



Office of the Director
INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,

SHEIKHPURA, PATNA-14.

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Short Quotation Notice No- 04 / 2024-2025 / IGIMS / Store

QUOTATION NOTICE

Supply of Furniture at the Regional Institute of Ophthalmology

Sealed Quotations in two Bid System (Technical and Price) are invited for manufacturers or their authorized dealer for the rate contract towards supply of Furniture for use at **Regional Institute of Ophthalmology** of Indira Gandhi Institute of Medical Science, Sheikhpura, Patna (Bihar).

The bidders are requested to read the document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director, Indira Gandhi Institute of Medical Sciences, Patna reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete quotation, amendments and additions to the quotation notice after opening or late quotation notice are liable to be ignored and rejected.

Specification & Allied Technical Details

Furniture

SL NO.	ITEM NAME	SPECIFICATION
1	Auditorium Chair (Qty.:180 Nos.)	Auditorium Chair, Push back, Pu Foam Pu Arm With Cup Holder , Fair Retardant Fabric Tepestry Size: 550(L) 711 (D) 1025(H) 
2	Visitor Chair For Conference Room (Qty.: 30 Nos.)	Low Back Chair, Swivel Tilt, PU Armrest, Gaslift Mechnism, PU Moulded Seat & Back Cussion, Nylon Base, Fabric Tapestry. 
3	Executive Chair for Conference Room (Qty.: 03 Nos.)	High Back Chair, Swivel Tilt, PU Armrest, Gaslift Mehnism, PU Moulded Seat & Back Cussion, Nylon Base, Fabric Tapestry. 
4	Examination Room Cum Classroom Chair (Qty.: 120 Nos.)	Student /Training Room Chair, PU Arm, Folding Writing Pad, Book Try Under Seat , Powder Coated Pipe Frame , Fabric Tepestry, Marino 10002 Top Colour , Top Size: 535x 300 x 18 mm Thick 

5	Conference Table For 30 Persons (Qty.: 01 Nos.)	W 9600 x D 1500 X H 750 With 3 Nos Filp Box 
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Interested bidders are requested to quote their most competitive prices and submit sealed quotation bearing this tender reference and submit on **29.07.2024** or before **4:00 PM.** at the office of “The Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna – 800014 (Bihar) through Regd. Post / Speed Post / Courier service only. Any bids received after **4:00 P.M.** on **29.07.2024** shall not be considered.

The Technical Bids will be opened on **30.07.2024** at **3:00 PM.** at Conference Hall, Administrative Block of the Institute. The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders.

The quotation should be accompanied by attested copies of the following: MARKED AS COVER A: TECHNICALBID

(i) **Average Annual Turnover:** of the bidder in the last three financial years 2020-2021, 2021-2022 & 2022 -2023 shall not be less than Rs 50 Lakhs. Annual turnover statement from sales of items for the last three financial years 2020-2021, 2021-2022 & 2022 -2023 certified by the Auditor/Chartered Accountant should be submitted. The documents must be notary certified.

(ii) Manufacturer should have ISO 9001:2008, ISO 14001:2004, and OHSAS 18001:2007 certificate. Dealers participating should enclose certificate from their parent manufacturer company. (I.e. Notary Certified Authorization Certificate to quote in their behalf against said quotation notice. Without authorization certificate, offer will not be accepted and summarily rejected.

(iii) **EXECUTION OF SIMILAR CONTRACTS** : Details of supplies (Quoted items) made during the past 3 financial years 2020-2021, 2021-2022 & 2022 -2023 with summary of Purchase orders (minimum 3) for the quoted items to Govt. Institutions/ Govt. PSUs or to programs sponsored by WHO, UNICEF, UNOPS, RITES etc must be submitted by the Bidder.

(iv) **GST REGISTRATION NUMBER:** Notarized photocopy of GST Registration number must be submitted with the Bid document.

(v) **Permanent Account Number:** Notarized photocopy of PAN Card of the Bidder issued by Income Tax Department need to be submitted.

(vi) **NON-CONVICTION CERTIFICATE & BLCKLISTING** :Notarized copy of Non-conviction Certificate issued by the Competent Authority of the concerned state certifying that the firm has not been convicted in the last three years i. e 2020-2021, 2021-2022 & 2022 -2023.

(Bids for any items for which the Bidder has been blacklisted or debarred by any State/UT Government /Central Government /Procurement Agencies due to quality failure or fraudulent/illegal practices of the supply will not be considered.)

(vii) **ROAD PERMITS/WAY BILLS:** Tender Inviting Authority will not take any responsibility for supplying Road Permits/Way bills. It will be the responsibility of supplier to arrange for Road Permits for dispatch of consignments.

(viii) **FIRM DELIVERY SCHEDULE & SUPPLY CONDITIONS & PENALTIES:** Supply shall commence within 7 days from the date of order and supply of ordered quantity shall be completed within 15 days from the date of issuing the order.

In case if MRP is encrypted on the body of the items to be supplied, the successful bidder should ensure omission/strikeout of the same prior to commencement of supply.

In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be penal deduction @ 1 % of the value of delayed goods per day of delay or part thereof subject to a maximum of 10 % of the total order value.

Once the maximum price reduction is reached, termination of the contract may be considered. Non- performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 3 years, in addition to forfeiture of Security Deposit.

(ix) **Tender Cost:** A Demand draft of Rs. 2500/- (Rupees: Twenty Five Thousand only) towards non-refundable tender fee, drawn in favor of “The Director, IGIMS, Patna” payable at Patna (Bihar) should accompany the Technical bid documents. In the absence of tender cost, the tender will not be accepted.

(x) **Earnest Money Deposit (EMD):** A refundable amount of ₹1,00,000/- (Rs. One Lac Only) as earnest money deposit (EMD) in the shape of DD from a scheduled bank in India (valid for a minimum period of 3 months from the date of submission of tender) should accompany the bid documents. The DD drawn in favor of “The Director, IGIMS, Patna” payable at Patna (Bihar) should accompany the bid documents. The EMD should be kept in a separate sealed envelope, should be marked clearly and put in the outer envelope that contains the technical and financial bid envelopes. Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardees bidder backing out, EMD of that bidder will be forfeited.

(i) **PAYMENT PROVISIONS:** Payment will be made within 30 days from receipt and acceptance of materials at destination against submission of bill & receipted challan (in triplicate) with stock entry details.

(ii) **Quantity may increase or decrease as per requirement. The proposed quantity of the items may increase or decrease as per requirement. The rate contract will be valid for a period of one year with effect from the date of issue of the first supply order. Further, the proposed quantity of items may not be purchased in one lot. It will be purchased based on the requirement as and when required over a period of next one year.**

iii) The bidder must be able to provide the product/items within specified time period (i.e. within 15 days from the date of issue of

Supply Order) as prescribed in the Purchase Order. Further more on completion of the stipulated time period, Purchase Order may be cancelled if failing above condition as per terms & conditions of Institute norms. On non-compliance, Supply Order will be cancelled and security deposits will be forfeited. Apart from above, firm will be blacklisted for three years, any further participation in any tender of the Institute and legal action will be initiated for recovery of losses.

The quotation should be accompanied by signed & sealed copy of Price Bid: MARKED AS COVER B: Price BID:

The two separately sealed covers {**Technical bid (Cover “A”) and Price Bid (Cover “B”)**} shall be placed together inside another cover which shall be sealed and super scribed as “ Quotation for the supply of Furniture” and addressed to “The Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna – 800014 (Bihar)” will be received up to **29.07.2024** on or before **4 .00 P.M.** to The Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna – 800014 (Bihar) through Regd. Post / Speed Post / Courier service only.

Format for Financial Bid

(To be submitted on the letterhead of the company / firm duly typed, signed and stamped. Handwritten and without letter head price bids will not be considered and summarily rejected.

SN	Description of Items	Brand/ Make	Unit	Unit Rate	Taxes (GST)	Unit Rate with taxes
A	B	C	D	E	F	(E+F)
1.						
2.						
3.						
4.						
5.						

- The Institute reserves the right to accept in part or in full or reject any or more Tender/offer without assigning any reasons or cancel the tendering process and reject all Tender at any time prior to award of contract, without accepting any liability, whatsoever.
- L1 shall be decided on lowest total amount including taxes.
- All disputes shall be subject to Patna (Bihar) Jurisdiction only.
- Prospective bidders are advised to regularly visit www.igims.org for corrigendum / amendments etc., if any, it will be notified on this portal only and no separate advertisement will be made in newspaper.

Sd/-
Director,
I.G.I.M.S. – Patna