



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110 029.

Ltd. Tender. 3/Acad/2014-15

Dated the: 31.05.2014

Subject: Printing of Log Books, Attendance Register, Activity Book and Challan Books for Academic Section.

Sealed quotations are invited by Post/per bearer for the above items on the following Terms & Conditions.

Terms & Conditions:

1. The quotations should reach Academic Section, All India Institute of Medical Sciences, New Delhi – 110029 on or before 13.06.2014 up to 11.00 AM duly sealed & marked as Ltd. T. No. 3/Acad/2014-15. Quotations should be neatly written/typed. In case of any discrepancy in the figures, the rate mentioned in words will only be considered. Quotations written in pencil will not be entertained. The bids will be opened on 11:30 AM on 13.06.2014 in the Dean's Committee Room. Firm's representative may come at the time of opening of the bid.
2. Rate quoted must be net i.e. inclusive of all types of taxes and other possible expenses. No charges other than quoted rate will be considered.
3. Tender should invariably be submitted in two bid system containing two parts as detailed below:

Part-I :- Techno-Commercial Bid in one sealed cover.

Part-II :- Price Bid/Financial Bid in one sealed cover.

Both the sealed envelopes should then be put in outer cover indicating thereon:

- i. Reference No. of the Tender: _____
- ii. Tender regarding: _____
- iii. Due date for submission of the tender: _____
- iv. Due date for opening of the tender: _____
- v. Name of the firm: _____

Please note that prices should not be indicated in the Techno-Commercial Bid. The pre-qualification documents including E.M.D/bid security as required in the tender document should invariably be accompanied with the techno-commercial bid.

Note: Tenders submitted without following two-bid system procedure as mentioned above would be summarily rejected.

Contd...2/-

4. The tenderer, quoting for this work, should have an experience of executing at least one similar kind of work in last 3 years. The tenderer should submit a documentary proof of satisfactory performance for such one work in last 3 years.
5. Selected firm will work in close coordination with the designated officials in the Academic Section.
6. The prospective bidders may see the samples of the Log Books/Attendance Register/Activity Book/Challan Books which are available in the Academic Section.
7. Total time for delivery of these items should not exceed more than 15 days from the date of award of work.
8. The court of Delhi will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside Delhi shall have jurisdiction in the matter.
9. The tender rates should be kept open/valid for a period of one year from the date of finalization of the tender.
10. EACH TENDER SHOULD BE ACCOMPANIED WITH AN EMD/BID SECURITY AMOUNTING TO ₹ 5000/- (FIVE THOUSAND) BY WAY OF FDR/DEMAND DRAFT DRAWN IN FAVOUR OF 'DIRECTOR, AIIMS, NEW DELHI', FAILING WHICH THE TENDER SHALL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED. CASH/CHEQUE IS NOT ACCEPTABLE AT ALL. THE EMD/BID SECURITY DEPOSITED AGAINST OTHER TENDERS CANNOT BE ADJUSTED OR CONSIDERED FOR THIS TENDER/RATE ENQUIRY. NO INTEREST IS PAYABLE ON EMD/BID SECURITY.
11. In case of non supply of material within the due date i.e. within the date of delivery, the Director AIIMS, New Delhi will have the right to impose penalty like forfeiture of the performance security and removal of the name from the list of the contractor and resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and binding.
12. The Director, AIIMS, New Delhi shall be the final authority to reject full or any part of the supply which is not in conformity with to the specification and other terms and conditions.
13. No payment shall be made for the rejected material. The tenderer would remove rejected items within one week of the date of rejection at his own cost and replace the rejected material immediately. In case these are not removed, these will be disposed off in a manner as deemed fit by the authorities at the risk and responsibility of the supplier without any further notice.
14. The tenderer should not have been blacklisted in the past 2 years by any government/private institution and there should be Vigilance/CBI case pending against the firm supplier. The firm will submit an affidavit in this regard.
15. The tenderer must quote rates including freight, insurance, cartage, labour charges etc. on FOB, AIIMS, New Delhi basis.



Contd...3/-

16. Tender by tele-fax/telegram/fax/e-mail will not be accepted.
17. The tenderer should enclose the copy of VAT Registration certificate otherwise their quotation shall not be accepted for further evaluation.
18. The tenderers are advised to submit 2 (two) quality samples of papers to be used for cover & inner pages of these items (except Challan Book) which is required for printing as per following specification:
 - Sunshine paper of 80 GSM } for Log Books/Activity Book &
 - Imported Art Card of 300 GSM } Attendance Register.
 - For Challan Book: Submit a sample of paper to be used with GSM mentioned on it.
19. The above samples duly signed, stamped & sealed should be submitted in the Techno-Commercial bid (Part-I). In the absence of samples the quotation shall be summarily rejected.
20. Selection shall be made purely on the basis of fulfilling tender terms & condition and quoted price.

Selection Procedure:

Selection will be done by a committee constituted for the above said work.

- Scrutiny of Pre-qualification documents.
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- Scrutiny of Samples.
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- The price bid will only be opened after the firm qualifies the above two steps.

Guidelines for submitting Financial Bid:

21. Rate quoted must be net i.e. inclusive of all types of taxes and other expenses. No charges other than quoted rates will be considered. The selected firm will execute the work on the price as quoted. For variation of $\pm 5\%$ in no. of pages, the price will be the same.
22. Price comparison will be made for each item separately and work for each item will be awarded to the firm whose quote is lowest.
23. In case, more than one firm quotes the same price, then the quantity of item will be distributed evenly to each of the firm quoting same price (lowest).
24. The quantity shown in the tender can be increased to any extent depending upon the actual requirement.
25. Incomplete financial bid will be rejected out rightly.
26. Financial bids should be submitted in the format attached along with (Annexure-II)

**For Director, AIIMS
New Delhi**

ACADEMIC SECTION

Ltd. Tender. 3/Acad/2014-15

ANNEXURE-II

Printing of Log Books, Attendance Register, Activity Book and Challan Books for Academic Section.

PRICE BID FORMAT

S.No.	Item (Log Book)	Quantity	Amount total including VAT
1.	Department of Surgery (Approx Pages – 20)	500	
2.	Department of Pediatrics (Approx Pages – 35)	500	
3.	Department of ENT (Approx Pages – 35)	300	
4.	Department of Medicine (Approx Pages – 45)	500	
5.	Dermatology & Venereology (Approx Pages – 15)	300	
6.	Department of Psychiatry (Approx Pages – 20)	300	
7.	Department of Centre for Community Medicine (Soft Copy in CD)	500	
8.	Department of Obstetrics & Gynaecology (Aprox Pages – 35)	300	
9.	Department of ENT (PG) (Approx Pages – 150)	100	
10.	Attendance Register (Approx pages – 40)	500	
11.	Activity Book – College of Nursing (Approx Pages 22)	500	
12.	Challan Books (pages – 300)	500	

- *It is mandatory to quote prices for all the above Log Books. In case of the failure to do so, the bid will be non compliant and will be outrightly rejected.*
- For the above printing of log Books, Activity Book & Attendance Register- Cover Page 300 gsm art card with multi colour Printing and Lamination, inner side 80 gsm Sunshine Paper single colour offset printing
- For Challan Book: Sample of papers to be used with GSM mention on it & signed by the firm.
- *Firm will provide soft copy of all these booklets in CD except Attendance Register and Challan Book.*



Signature & Stamp
Authorized Representative of the Firm

ACADEMIC SECTION

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Check list of Certificates/Documents required to be submitted in the bid.

The tenderer are advised to submit the following certificates under the category of 'Vital Documents' invariably along-with Techno-Commercial Bid. If these documents are not submitted/conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard shall be entertained.

			Page no.
1. Earnest Money (Clause 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
2. Proof of executing one similar kind of work in last 3 years (Clause 4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
3. Document showing satisfactory Performance for the executed Work issued by the firm (Clause 4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
4. Financial bid in the given format (Annexure-II)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
5. Affidavit of Non Blacklisting (Clause 14)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
6. VAT Registration (Clause 17)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
7. Samples of paper's as per specifications (Clause 18)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

Signature & Stamp
Authorized Representative of the Firm


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