Short. Tender. 145/H/Ptg. Sty /2011-12


Subject: Tender for the Printing of Cash Memo (specification enclosed).

Terms & Condition & (Specification enclosed)

1. The quotations should reach this office on or before 15.3.2012 up to 3.00 P.M. duly sealed marked Short. Tender.No.145/H/Ptg. Sty. /2011-12. All quotations should be type written. Quotations written in pencil will not be entertained and will be summarily rejected.

2. TENDER SHOULD 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 ONE 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 INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

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

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

4. The tender rates should be kept open/valid for a period of three months from the date the tender 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:
a) First extension for month or part thereof ____________ @2%.

b) Second extension for an additional month ____________@ 3% of part thereof.

c) 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. 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. Each tender should be accompanied with an EMD/Bid Security amounting to Rs. 5,000/- by way of for /demand draft drawn in favor 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 bid security/EMD of the approved vendor will be retained in the form of performance security till guaranty/warranty period, as applicable. The EMD Bid security deposited against other tenders can not be adjusted or considered for this tender/rate enquiry. No interest is payable on EMD/Bid security.

13. Sample of item in original packing, duly labelled (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 any variations in the supply will not be allowed and supply will be summarily rejected.

14. SELECTION WILL BE MADE PURELY ON SAMPLE, AND QUALITY BASIS. SAMPLES WILL BE GIVEN IN ORIGINAL PACKING ONLY.

15. Only one best quality item (according to our specification) should be quoted against the item. On no account should different qualities e.g. AB & C of items be quoted. These items that have been quoted as per different qualities (In contravention to the specification) will not be considered at all.
16. The Technical Selection Committee will shortlist the Technical Bids on the basis of technical parameters i.e. pre-qualification certificates and inspection of samples by the users as per tender conditions. Based on the result, vendors will be shortlisted further and the names of short listed vendors announced to the respective vendor only who’s Technical bids qualify for opening the Financial/Commercial Bids. The Commercial Bids of only the vendors shortlist from the Technical Bids will be opened in the presence of their representative on a specified date and time to be intimated to the respective vendors. Those vendors failed to submit pre-qualification certificates and samples will be summarily rejected and no correspondence will be entertained in this regard.

17. The quotation will be opened on 15.3.2012 at 3.30 P.M.
HOSPITAL STORES  
(Annexure-I)

Short. Tender No- 145/H/Ptg. Sty./11-12

Subject: Printing of Cash Memo.

**Specification & price bid format.**

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Specification of item</th>
<th>Approx. quantity/ per year</th>
<th>Rates per unit</th>
<th>VAT</th>
<th>Amount per unit including VAT</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Printing of cash memo on photocopy paper</td>
<td>12,00,000</td>
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<td></td>
<td>➢ 75 GSM.</td>
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<td>➢ Reputed Brand</td>
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<td></td>
<td>➢ White Colour photocopy paper</td>
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<td>➢ 15 CM x 21CM</td>
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<td></td>
<td>➢ Single Side Printing</td>
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*Signature & seal of the bidder*