Ltd. Tender. 2/Acad/2013-14 Dated the: 24th January 2014

Subject: Preparation of Institute Plaque (Big Size) along with box.

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Sealed quotations are invited by Post/per bearer for following Terms & Conditions – regd.

Terms & Conditions:

1. The quotations should reach this office on or before 07.02.2014 up to 11.00 AM duly sealed & marked as Ltd. T. No. 2/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 07.02.2014 in the Dean’s Committee Room. Firm’s representative may come for opening of the bid.

2. RATE QUOTED MUST BE NET i.e. INCLUDE ALL TYPES OF TAXES AND OTHER POSSIBLE EXPENSES. NO OTHER CHARGES WILL BE CONSIDERED OTHER THAN QUOTED PRICES.

3. TENDER SHOULD INVARIA BLY 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 INVARIA BLY BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE: TENDERS SUBMITTED WITHOUT FOLLOWING TWO-BID SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.
4. Institute Plaques (Big Size) along with box are required to be prepared. The prospective bidders may see the samples of the plaque and box which are available in the Academic Section.

5. The firm, quoting for this work, should have an experience of executing at least one work of this kind of in last 2 years. The firm should submit a documentary proof of satisfactory performance for such one work in last 2 years.

6. Selected firm will work in close coordination with the designated officials in the Academic Section.

7. Total time should not exceed more than 15 days from the date of issue of the work order.

8. The court of Delhi has 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 and other the court shall jurisdiction in the matter.

9. The tender rates should be kept open/valid for a period of six months from the date of the tenders is opened.

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 OUT RIGHTLY 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 direction. His/her decision shall be final and binding.

12. The Directors, AIIMS, New Delhi shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.

13. No payment shall be made for the rejected material. The tender would remove rejected items within one week of the date of rejection at their own cost replace 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 firm has not been blacklisting in the past by any government/private institution and there is no Vigilance/CBI case pending against the firm supplier.

15. The tenders 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 Vendor 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.

Selection Procedure:

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

- Scrutiny of Pre-qualification documents.
- When a firm qualify the above step then only the price bid will be opened.

Guidelines for submitting Financial Bid:

19. Rate quoted must be net i.e. include all types of taxes and other expenses. No other charges will be considered other than quoted prices.

20. The quantity shown in the tender can be increased or decreased by up to twenty five (25) per cent, the quantity of goods and services (rounded off to next whole number) at the same price and terms & conditions.

21. Incomplete financial bid will be rejected out rightly.

22. Financial bids should be submitted in the format attached along with (Annexure-II)
**CADEMIC SECTION**

Ltd. Tender. 2/Acad/2013-14

**ANNEXURE-II**

Supply of Institute Plaques (Big Size) with Box

**PRICE BID FORMAT**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Quantity (Approx)</th>
<th>Rate Per piece of Plaque with Box</th>
<th>Amount total including VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supply as per sample shown of Institute Plaques with Box.</td>
<td>70 Nos. (Plaques with Box)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature & Stamp
Authorized Representative of the Firm
**ACADEMIC SECTION**

Ltd. Tender. 2/Acad/2013-14

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.

|   |   | Yes | No |
|---|---|-----|--|---|
| 1. Earnest Money (Clause 10) |   | Yes | No |
| 2. Proof of executing one similar kind of work in last 2 years (Clause 5) |   | Yes | No |
| 3. Document showing satisfactory Performance for the executed Work issued by the firm (Clause 5) |   | Yes | No |
| 4. Financial bid in the given format (Annexure-II) |   | Yes | No |
| 5. Proof of Non Blacklisted (Clause 14) |   | Yes | No |
|   |   | Yes | No |

Signature & Stamp
Authorized Representative of the Firm