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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 16.12.2013 up to 11.00 AM duly sealed & marked as Ltd. T. No. 1/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 16.12.2013 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 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 ACCOMPANYED WITH THE TECHNO-COMMERCIAL BID.

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

4. AllIMS Annual Report for the year 2012-13 is required to be printed in both English and Hindi version separately. The prospective bidders may see the
sample of the previous copy of the Annual Report in the Academic Section. The detailed specifications are enclosed at Annexure-I.

5. The firm, quoting for this work, should have an experience of executing at least one similar kind of work i.e. book of 250 pages (approx.) 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. The scope of work will include:

a.) To collect material (edited) from the official for both versions of report, showing proofs for approval and finally providing the printed format of English version of the approved draft (25 copies) in spiral binding.

b.) To make corrections if needed in this version and then print and supply bound copies of both versions of Annual Report (600 each) in a time bound manner.

7. Total time should not exceed more than one month from the date of handling over of total/part of edited material for the report first.

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 ₹ 10000/- (TEN 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 should not had 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 a affidavit in this regard.

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. The tenderers are advised to submit 2 (two) quality samples of papers to be used for cover & inner pages of the report which is required for printing of Annual Report as under:
a) Sunshine paper of 80 GSM
b) Imported Art Card of 300 GSM

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.
- Scrutiny of Samples.
- 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. include all types of taxes and other expenses. No other charges will be considered other than quoted prices. The selected firm will execute the work on the price as quoted. For variation of +5% in no. of pages, the price will be the same.
22. Firm will also quote prices of each extra 4 pages (2 leaves).
23. The quantity shown in the tender can be increased to any extent depending upon the actual requirement.
24. The firm has to quote prices for each 50 extra copies for English and Hindi version separately.
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, AIIIMS
New Delhi
## ACADEMIC SECTION

Ldt. Tender. 1/Acad/2013-14

## ANNEXURE–II

### Printing of AIIMS Annual Report-2012-13

#### PRICE BID FORMAT

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Quantity</th>
<th>Amount total including VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Printing of Annual Report 2012-13 (English &amp; Hindi Version ) (This will include providing 25 copies in Spiral Bound)</td>
<td>1200 Nos. (600 each)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Printing of each 4 pages (2 leaves) in addition to pages as given in the specification beyond +5 %</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Additional copies of English Version (in excess of 600 copies)</td>
<td>50 Nos.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Additional copies of English Version (in excess of 600 copies)</td>
<td>50 Nos.</td>
<td></td>
</tr>
</tbody>
</table>

- It is mandatory to quote prices for 1,2,3,& 4. In case of the failure to do so, the bid will be non compliant and will be outrightly rejected.

- For the purpose of comparison of price to determine 1st lowest bid only price quoted at S.No. 1 will be considered.

Signature & Stamp  
Authorized Representative of the Firm
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.

<table>
<thead>
<tr>
<th>No.</th>
<th>Certificate Description</th>
<th>Page no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Earnest Money (Clause 11)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Proof of executing one similar kind of work in last 2 years (Clause 5)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Document showing satisfactory Performance for the executed Work issued by the firm (Clause 5)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Financial bid in the given format (Annexure-II)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Affidavit of Non Blacklisting (Clause 14)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>VAT Registration (Clause 17)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Samples of paper's as per specifications (Clause 19)</td>
<td></td>
</tr>
</tbody>
</table>

Signature & Stamp
Authorized Representative of the Firm
SPECIFICATION FOR PRINTING OF ANNUAL REPORT

Annual Report (English)

- A4 Size on 80 GSM Sunshine Paper, Both Side Printing Single Colour Printing
- (8 pages will be printed in 4 colour printing)
- Title to be printed on 300 GSM Imported Art Card in 4 Colour Printing
- Each Annual Report of no. of pages 500 approx (250 sheets approx).

Annual Report (Hindi)

- A4 Size on 80 GSM Sunshine Paper, Both Side Printing Single Colour Printing
- (8 pages will be printed in 4 colour printing)
- Title to be printed on 300 GSM Imported Art Card in 4 Colour Printing
- Each Annual Report of no. of pages 550 approx (275 sheets approx).

- Soft copies of the word files will be provided.
- For each chapter, 2 versions will be provided, one will be placed on the websites and other will be used for printing. For both files, the page layout will be required to be done as per the prevailing style.
- 2 sets of proofs (soft copies) will be required.
- A final hard copy proof will also need to be provided.
- Corrections on proofs will be provided either on soft or hard copy.
- 2 draft copies of the final annual report will need to be provided.
- 600 copies each of English and Hindi Report.