

Tender
For
Supply
of
Printing Items
At

All India Institute of Medical Sciences, Jodhpur

NIT No. : Admn/Tender/30/2014-AIIMS.JDH.

NIT Issue Date : 29th January, 2015

Pre Bid Meeting : 09th February, 2015 at 3.00 PM

Last Date of Submission : 19th February, 2015 at 03:00 PM.



All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur – 342005, Rajasthan

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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 tenders for supply of the following items at the institute. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

S. No.	Item Description
1	Registration Form
2	OPD Ticket
3	OPD Ticket Folder (Plastic)
4	Lamination Pouch (Plastic)
5	Prescription Slip
6	Registration Card
7	Investigation Report Form

(Refer Details as per Annexure – “I”)

Quotation should be sealed and superscripted with tender 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 19th February, 2015 at 03:00 PM and it will be opened on same day at 04:30 PM in the Conference Hall, Medical College, AIIMS, Basni Phase-II, 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 Tender:** The tender 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 of Printing Items**" and "**Financial Bid for Supply of Printing Items**". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Tender for Supply of Printing Items**".
2. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 25,000/- (Rupees Twenty Five Thousand Only) by way of demand draft only. The demand draft shall be drawn in favour of "**All India Institute of Medical Sciences, Jodhpur**". The demand draft 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 draft of EMD will be summarily rejected.
 - a) Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the respect of any previous work will not be entertained.

- b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer 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.
- c) 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).
- d) The EMD, in case of unsuccessful Bidders shall be retained by AIIMS, Jodhpur till the finalization of the tender. No interest will be payable by AIIMS, Jodhpur on the EMD.
- 3. Tender Fee:** Tender 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**". Bid(s) received without demand draft of Tender Fee will be summarily rejected.
- 4. "PRE –BID Meeting" with the intending bidders shall be held on 09th February, 2015 at 03:00 P.M. onwards at Conference Hall, AIIMS Jodhpur.**
- 5. Rate :** Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at AIIMS, Jodhpur, Rajasthan, Inclusive of all the Charges, with break-ups as:
- Basic Cost.
 - VAT/CST.
 - 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, rate quoted in words shall be considered as valid.**
- 6. Taxes:** Any taxes if payable should be clearly mentioned otherwise no taxes/charges will be paid by the Institute.
- 7. 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 tenderer should bring with him a letter of authority from the tenderer and proof of identification. The late received tenders by the AIIMS, Jodhpur will be ignored. Further, the AIIMS, Jodhpur does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
- 8.** The Bidders may be required to demonstrate the quoted materials during the technical evaluation. If required, failing with their bids/offer shall be rejected. The firm 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. Failure to demonstrate, their bids/offer will be summarily rejected.

- 9. Validity:** 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 tenderer withdraws, modifies or change 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 tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

- 10. Authority of person signing document:** - A person signing the tender 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.

- 11. Delivery:** All the goods ordered shall be delivered within 30 days from the date of issuing purchase order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

If the supplier fails to deliver the ordered materials on or before the stipulated date, then a penalty at the rate of 2% per week of the total order value shall be levied subject to maximum of 10 % of the total order value.

- 12. Performance Security:** The successful tenderer will be required to furnish a Performance Security Deposit of 10% of tender amount in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized/ Scheduled Bank duly pledged in the name of the "**All India Institute of Medical Sciences, Jodhpur**". Performance Security will be discharged after 60 days from the delivery of ordered materials.

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.

- 13. 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.

- 14. Payment Term:** The Bill in triplicate may be send to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items.

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.

- 15. 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.
- 16.** The Tenderers should furnish a copy of S.T. /C.S.T./VAT registration number. Tenders not complying with this condition will be rejected.
- 17.** VAT/ Taxes if payable extra should be clearly mentioned otherwise no VAT/Taxes charges will be paid.
- 18.** The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
- 19.** Bidder shall submit a copy of the tender document and corrigendum/addenda 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 tender document.
- 20.** After due evaluation of the bid(s) AIIMS, Jodhpur will award the contract to the lowest evaluated responsive tenderer. Conditional bid will be treated as unresponsive and it may be rejected.
- 21. Legal Jurisdiction:** Any disputes are subject to exclusive jurisdiction of competent court and forum in Jodhpur, Rajasthan, India only.
- 22. 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 Specification**

S. No.	Item Description	Size		Quantity
		Length (CM)	Width (CM)	
1	Registration Form	29	22.9	1,50,000
2	OPD Ticker	29	21.9	1,50,000
3	OPD Ticker Folder (Plastic)	31.2	22.2	50,000
4	Lamination Pouch (Plastic)	11.1	8.6	1,50,000
5	Prescription Slip	21.8	13.8	1,50,000
6	Registration Card	10.2	8.3	1,50,000
7	Investigation Report From	29.8	20.8	1,50,000

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

Annexure-II

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

S.No.	Details of the Tenderer / Bidder	Page No.	Remarks
1.	Name & Address of the Tenderer/ Bidder		
2.	Whether the Firm is located in Jodhpur (Rajasthan). (Yes/No)		
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.	Copy of VAT/CST/ST Registration		
8.	Permanent Account Number		
9.	Sale Tax Registration No.		
10.	TIN No. with Proof		
11.	Any other information important in the opinion of the tenderer		

Date:

Name :

Place:

Business Address :

Signature of Bidder :

Seal of the Bidder :

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 firm will be supplied the item as per the specification & sample given by Institution and also abide all the terms & conditions stipulated in tender.

I 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:

Place:

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :

Financial Bid

Annexure – IV

Tender for Supply of Printing Items

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

S. No	Name	Size		Quantity	Rate in Rs. (for per piece) (Exclusive of TAX)	VAT/ Taxes	Total Price (Inclusive of TAX)
		Length (CM)	Width (CM)				
1	Registration Form	29	22.9	1,50,000			
2	OPD Ticket	29	21.9	1,50,000			
3	OPD Ticket Folder (Plastic)	31.2	22.2	50,000			
4	Lamination Pouch (Plastic)	11.1	8.6	1,50,000			
5	Prescription Slip	21.8	13.8	1,50,000			
6	Registration Card	10.2	8.3	1,50,000			
7	Investigation Report Form	29.8	20.8	1,50,000			
Total Amount In Figure (Inclusive of all Taxes and Other Charges)							
Total Amount In Word (Inclusive of all Taxes and Other Charges)							

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. No other charges would be payable by the Institute.
3. Quantity mentioned above is tentative, it may increase or decrease as per requirement.

Date:

Place:

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :