to STATE HEALTH SOCIETY, NHM, MANIPUR”.**

- Bids shall be submitted the sealed tender documents in Hard Copy only at O/o State Mission Director, State Health Society, NHM, Lamphelpat, Manipur-795004 on or before last date/time of Bid Submission.
- Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.
- Application in sealed cover super scribed, as “Tender for procurement of Procurement of ASHAs and ASHA Facilitators Storage Cabinet for Community Programme at State Health Society, Manipur.”
- 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.
- EMD Payment:**  
The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 4,00,000/- (Rupees Four Lacs 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 bereturned 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.

8. 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.
9. 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.
10. 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.
11. 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.
12. The tenderers must quote rates including freight, insurance, cartage, labour charges etc. on Door Delivery basis at State Health Society, NHM, Manipur.
13. In case of non-supply of Stores within the due date i.e. within the date of delivery, The State Mission Director, State Health Society, NHM, Manipur will have the right to impose penalty, as deemed fit, to resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and binding.
14. GST: The rate of GST should be mention clearly.
15. GST and other Govt. levies will be paid extra as applicable by the supplier.
16. The State Mission Director, NHM, Manipur shall be the final authority to reject full or any part of the supply which is not conforming to the specification and other terms and conditions.
17. Any other statutory levy imposed by the Govt. of India from time to time will be authorized extra on demand with adequate proof thereof will be paid extra.
18. Force majeure will be accepted on adequate proof thereof.
19. Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
20. Material conforming to the specifications should be quoted. Original Catalogue, Leaflets, literatures with full technical details and pricelists, if any, should invariably be attached along with their offer.
21. The Procurement Agency reserves the right to accept or reject the Bid for the supply of all or any one or more items of the drugs tendered for in the Bid without assigning any reason.

**ELIGIBILITY CRITERIA:**

22. Tenderer shall have a minimum of 3 (three) years of experience in supplying of Furnitures or medical equipment (related to the items quoted in the tender) to the Government / Corporate / PSU in India as a manufacturer or sole marketer or authorised distributor or authorised dealer. **Authorisation certificate to be issued on company's letter head.**
23. Cumulative turnover for the last three years i.e., 2020-21, 2021-22 and 2022-23 shall not be less than Rs.100 Lakhs.

- 24. 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.**
25. 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).
26. 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.
27. 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.
28. 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.
29. 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.
30. The approved supplier will supply as per the technical specification.
31. 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.
32. 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 item setc. as and where found, within 24 hours at his own cost.
33. 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.
34. 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.

35. State Health Society, NHM, Manipur has the liberty to instruct the approved supplier to start the supply immediately and complete within a shorter period, if the situation so demands.

36. The item shall be delivered at the State Health Society, NHM.

37. **Legal Jurisdiction:**

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

**Annexure-A**

**TECHNICAL**  
**BID**

Name of Firm/Contractor/Supplier	
Complete Address, Telephone No. & Email Id	
Name of Proprietor/Partner/Managing Director/Director.	
Phone No:-  Mobile No:-  Email Id:-	
Whether the firm is a registered firm Yes/No (attached copy of certificate)	
Whether quoting as manufacturer/ authorised distributor/ authorised dealer	
PAN No. (enclose the attested copy of PAN Card)	
(enclose the attested copy of GST Certificate)	
Whether the firm has enclosed the Bank Draft/Pay Order/Banker's cheque as Earnest Money Deposit	
Whether the Firm/Agency has signed each and every page of Tender/NIT	
<b>Bank Details:</b> 1) Accounts No: 2) Bank Name: 3) Branch: 4) IFSC Code:	
Any other information, if necessary	

Place:

Date:

Name:

Business Address:

Signature of

Bidder:Seal

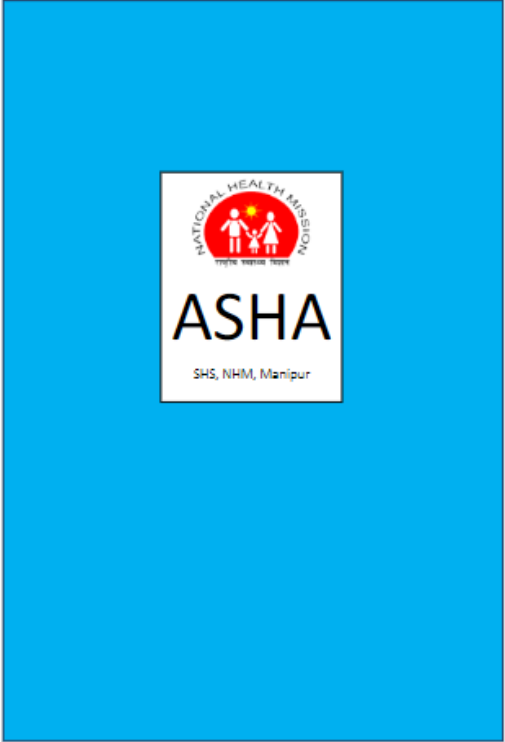
of the Bidder:

**Annexure-B**

**List of Items**

S. No.	Particulars	Qty
1	Storage Cabinets	4270

The following are the technical specifications:

Sl.No.	Specification	Values/details
1	Type of material	Steel
2	Gauge size	22 gauge heavy
3	Height	32 inches
4	Breadth	20 inches
5	Depth	16 inches
6	Lock	1 lock
7	Handle	1 knob
8	Colour	Sky Blue
9	Logo and inscriptions	<p>Logo Position: Upper central portion of the cabinet.</p> <p>Details: NHM logo with the inscription 'ASHA, SHS, NHM, Manipur' below the logo</p> <p>Proposed front profile of storage cabinet for ASHAs</p> 

## ANNEXURE-C

### DECLARATION

I / We do hereby declare that I will supply the items by affixing the logo for Secondary / Primary packing for the imported items along with Brand / trade Names as per the designs (Procurement Agency to enclose designs) and as per the instructions given in this regard.

Signature of the Tenderer

Name in capital letters with Designati



**ANNEXURE-D**

I/We M/s.....represented by its Proprietor /Managing Partner / Managing Director having its Registered Office at..... and its Factory Premises at ..... do declare that the Manufacturer Authorization Certificate issued by the Competent Authority. I/We furnish the particulars in this regard in enclosure to this declaration.

I am/we are aware of the Tender Inviting Authority's right to forfeit the Earnest Money Deposit and/or Security Deposit and blacklisting me/us for a period of 5 years if, any information furnished by us proved to be false at the time of inspection.

Signature:  
Seal

Name & Address  
To be attached by notary

**ANNEXURE - E**

**DETAILS OF E.M.D. SUBMITTED**

We herewith submit the E.M.D. of Rs ..... in the form of Demand Draft bearing No. .... Dated: ..... Drawn On. ....  
..... Bank..... Branch in favour of  
Name of Procurement Agency/ Body) for the following surgical items.

Signature & Sea

**ANNEXURE - F**

**NOTORISED UNDERTAKING**

(In 20- Rupees stamp paper)

I ....., S/o....., Proprietor / Partner /  
Managing Director of (Proprietary Concern/ Firm / Company Ltd.) execute this Undertaking for  
myself and on behalf of (Proprietary Concern / Firm / Company Ltd.). Whereas ..... (Name  
of Procurement Agency/ Body) (Tender Inviting Authority) has invited Tender for supply of drugs  
and medicines for the year 2022-2023 and in pursuant to the conditions in the tender documents.  
M/s ..... (Proprietary Concern/ Firm/ Company Ltd.), having its  
Office at.....  
is exempted from payment of Earnest Money Deposit as indicated in the Annexure-VIII of  
tender document.

2. and whereas, in pursuant to the conditions in Clause Nos. 7.2 & 7.3(viii) of the tender, the  
Earnest Money Deposit can be forfeited by the Tender Inviting Authority in case of violation of  
any of the conditions and for non-performance of the obligation under tender document.

3. In consideration of exempting M/s. ....  
(Proprietary Concern/ Firm / Company Ltd.) from payment of Earnest Money Deposit as indicated  
in the Annexure-VIII of tender document, I undertake to pay the said sum without any demur on  
receipt of demand issued by the tender inviting authority.

M/s. ....

for Self and Firm / Company Ltd.

Signature and Seal

Witness:

**ANNEXURE - G**

**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.

	Financial Year	Turnover in Lakhs (Rs)	
	--<Year>		
	--<Year>		
	--<Year>		

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

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

Signature of Auditor/ Chartered Accountant

(Name in Capital)

Date Seal

**ANNEXURE - H**

**Ref. Clause No.11.1**

THIS AGREEMENT made the..... day of ....., Between (Name of Procurement Agency/ Body with Address. (Name of purchaser) of (Country of Purchaser) (here in after “the Purchaser”) of the one part and (Name of Supplier) of ..... (City and Country of Supplier) (here in after called “the Supplier”) of the other part:

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz; Supply of Drugs in the tender Reference No. .... (Brief Description of Goods and Services) and has accepted a bid by the Supplier for the supply of those goods and services for the sum of..... (Contract Price in Words and Figures) (hereinafter called “the Contract Price”).

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) The Letter of Acceptance issued by the Procurement Agency
  - (b) The Notice Inviting Tender
  - (c) The supplier’s bid including enclosures, annexures, etc.
  - (d) The Terms and Conditions of the Contract
  - (e) The Schedule of Requirement
  - (f) The Technical Specification
  - (g) Any other document listed in the supplier’s bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the purchaser and the entire Addendum issued as forming part of the contract.

3. In consideration of the payments to be made by the Procurement Agency to the Supplier as hereinafter mentioned, the Supplier hereby enters into this contract with the Procurement Agency to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions terms and conditions in the notice inviting bids .

4. The purchaser hereby agrees to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Supplier are as under.

Sl. No	Item Code	Brief Description of Goods & Services	Tender Qty in Unit*	Unit Price	Sales tax in %	Total value inclusive of sales tax
Total contract value						

\* Tender quantity indicated here is tentative and may vary subjected to various terms and conditions of the tender.

**IN WITNESS** where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the said..... (For the Purchaser) in the presence of .....

Signature

Name

Address

Signed, Sealed and Delivered by the Said ..... (For the Supplier) in the presence of .....

Signature

Name

Address

**ANNEXURE - I**

**FINANCIAL BID**

(On Company's letter head)

<b>S. No.</b>	<b>Particulars</b>	<b>Qty</b>	<b>Manufacture</b>	<b>Unit</b>	<b>Max. Retail Price perunit in Rs. (a)</b>	<b>Discount (b)</b>	<b>Net price per unit after discount in Rs. C= (a-b)</b>	<b>GST % (d)</b>	<b>Total Price perunit in Rs. (c+d)</b>
1	Storage Cabinets for ASHA and ASHA Facilitators	4270							

Place:

Name:

Date:

Business Address:

Signature of Bidder:

Seal of the Bidder