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
Email: storeneigrihms@gmail.com
Website: neigrihms.nic.in

F. No: NEIGR/S&P/O -03/2020 -2021

Dated: 16/08/23

To,
Elke Drugs Distributor,
Laitumkhrah,Nongrimbah,
Near Beat House,
Shillong-793003
Phone-03642507478
Email-elkedrugs@yahoo.com

Sub: Awarding/Provisional letter of Intent /Award-Rate Contract for processing of Consumables,accessories,Implants,Devices,Screw Set, on case to case consignment basis, on rate contract for a period of three years, extendable upto 6 months or till the finalization of the next tender, whichever is later, for Department of orthopaedics.

Ref: Our Open Tender No: NEIGR/S&P/OT/E-05A/2022-23; Dated: 16/01/2023 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 for Implants/ Consumables for Orhtopaedics Department w.e.f. **01st October, 2023**, for the items and cost listed at Annexure "A".
2. The tendered rates and the validity of bids shall be for **a period of Three year 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

Pharmaceutical Chemist
Registered Pharmacist
Shillong 18

JDC Store Accounts
Central Store NEIGRIHMS

Store & Procurement Office
NEIGRIHMS, Shillong-18

satisfactory, the appropriate authority reserve the right to terminate /discontinue the contract and take suitable action deemed fit in the interest of the Institute.

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. The stores as detailed however modification by the authority from time to time shall include Consumables,accessories,Implants,Devices,Screw Set etc "on consignment basis".

17. 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.

18. 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.

19. The cost of 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.

20. The cost of consumables, accessories, implantable devices etc "on consignment basis" shall be remitted by the beneficiary to the Bank of Baroda, Mawdiangdiang (S/B-Accountno. 30270100005127, IFSC code: BARB0MAWDIA, 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

UDC Store Accounting
Central Store NEIGRIHMS

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.

21. The vendor should maintain a log book of stores, assistive devices, instrumentation set, service details, equipment etc provided to the department by the rate contacted vendor in order to fulfill the medical 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.

22. 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.

23. 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.

24. The onsite Technical Support as desired by the user department should be provided by the respective bidder.

25. It is hereby agreed that all Terms & Conditions are as per Tender Enquiry No: NEIGR/S&P/OT/E-05A/2022-23; Dated: 16/01/2023 forms part of this agreement.

Yours faithfully,

Store & Procurement Officer
NEIGRIHMS/Shillong

Copy forwarded for Information and necessary action please:

1. Department of Orthopaedics
2. MS/DMS
3. Sr. Accounts Officer/ Accounts Officer/Assistant Accounts Officer
4. MRD/MSW/Billing Section
5. Relevant file
6. Institute website

Central Store NEIGRIHMS

ItemwiseComparativeStatement
Tender Title: Processing of Orthopaedics Consumables, Accessories, Implants, Devices, Screws Set, on consignment basis
Tender ID: 2023_NEIS_736241_1

SLNo	Sheet Name	Description of Work / Name[]	Item Code	Units	Req'd Qty	Estimated Rate	Bidder Name	Rate Without Tax	Tax/Duties (INR)	Rate With Tax	Bid Rank	Remarks
8	BoQ1	Acetabular Uncemented Cup	item8	Each	1.00	0.00	Elke Drugs Distributor	16988.95	849.45	17838.40	L1	Nil
334	BoQ1	ACL Repair Implants: Bioabsorbable Cannulated Interference Screw; Diameter: 7; L 20	item334	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
335	BoQ1	ACL Repair Implants: Bioabsorbable Cannulated Interference Screw; Diameter: 7; L 25	item335	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
336	BoQ1	ACL Repair Implants: Bioabsorbable Cannulated Interference Screw; Diameter: 7; L 30	item336	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
337	BoQ1	ACL Repair Implants: Bioabsorbable Interference Screw; Diameter: 8; L 20	item337	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
338	BoQ1	ACL Repair Implants: Bioabsorbable Interference Screw; Diameter: 8; L 25	item338	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
339	BoQ1	ACL Repair Implants: Bioabsorbable Cannulated Interference Screw; Diameter: 8; L 30	item339	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
340	BoQ1	ACL Repair Implants: Bioabsorbable Cannulated Interference Screw; Diameter: 9; L 20	item340	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
341	BoQ1	ACL Repair Implants: Bioabsorbable Cannulated Interference Screw; Diameter: 9; L 25	item341	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
342	BoQ1	ACL Repair Implants: Bioabsorbable Cannulated Interference Screw; Diameter: 9; L 30	item342	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
344	BoQ1	ACL Repair Implants: Bioabsorbable Cannulated Interference Screw; Diameter: 10; L 25	item344	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
345	BoQ1	ACL Repair Implants: Bioabsorbable Cannulated Interference Screw; Diameter: 10; L 30	item345	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
348	BoQ1	ACL Repair Implants: Bioabsorbable Cannulated Interference Screw; Diameter: 11; L 30	item348	Each	1.00	0.00	Elke Drugs Distributor	9361.00	468.05	9829.05	L1	Nil
437	BoQ1	Connecting Rod 90	item437	Each	1.00	0.00	Elke Drugs Distributor	507.15	25.36	532.51	L1	Nil
442	BoQ1	Connecting Rod 140	item442	Each	1.00	0.00	Elke Drugs Distributor	507.15	25.36	532.51	L1	Nil
444	BoQ1	Connecting Rod 160	item444	Each	1.00	0.00	Elke Drugs Distributor	507.15	25.36	532.51	L1	Nil
448	BoQ1	Connecting Rod 200	item448	Each	1.00	0.00	Elke Drugs Distributor	507.15	25.36	532.51	L1	Nil
468	BoQ1	Connecting Rod 400	item468	Each	1.00	0.00	Elke Drugs Distributor	1009.70	50.49	1060.19	L1	Nil

फार्मास्यूटिकल केमिस्ट
Pharmaceutical Chemist
अधीक्षक फार्मासिस्ट
Superintendent Pharmacist
नेगिम्स, शिलांग 18
NEIGRIHMS, Shillong 18

UDC Store Accounting
Central Store NEIGRIHMS

Store & Procurement Officer
NEIGRIHMS Shillong-18

NEIGRIHMS::SHILLONG -793018

NEIGRIHMS HOSPITAL REVOLVING FUND

S/B Account No: 30270100005127

Bank of Baroda, Mawdiangdiang, Shillong

IFSC Code No: BARBOMAWDIA

BANK COPY

Challan No. ..... Dated: .....

Name: .....

C.R. No..... I.P. No: .....

Department:

Consultant:

Description of Items	Unit	Amount (Rs)
1		
2		
3		
4		
5		
6		
7		
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9		
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11		
12		

Amount (in figures):

Amount (in words):

Bank Name & Branch in which Amount deposited:	
Bank Transaction ID No: (For Bank use only)	
Bank Seal and Signature of Authorized Bank Officer receiving the Amount	**(Signature and Acceptance of the Patient Party)**

NEIGRIHMS::SHILLONG -793018

NEIGRIHMS HOSPITAL REVOLVING FUND

S/B Account No: 30270100005127

Bank of Baroda, Mawdiangdiang, Shillong

IFSC Code No: BARBOMAWDIA

REGISTERED PATIENT COPY

Challan No: ..... Dated: .....

Name: .....

C.R. No..... I.P. No: .....

Department:

Consultant:

Description of Items	Unit	Amount (Rs)
1		
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Amount (in figures):

Amount (in words):

Bank Name & Branch in which Amount deposited:	
Bank Transaction ID No: (For Bank use only)	
Bank Seal and Signature of Authorized Bank Officer receiving the Amount	**(Signature and Acceptance of the Patient Party)**

NEIGRIHMS::SHILLONG -793018

NEIGRIHMS HOSPITAL REVOLVING FUND

S/B Account No: 30270100005127

Bank of Baroda, Mawdiangdiang, Shillong

IFSC Code No: BARBOMAWDIA

INCHARGE PHARMACY COPY

Challan No: ..... Dated: .....

Name: .....

C.R. No..... I.P. No: .....

Department:

Consultant:

Description of Items	Unit	Amount (Rs)
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Amount (in figures):

Amount (in words):

Bank Name & Branch in which Amount deposited:	
Bank Transaction ID No: (For Bank use only)	
Bank Seal and Signature of Authorized Bank Officer receiving the Amount	**(Signature and Acceptance of the Patient Party)**

NEIGRIHMS::SHILLONG -793018

NEIGRIHMS HOSPITAL REVOLVING FUND

S/B Account No: 30270100005127

Bank of Baroda, Mawdiangdiang, Shillong

IFSC Code No: BARBOMAWDIA

ACCOUNTS COPY

Challan No: ..... Dated: .....

Name: .....

C.R. No..... I.P. No: .....

Department:

Consultant:

Description of Items	Unit	Amount (Rs)
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Amount (in figures):

Amount (in words):

Bank Name & Branch in which Amount deposited:	
Bank Transaction ID No: (For Bank use only)	
Bank Seal and Signature of Authorized Bank Officer receiving the Amount	**(Signature and Acceptance of the Patient Party)**

NEIGRIHMS::SHILLONG -793018

NEIGRIHMS HOSPITAL REVOLVING FUND

S/B Account No: 30270100005127

Bank of Baroda, Mawdiangdiang, Shillong

IFSC Code No: BARBOMAWDIA

USER DEPARTMENT COPY

Challan No: ..... Dated: .....

Name: .....

C.R. No..... I.P. No: .....

Department:

Consultant:

Description of Items	Unit	Amount (Rs)
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12		

Amount (in figures):

Amount (in words):

Bank Name & Branch in which Amount deposited:	
Bank Transaction ID No: (For Bank use only)	
Bank Seal and Signature of Authorized Bank Officer receiving the Amount	**(Signature and Acceptance of the Patient Party)**