

Rate Contract
For
Supply of Printing items
At
All India Institute of Medical Sciences, Jodhpur

NIT No. : Admn/RC/13/2015-AIIMS.JDH
NIT Issue Date : 04th February 2016.
Last Date of Submission : 26th February, 2016 upto 03.00 PM
Pre Bid Meeting : 12th February, 2016 at 03.30 PM.



All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur – 342005, Rajasthan

Telefax: 0291- 2012978, email: aoadmin@aiimsjodhpur.edu.in

www.aiimsjodhpur.edu.in

Rate Contract

1. 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 of Printing items on Rate Contract Basis for a period of one year which may be extendable upto one more year. The estimated yearly consumption of Supply of printing items is approximately **Rs. 15 Lakhs**. Interested parties may send their tender in sealed cover addressed to the Administrative Officer, **All India Institute of Medical Sciences, Basni Phase - II, Jodhpur** superscripted with the words “**Rate Contract for Supply of Printing Items**” up to 26th February, 2016 at 03:00 PM. The Quotations will be opened on same day at 04.00 PM in Conference Hall, Medical College, All India Institute of Medical Sciences, Jodhpur. The tenders received after the scheduled date and time will be rejected out-rightly.

2. The tender is in two - bid system i.e. Technical Bid & Financial Bid contains specification and allied Technical details with specification and the Price Schedule of the various items detailed in Annexures. The technical bid will be opened on the designated date by the Institute. The financial bid containing the rate of various items will be opened on a suitable date, to be intimate later by the Institute in respect of those who qualify the terms and conditions of the technical bid.

3. The technical bid and the financial bid should be sealed by the bidder in separate covers super-scribed "**Technical bid for Rate Contract for Supply of Printing items**" and "**Financial Bid for Rate Contract for Supply of Printing items**". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Rate Contract for Supply of Printing items**". The 'Technical Bid' will be analyzed and 'Financial Bid' of only those firms who are found eligible in 'Technical Bid' will be opened in due course and the eligible firms would be intimated there of accordingly.

Schedule of Tender

Last date and time of receipt of tender	:	26 th February 2016 upto 3.00 PM
Amount of Earnest Money Deposit	:	Rs.30,000/- (Rupees Thirty Thousand only)
Date & time of opening of Tender Venue	:	26 th February 2016 upto 4.00 PM
Pre Bid Meeting	:	12 th February, 2016 at 03:30PM at Conference Hall, Medical College, AIIMS, Basni Phase – II, Jodhpur

4. Tender document may be downloaded from below mentioned website:

www.aiimsjodhpur.edu.in
www.eprocure.gov.in and
www.tenders.gov.in

5. The Parties interested for any clarification, kindly visit AIIMS Jodhpur in person on **12th February, 2016 at 03:30 PM in Pre Bid Meeting.**

Administrative Officer
AIIMS, Jodhpur

General Terms and Conditions

1. **Parties:** The parties to the contract are the contractor (the tenderer to whom the work have been awarded) and the AIIMS through Administrative Officer, All India Institute of Medical Sciences, Jodhpur for and on behalf of the Director, AIIMS, Jodhpur.
2. **Earnest Money:** Earnest money by means of a Bank Demand Draft of **Rs. 30,000/- (Rs. Thirty thousand only)** may be enclosed with the quotation (Technical Bid). It is also clarified that the quotations received without earnest money will be summarily rejected. The Bank Demand Draft may be prepared in the name of "**All India Institute of Medical Sciences, Jodhpur**".
 - a) No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the institute in respect of any previous work will be entertained.
 - b) Tender shall not be permitted to withdraw his offer at any stage or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the AIIMS.
 - c) The Tenders without Earnest Money will be summarily rejected.
 - d) The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI) are exempted to submit the EMD (copy of registration must be provide along with)
 - e) No claim shall lie against the AIIMS in respect of erosion in the value or interest on the amount of EMD.
3. **Tender Fee:** Tender fee will be Non-refundable amount of **Rs. 1,000/- (Rupees one thousand only)** and prepare separately in the form of Bank Demand Draft in favor of "**All India Institute of Medical Sciences, Jodhpur**" along-with tender Document (Technical Bid). The tenders submitted without tender fee shall liable to be rejected summarily.
4. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
5. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional bid shall be rejected summarily.
6. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum or addendum displayed on the website of AIIMS Jodhpur (<http://www.aiimsjodhpur.edu.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.

7. DOCUMENTS COMPRISING THE BID: The bids prepared by the bidder shall comprise of (1) Technical Bid and (2) Financial Bid:

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: -

- (a) Duly filled format of Technical Bid & required document proof as per Annexure – I.
- (b) **Financial Status:** - The average annual turnover from similar jobs, of the firm should not be less than **15 Lakhs** in the last three years. Copies of profit & loss account and balance sheets duly authenticate by a Chartered Accountant for the last three years should be enclosed.
- (c) **The technical bid should be accompanied by Demand draft of Rs. 1000/- (non-refundable) against tender fee and Demand Draft of Rs. 30,000/- (Rupees Thirty thousand Only) for EMD. The Demand Draft of tender fee and EMD should be prepare separately and drawn in favour of All India Institute of Medical Sciences, Jodhpur.**
- (d) Copy of Income Tax Return Acknowledgement for last Three years.
- (e) Copy of PAN Card / Service Tax Registration.
- (f) Copy of Sales tax / VAT registration certificate.
- (g) Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.
- (h) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- (i) Certificate as per given Annexures.
- (j) Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients. The supplier shall also furnish a list of organizations where printing work, have been done during the last three Years along with performance certificate from concerned organization. Copies of Supply Order/Annual Rate Contract and satisfactory Performance/Experience certificate issued by appropriate authority/authorities of the Hospitals should be attached in proof of the same.

Financial Bid: The financial bid shall contain:

- (a) Price Bid Form [As per Annexure - V] – Price must be quoted as per format specified, failing which tender shall be summarily rejected.

8. Signing of Tender : Individual signing the tender or other documents connected with contract must specify whether he sign as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

9. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears

that the person so signing had no authority to do so, AIIMS, Jodhpur may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

10. The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

11. BID PRICES:

(a) It should be submitted in form given in **Annexure V**. The price quoted will be exclusive of taxes and inclusive of all applicable charges (i.e. packing, forwarding, postage and transportation) at F.O.R. AIIMS, Jodhpur and shall be fixed and final. Taxes, as applicable will be extra, which will separately quoted in the bid, At the time of payment Income Tax or any other Tax payable shall be deducted at source.

(b) The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the Institute.

(c) The rate quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

12. TECHNICAL EVALUATION:

(a) Detailed technical evaluation shall be carried out by Institute pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

(b) The Institute may call the responsive bidders for discussion to facilitate and assess their understanding of the scope of work and its execution. However, the Institute shall have sole discretion to call for discussion.

(c) AIIMS Jodhpur shall have right to accept or reject any or all tenders without assigning any reasons thereof.

13. FINANCIAL EVALUATION:

(a) The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The institute shall inform the date, place and time for opening of financial bid.

(b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the

lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

(c) The AIIMS Jodhpur does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The AIIMS Jodhpur reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever. The rate contract is awarded to lowest one bidder on consolidated basis to the firm(s) who have quoted the lowest rate(s) for item(s).

14. Demonstration: The Bidders may be required to demonstrate the quoted items during the technical evaluation on free of cost, no claim in this regards will be entertained, if required, failing with their bids/offer shall be rejected. The firms are intimated that they should get ready for demonstration and only one-week time will be provided for arrangement of demonstration and no request for extending time for demonstration will be entrained. Financial bids of only those products will be opened samples/specifications of which are found fit for use by the technical bid evaluation committee. However, the committee may call for the samples at any point of time. Failure to demonstrate, their bids/offer will be summarily rejected.

15. A very high quality of printing is required. The work done in slipshod manner will not be accepted. All Design work has to be done by successful bidder, with the contents provided.

16. Award of Contract: The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technical and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.

17. Opening of Tender: The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification.

18. Validity of the bids: The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

19. Contract Period: The rate contract for Supply of Printing items initially for a period of (1) one year and can be continued / renewed for further (1) year 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.

20. Right of acceptance: The AIIMS, Jodhpur reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The AIIMS Jodhpur reserve the right to reject any or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

21. Delivery: The firm must supply the required material within 15 days from the issue of supply order, in case of emergent requirement firm are ready to supply the required item within 7 days from issue of supply order and in few cases the items are to be delivered at a very short notice i.e. within 24 hours. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

22. Signing the Contract: The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs.100/-(Rs. One Hundred only) within fifteen days of the issue of the Letter of notification of award along with performance security. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

23. Liquidated Damages:

- (a) The date of delivery of the store, stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given except in exceptional circumstances. Should, however, deliveries be made after the expiry of contracted delivery period, without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of this right to recover liquidated damages.
- (b) If the supplier fails to deliver the goods on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total ordered value shall be levied subject to maximum of 10 % of the total ordered value. In the case of package supply where the delayed portion of supply materially hampers, liquidated damages charges shall be levied as above on the total value of the concerned package of the purchase order. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.
- (c) If at any time during the currency of the contract, the supplier encounters conditions hindering timely of the goods and performance of services, the supplier shall promptly inform the AIIMS, Jodhpur for extension of the delivery schedule accordingly. On receiving the supplier's communication, the AIIMS, Jodhpur shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

24. Specification: The Contractor must confirm in writing that the goods supplied by them shall be as per specification of goods mentioned in Annexure – “IV” and in case of any variation, the contract shall be liable to be cancelled immediately. The Security cum Performance Guarantee will also be forfeited.

25. Quality of goods: The firm will be entirely responsible for quality of supplied goods/ materials. The supplier should replace the rejected/ damaged stores within 07 days, failing which penalty will be imposed 0.5% per week of the total ordered value shall be levied subject to maximum of 10 % of the total ordered value by the Institute.

26. Payment Term: The Bill in triplicate may be send to this office for settlement after satisfactorily delivery against each order. The bill should have full particulars of the items. Payment shall be made to successful bidder only in Indian rupees.

No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work. The Contractor shall submit the bill only after satisfactorily delivery 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 bill invoice from the Contractor. No payment will be made for goods rejected.

27. Performance Security: The Successful bidder 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 order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract.

In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited.

Performance Security will be discharged after completion of contractor’s performance obligations under the contract.

28. FORCE MAJEURE: If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be entitled to terminate this contract nor shall either party have any claim for

damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

29. Insolvency etc: In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Jodhpur shall have the power to terminate the contract without any prior notice.

30. 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 cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Jodhpur in that event the security deposit shall also stands forfeited.

31. Subletting of Work: The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Jodhpur, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

32. Right to call upon information regarding status of work: The AIIMS, Jodhpur will have the right to call upon information regarding status of work / job at any point of time.

33. Disclaimer: The near relatives of employees of AIIMS, Jodhpur are prohibited from participation in this tender. The near relative for this purpose are defined as:

a) Members of a Hindu undivided Family

b) Their spouses

c) The one related to the other in the manner as father, son(s), Son's wife (daughter in law), daughter(s) and daughter's husband (sons in law) brother (s) and brother's wife, sister(s) and sister's husband, brother(s) in law

34. The decision of AIIMS, JODHPUR in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

35. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by Director, AIIMS, Jodhpur.

36. The provisions of Arbitration and Conciliation Act 1996 shall be applicable. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

- 37. Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Jodhpur, Rajasthan and all obligations hereunder shall be deemed to be located at Jodhpur, Rajasthan and Court within Jodhpur, Rajasthan will have Jurisdiction to the exclusion of other courts.
- 38. Other Conditions:** The successful firm will be required to do the work / job for a period of one year from the date of award the contract. AIIMS, Jodhpur shall, however, reserve the right to terminate the contract at any time without assigning any reason.
- 39.** After due evaluation of the bid(s) AIIMS, Jodhpur will award the contract to the lowest evaluated responsive tenderer on composite basis.
- 40.** Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
- 41.** Conditional bid will be treated as unresponsive and it may be rejected.
- 42.** No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
- 43.** Quantities of the requirement may vary as per actual requirement.
- 44.** 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.
- 45.** All pages of the tender and related papers are to be duly authenticated by tenderer.
- 46.** The firm should also have a valid TIN number, which should be mentioned.
- 47.** The Tenderers should furnish a copy of S.T. /C.S.T./VAT registration number. Tenders not complying with this condition will be rejected.
- 48.** Please indicate if you are currently registered with any Govt. Organization and if registered, furnish all relevant details.
- 49.** VAT/ Taxes if payable extra should be clearly mentioned otherwise no VAT/Taxes charges will be paid.
- 50.** Please states whether business dealings with your firm presently stand banned, Blacklisted by any Government organization and, if so, furnish relevant details (Refer annexure - II) .

51. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
52. AIIMS, Jodhpur shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.
53. **The firm should have an Office or a Branch Office located at Jodhpur. Availability of a responsible person on call on all working days between 09.00 Hrs to 18.00 Hrs.**
54. Applicable taxes will be deducted at source at the time of settlement of bills. TDS certificate will be issued.
55. The bidder shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS), Jodhpur while submitting the tender or at subsequent stage. Upon selection of the Tenderer, if at any stage, the documents furnished by him/her are found to be false, it would be deemed to be a breach of terms of contract, the contract shall be cancelled at the discretion of competent authority and performance security shall be stand forfeited.
56. The Successful Tenderer shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of making arrangement for supply of the desired items even on short notice to AIIMS, Jodhpur.
57. The firm has not been blacklisted in the past by any government/ Private institution and there is no Vigilance/CBI case pending against the firm supplier.
58. The rate quoted by firm should be final and written in ink or typed against each item and should not be overwritten.
59. Each page of the Tender Notice should be signed and stamped by the bidder in token of having accepted the same.
60. The AIIMS, Jodhpur reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/unavoidable situation.
61. Inspection: The Director, AIIMS Jodhpur shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.

**Administrative Officer
AIIMS, Jodhpur**

Annexure – ITECHNICAL BID

(Tenderer may use separate sheet wherever required)

S.No	Details of the Tenderer / Bidder	Page No.	Remarks
1.	Name & Address of the Tenderer/ Bidder		
2.	Complete Address		
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4.	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
5.	Details of the cost of the Tender documents (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
6.	Whether each page of NIT and its annexure have been signed and stamped		
7.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
8.	Last 3 years Income Tax Certificate		
9.	Copy of VAT/CST/ST Registration		
10.	Have you previously work to any government / private organization? If yes, attach the relevant proof. (Also provide an affidavit that you have not quoted the price higher than previously supplied any government institute)		
11.	Permanent Account Number		
12.	Sale Tax Registration No.		
13.	TIN No. with Proof		
14.	Whether copies of authenticated balance sheet for the past three years enclosed		
15.	Name and Mobile Number of a Key person, who can be contacted at any time. The person		

	should be capable of taking orders and making arrangement for supply of the desired items.		
16.	Email Id		
17.	Landline No.		

- **Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the document(s) is kept.**
- **In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.**

Date:
Place:

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

Annexure - II

CERTIFICATE

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

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

I/ We 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.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per NIT rules

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

Annexure – IIIApproximate Quantity

Sr. No	Particular	Approximate quantity (Yearly consumption)
1	Registration Form	2,40,000
2	OPD Ticket	2,40,000
3	OPD Ticker Folder (Plastic)	1,00,000
4	Lamination Pouch (Plastic)	2,00,000
5	Prescription Slip	2,40,000
6	Registration Card	1,00,000
7	Investigation Report Form	2,40,000

Annexure – IVSpecifications for Printing Items

Sr. No	Particular	Specification
1	Registration Form	Length (CM) – 29 Width (CM) – 22.9 Material – White color minimum 64 GSM paper Single Printing Must be prepare in set (Pad) of 100 sheets
2	OPD Ticket	Length (CM) – 29 Width (CM) - 21.9 Material – Sunshine paper Minimum 95 GSM Paper Sheet Multicolored Printing
3	OPD Ticker Folder (Plastic)	Length (CM) – 31.2 Width (CM) - 22.2 L Folder Screen Printing Thickness – 12 MM
4	Lamination Pouch (Plastic)	Length (CM) – 11.1 Width (CM) – 8.6 Thickness - 125 Micron
5	Prescription Slip	Length (CM) – 29.8 Width (CM) - 20.8 Material – Executive Bond Paper Minimum 100 GSM Paper Sheet Single Printing Must be prepare in set (Pad) of 100 sheets
6	Registration Card	Length (CM) – 10.2 Width (CM) – 8.3 Material – Sunshine paper Minimum 95 GSM Paper Sheet Multicolored Printing
7	Investigation Report Form	Length (CM) – 21.8 Width (CM) – 13.8 Material – Sunshine paper Minimum 95 GSM Paper Sheet Multicolored Printing

Note: Interested Bidder must review the sample for above said required materials from the Institute Administration Block.

Annexure - V**Financial Bid****Format for Financial Bid****(To be submitted on the letterhead of the company / firm)**

S. No	Name of Item	Approximate quantity (Yearly consumption) (A)	Rate per sheet (B)	Vat/ Taxes in Rs. For per sheet (C)	Total Amount in Rs. (D) = (A) X (B + C)
1	Registration Form	2,40,000			
2	OPD Ticket	2,40,000			
3	OPD Ticker Folder (Plastic)	1,00,000			
4	Lamination Pouch (Plastic)	2,00,000			
5	Prescription Slip	2,40,000			
6	Registration Card	1,00,000			
7	Investigation Report Form	2,40,000			
Grand Total for all items in Words (including all taxes)					
Grand Total for all items in Figure (including all taxes)					

(L1 will be decided on composite basis)

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. Rate must be quoted as per specification specify in Annexure IV
3. Interested Bidder must review the sample for above said required materials from the Institute Administration Block.
4. No other charges would be payable by the Institute.

Note: (Bidder must submit Financial Bid in separate envelope and clearly mention Financial Bid in Bold Letters in the top of the envelope and strictly as per the format given above only)

Date:

Place:

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :