

Tender

For

Printing & Supply of Annual Report

At

All India Institute of Medical Sciences, Jodhpur

NIT No. : Admn/Tender/10/2016-AIIMS.JDH.
NIT Issue Date : 23rd May 2016
Pre Bid Meeting : 01st June 2016 at 03:00 PM.
Last Date of Submission : 16th June 2016 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 quotations for Printing & Supply of Annual Report. The estimated value will be approximately **Rs. 5 lakhs**. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

S. No.	Item Description	Total estimated value	EMD (in Rs.)
01	Tender for Printing & Supply of Annual Report	5,00,000	10,000

(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 16th June, 2016 at 03:00 PM and it will be opened on same day at 04:00 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 Printing & Supply of Annual Report**" and "**Financial Bid for Printing & Supply of Annual Report**". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Tender for Printing & Supply of Annual Report**".
- 2.** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 10,000/- (Rupees Ten 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. **The firm should be located in Jodhpur, Rajasthan only.**
5. **"PRE –BID Meeting" with the intending bidders shall be held on 01st June, 2016 at 03:00 P.M. onwards at Conference Hall, AIIMS Jodhpur.**
6. **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 – "III", In case of any discrepancy, rate quoted in words shall be considered as valid.

7. **Taxes:** Any taxes if payable should be clearly mentioned otherwise no taxes/charges will be paid by the Institute.
8. **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.
9. **Contract Period:** The contract for supply will be initial for a period of 01 (One Year) subject to satisfaction of the All India Institute of Medical Sciences (AIIMS), Jodhpur and on mutual consent of both parties subject to the condition/ rules framed by the Government of India from time to time.
10. **Quality of goods:** The firm will be entirely responsible for quality of supplied goods. The supplier should replace the rejected/ damaged stores within 10 days, failing which legal action will be taken as deemed fit by the Institute.
11. **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.
12. **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.

13. Award of Contract: - The authority will award the contract to the successful bidder/Contractor whose bid has been determined to be in full conformity to the bid document and has been determined as the lowest evaluation bid.

14. 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 acceptance of BID. 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.

15. Delivery: The firm must provide **corrected proof within 10 days** from the date of providing the printing material to the firm. All the material ordered shall be **delivered within 10 days** from the date of **receipt of corrected proof pages**. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

If the supplier fails to provide the corrected proof/ deliver the ordered materials on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10 % of the total order value.

16. 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 and inspection of ordered materials by the Inspection Committee of AIIMS, Jodhpur.

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.

17. 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.

18. 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.

19. Breach of Terms and Conditions: An agreement shall be signed with the successful bidder. All terms and conditions are part of the Contract/Agreement and any noncompliance shall be deemed as breach of the Contract/Agreement.

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.

20. The Tenderers should furnish a copy of S.T. /C.S.T./VAT registration number. Tenders not complying with this condition will be rejected.
21. VAT/ Taxes if payable extra should be clearly mentioned otherwise no VAT/Taxes charges will be paid.
22. The Income –Tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
23. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
24. The average annual turnover of the bidder must be Rs. Ten Lakhs for the last three financial years.
25. 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.
26. 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.
27. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
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 Specification

1. Description: Color Printing
2. Approximate No. of pages: English: 30,000.
Hindi: 30,000.
3. Size: A4.
4. Method of Production: Offset printing (as per sample).
5. Art work and Design: i) to be prepared by the Printer under guidance of this office.
ii) Artwork for various charts and graphs will be prepared by the Printer.
6. Style of binding: As per sample.
7. Paper and its quality: i) For inside color pages: Art paper of 130 GSM
ii) For front & back covers: Art Paper of 300 GSM.
- 8. Hindi version has to be done by the successful bidder.**
9. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
10. The report is required to be printed as per the specimen to be provided by the Institute providing adequate space/scope for box-tables, diagrams etc.
11. CD of English & Hindi of the whole material must be provided to the Institute.

Note: Interested Bidder must collect the sample for above said required materials from the Administrative Block, AIIMS, Jodhpur.

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 :

Financial Bid**Annexure – III**

To,
Administrative Officer,
AIIMS Jodhpur

Sir,

1. I/We Submitted the quotation for Enquiry No. **“TENDER FOR PRINTING & SUPPLY OF ANNUAL Report AGAINST THE INQUIRY NO. Admn/Tender/10/2016-AIIMS.JDH” DUE ON 16th June, 2016, 03.00 PM** for Supply of **Printing & Supply of Annual Report** at AIIMS Jodhpur”.
2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
3. I/We hereby offer to supply at the following rates.

S. No	Name	Qty	Rate in Rs. (per page) (Exclusive of TAX)	VAT/ Taxes	Total Price (Inclusive of TAX)
1	Annual Report in English (Total 300 pages approx)(inclusive of Designing, Page layout, one colour hard copy for proof reading, cover pages, Printing, Binding and Transportation)	100 Books			
2	Annual Report in Hindi (Total 300 pages approx) (inclusive of Translation of English version to Hindi, Designing, Page layout, one colour hard copy for proof reading, cover pages, Printing, Binding and Transportation)	100 Books			

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.**
4. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
5. **Hindi version has to be done by the successful bidder.**
6. **CD of English & Hindi of the whole material must be provided to the Institute.**

Note: Interested Bidder must collect the sample for above said required materials from the Administrative Block, AIIMS, Jodhpur.

Date _____

Place _____

(Signature of Authorized Person) _____

(Name) _____

Name of Firm/Company/Agency _____

Phone No. _____

Email: _____