



Office of the Director
INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,

SHEIKHPURA, PATNA-14.

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Short Quotation Notice No- 15 / 2024-2025 / IGIMS / Store

QUOTATION NOTICE

Supply of Cupboard / Almirah for the MBBS Girl's Hostel

Sealed Quotations in two Bid System (Technical and Price) are invited for manufacturers or their authorized dealer for the rate contract towards supply of Cupboard / Almirah for the **MBBS Girl's Hostel** 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

Cupboard / Almirah

- Colour- Textured Sea Pine
- Material – Metal
- Recommended uses for product – Security
- Product Dimensions – 50.7D x 90w x 195H centimeters
- Special Features – Lockable
- Mounting Type – Floor Mount
- Room Type – Student Uses
- Door Type – Slab
- Included Components – 1 Wardrobe
- Finish type – Polished
- Size – large (over 40 in Width)
- Number of Shelves – 6
- Number of Pieces – 1
- Base type – legs
- Installation type – freestanding
- Back material type – Alloy Steel
- Assembly Required – Yes
- Frame Material – Steel Almirah
- Lock Type – Lock & Key
- Colour – Textured Sea Pine
- Assembly Type – Assembly Required by Professional
- Primary Material – Metal
- Type of wood – Steel Almirah
- Upholstery Material – Metal
- Warranty – 1 Year Warranty
- Capacity – Large (over 40 in Width)
- Footboard Upholstery – Metal, Metal

Interested bidders are requested to quote their most competitive prices and submit sealed quotation bearing this tender reference and submit on **11.11.2024** 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 **11.11.2024** shall not be considered.

The Technical Bids will be opened on **13.11.2024** 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) **Income Tax Return:** Income Tax Return of bidder for the last three successive years 2020-2021, 2021-2022, 2022-2023.

(v) **GST REGISTRATION NUMBER:** Attested Photocopy of GST Registration number must be submitted with the Bid document

(vi) **Permanent Account Number:** Attested Photocopy of PAN Card of the Bidder issued by Income Tax Department need to be submitted.

(vii) **NON-CONVICTION CERTIFICATE & BLCKLISTING:** Attach Notarized Affidavit to the effect that the Company / firm has not been blacklisted / de-registered / de-barred by any Govt. Institutions / Hospitals. .

(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.)

(viii)**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.

(ix) **FIRM DELIVERY SCHEDULE & SUPPLY CONDITIONS & PENALTIES:** Supply of ordered quantity shall be completed within 30 days from the date of issuing the order.

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.

(x) **Tender Cost:** A Demand draft of Rs. 2,500/- (Rupees: Two Thousand Five Hundred 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.

(xi)**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 Cupboard / Almirah” and addressed to “The Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna – 800014 (Bihar)” will be received up to **11.11.2024** 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 Rate	Qty.	Amount
A	B	C	D	E	(DXE)
1.	<ul style="list-style-type: none"> • Colur- Textured Sea Pine • Material – Metal • Recommended uses for product – Security • Product Dimensions – 50.7D x 90w x 195H centimeters • Special Features – Lockable • Mounting Type – Floor Mount • Room Type – Student Uses • Door Type – Slab • Included Components – 1 Wardrobe • Finish type – Polished • Size – large (over 40 in Width) • Number of Shelves – 6 • Number of Pieces – 1 • Base type – legs • Installation type – freestanding • Back material type – Alloy Steel • Assembly Required – Yes • Frame Material – Steel Almirah • Lock Type – Lock & Key • Colour – Textured Sea Pine • Assembly Type – Assembly Required by Professional • Primary Material – Metal • Type of wood – Steel Almirah • Upholstery Material – Matal • Warranty – 1 Year Warranty • Capacity – Large (over 40 in Width) • Footboard Upholstery – Metal, Metal 			150 Nos.	
Total Amount					₹.....
Add. GST@.....					₹.....
Net Amount					₹.....
(In Word :.....)					

- 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**