

**Office of the Mission Director  
National Health Mission  
Government of Tripura  
Palace Compound, Agartala, TRIPURA**

No.F.3 (5-4026) FWPM/SHFWS/COVID-19/2021/2905-2906

Date:- 12<sup>th</sup>/05/2021

**SHORT NOTICE INVITING QUOTATION (SNIQ)**

Quotation in sealed cover are hereby invited by the Mission Director, NHM, Govt. of Tripura, Agartala from experienced, resourceful, bonafide agency for **Supply of hospital mattress & pillow at dedicated COVID hospital of Tripura Medical College and Dr. B.R. Ambedkar Memorial Teaching Hospital, Hapania, Agartala, Tripura (West)**. Detail description of items for quoting rate is as follows:-

Sl.	Name of the Items	Specification	Quantity	Unit Cost quoted per item in Rs. (Inclusive all Taxes)
01.	Mattress with rexine Cover	Material: PU Foam, Rexine. Number of Section: 4 Section. Pattern: Plain. Shape: Rectangular. Color: Blue. Size: 73.5"x35.5"x4".	10 no's	
02.	Mattress with rexine Cover	Material: PU Foam, Rexine. Number of Section: 1 Section. Pattern: Plain. Shape: Rectangular. Color: Blue. Size: 73.5"x35.5"x4".	35 no's	
03.	Pillow with rexine Cover	Fabric: Rexine. Color: Blue. Size: 24"x16"	200 no's	

2. The last date of receipt of the quotation is up to **1:30pm** on **15/05/2021**. The quotations are likely to be opened on **15/05/2021 at 3.30 pm.**, if possible. Sealed quotations will be received by speed or Registered Post/Courier service/ by hand to the office of the undersigned. The department will not be responsible for any postal delay. On the top left side corner of the sealed tender shall bear the words **Supply of hospital mattress & pillow at dedicated COVID hospital of Tripura Medical College and Dr. B.R. Ambedkar Memorial Teaching Hospital, Hapania, Agartala, Tripura (West)** with Tender number and date.

3. The SNIQ will remain valid up to 01(one) year from the date of acceptance. Extension of rate may be considered for 2<sup>nd</sup> year to the approved Quotationer on the basis of satisfactory execution of supply and execution of works orders in time and in terms of quality. No over writing would be accepted. Rate should be quoted in Indian currency only.

5. **Quotationer should submit the following documents:**

- Photocopy of PAN card of owner or Firm.
- Proof of GST Registration.
- Proof of valid trade licence.
- An undertaking for acceptance of terms & condition of SNIQ in **Annexure-1**
- List of documents to be submitted as per **Annexure-2**

6. After finalization of tender, the supply of items must be completed within 7(seven) days. A penalty @ 1% on the total value shall be charged for every week or part of week of delay beyond stipulated date of completion. However, relaxation will be entertained only in special circumstances (Natural Calamities, War or any other situation beyond human control).
7. 5% of the value of ordered quantity will have to be deposited as Security Money by Demand Draft from any schedule Bank by the selected firm within 03 days from the date of issue of supply/work order. The Security Money will be released after completion of full completion of supply of items within stipulated period and found satisfactory in all aspects or it may be kept for the next supply order whichever is applicable.
8. Income Tax / Other Tax & GST shall be deducted from the bill as per guidelines of the Government, if applicable.
9. The Earnest Money Deposit (EMD) to an amount of **Rs.15,000/- (Fifteen thousand only)** shall be furnished in the following form:
- Account payee Demand Draft.
- The EMD shall be drawn on any Nationalized Bank in India in favour of **State Health & Family Welfare Society, Tripura.**
10. The lowest/ selected Quotationer will have to make site visit where the good and services are to be supplied / executed and thereafter submit estimate as per the quoted rate for issuance of Work / Supply order by the Authority.
11. Failure to supply standard quality items and substandard execution of works by the Quotationer will render him/her disqualified for future supply/tender.
12. Payment of successful Quotationer / Tenderer shall be made on bill basis only after completion of supply of the items as ordered for. No advance payment shall be made under any circumstances.
13. State Health & Family Welfare Society, Tripura, reserves the right to accept or reject any quotation without assigning any reason thereof. Quotationer once selected shall have to carry out entire works. No Quotationer will be selected to do partial work.
14. Approved lowest rate (unit cost) & firm may be bound for doing similar jobs as per work order as and when required.
15. The bidder may be selected as per lowest quoted rate item wise.

  
12/05/21  
**Mission Director  
National Health Mission  
Government of Tripura**

**Copy to:-**

- Website Section of NHM Tripura for publishing the SNIQ in [http:// www.tripuranrhm.gov.in](http://www.tripuranrhm.gov.in)
- Notice Board of O/o the MD, NHM, Govt. of Tripura, Palace Compound, Agartala

**Undertaking to be submitted by the Tenderer**

Tender No. \_\_\_\_\_

For supply of \_\_\_\_\_

Sir,

I/We Shri/Smt. \_\_\_\_\_, on behalf of M/s. \_\_\_\_\_ having registered office at \_\_\_\_\_, do hereby declare that I/we have gone through the terms and conditions mentioned for the above and undertaken to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of 06 (six) month from the date of award of contract to me/us.

2. I/We undersigned hereby bind myself/ourselves to the Office of \_\_\_\_\_ to supply \_\_\_\_\_ The rates quoted by me/us for the items tendered for are specified against each.

3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of \_\_\_\_\_ (Hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.

4. I/We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT shall be forfeited by authority.

5. I/We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.

6. I/We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.

7. I/We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.

8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.

9. I/We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.

10. I/We hereby declare that I/We have not been disqualified/ de-barred from supply of similar goods by any Govt organization during last three years.

SIGNATURE : \_\_\_\_\_

NAME & DESIGNATION : \_\_\_\_\_

DATE : \_\_\_\_\_

NAME & ADDRESS OF THE FIRM: \_\_\_\_\_

**List of documents submitted should be given in a separate sheet**

Sl.No	List of documents	Page no
01.	EMD in the form of Demand Draft drawn from any scheduled Nationalized Bank for an amount of Rs.15000/- (Rupees fifteen thousand ) only. <u>(Not applicable to CPSEs and SPSUs)</u>	
02.	Proof of GST Registration and Proof of valid trade licence.	
03.	Photocopy of PAN card of owner or Firm.	
04.	An undertaking for acceptance of terms & condition of SNIT in annexure- 1.(enclosed)	
05.	List of documents submitted as per annexure – 2. (enclosed)	

\* Attach separate sheets if the space is found insufficient in respect of these items.

SIGNATURE

NAME & DESIGNATION

DATE

NAME & ADDRESS OF THE FIRM:

