

**Expression of Interest (EoI) for Annual Maintenance Contract of Medical Equipment of Central Laboratory in
North Eastern Institute of Ayurveda and Homoeopathy (NEIAH), Shillong**

Sl. No.	Stage	Start Date & Time
1.	Tender No.	2-168/2020/NEIAH/AMC/MED-LAB/
2.	Tender issue date	10.03.2022
4.	Last Date & Time of submission	05.04.2022, 02:00 pm
5.	Date & Time of Opening	05.04.2022, 03:00 pm
6.	Cost of the Tender Document	Rs 200.00/-
7.	EMD Amount(Exempted for firms registered under MSME)	Rs 2000.00/-
For any updates, bidders are requested to visit office website 'www.neiah.nic.in'		



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

**Expression of Interest (EoI) for
Annual Maintenance Contract of NEIAH Website
Terms & Condition of the Tender**

Tender in two bid system are invited from OEM/OEM Authorized service center/service providers for Annual Maintenance Contract of Biochemistry Analyser and Auto Haematoanalyser present in Central Laboratory, North Eastern Institute of Ayurveda and Homoeopathy.

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 Rupees).The name of the firm should be inscribed on the tender envelope.

The Tender Document may be downloaded from the website 'www.neiah.nic.in' and tender document fee may be submitted in the form of DD along with the bid. Bids without the tender document fee will be liable for rejection.

The sealed envelope may be submitted or sent to the below address before **05.04.2021, 02:00 pm**.

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

ELIGIBILITY CRITERIA:

- i) The service providers should have minimum of 3 years of experience related to medical equipments in hospital environments ending on 31st March 2021. Documental proof of experience should be provided along with the tender document.
- ii) The service providers 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.
- 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)

An EMD of an amount of ₹ 2000.00/- (Rupees Two Thousand) only in the form of DD/FDR from any Scheduled Bank, payable at Bank of Baroda Mawdiangdiang branch in favour of NEIAH Shillong should be submitted along with the technical bid. The EMD should be drawn after the date of publication of the tender advertisement which should be valid for 90 days.

Requirement of EMD is exempted for firms registered as Micro and Small industries defined under MSME and having valid registration certificate. Proper documentation for their claim of registration should be furnished 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 needs to submit a Performance Security in the form of Bank Guarantee/Fixed Deposit pledged in favour of The Director, North Eastern Institute of Ayurveda and Homoeopathy, Shillong which will be of an amount equivalent to 3% of the quoted value (inclusive of taxes). The Performance Security should be valid for a minimum period of 14 months from the date of award of contract.

CRITERIA FOREVALUATION

This evaluation process shall consist of 2 stages. Only those firms that have passed the first stage of evaluation will be considered for the subsequent stage. During the first stage, participants' technical proposals shall be examined against the documents submitted.

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 shall be opened and compared. The contract will be awarded to the bidder offering the lowest rate in the financial bid stage..

AWARD CRITERIA, AWARD OF CONTRACT:

The award of the contract to the qualified bidder shall be done upon complete agreement of the terms put forward by this institute as this bid document. The award of contract shall be solemnized by issuance of the work order issued by the Director, NEIAH

PAYMENT TERMS AND RENEWAL CLAUSE:

- a) Payment of the annual rate will be made on half yearly basis. The firm upon completion of a period of 6 months shall raise the bill and submit to the office for payment.
- b) Provision of advance payment may be considered depending on the cause and in line with the rules of Government of India.
- c) The contract shall be subjected to renewal upon satisfactory completion of the contract period. The firm should submit proposal for renewal of contract for consideration.
- d) The contract shall be binding of the two parties and if any party intends to terminate the contract , should inform in writing 1 month prior to the date of termination of contract.

LEGAL JURISDICTION:

The agreement shall be deemed to have been concluded in Mawdiangdiang, Shillong, Meghalaya and all obligations hereunder under the jurisdiction of courts in Shillong, Meghalaya.

TERMS OF REFERENCE:

- a) The firm must be registered bodies with Govt. of India//Sate Government. Not applicable for OEM.
- b) Rate should be quoted inclusive of the cost of Services, Manpower cost, transportation, maintenance for a minimum period of 1 year.
- c) The firm has to complete the job assigned within the stipulated time and if the job is not completed with time, a penalty @ 3% of the half yearly rate will be imposed on the bidder for each of day of delay.
- d) NEIAH Shillong will have no liability regarding transportation, boarding and lodging staff associated by the firm.
- e) Under no circumstances the 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.
- f) The rate quoted once will be remain firm for the year of contract. Any conditions of the firm sent along with proposal if any, shall not binding on us.

- g) TDS as applicable on date will be deducted from firm on the actual bill submitted for payment.
- h) The firms shall be wholly responsible for the maintenance of the equipments for the entire contract period and should ensure maximum uptime of the equipment so as to minimize the inconvenience in diagnostic process.
- i) The price accepted by the committee will be final and no deviation from it will be accepted in this regard.
- j) The Director, NEIAH reserves the right to accept or reject any or all Tender without assigning any reason thereof.

SCOPE OF WORK

1. Quarterly Preventive Maintenance (P.M) inspection and servicing of the equipments.
2. Addressing to issues reported by the concerned department on emergency basis.
3. Installation of calibrators in the machine as and when required.
4. Submission of detailed service report upon each scheduled Preventive Maintenance (P.M) inspection.

ANNEXURE A

Technical Bid for Annual Maintenance Contract of Medical Equipments of Central Laboratory, NEIAH

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 firm / company registration certificate with Government.			
5.	Tender Documents with seal & sign of the bidder with acceptance of term & conditions of the tender.			
7.	Detail of experience in maintenance of similar equipment for the past three years (please attach proof)			
9.	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.			
10.	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
(To be submitted on own letter head)

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

Subject: Expression of Interest for Annual Maintenance Contract of Medical Equipment of Central Laboratory in North Eastern Institute of Ayurveda and Homoeopathy (NEIAH), Shillong.

Sir,

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

S. No.	Annual Maintenance of Medical Equipments	Amount in INR
1	Annual Maintenance of EM200 Biochemistry Analyzer	
2	Annual Maintenance Rate of XNL 300 Auto Haematoanalyzer	
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