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North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong  
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)  
Director's Block, GPO Post Bag No.92, Mawdiangdiang, Shillong 793 018, Meghalaya

Store & Procurement:

Tele Fax: (0364) 2538032

F. No: NEIGR/S&P/S-07/2017 -2018/PT-II (Oncology)

Email: storeneigrihms@gmail.com

Website: neigrihms.nic.in

Dated: 06/01/2022

To,

**M/S Health Care Distributor**

**M.T.C. Shopping Arcade, Room No.- 22**

**Police Bazar, Jail Road,**

**Shillong- 793001**

**Email: davidkharsati@yahoo.com**


**Ph. No: +913642537474, 9436102215**


Sub: Awarding/Provisional letter of Intent /Award-Rate Contract for processing of Drugs/Medicines on case to case consignment basis, on rate contract for a period of 2 years, extendable upto 6 months or till finalization of the next tender, whichever is later for Department of Radiation Oncology.


Ref: Our Open Tender No: NEIGR/S&P/ OT/E-05/2021-2022; **Dated: 31/08/2021** and your offer in response to our tender.


Sir,


1. With reference to your bid and in accordance with the terms, conditions of the tender document and this letter of intent, the Institute is pleased to offer a rate contract drugs/ medicines for Department of Radiation Oncology w.e.f. 15<sup>th</sup> January 2022 for the items and cost listed at Annexure "A".
2. The tendered rates and the validity of bids shall be for a period of **Two years from the date of Award, extendable up to 6 months, or till the finalization of next tender, whichever is later.** It may be made clear that the said contract period may be extended on the option of the Director, NEIGRIHMS, if situation warrants till the finalization of the next tender, subject to satisfactory performance; However, the Institute reserves the right to terminate the contract with one month notice.
3. The Accepting officer reserves the right to have second inspection/enquiry which would be nominated by Director of the Institute, and have the right to take necessary action, if found not conforming to the terms and conditions of the contract though the report of the earlier inspection has been accepted by the normal inspection authority.
4. On insistence, the vendor/contractor, the supplier should be in a position to submit quality assurance certificate from the competent authority. Stores will be accepted subject verification and Inspection by the competent authority / inspecting agency at NEIGRIHMS, Shillong.
5. The terms and conditions of the tender and the agreement executed will be binding on the vendor. This offer is being issued in accordance with the terms & conditions of NEIGRIHMS / Government of India and in the manner specified herein shall operate to create a specific contract between the vendors (with whom the contract referred to) on one part and NEIGRIHMS, Shillong, on the other part.
6. The stores need to be provided will be as per the desired specification, as per WHO GMP/BIS/DCGI standards, as applicable to each category, within time schedule prescribed by the Department/concerned faculty.
7. In the event of failure on the part of the vendor to provide adequate service /delay in supply, then, necessary action will be taken by the management of NEIGRIHMS. If there is any complaint against the vendor, the vendor shall be afforded an opportunity to furnish explanation within 7 (seven) days. If the explanation is not satisfactory, the appropriate authority reserve the right to terminate /discontinue the contract and take suitable action deemed fit in the interest of the Institute.

  
Pharmacist  
NEIGRIHMS,  
SHILLONG.

  
Pharmacist  
NEIGRIHMS,  
SHILLONG.

  
Mr. Punam Chowdhury  
Pharmacist  
NEIGRIHMS,  
SHILLONG.

  
Pharmacist  
NEIGRIHMS,  
SHILLONG.

  
Pharmacist  
NEIGRIHMS,  
SHILLONG.

8. The agency shall undertake to sign the contract agreement within 15 (fifteen) days from the date of issue of the letter of acceptance/Intent. However, successful bidder shall execute an agreement on non – judicial stamp paper of value of Rs. 100/- (stamp duty to be paid by the bidder).
9. Provision of samples for inspection/second inspection, shall be provided by the supplier/vendor/contractor within the cost indicated.
10. In case of decrease in rate, supplies should be in accordance with the decreased rates. Vendors are required to certify that rates have not reduced during the period of supply.
11. No work will be allotted to Non-tribal bidder, contractors, Suppliers, stockist, bonded warehouse, private carriage contractors, cooperative societies etc except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong.
12. In case of Stores with life:
  - a. Stock should be supplied to this Institute from the latest batch and such stock should have a minimum life period of two years, depending upon the normal potency prescribed thereof.
  - b. In the event of such stores not being utilized within their life period, the bidder shall replace the unutilized unexpended stocks by fresh stock without any extra cost.
13. The stores should be supplied to the Institute based on the functional requirements of the user department and in compliance to the desired specifications, quality and quantity.
14. The responsive vendor has to provide the details vendor/supplier address, contact no of the authorized representative to be contacted along with awarded stores with cost, warranty, service to be provided etc to the respective deptt/Institute.
15. The Invoice will be submitted in quadruplicate to store along with the challan/e-remittance copy duly countersigned by the user department for processing of the Bills of the vendor.
16. Department shall raise demands /indents on quarterly basis for above stores for being included in the open e-tender rate contract/ GeM, for being conveyed to the vendor.
17. The “hospital user charges” for the services, procedure shall be remitted to the respective payment counter/MRD, prior to the commencement of the service /procedure, receipt/ e-receipt shall be verified by the Nursing Officer / senior most technicians on duty and concerned Faculty. Copy of the financial record shall be retained in the respective departmental and MRD records.
18. The cost of drugs/medicines, consumables, accessories, implantable devices etc “on consignment basis” shall be recovered on case to case basis, as per notified prevailing rates through open e-tender rate contract/GeM, which shall be available with the department, MRD, Hospital administration and the Institute’s website.
19. The cost of drugs/medicines , consumables, accessories, implantable devices etc “on consignment basis” shall be remitted by the beneficiary to the Bank of Baroda, Mawdiangdiang (S/B-Account no. 30270100005127, IFSC code: BARBOMAWDIA, Name: NEIGRIHMS Hospital Revolving Fund”) by challan or RTGS, prior to the commencement of the procedure. Receipt/E-receipt shall be verified by the Nursing Officer/senior most Technicians on duty and concerned Faculty. The challans under “NEIGRIHMS Hospital Revolving Fund” shall be available with the stores, user department and on the website of the Institute. The same can be deposited with the consent of user department / stores to Bank of Baroda, NEIGRIHMS campus branch by challan or RTGS. Copy of the receipt/ e-receipt of financial transaction shall be retained in the respective department and copy forwarded by the department to Central Medical stores/MRD along with bill by the vendors.
20. The vendor should maintain a log book of stores, assistive devices, instrumentation set, service details, equipment etc provided to the department by the rate contracted vendor in order to fulfill the medical

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Shillong.

Pharmacist  
NEIGRIHMS,  
Shillong.

*Mt. Purnam Chowdhury*  
Sr. Pharmacist  
NEIGRIHMS, SHILLONG

*[Signature]*  
NEIGRIHMS, SHILLONG

procedures as may be required/ certified by the Head of department/ Faculty In charge. All details in regard to the vendor/ supplier name, address, contact no, stores provided with cost, warranty period, services provided, repair and maintenance requirement should be clearly recorded.

21. In the process of replenishment of stores on consignment basis and processing of bills of vendors the Pharmacist/Superintendent Pharmacist, Central Medical Stores shall verify receipt /E-receipt /Challan, the procedure /services performed in the respective department, cost of stores utilized from the "consignment basis/buffer stock" as per record and the inventory of the user department shall be processed for replenishment as per notified prevailing rates through open e-tender rate contract/ GeM, with certification of the concerned Faculty In charge and MS/DMS. The vendor shall ensure receipt of stores of the quantity required as per order/specifications, based on usage. Vendor will take necessary steps to replenish stocks well in time to avoid any difficulty in supply on account of any item going out of stock.
22. Settlement of disputes – If there is any dispute or differences, the same may be referred to Director, NEIGRIHMS. Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision taken by the authority will be binding on all concerned. The vendor hereby indemnify that they have no objection to settle the dispute, if any, by the Director, NEIGRIHMS or his authorized representative, being the employee of the Institute.
23. It is hereby agreed that all Terms & Conditions are as per Tender Enquiry No: NEIGR/S&P/ OT/E-05/2021-2022; Dated: 31/08/2021 forms part of this agreement.

Yours faithfully,

*[Signature]*  
Store & Procurement Officer,  
NEIGRIHMS, Shillong

Copy forwarded for Information and necessary action please:

1. Department of Radiation Oncology-All Faculty/Nursing Officer
2. MS/DMS
3. Sr. Accounts Officer/ Accounts Officer/Assistant Accounts Officer
4. MRD/MSW/Billing Section
5. Relevant file
6. Institute website

① Mr. Vikas Sengupta @ Mr. Sunit  
② MS/MSW @ Mr. Bhasin / Mr. Panna  
③ Mr. Roman, for referral.

*[Signature]*

Mr. Punam Choudhury  
Store Keeper  
NEIGRIHMS, SHILLONG

Pharmacist  
NEIGRIHMS,  
Shillong.

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Pharmacist  
NEIGRIHMS,  
Shillong.

*[Signature]*  
Pharmacist  
NEIGRIHMS,  
Shillong.

④ Sop of DMS please.  
⑤ Mr. MNO/MS/Bhadra

*[Signature]*  
Store & Procurement Officer  
NEIGRIHMS, Shillong

**ItemwiseComparativeStatement**  
**Tender Title: Processing of Drugs and Consumables for Radiation Oncology**  
**Tender ID: 2021\_NES\_645799\_1**

Sl.No	Sheet Name	Description of Work / Item(s)	Item Code	Units	No. of Qty	Estimate d Rate	Bidder Name	Rate Without Tax	Tax/Duties (INR)	Rate With Tax	Bid Rank	PRP/PUP
7	BoQ1	InjDocetaxel 120mg	Item8		1.00	0.00	HEALTH CARE DISTRIBUTOR	414.00	49.68	463.68	L1	Nil

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 Pharmacist  
 NEIGRIHMS,  
 Shillong.

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 Pharmacist  
 NEIGRIHMS,  
 Shillong

*[Signature]*  
**Mr. Punam Chowdhury**  
 Store Keeper  
 NEIGRIHMS,  
 Shillong

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 Pharmacist  
 NEIGRIHMS,  
 Shillong.

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 Pharmacist  
 NEIGRIHMS,  
 Shillong.

*[Signature]*  
 State Government  
 NEIGRIHMS,  
 Shillong

