

ANSARI NAGAR NEW DELHI – 110 029  
(Hospital Store)

T.No..98/H/2011-12

dated: -28.11.2011

**Subject: Tender Enquiry for the purchase of Sterile cotton swabs at AIIMS:- reg.**  
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**Sealed quotations are invited by Post/per bearer for following Terms & Conditions--reg.**

**Terms & conditions**

**1.The quotations should reach this office on or before 13.12.2011 up to 3.P.M duly sealed marked T.No..98/H/2011-12. All quotations should be type written. Quotations written in pencil will not be entertained.**

**2. 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 one sealed cover.

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

Reference No. of the tender \_\_\_\_\_

Tender regarding: \_\_\_\_\_

Due date for submission of tender \_\_\_\_\_

Due date for opening of the tender \_\_\_\_\_

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 INVARIABLE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE:- TENDER SUBMITTED WITHOUT FOLLOWING TWO-BID SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.

3.RATE QUOTED MUST INCLUDE ALL TYPES OF TAXES AND OTHER POSSIBLE EXPENSES. NO OTHER CHARAGES WILL BE CONSIDERED.

4.The tender rates should be kept open/valid for a period of three months from the date the tenders are opened

**5.If the delivery is not effected on due date, the Director, AIIMS, New Delhi will have the right to impose penalty as under:**

First extension for month or part thereof \_\_\_\_\_@2%.

Second extension for an additional month \_\_\_\_\_@ 3% of part thereof.

In case of non-supply \_\_\_\_\_@ 7.5%

Or

In case of default institute will have the right to procure the ordered item from open market /another party at their own risk and expenses under risk purchase clause.

6.Handwritten quotations shall be accepted at the bidder's risk. In case of any discrepancy in the figures, the rate mentioned in words will only be considered.

**7.The Director, 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.**

8.The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.

9. Sample of item in original packing, duly labeled (Printed) and sealed should be submitted invariably to Store Officer (H). If required, more identical samples will be asked to submit. Before submitting the tender, the acknowledgement copy of submission of samples should invariably be attached with the technical bid. Those tenders received without sample as detailed above will be summarily rejected and no correspondence will be entertained in this regard. At the time of receiving supply from the approved firm and any various in the supply will not be allowed and supply will be summarily rejected.

**9.The tenderers must quote rates including freight, insurance, cartage, labor charges etc. on FOB, AIIMS, New Delhi basis.**

**10.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 and other the court shall have jurisdiction in the matter.**

**11.Tender by Tele-fax/telegram/fax/e-mail will not be accepted.**

**12.The quotations will be opened on 13.12.2011 at 3.30.P.M**

FOR DIRECTOR