



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

Ltd. Tender. 5/Acad/2014-15

Dated the: 31.05.2014

Subject: Printing of Teaching Schedule 1st 3rd & 5th Semester 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 this office on or before **13.06.2014** up to **11.00 AM** duly sealed & marked as Ltd. T. No. 5/Acad/2013-14. 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 rates 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.

4. The prospective bidders may come and see the samples of the Teaching Schedule which are available in the Academic Section before submitting the bids.

Contd...2/-

5. The tenderer, quoting for this work, should have an experience of executing at least one similar kind of work in last 3 years. The firm should submit a documentary proof of satisfactory performance for such one work in last 3 years.
6. Selected firm will work in close coordination with the designated officials in the Academic Section, AIIMS, New Delhi.
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 finalisation of 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 conforming 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 shall 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 suppliers without any further notice.
14. The tenderer should not have been blacklisted in the past 2 years by any government/private institution and there is no 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.
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. Selection shall be made purely on the basis of fulfilling tender terms & condition and quoted price.
19. The tenderers are advised to submit 2 (two) quality samples of papers to be used for cover & inner pages of the Log Books as per following specifications:
 - a) Sunshine paper of 80 GSM (inner page)
 - b) Imported Art Card of 300 GSM (cover page)

 

20. 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.

21. 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:

22. 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 from sample shown, the price will be the same. The firm should quote price/per piece of for each item separately.
23. Firm should quote price for one leaflet of 4 pages per piece item separately. This price will not be taken into account for price comparison while price bids. This price will be payable for no. of extra inner pages in the final booklet in excess of pages in sample copy + 5% of the same. i.e. if sample booklet has 100 pages (inner) and final booklet has 118 pages, payment will be due for 13 pages {118 - (100+5)}
24. Price comparison will be made for all 3 items together and work for these 3 items will be awarded to the firm whose quote is lowest.
25. Incomplete financial bid will be rejected outrightly.
26. Financial bids should be submitted in the format attached along with (Annexure-II)

**For Director, AIIMS
New Delhi**



ACADEMIC SECTION

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ANNEXURE-II

Printing of Teaching Schedule

PRICE BID FORMAT

S.No.	Item (Teaching Schedule)	Quantity	Rate per piece including VAT
1.	Teaching Schedule (1 st Semester) (Approx Pages – 53)	240	
2.	Teaching Schedule (3 rd Semester) (Approx Pages – 51)	260	
3.	Teaching Schedule (5 th Semester) (Approx Pages – 47)	200	
4.	Printing of each 4 pages (2 leaves) in addition to pages as given in the specification beyond +5 % for each piece.	--	

- *It is mandatory to quote prices for all the above Teaching Schedules. In case of the failure to do so, the bid will be non compliant and will be outrightly rejected. Price comparison will be made on the total price quoted for all three booklets i.e. cumulative value of tender.*
- For the above printing of Teaching Schedule's – Cover page 300 gsm art card with multi colour printing and lamination, inner side 80 gsm Maplitho Paper Single colour offset printing with composing of book.
- Firm will provide soft copies of these teaching schedules to be uploaded on AIIMS website in separate CD's.

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 5)	<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 5)	<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 19)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

Signature & Stamp
Authorized Representative of the Firm

