

Rate Contract

for

Supply & Installation of Blinds

At

All India Institute of Medical Sciences, Jodhpur

| | | |
|-------------------------|---|--|
| NIT No. | : | Admn/RC/10/2014-AIIMS.JDH |
| NIT Issue Date | : | 10 th November, 2014 |
| Pre Bid Meeting | : | 18 th November, 2014, 3.00 PM |
| Last Date of Submission | : | 1 st December, 2014, 03:00 PM |



All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur ó 342005, Rajasthan

Telephone: 0291- 2012978, Email: aoadmin@aiimsjodhpur.edu.in

www.aiimsjodhpur.edu.in

All India Institute of Medical Sciences (AIIMS), Jodhpur, Rajasthan, an apex healthcare institute being established by Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed bids for supply and installation of Blinds on Rate Contract basis at AIIMS Jodhpur. The estimated yearly consumption of the Blinds will be approximately 1000 square meter. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

| S. No. | Item Description | EMD |
|--------|---------------------------------|------------|
| 01. | Supply & Installation of Blinds | Rs. 50,000 |

(Refer Details as per Annexure ó òIIö)

Quotation should be sealed and superscripted with Rate Contract number and address to:

**“Administrative Officer
All India Institute of Medical Sciences, Jodhpur
Basni, Phase-II
Jodhpur-342005, Rajasthan”.**

The sealed quotations should reach the Institute, latest by 01st December, 2014 at 03:00 PM and it will be opened on same day at 04:00 PM in the Conference Hall, Medical College, AIIMS, Jodhpur in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.

Term & Conditions

1. **Preparation and Submission of Rate Contract:** The Rate Contract should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "**Technical Bid for Supply & Installation of Blinds**" and "**Financial Bid for Supply & Installation of Blinds**". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Rate Contract for Supply & Installation of Blinds**"

Documents comprising in technical bid: To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria: -

- I. Duly filled format of Technical Bid as per Annexure ó òIö.
- II. Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- III. Financial Status: - Having at least following work of similar magnitude as per below mentioned criteria during the last Two years:
 - a. One similar work of not less than Rs.15,00,000/- in one year
OR
 - b. Two similar work of not less than Rs.10,00,000/- in one year

All Bidders who are providing similar kind of services should have annual average turnover of Rs. 25,00,000/- during the last two financial years in the book of accounts.

- IV. Experience of 02 years or more.
- V. The technical bid should be accompanied by Demand draft of Earnest Money Deposit and Rate Contract Fee.
- VI. Copy of Income Tax Return Acknowledgement for last Two years.
- VII. Copy of PAN Card / Service Tax Registration. Bid not complying with this condition will be rejected.
- VIII. Copy of Sales tax / VAT registration certificate. Bid not complying with this condition will be rejected.
- IX. Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients.
- X. Manufacturer Authorization Certificate must be attached by Bidder.
- XI. The bidder must have adequate experience of execution of similar work in Govt. offices / PSUs / Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last two years to this effect must be submitted along with the offer.
- XII. The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted / banned / debarred firms / company by any central / state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid.
- XIII. Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.

Documents comprising in Financial bid:

- I. Financial Bid Form [Annexure 6 öIVö] ö Rate must be quoted as per format specified, failing which tender shall be summarily rejected.
2. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) by way of demand drafts only. The demand drafts shall be drawn in favour of **öAll India Institute of Medical Sciences, Jodhpurö**. The demand drafts for earnest money deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it

would be returned after award of the contract. Bid(s) received without demand drafts of EMD will be rejected.

- a) Contractor shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Contractor fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - b) The Tender without Earnest Money Deposit will be summarily rejected. The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid)
 - c) The EMD, in case of unsuccessful Bidders shall be retained by the AIIMS, Jodhpur till the finalization of the Rate Contract. No interest will be payable by the AIIMS, Jodhpur on the EMD.
3. **Rate Contract Fee:** Rate Contract fee will be Non-refundable amount of Rs. 1,000/- (Rupees One Thousand only) by way of demand drafts only. The demand drafts shall be drawn in favour of **All India Institute of Medical Sciences, Jodhpur**. The demand drafts for Rate Contract fee must be enclosed in the envelope containing the technical bid. The bid without Rate contract fee will be summarily rejected.
4. **"PRE –BID Meeting" with the intending bidders shall be held on 18th November, 2014 at 03:00 P.M. at AIIMS, Jodhpur.**
5. The bidders may be asked to demonstrate the material sample of the items as and when required by the Institute.
6. **Rate :** Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at AIIMS, Jodhpur, Rajasthan, inclusive of all the Charges & Installation with break-ups as:
- Basic Cost.
 - Taxes (VAT/CST/Any Other).
 - Total Cost (F.O.R. at AIIMS, Jodhpur).

The rates quoted should be indicated in words as well as in figures, as per format specified in Annexure – "IV". In case of any discrepancy, lower rates shall be considered as valid.

7. The bidder should have their registered office / branch in Jodhpur.
8. The bidder should have to quote their rate as per the financial bid format for entire work (cost of blinds and its installation as well as cost of along with its various components and stitching / installation), failing which, the bid will be summarily/ out rightly rejected.

9. **Taxes:** Any taxes if payable extra should be clearly mentioned otherwise no taxes charges will be paid.
10. **Opening of Rate Contract:** The Contractor is at liberty either himself or authorizes not more than one representative to be present at the opening of the Rate Contract. The representative attending on the opening of the opening of Rate Contract on behalf of the bidder should bring with him a letter of authority from the bidder and proof of identification. The late received bid will be ignored. Further, the AIIMS, Jodhpur does not accept any liability and responsibility for the bid in case the same are not properly sealed and marked and/or sent as above.
11. **Specification:** The Contractor must confirm in writing that the goods supplied & installed by them shall be as per specification of goods mentioned in Annexure ó II and in case of any variation, the contract shall be liable to cancel immediately. The Security cum Performance Guarantee will also be forfeited.
12. **Quality of goods:** The firm will be entirely responsible for quality of supplied & installed goods/ materials. The supplier should replace the rejected/ damaged stores within 10 days, failing which penalty will be imposed by the Institute.
13. **Contract Period:** The contract for supply & installation of Blinds initially will be for a period of (1) one year and can be continued / renewed for further (1) year at a time maximum upto (3) three years subject to satisfaction of the All India Institute of Medical Sciences (AIIMS), Jodhpur and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time.
14. **Validity of the bids:** The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.
15. **Warranty / Guarantee:** Bidder must provide **one (01) year** comprehensive on-site warranty and it will be started from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods.
16. **Authority of person signing document:** - A person signing the Rate Contract form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the AIIMS, Jodhpur may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
17. **Installation:** All the work shall be completed within **30 days** from the date of issue of work order by the Institute. All the aspects of safe installation shall be the exclusive responsibility of the supplier. If the supplier fails to complete the work on or before the stipulated date, then a penalty at

the rate of 2% per week of the order value shall be levied subject to maximum of 10 % of the order value.

18. **Performance Security:** The successful Contractor will be required to furnish an amount of **Rs. 1,50,000/- (Rupees One Lakh Fifty thousand only)** as a performance security in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the "**All India Institute of Medical Sciences, Jodhpur**" within 15 days from the award of contract. Security deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations.

The security deposit can be forfeited by the Institute in the event of any breach or negligence or nonóObservance of any condition of contract or for unsatisfactory performance or nonóobservance of any Condition of the contract.

19. The tendering firm is advised to visit the site of work at his own cost and examine it and its surrounding to himself, collect all information that he considers necessary for proper assessment of the prospective assignment.
20. The bidder, once applied, will not be allowed to withdraw at any stage. If the bidder wants to withdraw, the entire amount of EMD will be forfeited.
21. **Arbitration:** The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on the both parties.
22. **Payment Term:** The Bill in triplicate may be send to this office for settlement after satisfactorily delivery & Installation of the goods. The bill should have full particulars of the items. No Payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work.

The Contractor shall submit the bill only after successfully Installation and commissioning of the material to the satisfaction of the AIIMS, Jodhpur. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted invoice from the Contractor. No payment will be made for goods rejected.

23. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
24. **Breach of Terms and Conditions:** In Case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by AIIMS, Jodhpur in that event the EMD shall also stands forfeited.

25. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
26. Bidder shall submit a copy of the Rate Contract document and addendum/corrigendum thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the Rate Contract enquiry document.
27. After due evaluation of the bid(s) AIIMS, Jodhpur will award the contract to the lowest evaluated responsive contractor. Conditional bid will be treated as unresponsive and will be rejected.
28. **Legal Jurisdiction:** Any disputes are subject to exclusive jurisdiction of competent court and forum in Jodhpur, Rajasthan, India only.
29. **Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

**Administrative Officer
AIIMS, Jodhpur**

Annexure – I
Technical Bid

(In Separate sealed cover-I super scribed "Technical Bid")

| | |
|---|--|
| 1. Name of Firm/ Contractor/ Supplier | |
| 2. Name of the owner(s) Partners (Attach detail of all Partners) | |
| 3. Complete Address | |
| 4. Telephone no. | |
| a. Residence | |
| b. Office | |
| c. Mobile | |
| 5. Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees í í í í í í í í í í í í í í í í í í í .) | |
| 6. Details of the cost of the Tender documents (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees í í í í í í í í í í í í í í í í í í í .) | |
| 6. Whether the firm/ agency is registered, attached copy of the certificate of registration | |
| 7. Service Tax Number | |
| 8. PAN Number | |
| 9. VAT No. (enclose the attested copy of VAT Certificate) | |

(Signature of the Bidder)

Along with Stamp of Firm/Company

Date:

Place:

FORMAT FOR MANUFACTURER'S AUTHORISATION

To,
The "Director",
All India Institute of Medical Sciences (AIIMS) Jodhpur
Industrial Area, Basni Phase - IInd, Jodhpur (Raj.)

Dear Sir,

Ref. Your NIT No _____, dated _____
 We, _____ who are proven and
 reputable manufacturers of _____ (name and description of the Items
 offered in the Quotation) having _____ factories at
 _____, hereby authorize
 Messrs. _____ (name and address of the agent) to submit a Quotation, process the
 same further and enter into a Rate Contract with you against your requirement as contained in the above referred
 Quotation Form for the above items manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs.
 _____ (name and address of the above agent) is
 authorized to submit a tender, process the same further and enter into a Rate Contract with you against your
 requirement as contained in the above referred Quotation Form for the above items manufactured by us.

We also hereby confirm that we would be responsible for the satisfactory execution of supply contract placed on the
 authorized agent.

We also confirm that the price quoted by our agent shall not exceed than that which we would have quoted directly.

Yours faithfully,

[Signature with date, name and designation]

For and on behalf of Messrs. _____

[Name & address of the manufacturers]

Note:-

1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.
2. Original letter may be enclosed with Quotation Form during submission in the sealed cover.

Annexure II Specifications

| S. No | Item | Make | Specifications |
|-------|--------|---|---|
| 1 | Blinds | VISTA / HUNTER DOUGLAS / SD | Supplying fitting and fixing Roller Blinds with Vinyl coated fibreglass fabric laminated with two-ply 100% PVC blackout film (of Revolving Blackout Type and grade 2000 series with RB-07 of SD Blinds make or equivalent make and having same colour, shade and texture). Fire classification of fabric NFPA 701-2004 (small scale), BS 5768-2008 Part 2 Type B Performance Fabric should be Bacterial & Fungus free, Green guard & Lead free, normal thickness of fabric shall be 0.50mm and minimum weight 255gsm, hanging excellent hanging properties and very high tear strength. The fabric shall be suspended from the top channel made of extruded alloy of 1.25mm nominal thickness and 38mm nominal diameter. The top channel shall be fixed with powder coated mild steel bracket with clutch assembly on either end of blind, fixed to jambs of the window opening with 50 mm stainless steel screw with nylon roll plug and to the aluminium window with 25mm self thread screw. The operating mechanism shall be operated with plastic ball chain having 4.50 mm balls made of ABS plastic linked with 1.50 mm polyester cord. The mechanism shall allow the blind to stop in desired position with the clutch mechanism. The bottom channel shall be made of rectangle shape with extruded aluminium tube with powder coating. The fabric shall be enclosed in suitably created pocket along the tubes, which shall be closed from side with end caps of same colour to the bottom roller. All exposed components of roller blind shall be of milky white colour. |

- a) I/We has certify that firm will be supplied the item as per the specification given by institution and also abide all the terms & conditions stipulated in tender.

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:
Place:

Annexure – III

CERTIFICATE

(To be submitted on letter head of the company/ firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

I also certify that firm will be supplied the item as per the specification given by institution and also abide all the terms & conditions stipulated in tender

Date:
Place:

Name:
Business Address:
Signature of Bidder:
Seal of the Bidder:

Annexure-IV**Format for Financial Bid**

(To be submitted on the letterhead of the company / firm)

| S.No | Name of Item | Make | Rate per sq. metre (in Rs.) | Vat/ Taxes (in Rs.) | Other Charges (in Rs.) | Rate per sq. m. including taxes and other charges (in Rs.) |
|--|---------------------------------|-------------|------------------------------------|----------------------------|-------------------------------|---|
| 1. | Supply & Installation of Blinds | | | | | |
| Rate per sq. m. including taxes and other charges in words: | | | | | | |

- a) I/We have gone through the term & conditions as stipulated in the Rate Contract and confirm to accept and abide the same.
- b) No other charges would be payable by the Institute.

(Signature of the Bidder)
Along with Stamp of Firm/Company