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**NATIONAL HEALTH MISSION, ASSAM**

**EXPRESSION OF INTEREST (EOI) FOR**

**EMPANELMENT OF VENDORS FOR SUPPLY**

**OF**

**OFFICE STATIONERY &**

**CONSUMABLES**

|  |  |
| --- | --- |
| **RFP Ref No………………………………**  | **Date:………………** |

**REF.NO: NHM/Statn./315/06-07/Part-II/35738 Dated.02.03.2022**

**Issued by**

**The Mission Director**

**National Health Mission, Assam**

**Saikia Commercial Complex, Srinagar Path, Christianbasti,**

**G.S Road, Guwahati-781005, Assam.**

 **Website:** [**https://nhm.assam.gov.in**](https://nhm.assam.gov.in) **:: Phone: 0361-2340236/39**

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**NATIONAL HEALTH MISSION, ASSAM**

**EXPRESSION OF INTEREST (EOI)**

National Health Mission, Assam invites Expression of Interest (EOI) for empanelment of Firms/Agencies/Organizations for supply of Office Stationery and Consumables under the office of the M.D, NHM, Assam. Eligible and interested party may submit their EoI with requisite documents For details visit [**https://nhm.assam.gov.in**](https://nhm.assam.gov.in)

The Schedule of EOI:

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| 1.00 | EOI No | **NHM/Statn./315/06-07/Part-II/35738 Dtd.02.03.2022**  |
| 2.00 | Description of Service | Expression of Interest (EOI) for empanelment of Firms/Agencies/Organizations for supply of Office Stationery and Consumables under the office of the M.D, NHM, Assam |
| 3.00 | Duration of Empanelment | 3 (Three) years from the date of empanelment. |
| 4.00 | Scope of Work | The empanelled agencies shall supply the office stationery and consumables under the office of the NHM, Assam as and when required. |
| 5.00 | **Date of issue of EOI** | **04.03.2022** |
| 6.00 | **Last Date and Time for receiving of EOI** | **24.03.2022 till 2.00 P.M** |
| 7.00 | **Time and Date of opening of EOI** | **25.03.2022 at 3.00 P.M** |
| 8.00 | Date and Time of Result | After Completion of Scrutiny  |
| 9.00 | Address for Submission of EOI | Office of the M.D, NHM, Assam, saikia Commercial Complex, Sree Nagar Road, Christianbasti, Guwahati-5 |
| 10.00 | Subject Line for Submission of Proposal | Expression of Interest (EOI) for empanelment of Firms/Agencies/Organizations for supply of Office Stationery and Consumables. |
| 11.00 | Contact details for any EOI related Queries | The subject of the queries “Queries on Expression of Interest (EOI) for empanelment of Firms/Agencies/Organizations for supply of Office Stationery and Consumables. |
| 12.00 | Website for Downloading the EOI | [**https://nhm.assam.gov.in**](https://nhm.assam.gov.in) |

1. **ELIGIBILITY CRITERIA:**

**The Party should furnish along with the Proposal:**

1. **Name and Postal address, the Firms/Agencies/Organizations must be** **a legally constituted Proprietary firm/Partnership firm/ Limited Company/Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of tender .**
2. **Article of memorandum of association or partnership deed or affidavit of the sole proprietorship deed as the case may be.**
3. **Valid up to date Trade License**
4. **Copy of the GST registration**
5. **Up to date GST clearance certificate**
6. **Party should be the Authorized Dealer of minimum eight leading stationery & consumable making companies like J.K paper Ltd., Kores India Ltd., Ballarpur Industries Ltd., Desmat, Luxor, Cello, Canon, HP, Trio, Trident paper Ltd., Lenovo, Prodot, Kangaro, Casio India Ltd. Flair, I Cart etc.**
7. **Photocopy of I.T PAN card**
8. **Bank Details**
9. **Bank Solvency Certificate**
10. **All the copies of documents should be self attested by the bidder with full signature**
11. **The Party should have minimum five years of experience in supply of office stationery/consumable in Government sector (Copy of work order/Experience certificate to be enclosed for last five years).**
12. **The bidder must have the experience of successful completion of similar nature of work in Government Departments/ Public Sector Undertakings (Central/State). As a proof of such experience at least 5 successful completion certificate should be enclosed each value should not less than 10.00 Lakhs during the last 5 years.**
13. **The party should have average annual financial turn over (gross) in the service during the last three financial years i.e. 2018-19, 2019-20 & 2020-21 duly certified by C A should not be less than 50.00Lakhs.**
14. **The Firms/Agencies/Organizations should have not been black listed by any Central/State Government/PSU.**
15. **The NHM reserves the right to change terms & conditions as and when felt necessary.**
16. **Selected party will have to supply the items within 24 (twenty four) hrs. of the order.**
17. **All the pages of the EOI to be signed and sealed by the bidder.**
18. **Similar work means Supply of Stationery and Consumables items only. Similar work executed by the bidder for its subsidiary/own organization shall not be considered as experience for the purpose of meeting the experience.**
19. **PROCEDURE, TERMS & CONDITIONS:**
20. Bids should be placed in a properly sealed envelope addressed to **The Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Christian Basti, Guwahati-5**. The envelope must be super scribed “Expression of Interest (EOI) for empanelment of Firms/Agencies/Organizations for supply of Office Stationery and Consumables.” with the name, address & phone nos. of the Bidder. The bid must be dropped in Tender Box at the office of the M.D, NHM on the date & up to the time mentioned in the EOI notice. The bid will be opened on the day and time specified for the same in the presence of Bidders or their authorized representatives.
21. In case the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the Bid be signed in the manner laid down in the said Company’s Article of the Association. The signatures on the Bid will be deemed to be the authorized signatures.
22. An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory as token of acceptance of Terms & Conditions. In case the Bid are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with Bid.
23. The bidder must ensure that the conditions laid down for submission of offers are complete and correctly filled. Over writing bids will be treated as cancelled.
24. Any changes/modification with respect to this EOI will be notified.
25. It shall be ensured that every page of Bid document is dully numbered and signed with seal of the bidder without any cutting and over writing.
26. The bidder should be capable for supplying of all type of Stationary & Consumable items as required by NHM.
27. Agency will remain in constant touch with concerned officer of NHM for better understanding and effective discharge work.
28. Sometime Urgent requisition for supply of any item may also be made on telephone which shall have to be complied by the agency immediately as per need.
29. Agency is bound to supply stationery & consumable items as per quoted rate.
30. In case the agency fail to provide the stationery items in time, NHM have right to purchase from other agency.
31. TDS, GST and other taxes as applicable will be deducted from bills as per effective norms.
32. The decision of Mission Director, NHM, Assam in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
33. The Mission Director, NHM, Assam shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.
34. The tendering firms will have to give a declaration to the effect that they have not been Blacklisted or their business dealing with the Government bodies have not been banned.
35. **EMPANELLING CRITERIA:**

 The Agencies/Firms/Organizations fulfill all the criteria shall be empaneled for a period of 3 (Three) years from the date of empanelment. The empaneled party shall have to deposit an amount of Rs.1,00,000.00 (Rupees One Lakh) as security deposit for the empanelled period. The amount shall have to be deposited in the form of Bank Guarantee/FDR in favour of “State Health Society, Assam”. The security deposit does not carry any interest.

1. **ALLOTMENT OF WORKS:**

 EOI inviting authority will prepare the list of items and quantity as and when required over the period and ask to submit rate from the empaneled parties. The party(s) offers the lowest rate of the items will be allotted the work for supplying the listed items. If two or more firms offer the same rate, an approximate equal distribution of the supply will be made among them.

1. **PAYMENT TERMS:**

Payment shall be made in full after the receipt of all the items in good and satisfactory condition and the same has been certified by the concerned authority of NHM, Assam, subject to availability of funds. The bills should be submitted in favour of Mission Director, NHM, Assam in triplicate with the receipt challans.

1. **DISPUTE RESOLUTION:**

All the disputes arising after the empanelment of the parties will be handled by the office of the Mission Director, NHM, Assam.

Mission Director, NHM, Assam reserves the right to reject any or all the EOI proposals without showing any reason.

1. **APPLICABLE LAW AND JURISDICTION OF COURT::**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. The Court located at the place of issue of contract (i.e., Guwahati) shall have jurisdiction to decide any dispute arising out of in respect of the contract. It is specifically agreed that no other Court shall have jurisdiction in the matter.

**SELF DECLERATION BY THE PARTICIPATING BIDDER**

1. I / We …………….. (Name of the Bidder) hereby declare that the information provided in the proposal from are true to the best of our knowledge and that we shall be bound by the acts duly constituted attorney.
2. I / We also hereby declare that all matters related to this EOI, under NHM shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission from the competent authority.
3. Mr./Ms……………………………. Whose signature is appearing below, is / are the authorized representative(s) of the firm.
4. I / We also undertake the responsibility to communicate all subsequent charges in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I / We assure that if our firm are empanelled, I / We will provide services to NHM, Assam for a minimum period of 3 (Three) years, as decided by NHM.
6. I / We have read and understood all the “terms and Conditions” of the EOI as mentioned in the document and consciously to abide by them.

Signature of Proprietor(s) / Partners…………………………..

Place: Date……… Seal of the Firm