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GOVERNMENT OF MEGHALAYA
HEALTH AND FAMILY WELFARE DEPARTMENT

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HEALTH AND FAMILY WELFARE DEPARTMENT

OFFICE OF PROJECT DIRECTOR
MEGHALAYA AIDS CONTROL SOCIETY
SHILLONG



No.PD/MACS/Proc.Con/775/2023/ 1658

Dated: 14/07/2023

NOTICE INVITING TENDER

Sealed tender are invited from authorised dealers/registered suppliers for procurement of Consumable items etc. for the office of the Project Director, Meghalaya AIDS Control Society, Pasteur hills, Lawmali, Shillong -793001, Meghalaya.

Interested bidders can download the tender document from office website meghalayasacs.com

Last date for submission of bids is 7th August 2023 at 4pm

In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day.

Project Director,
Meghalaya AIDS Control Society,
Shillong

Meghalaya AIDS Control Society, Pasteur Hills, Lawmali, Shillong – 793001 | Regd No:SR/MACS-400/98

Contact No: 0364-2590824 | E-Mail Id: meghalayasacs@gmail.com/sacsmeghalaya@gmail.com

For Information on HIV and AIDS Dial National Toll Free Number 1097



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OFFICE OF PROJECT DIRECTOR
MEGHALAYA AIDS CONTROL SOCIETY
SHILLONG


NOTICE INVITING TENDER

Sealed quotations are invited from reputed firm/registered supplier for tentative requirement of stores/items for the Financial year 2023 -24

Description of Stores	Last Date & Time for submission of bids	Date & Time for opening of bids	EMD in the form of D/D:Banker Cheque
Rate contracts for procurement of Consumable items etc.	Date:07 th August 2023 Time:4:00 pm	Date: 8 th August 2023 Time:12:00 Noon	Rs.36,800/-

The quotations in sealed cover should be submitted to the office of the Project Director, Meghalaya AIDS Control Society, Shillong – 793001

The undersigned reserves the right to accept or reject any of the proposals


Project Director,
Meghalaya AIDS Control Society,
Shillong

Meghalaya AIDS Control Society, Pasteur Hills, Lawmali, Shillong – 793001 | Regd No:SR/MACS-400/98

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Tender Document

Supplier / Bidder should note that the following terms & conditions will apply specifically in the tendering process.


1. Offers should be based in 2 bid systems -
 - i) Technical and commercial bid. (Sealed Envelope-A) The first envelope marked 'Techno-Commercial' must be sealed with sealing wax and should contain the technical & commercial details.
 - ii) Price Bid (Sealed Envelope- B) The second envelope marked 'Financial Proposal' must also be sealed with sealing wax and should contain the detailed price offer for the Services. Both the sealed envelopes should again be placed in a sealed cover, which will be received in the office of the undersigned.
2. The Tenders quoting as authorized representative of the firms shall have 3 (Three) years of experience in related work and should obtain documents from Principles/Manufacturer fulfilling the requirements in taking full responsibility of technical support, service & organizational support. Please note that no counter proposal is acceptable to us and conditional/late quotations are liable to be rejected
3. Bidders/Tenderers should enclosed self attested copies of Sales tax registration, SC/ST certificate, PAN Card, Voter ID and other valid documents regarding existence & registration of the firm.
4. Bidders/tenderer should have Quality Assurance certificate like ISO 9001, GMP, ISI, CE, BIS certification. Bidders/tenderers quoting on behalf of their manufacturer should also attach said certificate of their manufacturer to select reputed and quality products failing which their offer may be summarily rejected.
5. No work will be allotted to Non-tribal bidders / supplier except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong., Jaintia Hills Autonomous District Council & Garo Hills Autonomous District Council.
6. Exemption of Trading License will be applicable only to Scheduled Tribe who registered in the state of Meghalaya
7. Tender is to be duly signed on all the pages as a token of having accepted all the terms & conditions (no thumb impression is to be affixed).
8. Onsite warranty (in case of equipments) is to be provided as mentioned in the offer with spares and within the cost indicated. Insurance during transit to be borne by the vendor/supplier inclusive of handling, till the completion of final inspection and acceptance.
9. Installation, demonstration, operation techniques and associated services, if any, to be provided by the supplier within the cost indicated.
10. Meghalaya AIDS Control Society reserved all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
11. The tender rate shall remain valid for acceptance for a period of 1 (one) year after the date of tender opening prescribed in the document, subject to satisfaction the firm will be extended to another year with the same rates, terms and condition
12. Bidders /Tenderers shall have to produce sample of the items within 10(ten) days, if asked by the Purchaser
13. The supplier warrants comprehensively that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise, by the purchaser in the contract.
14. Tender sent by fax/telex/cable/electronically shall be ignored.
15. Bidders may quote the rate of the equipments, whether domestic or imported, in Indian rupees only.
16. This warranty (in case of equipment) shall remain valid for two (2) years after the goods or any portion thereof as the case may be, have been delivered, installed and commissioned at the final destination and accepted by the purchaser. In case of any claim arising out of this warranty, the purchaser/consignee shall prom ply notify the same in writing to the supplier.
17. The supplier shall be entirely responsible for all taxes, duties, fees, levies etc. Incurred until delivery of the contracted goods to the purchaser /final destination.
18. All bids must be accompanied with Earnest Money Deposit (EMD) amounting to **Rs.36,800/-** in the form of bank draft/ Bankers Cheque drawn on any nationalized bank in favour of "The Project Director, Meghalaya AIDS Control Society", payable at Shillong valid for 90 days from the date of opening of Bids, along with Technical Bids.
19. Within Seven (7) days from date of the issue of notification of award by the purchaser, the supplier, shall furnish performance security to the purchaser for an amount equal to five percent (5%) of the total value of the contract, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations. Earnest Money Deposit (EMD) will be refunded after receiving the Performance Security from the successful bidder.
20. Bids shall be opened in presence of bidder / representatives who intend to attend, on the specified date and time.
21. In case there is delay in delivery beyond the stipulated period as mentioned; there shall be reduction in price @ ½ % of the value of delayed goods per week, subject to a maximum of 10%.
22. Project Director, Meghalaya AIDS Control Society or his authorized representative shall be the final authority in all disputes and decision will be binding.

24. The tender may be sent by post or delivered in person on above mentioned address; the responsibility for ensuring that the tenders are delivered in time would vest with the bidder.
25. The envelope shall bear the Office name, Tender No, due date & time and the words "DO NOT OPEN BEFORE THE DUE DATE AND TIME".
26. Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, will be rejected and/or returned unopened to the Bidder.
27. The Supplier should also indicate the name & address of the firm on the envelope to enable the bid to be returned unopened in case it is declared late or rejected.
28. The purchaser reserves the right to blacklist a bidder/firm for a suitable period in case he fails to honour his bid without sufficient ground
29. Upon receipt of defective goods, the supplier shall repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts/goods after providing their replacements and no claim, whatsoever shall lie on the purchaser for such replaced parts/goods thereafter
30. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that there is no vigilance/CBI case pending against the firm/supplier
31. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not supplying the same item at lower rates quoted in this tender to any Government/Private organization or any other institution during past one year, as per "FALL CLAUSE" adhered by DGS & D and other Government agencies.

32. **Corrupt or Fraudulent Practices:-**

It is required by all concerned namely the Consignee/Tenderers/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser: -

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (ii) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
 - (iii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
 - (b) Will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
33. At any time prior to the date of submission of bid, Project Director, Meghalaya AIDS Control Society, Shillong, may, for any reason, whether at his /her own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders/tenderer who have received the bidding document will be notified of the amendment in the website and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Project Director, Meghalaya AIDS Control Society, Shillong, may at his discretion, extends the date and time for submission of bids.


Project Director,
Meghalaya AIDS control Society,
Shillong

SPECIFICATION OF STORES

SI No.	Name of Items	Specifications	Packing	Valid/GMP/ISI/ISO/SSI	Quantity (Estimated)	
1	Surgical Latex Rubber Gloves ISI (Non Sterile) Size 6½"/7"	Surgical Disposable latex rubber gloves ISI Mark Pack in box of 25/50 pairs	Pair/Box with label	ISO 9001, GMP, ISI, CE, BIS/SSI	130000	sample to be enclosed
2	Alcoholic rub hand disinfectant liquid 500ml with pump	Alcoholic rub hand disinfectant liquid effective against HIV/AIDS 500ml with pump Composition (each 100gm contain) 1 propanol 30gm 2 propanol 45gm Macetronium Ethyl Sulphate 0.2gm (Ethyl hexadecyl dimethylammonium ethyl sulphate) Color- brilliant blue/green with moisture skin protecting sulphate.	1 x 500ml bottle in universal standard ply carton with label	ISO 9001, GMP, ISI, CE, BIS/SSI	200	sample to be enclosed
3	Disposable Syringe (2ml & 5ml) with needle 22G/23G Sterile	Disposable Syringe (2ml & 5ml) with needle 22g Sharp ETO sterile individual pack with needles	1 x 100 box with label	ISO 9001, GMP, ISI, CE, BIS/SSI	130000	sample to be enclosed
4	Sodium Hypochloride (4%) in 5 ltr jar	containing chloride up to 10% in unbreakable and unbreakable 5/10 ltr. Plastic original virgin carba with label	1 x 5 ltr jar with label	ISO 9001, GMP, ISI, CE, BIS/SSI	250	sample to be enclosed
5	Safe Delivery kit for HIV + ANC (ETO Sterile)	Containing: For medical Staff Disposable head cap non woven fabric adjustable with head. 1 no Disposable face mask 2 ply non woven with nose clip with string to tie knot. 1 no Disposable shoe cover, which cover the entire shoe. 1 pair Disposable plastic apron, made up of special lite non absorbant material, non toxic and 125gsm polythene size full in length 76 x 130cm. 1no Disposable goggles for eyes protection transparent plastic with wide covering Sterile Surgeon Gown with elastic wrist, 1-Ply Blockade On Full Front And Full Sleeves, with string to tie knot.	1 kit having label of contain	ISO 9001, GMP, ISI, CE, BIS/SSI	800	sample to be enclosed

		<p>Containing: For Patient Use</p> <p>1. Disposable PVC drapes for delivery table length upto bucket width 80cm x 140cm non woven. 1 no</p> <p>2. Disposable delivery sheet non woven with hole 100 cm x 100 cm. 1 no</p> <p>3. Disposable cord clamp sterile 1 no</p> <p>4. Disposable hole towel for episiotomy suturing (1 mtr. X 1 mtr.) 1 no</p> <p>C. For new born baby</p> <p>1. Disposable wrapper for new born baby. 1 no</p> <p>1. Biomedical waste bag size: 21" x 24" to collect all above Red or yellow 1 no</p>				
6	Screw cap blood collection vial 2 ml	Plan storage vial 2 ml with screw cap and ring leak proof for serum transport auto cleavable good quality of glass with accessory	1 x 500 nos. pack with label	ISO 9001, GMP, ISI, CE, BIS/SSI	30000	
7	Needle - syringe destroyer (Electrical)	Having metal bowl with heavy metal cabinet and sufficient length of electric wire with plug holder and easy on table operating 80 watt.	Individual original company pack with label	ISO 9001, GMP, ISI, CE, BIS/SSI	5	
8	Absorbent Cotton roll	1) Feature: soft and elastic white fiber, tasteless and odorless. 2) Whiteness: more than 80 degree. 6) Water absorbing time :<6 seconds.	500 gms	ISO 9001, GMP, ISI, CE, BIS/SSI	300	
9	Rectified Spirit	Unbreakable bottle, consists of about 95.6% of ethanol and the remaining 4.4% of water.	450 ml	ISO 9001, GMP, ISI, CE, BIS/SSI	200	
10	Face Surgical Mask		100 x 1	ISO 9001, GMP, ISI, CE, BIS/SSI	5000	sample to be enclosed
11	Distilled Water		5 ltrs	ISO 9001, GMP, ISI, CE, BIS/SSI	200	
12	Filter Paper	110mm	Packet	ISO 9001, GMP, ISI, CE, BIS/SSI	200	
13	Torniquet	good quality	Each	ISO 9001, GMP, ISI, CE, BIS/SSI	100	
14	Pasture pipette	good quality	3ml	ISO 9001, GMP, ISI, CE, BIS/SSI	20000	

15	Plastic Bin/ Garbage with cover	Size: 38 cm x 38 cm x 51 cm (250 ltrs)	Each	ISO 9001, GMP, ISI, CE, BIS/SSI	100	
16	Color Disposable Waste Plastic bags	Yellow, Blue, Red, Black ,20 x 27 (30ltr)	Kg/each	ISO 9001, GMP, ISI, CE, BIS/SSI	200	
17	Para Film	2"x12ft	Roll	ISO 9001, GMP, ISI, CE, BIS/SSI	30	
18	Dettol Hand Wash	200 ml with pump	Each	ISO 9001, GMP, ISI, CE, BIS/SSI	250	
19	Microtips	Has to be in sealed box/pkt	(2µl- 200 µl)	ISO 9001, GMP, ISI, CE, BIS/SSI	80000	
20	Microtips	Has to be in sealed box/pkt	(200- 1000µl)	ISO 9001, GMP, ISI, CE, BIS/SSI	10000	
21	Alcohol Sterile Swab	70% v/v. Isopropyl Alcohol; Sterile	Each	ISO 9001, GMP, ISI, CE, BIS/SSI	80000	
22	Micro Label		100 labels x 1 page		130000	
23	Test Tube Rack (Plastic)	31 place ; detachable; Size	Each	ISO 9001, GMP, ISI, CE, BIS/SSI	30	
		13mm x 100mm				
24	Micropipette 1000ul	Single channel Adjustable Volume Plastic Serologic transfer	Each/Pck	ISO 9001, GMP, ISI, CE, BIS/SSI	10	
25	Micropipette 100ul	Single channel Adjustable Volume Plastic Serologic transfer	Each/Pck	ISO 9001, GMP, ISI, CE, BIS/SSI	10	
26	Phenyl	500ml	Each	ISO 9001, GMP, ISI, CE, BIS/SSI	200	
27	Clot Activator Blood Collection Tube	Anticoagulant 4ml-5ml	Each	ISO 9001, GMP, ISI, CE, BIS/SSI	130000	
28	Centrifuge Machine 6 tubes	Material : metal, Rotator capacity(ml), 6x 15ml, swing out head, maximum speed 3500 rpm, max rcf 1600	Each	ISO 9001, GMP, ISI, CE, BIS/SSI	5	
29	VDRL Shaker	Shaking orbit 10mm; countdown times 0- 99mins:min speed 50 - 300 rpm; Power supply 220-240v, 50hz single phase	Each	ISO 9001, GMP, ISI, CE, BIS/SSI	5	
30	Cryovials 2ml	self standing with silicone washer or O- ring for a secure seal.	Each	ISO 9001, GMP, ISI, CE, BIS/SSI	10000	sample to be enclosed

PRICE SCHEDULE

1	2	3	4	5	6	
Sl. No.	Brief Description of Goods	Make/Company	Unit	Basic Price (Rs)	Taxes	Total Price on Delivery At consignee site (Incl of all taxes) (Rs.)
1.						
2.						
3.						

The Tenderer shall indicate on the Price Schedule provided all the specified components of prices shown therein including the unit prices and total tender prices of the goods and services it proposes to supply. All the columns shown in the price schedule should be filled up as required.

Format for Submission of Tender

(To be submitted on the agencies letter head)

Date _____

To,

Project Director

Meghalaya AIDS Control Society,

Lawmali, Shillong-793001

Sub - Submission of Tender for _____ (Indicate service)

Ref -Advertisement in the _____ Dt. _____ for NIT

Sir/Madam,

With reference to the advertisement published in _____ Dt. _____, we hereby submit sealed tender as below

1. Name & Address of the Firm _____

2. Status of the Firm _____

(Specify whether proprietary concern, partnership firm, or company and attach copy of registration certificate)

3. Experience in the area for which Tender is submitted (provide full details of past experience with certificates from the clients.)

We hereby declare that our firm has not been disqualified or blacklisted by any Government Organization, Department and PSU for indulging in fraudulent activities or corruption.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature with seal: _____

Name & Title of Signatory: _____

No-Conviction Certificate

(To be submitted on the agencies letter head)

This is to certify that ----- (Name of the organization), having registered office at -----
- (Address of the registered office) has neither been black-listed nor issued a warning for its performance
for any work undertaken by them for a Central or State Government, PSU or any other Governmental
agency.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

LETTER OF ACCEPTANCE
CUM NOTICE TO PROCEED WITH WORK
(To be submitted on the agencies letter head)

Dated:

To: _____

Dear Sir/Madam,

This is to notify you that your quotation dated _____ for execution of the
_____ for the contract price of Rupees
_____ (Amount in words & figures), is hereby accepted by
us.

You are hereby requested to furnish performance security for an amount of Rs
_____ (equivalent to 5% of the contract price) within 10 days of the receipt of the
letter. The performance security in the form of Bank guarantee or a bank draft in favour of The Project
Director, Meghalaya AIDS Control Society, Shillong shall be valid upto sixty days after date of
completion of contractual obligations. Failure to furnish the Performance Security will entail cancellation
of the award of contract.

Yours faithfully,

Authorize signature with seal

Full name & title of signatory