

SHORT NOTICE

**Expression of Interest (EoI) for Supply of T-Shirts (Customized Print)
North Eastern Institute of Ayurveda and Homoeopathy (NEIAH), Shillong**

**Please send/submit separate Annexure-A (Technical Bid) and
Annexure-B (Financial Bid) in separate envelop along with relevant document.**

Sl. No.	Stage	Start Date & Time
1.	EoI No.	2-17/2010/Shg/ADMN/PART-II
2.	EoI issue date	Tuesday, 31.05.2022 : from 10:00 am
3.	Pre bidding inspection or clarification	For clarification, one can visit the office on any working day during office hours.
4.	Last Date of submission	Thursday, 07.06.2022 till 03:00 pm
5.	Date & Time of Opening	Thursday, 07.06.2022 at 04:00 pm
6.	Cost of the Tender Document	Rs. 200.00 /-
7.	EMD Amount(Exempted for firms registered under MSME)	2% of the quoted value



**North Eastern Institute of Ayurveda and Homoeopathy, Shillong
Mawdiangdiang, Shillong - 793018 (Meghalaya)**

SHORT NOTICE

Expression of Interest (EoI) for Supply of T-Shirts (Customized Print) Terms & Condition of the Tender

NEIAH Shillong wishes to invite Expression of Interest (EoI) for supply of T-shirts (customized print). Bidders are requested to kindly go read the document thoroughly before submission of their bid.

The bidders are requested to submit Annexure A (Technical Bid) and Annexure B (Financial Bid) in two separate envelopes. The two envelopes should be put inside a sealed envelope which shall consist of the tender document duly signed and consisting the tender document fee of Rs. 200.00/- (Rupees Two hundred).The name of the firm should be inscribed on the tender envelope. The EoI may be downloaded from the website 'www.neiah.nic.in' and tender document fee may be submitted in the form of DD along with their bid. Bids without the tender document fee will be liable for rejection.

The sealed envelope may be sent to the below address before: 07.06.2022 -03:00 pm

**The Office of the Director,
North Eastern Institute of Ayurveda and Homoeopathy
Mawdiangdiang, Shillong, Meghalaya-793018**

ELIGIBILITY CRITERIA:

- i) The agency/firm/company should have minimum of 3 years of experience related to supply of T-Shirts ending on 31st March 2022.Documental proof of experience should be provided along with the tender document.
- ii) The agency/firm/company/proprietorship should be financially sound enough to undertake the work offered by this institute .Copies of balance sheet certified by the Chartered Accountant/Solvency Certificate issued by any Scheduled Bank should be submitted in the technical bid.
Provision for remote working may be considered with the clause that the personnel should immediately respond to any emergency calls.
- iii) The bidder should be in possession of valid PAN and GST registration. Relevant document should be submitted along with the tender document.

EARNEST MONEY DEPOSIT(EMD)

The EMD is refundable amount of 2% of the quoted amount in the form of DD/BG/FDR from any Scheduled Bank, payable at Bank of Baroda Mawdiangdiang branch in favour of NEIAH Shillong which should be drawn after the date of publishing of the EOI and should be valid of 90 days. The soft copy of EOI documents may be downloaded from the website: www.neiah.nic.in . Without the EMD, the bid will be readily rejected.

Requirement of EMD is not mandatory for firms registered as Micro and Small industries defined under MSME and having valid registration certificate. Proper documentation of their claim must be submitted along with the bid.

The EMD of the unsuccessful bidder would be returned within two month of publication of short listing of bidder after Technical Evaluation. In case of shortlisted bidders, the EMD will retain till the evaluation process is complete.

PERFORMANCE SECURITY

Upon successful awarding of the contract the eligible bidder, the firm/agency needs to submit a Bank performance guarantee of an amount equivalent to 3% of the quoted value (inclusive of taxes) within 15 days from the date of award. The validity of the performance security should be for a period of 14 months from the date of award.

CRITERIA FOREVALUATION

This evaluation process consists of 2 stages. Only those companies/firms/agencies, that have passed the first stage of evaluation, will be considered for the subsequent stage. During this stage participants' technical proposals shall be examined against the documents submitted and successful qualification in this stage.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference. In the 2nd Stage, the successful bidder's financial proposal being opened and compared. The contract will be awarded to the organization offering the lowest rate in the financial bid stage taking into account the score of the technical bid.

AWARD CRITERIA, AWARD OF CONTRACT:

The award of the contract to the qualified Organization whose proposal after being evaluated is considered to be the most suitable as per marks acquired to the needs of the organization and activity concerned. The award of contract shall be done by the work order issued by the Director, NEIAH and the firm/agency needs to supply the items mentioned in the supply order within 07 days.

TERMS OF REFERENCE:

- a) The firm must be registered bodies with Govt. of India/State..
- b) Rate should be quoted inclusive of the cost of Tax, Services, transportation etc.
- c) Under no circumstances shall the firm appoint any sub contractor or sub lease the contract. Upon violation of the conditions, the firm will be terminated with immediate effect.
- d) TDS as applicable on date will be deducted from firm on the actual bill submitted for payment.
- e) The price accepted by the committee will be final and no deviation from it will be accepted in this regard.
- f) The Director, NEIAH reserves the right to accept or reject any or all EoIs without assigning any reason thereof.

SPECIAL TERMS AND CONDITIONS:

The Bidder should supply the T-Shirts (customized print) within 07 (seven) days from the issue of the supply order.

LEGAL JURISDICTION:

The agreement shall be deemed to have been concluded in Mawdiangdiang, Shillong, Meghalaya and all obligations hereunder shall be deemed to be located at Shillong, Meghalaya and Court within Shillong, Meghalaya will have Jurisdiction to the exclusion of other courts.

ANNEXURE A

Technical Bid for Supply of T-Shirts (customized print)

Sl. No.	Particulars	Documents to be attached Wherever applicable.		
		Yes	No	Page no.
1.	Name , Address, Email ID and Phone number of the firm/agency.			
2.	Name, Designation and telephone no. of the authorized person.			
3.	Permanent Account Number			
4.	Copy of Agency/ firm / company registration certificate with Government.			
5.	EoI Documents with seal & sign of the bidder with acceptance of term & conditions of the tender.			
6.	Details proving financial competency like certified balance sheet. In the absence of balance sheet, one may submit certified solvency certificate issued by the bank to the firm/proprietor.			
7.	GST Registration			

Declaration:

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the officer with name, designation, seal and date

ANNEXURE B

**FINANCIAL BID
(Submitted on Own letter head)**

To,
The Director,
NEIAH Shillong
Mawdiangdiang, Shillong-793018

Subject: EoI for “Supply of T-Shirts (customized print)” to North Eastern Institute of Ayurveda and Homoeopathy”.

Sir,
I/We quote the under mentioned rates for the tender mentioned above-

S. No.	Description of Work	Amount in INR
1	Supply of T-Shirts (Customized Print) 1. Large Size 2. Medium Size 3. Small Size 4. XL 5. XXL	
2	GST as per GoI Norms	
TOTAL AMOUNT(in INR)		

Place :

Date :

Declaration:

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the firm with name, designation, seal and date