

Tender
For
Lecture Hall Desk
At

All India Institute of Medical Sciences, Jodhpur

NIT No. : Admn/Tender/06/2015-AIIMS.JDH
NIT Issue Date : 18th June,2015
Pre Bid Meeting : 26th June , 2015 at 04:00 PM
Last Date of Submission : 15th July,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 Lecture Hall Desk at AIIMS Jodhpur. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

| S. No. | Item Description | Qty | Estimated value of tender | EMD |
|--------|-------------------|-----|---------------------------|------------|
| 01 | Lecture Hall Desk | 144 | Rs. 43,20,000.00 | Rs. 86,400 |

(Refer Details as per Annexure – “II”)

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 15th July, 2015 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 Tender:

- a. 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 Lecture Hall Desk" and "Financial Bid for Lecture Hall Desk". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as **“Tender for Lecture Hall Desk”**.
- b. Bidder shall submit a copy of the tender 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 tender enquiry document.
- c. All pages of the Tender should be numbered and indexed.
- d. The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the Institute in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the Institute in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.

2. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 86,400/- (Rupees Eighty Six Thousand Four Hundred 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 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) The tender without Earnest Money and tender fee 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)
 - b) The EMD, in case of unsuccessful Bidders shall be retained by the AIIMS, Jodhpur till the finalization of the tender. No interest will be payable by the 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**”.
- 4. "PRE –BID Meeting" with the intending bidders shall be held on 26th June, 2015 at 04:00 P.M. at 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).
- 6. 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 on 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. 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.
- 7. Specification:** The tenderers must confirm in writing that the goods supplied & installed by them shall be as per specification of goods mentioned in Annexure – II and in case of any variation, the contract shall be liable to cancel immediately. The Security cum Performance Guarantee will also be forfeited.
- 8. Quality of goods:** The firm will be entirely responsible for quality of supplied/ installed 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.
- 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 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. Bidder's Eligibility Criteria:

- a. The firm should be manufacturer of wooden furniture.
- b. The firm should be dealing in manufacturing of wooden furniture from last 5 years, proof to be attached.
- c. The firm should have ISO 9001:2008, ISO 14001:2004, 18001:2007 certificate.
- d. Copy of shop and establishment act registration certificate may be enclosed as proof of establishment.

11. Sample:

Each of prospective Tenderer, who want to participate, shall be required to place its sample of **Lecture Hall Desk** for sample display at AIIMS, JODHPUR during the submission of their Bids.

12. Warranty / Guarantee:

- a. The on-site replacement warrant shall remain for a period of 36 Month from the date of recording of acceptance of goods at site.
- b. During warranty period, the supplier is required to visit AIIMS, Jodhpur's site at least once in 4 months commencing from the date of delivery of the goods for preventive maintenance of the goods.
- c. If the supplier having been notified, fails to respond to take action to replace the defect(s) within 10 days the Institute may proceed to take remedial action(s) as deemed fit.

13. 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 hold the signatory liable for all cost and damages.

14. Evaluation:

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 will be rejected.

15. Delivery/ Supply:

All the goods ordered shall be delivered and Installed at AIIMS, Jodhpur within **30 days** from the date of issue of purchase order. Satisfactory installation / commissioning and handover of the furniture will be completed within two weeks from the date of receipt of the furniture at the AIIMS, Jodhpur premises.

If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform AIIMS, Jodhpur in writing about the same and its likely duration and make a request to AIIMS, Jodhpur for extension of the delivery schedule accordingly. On receiving the supplier's communication, 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.

16. Liquidated Damages:

If the supplier fails to deliver any or all of the goods or fails to perform the service within the time frame(s) incorporated in the tender, the AIIMS, Jodhpur shall, without prejudice to other right and remedies available to the AIIMS, Jodhpur under the tender, deduct from the quoted price, as liquidated

damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 10 % of the quoted price. Once maximum is reached AIIMS, Jodhpur may consider termination of the tender.

17. Incidental Services:

The supplier shall be required to perform the following services:-

- i) Installation & Commissioning, Supervision and Demonstration of the goods.
- ii) Providing required jigs and tools for assembly, minor civil works required for the completion of the installation.
- iv) Supplying required number of operation & maintenance manual for the goods.

18. Inspection:

- i) AIIMS, Jodhpur shall have the right to inspect and/or to test the goods to confirm their conformity to the NIT Specifications at no extra cost to the Institute.
- ii) AIIMS, Jodhpur reserve the right to inspect, test and, where necessary, reject the Goods after the goods have arrived at the final destination and it shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by AIIMS, Jodhpur prior to the goods shipment.
- iii) The Institute or its nominal representative will inspect and test the ordered goods and the related services to confirm their conformity to the contract specification and other quality control details incorporated.
- iv) The Institute reserves the right for stage inspection during manufacturing process, pre-dispatch inspection or post-delivery inspection. The Institute as deemed fit shall resort to all these inspection or may waive off any of the inspection.
- v) No payment shall be made for rejected goods. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.
- vi) The Director, AIIMS Jodhpur shall be the final authority to reject full or any part of the supply which is not conforming to the specification and other terms and conditions.

19. Performance Security:

The successful tenderer will be required to furnish a Performance Security Deposit of 10% of contract value after receiving Notification of Award 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**" which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations and signed agreement on Notary bond of Rs. 100/- stamp paper.

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. Performance Security will be discharged after completion of contractor's performance obligations (including Warranty / Guarantee period) under the contract.

20. Payment Term:

Full Payment shall be released after the successful installation of the ordered goods against the submission of the Inspection report by the committee.

21. 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, AIIMS, Jodhpur party may, at least option to terminate the contract.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. Legal Jurisdiction:

Any disputes are subject to exclusive jurisdiction of competent court and forum in Jodhpur, Rajasthan, India only.

28. 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 | |
| d. Email Id: | |
| 5. Details of EMD No. Date, Amount, and Bank name | |
| 6. Details of Tender Fee No. Date, Amount, and Bank name | |
| 7. Whether the firm/ agency is registered, attached copy of the certificate of registration | |
| 8. Service Tax Number | |
| 9. PAN Number | |
| 10. VAT No. (enclose the attested copy of VAT Certificate) | |

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

Date:
Place:

Specifications

Annexure II

| S.No | Item | Specification | Qty |
|------|-------------------|---|--|
| 1 | Lecture Hall Desk | <p>Overall size should be 1700mmX1070mmX900 mm. Length and width of Rear leg of bench should be 70mmX50mm and other legs should be of length and width 50X50 mm. Back rest of bench should be 1700X230X25 mm. Top of desk and seat of bench should be 25 mm thick. All frames in bench should be 80mmX25 mm. Rear leg support under bench should be 50X25 mm. Desk should be covered from front and both sides, with dimensions of 200X25 mm. Desk leg support length and width should be 50X50 mm. Frame in desk should be 50X25 mm. Support to join bench and desk should be rounded 50X50 mm.</p> <p>Edges of top, seat and back support should be rounded. Top of desk and seat of bench should be floating system and clipped with iron clips. Minimum 2+2 support under desk top and bench seat and should be of 50X25 mm size. Top of desk should be tapered from front to back by 40 mm.</p> <p>Width of seat should be 360 mm and top of bench should be 460 mm. Seat and top should be hanging over 20-25 mm from frame. Back support should be tilted according to comfort</p> <p>Wood structure - Complete furniture should be made with solid wood. Only sheesham wood should be used in construction of furniture. Wood should be seasoned and treated. Any type of artificial material like plywood, MDF, sunmica etc. should not be used in the manufacturing of furniture. All joints of wood should be butt joints and glue used should be of D3 quality. Furniture should be finish in honey colour. Two or more coat of sealer and lacquer should be used in polishing.</p> | <p>36 Bench desk for each lecture theatre with seating capacity of three students on each desk.</p> <p>Lecture theatre = 4.</p> <p>Total Bench Desk=144</p> |

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

Annexure-III**Format for Financial Bid**

(Format of Financial bid should be submitted on letterhead of the company/firm on the prescribed format with dated, signature of the tenderer with stamp.)

| S.No | Name of Item | Qty | Rate per Unit (Rs.) | Vat/ Taxes (Rs.) | Amount (Rs.) |
|--------------------|---------------------|------------|----------------------------|-------------------------|---------------------|
| 1. | Lecture Hall Desk | 144 | | | |
| Grand Total | | | | | |

- a. I/We have gone through the term & conditions as stipulated in the tender and confirm to accept and abide the same.
- b. Quantity mentioned above is tentative, it may increase or decrease as per site requirement.
- c. The delivery of the items will have to be made at AIIMS, Jodhpur. No transportation/ carriage charges will be provided for the same.
- d. The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten.
- e. Bid(s) will be evaluated on basis of total cost of the item (including taxes, other charges etc.)

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