

ALL INDIA INSTITUTE OF MEDICAL SCIENCES,  
ANSARI NAGAR, NEW DELHI-110 029, INDIA.  
Store Section (DO), 1<sup>st</sup> Floor, Animal House Building  
[E-mail: sodocovid19@gmail.com.](mailto:sodocovid19@gmail.com)

**SHORT TENDER ENQUIRY DOCUMENT**  
**(For supply of Materials related to Covid-19 Pandemic)**



**STE No: 08/SO(DO)/COVID-19/2020-21/St.**

**Items:** Purchase of consumables related to COVID-19 Pandemic

The Short Tender Enquiry Document includes:

- Section I – “Notice Inviting Tender” (NIT)
- Section II – Instructions to Bidders
- Section III – Schedule of Requirements
- Section IV – Technical Specifications
- Section V – Tender Acceptance Form
- Section VI – Price Schedule

**SECTION-I**



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI-110 029**  
**NOTICE INVITING TENDERS (NIT)**

**STE No: 08/SO(DO)/Covid-19/2020-21/St.**

On behalf of Director, AIIMS, Ansari Nagar, New Delhi-110 029, invites **SHORTTENDER ENQUIRY IN SINGLE BID SYSTEM** (Techno-commercial & Financial Details Together) from the reputed, eligible and qualified firms/manufacturers/suppliers **for Immediate purchase/supply** of following Goods for AIIMS Hospital, New Delhi-29, India.

<b>S. No.</b>	<b>Brief Description of Goods</b>	<b>Estimated Quantity Per Year</b>	<b>Amount of Bid Security/EMD</b>
<b>1.</b>	<b>Consumables related to COVID-19 Pandemic</b>	<b>As Indicated In Section III (Schedule of requirements)</b>	<b>NIL</b>

**CRITICAL DATE SHEET**

Published Date & Time	<i>23.05.2020</i>
Bid Submission Start Date & Time	<i>23.05.2020</i>
Bid Submission End Date & Time	<i>26.05.2020 at 12.00 noon</i>
Bid Opening Date & Time	<i>26.05.2020 at 12.30 P.M.</i>
Declaration of Committee's recommendations:	<i>26.5.2020 at 4.00 P.M. or after conclusion of TSEC meeting</i>

**Note:-**

1. Quotations/Offer in sealed envelopes/e-mail, alongwith sample/Literature of all the quoted items must reach to Sr. Stores Officer (DO), 1st Floor, Animal House Building, AIIMS, New Delhi before the scheduled date and time.
2. Sealed quotations/offers and samples of all items will be received by the representative of Sr. Stores Officer (DO) and will be put up before the Technical Selection Committee as per above schedule in the Seminar Room of Store Section (DO). 1<sup>st</sup> Floor Animal House Building.
3. The bidders must submit copy of this tender document duly signed and stamped by the authorised signatory alongwith the bid.

**SECTION-II**  
**INSTRUCTION TO BIDDERS**

**A. SUBMISSION OF BIDS**

**The bids are to be submitted In person or on e-mail: [sodocovid19@gmail.com](mailto:sodocovid19@gmail.com).**

**1. Documents Comprising the Bid:**

The bids are invited in **Single Bid System**, (Simultaneous receipt of Technical and Financial Bid in single envelope) wherein the bids prepared by the bidder shall comprise the following:

- 1.1 **Technical specification of the quoted Items** along with details i.e. **Brand name, Manufacturer & item is imported or indigenous.**
- 1.2 **Price of the quoted item(s) with all the details including Make, Model etc. of the goods offered which is to be submitted in the attached format (as per Section-VI)**
- 1.3 While quoting the bid, the bidder should submit a confirmation stating whether the entire quantity, as defined under schedule of requirements is available for immediate supply or otherwise. In case, the entire quantity as required is not available with any particular bidder which incidentally found to be L-1 bidder, the available quantity shall be procured from L1 bidder at the lowest prices and balance quantity shall be procured from the next higher bidder (preferably on same rate) until the defined requirement is fulfilled.
- 1.4 Copy of "Performance Certificate" (if available) along with list of organizations where the tenderer have been supplying similar items etc. and copy of inspection note/purchase order issued by respective institutions/Hospital to be submitted (If available).
- 1.5 Copies of Quality certification documents for each quoted items as mentioned in the specification of tender items as per Section - IV.
- 1.6 The following documents, wherever applicable may also be submitted:
  - a) Copy of "Technical Brochure/Catalogue of OEM of quoted goods" detailing its technical parameters.
  - b) Copy of "Tender Acceptance Form" as per Section-V to be submitted.
  - c) Copy of GST Registration Certificate.
  - d) The tenderer shall furnish a non-blacklisting certificate that the firm has not been blacklisted in the past by any government/Private institution on firm's letter head (self attested).

- e) The tenderer/supplier has to give an undertaking on firms letter head (self attested)for fall clause i. e. the firm is not supplying the same item at the lower rate quoted in the tender to any Govt. Organization or any other Institute (Fall Clause).
- f) A bid, which does not fulfill any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

## **2. Bid Currencies**

- 2.1 The price of required goods must be quoted in Indian Rupees (INR) only.
- 2.2 Bids, where prices are quoted in any other way/currency shall be treated as non - responsive bid and summarily rejected.

## **3 Bid Prices**

- 3.1 The Bidder shall indicate in the Price Schedule, all the specified components of prices shown therein including the unit prices on Free Delivery at FOR AIIMS, New Delhi basis, applicable GST, HSN Code, it proposes to supply against the requirement. The Bidders shall indicate MRP in the relevant column against each item. The details about make & model, if applicable, may also be indicated. **All the columns shown in the price schedule format should be filled up.**
- 3.2 In no case the quoted rates should be more than MRP at the time of submission of quotation.
- 3.3 If there is more than one item in the “Schedule of Requirements”, the bidder has the option to submit its bid for any one or all the items.

## **4. Bid Validity**

- 4.1 The bid shall remain valid for a period of at least 30 days from the date of bid submission.

## **5. Samples/Literature of Quoted goods**

- 5.1 The bidder are required to submit the samples/literature of the quoted items in sealed original packing in along with the test report, if applicable of the same batch alongwith the bid. The test report should be issued by any Govt. approved lab.
- 5.2 In case, the firm fails to submit the sample of any of the quoted goods, their offer for that items will not be considered for Technical evaluation and will be out rightly rejected.

## **B. BID OPENING**

### **1. Opening of Bids**

Bids will be opened after due time and date as defined in the Critical Date Sheet.

## C. SCRUTINY AND EVALUATION OF BIDS

### 1. **Basic Principle**

Bids will be evaluated on the basis of the terms & conditions already incorporated in the Tender Enquiry Document, based on which bids have been received and the terms, conditions etc. mentioned by the bidders in their bids. No new condition will be brought in while scrutinizing and evaluating the bids.

### 2. **Scrutiny of Bids**

2.1 All the bids received within the stipulated period of bid submission, shall be opened by the designated committee in presence of authorized representatives of bidders who will be present at the scheduled time. After opening, the Bids (single envelop with Techno-commercial & financial details together) shall be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Tender Enquiry Document. The bids, which do not meet the basic requirements, are liable to be treated as non-responsive and will be rejected.

2.2 In the absence of submission of the documents as detailed above under clause no. 1 Section –II (A) above and the following documents, bid shall be declared non-responsive during the evaluation and will be ignored;

- i) Tender Acceptance Form as per Section-V (signed & stamped) not uploaded.
- ii) Bid validity is shorter than the required period.
- iii) Bidder has not agreed to other essential condition(s) specially incorporated in the Tender document like terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism, and applicable law.
- iv) Poor/unsatisfactory past performance.
- v) Bidders who stand de-registered/banned/blacklisted by any Central Govt. Ministries/AIIMS, New Delhi.
- vi) Bidder has not agreed for the delivery terms and delivery period.
- vii) If bidders not furnished sample or the advance sample is not meeting the desired quality as per Technical Specification.

### 3. **Evaluation of Bids**

For all the bids found to be responsive after scrutiny, the evaluation will be done as under:

3.1 Ranking Statement of all the bids will be prepared. The comparison of the responsive Bids shall be carried out on Free Delivery at consignee site basis.

3.2 Preliminary/Commercial Examination of bidders in the zone of consideration, shall be done and unresponsive bidders shall be rejected.

3.3 Convey in cases, where there is discrepancy between quoted prices in figures and that in words.

3.4 Evaluation sheet shall be prepared on the basis of technical evaluation (**strictly on the basis of submitted document/samples only**), by the TSEC (Technical Specification and Evaluation Committee) from the lower commercially responsive bidders who are in the zone of consideration.

3.5 After technical evaluation, the bidders shall be intimated regarding the acceptance/rejection of their bids. The report of the technical evaluation committee to

reject the quotation in full or any part of the supply which is not confirming to the specification or other terms and conditions, shall be final and binding

- 3.6 The bidders who are found to be technically and commercially responsive shall be intimated and letter of intent to the bidders will be issued on the same day.
- 3.7 The contract shall be awarded to the L-1 bidder for the entire quantity as per schedule of requirement however in case, the L-1 bidder is unable to supply the full required quantity, the option to supply the balance quantity shall be given to next higher bidder (preferably on same rate) until the defined requirement is fulfilled.
- 3.8 The successful bidders have to submit a written undertaking, to supply the goods immediately but not later than 02 days of receipt of the Supply Order.

#### **4. Item-wise Evaluation**

- 4.1 In case the Schedule of Requirements contains multiple items, the responsive bids will be evaluated and compared separately for each item.

### **D. AWARD OF CONTRACT**

#### **1. Issue of Purchase Order:**

Promptly after issue of letter of intent, the Purchaser will prepare and mail the supply order duly completed and signed, to the successful bidder by e-mail.

#### **2. Terms of Delivery**

Goods shall be delivered by the supplier on "Free Delivery at Site" basis immediately but not later than two working days unless specified otherwise in the Delivery Period specified in the Purchase Order.

#### **3. Prices**

Prices quoted by the bidder shall remain firm and fixed for a period of **02 months** and Institute reserves the right to place repeat supply orders on the same rates, terms & conditions.

#### **4. Payment Terms**

- 4.1. 100% payment would be made on receipt of goods in good condition and acceptance, and upon the submission of the following documents:

Original copies of supplier's invoice showing Rate Contract/Purchase Orders number, goods description, quantity, packing list, unit price and total amount.

- 4.2 Any request/condition for advance payment (part/full) is not acceptable.

5. Quantity shown in the Schedule of Requirement(Section-III) is approximate quantity and can be increased or decreased to any extent depending on the actual requirement.

#### **6. Fall Clause:-**

Fall clause is a price safety mechanism. The fall clause provides that if the Rate Contract holder reduces its price or sells or even offers to sell the contracted good of identical specification and terms & conditions to that of the Rate Contract/Purchase orders, at a price lower than the Rate Contract/Purchase order price, to any person or organization during the currency of the Rate Contract, the Rate Contract price will be automatically reduced with effect from that date for all the subsequent supplies under the Rate Contract/Purchase Orders and the Rate Contract/Purchase orders amended accordingly.

**SECTION – III**  
**SCHEDULE OF REQUIREMENTS**

**STE No. 08/SO(DO)/Covid-19/2020-21/St.**

<b>Sr. No.</b>	<b>Items Description</b>	<b>Approximate Quantity required</b>
<b>1</b>	Hiviral™ Transport Kit with 1.3ml Viral Transport medium in round bottom tube and one sterile flocced nylon swab with breakpoint. HIMEDIA MS 2760M-100 Nos.	10 Boxes (box of 100 Nos.)

**Terms of Delivery:**

Free Delivery at AIIMS, New Delhi

**Delivery Period:**

Immediately but not later than two working days, unless specified otherwise in the Delivery Period specified in the Purchase Order.

**Note:**

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

**SECTION – IV**  
**TECHNICAL SPECIFICATION**

**Tender No. 08/SO(DO)/covid-19/2020-21**

<b>Sr. No.</b>	<b>Items Description &amp; Specification</b>
<b>1.</b>	Hiviral™ Transport Kit with 1.3ml Viral Transport medium in round bottom tube and one sterile flocked nylon swab with breakpoint. HIMEDIA MS 2760M-100 Nos.



**SECTION – V**

**TENDER ACCEPTANCE FORM**

To \_\_\_\_\_

**The Director,  
All India Institute of Medical Sciences  
Ansari Nagar, New Delhi-110 029 India.**

Ref. Your STE No. **STE No: 07/SO(DO)/Covid-19/2020-21/St.**  
due for opening on \_\_\_\_\_ *insert date*

We, the undersigned have examined the above mentioned Tender Enquiry Document, including amendment/corrigendum (*if any*), the receipt of which is hereby confirmed. We now offer to supply and deliver in conformity with your above referred document for the sum as shown in the Price Schedules. If our bid is accepted, we undertake to supply the items for which Rate Contract has been concluded, in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to keep our bid valid for acceptance as required in the “Instruction to Bidders”, for subsequently extended period, agreed to by us. We also accordingly confirm to abide by this bid upto the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, this bid read with your written acceptance thereof within the aforesaid period shall constitute bind contract between us.

We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred advertised tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by Central Govt. Ministries/AIIMS, New Delhi.

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Enquiry Document, including amendment/ corrigendum if any.

We hereby certify that if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit by the purchaser in addition to forfeiture of the Bid Security/Performance Security.”

**Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SECTION – VI**

**PRICE SCHEDULE FORMAT**  
(TO BE FILLED ON FIRM'S LETTER HEAD)

Tender Ref. No.....

Procurement of.....

Bidders Ref. No.

Date:

<b>S. No.</b>	<b>Description of Goods</b>	<b>Quantity required as per tender</b>	<b>Quantity available with the firm</b>	<b>Basic Unit Price</b>	<b>GST %</b>	<b>Net Price Including taxes on Consignee site basis.</b>	<b>MRP of the Good</b>

Name & Detail of Business Organisation.....

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Signature of Authorised Signatory