



# INDIAN INSTITUTE OF MANAGEMENT SHILLONG

East Khasi Hills, Umsawli Shillong- 793018

Phone No: 0364-2308011/8012

Email: spo@iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/23-24/039

Dated: 06.03.2024

**Subject: Notice Inviting Quotation for Rate contract for Various Medicines & consumables required in IIM Shillong.**

Quotations are invited on behalf of Director IIM Shillong from registered/ reputed dealer/supplier for tentative requirement of goods/services as per Terms & Conditions mentioned therein **in two packet system in two separate sealed covers duly marked “Techno-Commercial Bid” and “Price/ Finance Bid”, placed in another sealed cover/envelope.** The Quotation as per format given below are to be submitted in **Sealed Envelope**, addressed to the Chief Administrative Officer, IIM Shillong with the words **“Quotation for Rate contract for Various Medicines & consumables required in IIM Shillong”, with due date boldly superscripted on the top of the envelope.** The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 13.03.2024 by 03:00 pm.**

**Format for Quotation Submission: Kindly provide the rate and other details as per attached Annexures I and II.**

**Delivery/Supply Time:**

**Required Items should be delivered within 10 Days of providing work order.**

**Rate validity:**

**Quoted Rates should be valid for 6 months from the NIQ submission date**

**Terms and Conditions**

1. This is Notice Inviting Quotation (NIQ) only hence does not bind the Institute in any commitment to place order to any vendor.
2. Tender should be addressed to the Chief Administrative Officer, IIM Shillong. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 13.03.2024 by 03:00 pm** under sealed cover failing which the quotation shall be rejected. Terms and conditions for supply should invariably be indicated otherwise would be taken on its face value. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.
3. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item according to Institute approved specification should be quoted against the item.

4. No counter proposal is acceptable to us and conditional/late tenders are liable to be rejected.

Quotation should invariably be submitted in two bid system containing two parts as detailed below:

Part-I: - techno-commercial bid (Annexure- I) in one sealed cover.

Part-II: - Price bid/Financial bid (annexure-II) in one sealed cover.

Both the sealed envelopes should then be put in outer cover indicating thereon:

i) Reference No. of the Quotation: \_\_\_\_\_

ii) Tender regarding: \_\_\_\_\_

iii) Due date for submission of the tender: \_\_\_\_\_

iv) Name and Address of the firm: \_\_\_\_\_

Please note that prices should not be indicated in the techno- commercial bid. the pre-qualification documents as required should invariable be accompanied with the techno-commercialbid.

**Note: Offers submitted without following two-packet system procedure as mentioned above would be summarily rejected.**

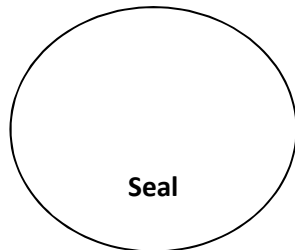
5. Vendors/Suppliers/ Contractor are required to submit copies of valid GST and PAN Registration with all associated spec. sheets and brochures in the Techno-Commercial Bid.
6. The Quotation should be submitted **as per the format given on Official Letter Head** of the vendor indicating GST No. & PAN. The Quotation submitted should be signed, seal of vendor affixed with date. The rate quoted should be Carriage and Insurance Paid (CIP) at Central Store IIM Shillong.
7. **It will be the prerogative of the Institute to place the supply order for the whole lot or in staggered manner depending upon the requirement of the Institute.**
8. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item according to Institute approved specification should be quoted against the item.
9. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
10. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
11. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
12. The NIQ queries (if any) should only be e-mailed on [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in).

**Store and Purchase Officer  
IIM Shillong**

(To be provided on letter head of the firm)

**Technical Bid format (Packet 1)****BIDDER's DETAILS**

<b>Name of the Firm/Agency</b>		
<b>Full address with Pin code, Telephone No/Mobile No.</b>		
<b>Authorized Signatory Details</b>		
Name		
Designation		
Telephone/ Mobile no.:		
Email id:		
<b>a. GSTIN: (Copy to be attached)</b>		
<b>b. PAN: (Copy to be attached)</b>		
<b>c. Drug License (if any)</b>		
<b>Bank Details</b>  <b>(Please attached a copy of cancelled cheque)</b>	Account Number	
	IFSC Code	
	Bank Name	
	Branch Name	
<b>Acceptance of T&amp;C mentioned in the NIQ Accepted/ Not accepted</b>		
<b>Remarks (if any)</b>		

**Date:****Place:****Authorized Signatory****Name:****Contact No.:**

**Financial quote Format (Packet 2)**

Vendor/Company Name .....

Sr. No.	Medicine Name	Salt Composition	A/U	Required Number	Offered Medicine Name	Offered Medicine Brand	MRP (per unit i.e. strip/bottle/tube etc.)	Offered Rate (per unit)	GST %	Offered Rate (including all taxes)	Remarks (in the case of Tablets kindly mention the quantity of tabs in one strip)
	<b>Kindly provide the rate of the various mentioned medicines in the attached Excel sheet.</b>										

1. The medicine supplied should be of latest manufacturing date not earlier than 6 months from the date of supply.
2. Expiry date of the medicine should be minimum of 2 year from the date of supply.
3. It will be the prerogative of the Institute to place the supply order in staggered manner depending upon the requirement. Only institute approved specification should be supplied.
4. The rates shall be valid for 180 days from the date of this order.

**Signature and Seal of Bidder****Date:**