

CARDIO- THORACIC & NEURO SCIENCES CENTRE

ALL INDIA INSTITUTE OF MEDICAL SCIENCES,

Room No. 3, Store Section , 1st Floor, New Pvt. Ward,
AIIMS, New Delhi – 110029

LIMITED TENDER ENQUIRY DOCUMENT



शरीरमाद्यं रक्तु धर्मसाधनम्

(Two Bid System for purchase of Hand rub 60 -80% ethyl/Isopropyl Alcohol I.P.) 500 ml bottle with dispenser)

ATE No: LT N. 01/CNC/LTE/Hand Rub (Sanitizer)/ 2020-21/ST.

Contract items: For purchase of Hand rub 60 -80% ethyl/Isopropyl Alcohol I.P.) 500 ml bottle with dispenser at CNC,AIIMS, New Delhi

Period of Contract : One Time Purchase.

CARDIO- THORACIC & NEURO SCIENCES CENTRE
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR: NEW DELHI: 110 029

**Room No. 3, Store Section , 1st Floor, New Pvt. Ward,
AIIMS, New Delhi – 110029**

- (1) On behalf of Director, AIIMS, Ansari Nagar, New Delhi-110 029, Stores Officer (CNC) to invites sealed limited tenders in two bid system (Technical bid and financial bid) from reputed, eligible and qualified firms/manufacturer for procurement of **Hand rub 60 -80% ethyl/Isopropyl Alcohol I.P.) 500 ml bottle with dispenser** on one time basis.

Tender Number	Brief Description of Goods	Qty. estimated to be purchased per year
LT NO. 01/ CNC/LTE/Hand Rub (Sanitizer)/ 2020-21/ST	Purchase of Hand rub 60 -80% ethyl/Isopropyl Alcohol I.P.) 500 ml bottle with dispenser on limited tender basis for CNC.	4000 Bottle of 500ml with dispenser

- (2) Time for Submission & Receipt of Bids **alongwith Sample:** on or before
23.04.2020 upto 3.30 p.m.

Technical Bids opening Date and Time and place: **24.04.2020at 11.00 A.M.**

The bid will be opened in the Office Chamber of Prof. Shiv Kr. Choudhary, HOD CTVS, 7th Floor, CNC Building, AIIMS, New Delhi-110 029.

(STORES OFFICER, CNC)
Ph: 011-26594704

GENERAL TERMS & CONDITIONS

Eligibility Criteria

1. Documents Comprising the Limited Tender

1.1 The **Two Bid System**, i.e. “Techno – Commercial Bid” and “Price Bid (Financial bid)” prepared by the bidder shall comprise the following:

A) **Techno – Commercial Bid (Un priced Tender)**

- i) The tenderer/supplier is a Distributor/ Manufacturer
- ii) The bidder have to fill **Annexure-I** format.
- iii) The bidder have to fill tender acceptance Form **Annexure-II**
- iv) The bidder have to submit a copy of GST Registration Certificate
- v) The bidder shall furnish an undertaking as per **Annexure-VI** that the firm has not been non-blacklisting by any government/Private institution.
- vi) The tenderer/supplier shall furnish an undertaking as per **Annexure-VI** that there is no vigilance/CBI case pending against the firm/supplier.
- vii) The tenderer/supplier has to give an undertaking as per **Annexure-VII** for fall clause i.e the firm is not supplying the same item at the lower rate quoted in the limited tender to any Govt. Organization or any other Institute (Fall Clause)
- viii) List of Organisation where firm are supplying goods.
- ix) The tenderer/supplier have to submit Original Sample alongwith quotation as per **Annexure-VIII**
- x) the tenderer/supplier have to submit in house test report of submitted sample batch Report.

B) **Price Bid (Financial Bid):**

This should be filled as per showed in **Annexure III**.

N.B.

1. All pages of the Tender should be page numbered
2. It is the responsibility of bidder to go through the LTE document to ensure furnishing all required documents in addition to above, if any.
- 1.2 The authorized signatory of the bidder must sign the tender duly stamped at appropriate places and initial all the remaining pages of the tender.
- 1.3 A bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- 1.4 Tender sent by fax/telex/cable/electronically shall be ignored and not accepted at all.

2. Limited Tender currencies

- 2.1 The bidder supplying indigenous goods or imported goods shall quote only in Indian Rupees.
- 2.2 Tenders, where prices are quoted in any other way shall be treated as non-responsive and rejected.

3. **The Schedule of Requirement should be comply by the firm as per Annexure-IV**

4. **The item should be quoted as per specification at Annexure-V**

5. Submission of Tenders

The bidders are to drop the tenders in the tender box of office of Stores Officer (CNC), Stores Section, Room No. 3, 1st Floor, New Pvt. Ward at AIIMS New Delhi-110 029 or the same shall be submitted by the tenderer by hand to concerned dealing hand or nominee of Stores Officer (CNC) on above mentioned address. The officer receiving the tender will give the tenderer an official receipt duly signed with date and time. The bidders must ensure that they deposit their tenders not later than the closing time and date specified for submission of tenders.

6. Opening of Tenders

The purchaser will open the tenders at the specified date, time and place as indicated in the LTE. Authorized representatives of the bidders, who have submitted tenders on time may attend the tender opening provided they bring with them letters of authority from the corresponding bidders.

7. Eligible Bidders

This Limited Tender Enquiry is open to all suppliers who fulfil the eligibility criteria specified in these documents.

8. GST

If a bidder asks for GST to be paid extra, the same must be specifically stated. In the absence of any such stipulation, the price will be taken inclusive of GST and no claim for the same will be entertained later.

9. Tender Validity

The tenders valid for acceptance for a period of 90 days from the date of tender opening prescribed in the LTE document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.

10. Late bid

A tender, which is received after the specified date and time for receipt of tenders will be treated as "late" tender and will be ignored.

11. Withdrawal of Tender

No tender should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a bidder withdraws the tender during this period, it will result to take action against the bidder as deemed fit for debarring etc.

12. Qualification Criteria

Tenders of the bidders, who do not meet the required Qualification Criteria will be treated as non - responsive and will not be considered further.

13. Evaluation of Bid

The evaluation of bid will be done as per document required as per “eligibility criteria” in General Terms & Condition of LTE and quality of sample.

14. Purchaser’s Right to accept any tender and to reject any or all tenders

The purchaser reserves the right to accept in part or any full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidders.

15. Payment Terms

Payment shall be made through electronic transfer in NEFT/RTGS subject to recoveries, if any, by way of liquidated damages or any other charges. as per terms & conditions of contract in the following manner.

Payment for Domestic Goods Or Goods of Foreign Origin Located Within India/Goods to be imported and supplied against payment in Indian Rupees

Payment shall be made in Indian Rupees as specified in the contract in the following manner: **On delivery:**100% (Hundred) % payment of the contract price shall be paid after receipt of goods in good condition and upon the submission of the following documents:

- (i) Three copies of supplier’s invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Two copies of packing list identifying contents of each package;
- (iii) Inspection Note issued of Company.

The supplier shall not claim any interest on payments under the contract.

THE TENDERERS ARE REQUESTED TO SUBMIT THE FOLLOWING INFORMATION INVARIABLY TO MAKE PAYMENT THROUGH RTGS/NEFT. The details of present charges for NEFT/RTGS are as under:

<u>NEFT:</u>	Up to Rs.1 lakh	– Rs.5/- per transaction
	Rs. 1 lakh and above	
<u>RTGS:</u>	& Upto Rs.5 lakh	– Rs.25/- per transaction
	Rs.5 lakh and above	-- Rs.50/- per transaction

To make payment through above said mode, the vendor/supplier/contracts have to submit the following information invariably as per **ANNEURE-IX**.

- i. Name of the Beneficiary
- ii. Bank Account No. of the beneficiary
- iii. IFCS Code of the Bank/Branch.
- iv. Permanent Account Number (PAN)

Failing which their quotation is liable to be rejected

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(To be submitted along with the documents of Technical Bid)

ANNEXURE-I

The bidder are advice to fill prescribed Performa (Serial 1 to 9) & enclosed relevant documents as per requirement & sequence of given performa. Also, should have mentioned page number with all required details of relevant document in the prescribed performa given below (ANNEXURE-I). If bidder do not fill the prescribed given Performa their offer shall be summarily rejected & no correspondence will be entertained.

1	2	4	5	6	7
Undertaking on letter that firm is Distributor/ Manufacturer Page no.	Copy GST registration certificate, Page no.	Copy No case pending against Firm	Copy Fall Clause,	Copy List of Organization	Copy Original Sample Chillan
8	9				
Copy Test Report of Sample submitted	Copy Annexure-I				

NOTE:-

1. The bidder shall provide copy as documentary proof/ evidence to substantiate the corresponding statement.
2. In case a bidder furnishes a wrong or evasive documents/ certificates against above mentioned Checklist, its tender will be liable to be ignored.
3. Photocopies of all necessary relevant documents/ certificates duly self attested must be for verification of the information provided.
4. If any documents/certificates detailed above is not supplied by the bidder their offer is liable to be rejected.
5. Any of the submitted documents/ certificates can be got authenticate from the issuing authority in any discrepancy observed by the AIIMS authority as and when found necessary.

Signature of bidder with full address & seal

ANNEXURE-II

**CARDIO- THORACIC & NEURO SCIENCES CENTRE
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR: NEW DELHI: 110 029**

(To be submitted along with the documents of Technical Bid)

TENDER ACCEPTANCE FORM

To _____

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

Ref. Your LTE No. _____ 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 the tender item** in conformity with your above referred document for the sum as shown in the Price Schedules (Bid) made part of this bid. If our bid is accepted, we undertake to **supply** the items.

We agree to keep our bid valid for acceptance of Instruction to Bidders. We also accordingly confirm to abide by this bid till supply of item.

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

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 **AIIMS, New Delhi**.

Name: _____

Business Address _____

Place: _____ Date: _____

ANNEXURE- III

CARDIO- THORACIC & NEURO SCIENCES CENTRE ALL INDIA INSTITUTE OF MEDICAL SCIENCES ANSARI NAGAR: NEW DELHI: 110 029

(To be submitted in separate envelop to be marked as "Price Bid")

PRICE SCHEDULE

Sr. NO	Description of Good	Basic Rate of Good in INR (a)	GST of Good In % (b)	Unit Price (At Consignee site basis) (a) + (b)	MRP of good
1.	Hand rub 60 - 80% ethyl/Isopropyl Alcohol I.P.) 500 ml bottle with dispenser				

Note: -

1. The Bidder must quote price for "GOODS TO BE IMPORTED AND SUPPLIED AGAINST PAYMENT IN INDIAN RUPEES" after including the custom duty as per Customs Tariff Act.

Name _____

Business Address _____

Place: _____

Signature of

Tenderer _____ **Seal of the Tenderer** _____

ANNEXURE IV

SCHEDULE OF REQUIREMENTS

Schedule No.	Brief Description of Goods	Quantity	Consignee
1	LT NO. 01/ CNC/LTE/Hand Rub (Sanitizer)/ 2020-21/ST	As indicated in Technical specification Annexure- V)	As per Users requirement (CNC)

Legend:

All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110 029 INDIA.

Delivery : Free delivery at consignee site basis.

ANNEXURE V

**CARDIO- THORACIC & NEURO SCIENCES CENTRE
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR: NEW DELHI: 110 029**

(To be submitted along with the documents of Technical Bid)

F. No. LT NO. 01/ CNC/LTE/Hand Rub (Sanitizer)/ 2020-21/ST

Name of the Item: SPECIFICATION OF ITEMS

S. No.	Item Description	Approx. one time Qty. required
1	Hand rub 60 -80% ethyl/Isopropyl Alcohol I.P.) 500 ml bottle with dispenser	4,000 Nos.

ANNEXURE-VI

**CARDIO- THORACIC & NEURO SCIENCES CENTRE
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR: NEW DELHI: 110 029**

(To be submitted along with the documents of Technical Bid)

UNDERTAKING

Ref: Limited Tender No. 01/ CNC/LTE/Hand Rub (Sanitizer)/ 2020-
21/ST

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

Dear Sir,

I/we _____ sole
proprietor/member of partnership firm/ member of Limited or Pvt. Ltd firm of

M/s _____ is/are
providing undertaking on following points as per General Terms & condition for
fulfilling eligibility criteria that I/We hereby confirm that :

S.No	Undertaking	Firm Not blacklist Yes/ NO	Firm is blacklist Yes/ NO
1.	I/We hereby confirm that my firm since last one year our firm has not been non-blacklisting by any Government/ Govt. institution .		
2.	I/We hereby confirm that my firm since last one year there is no vigilance/CBI case pending against the firm/supplier.		

Signature of Bidder
Name of firm _____
Place _____
Date _____

Seal _____

ANNEXURE-VII

(To be submitted along with the documents of Technical Bid)

UNDERTAKING

Ref: Limited Tender No. 01/ CNC/LTE/Hand Rub (Sanitizer)/ 2020-
21/ST

Date: _____

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

Dear Sir,

I/we _____ sole
proprietor/member of partnership firm/ member of Limited or Pvt. Ltd firm of

M/s _____ is/are
providing undertaking that " I/We certify that there has been no reduction in sale
price of the Stores of Description identical to the Stores supplied to the Government
under the contract herein and such Stores have not been offered/sold by me/us to any
person(s)/organization(s) including the purchaser or any Department of Central
Government or any Department of a State Government or any statutory Undertaking of
the Central or State Government as the case may be up to the date of the bill/the date of
completion of supplies against all supply orders placed during the currency of the R/C at
a price lower than the price charged to the Government under the Contract (Fall
Clause).

Signature of Bidder
Name of firm _____

Place _____
Date _____
Seal _____

ANNEXURE- VIII

**CARDIO- THORACIC & NEURO SCIENCES CENTRE
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
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(To be submitted along with the documents of Technical Bid)

SAMPLE CHALLAN

Sr. NO.	Description of Good	Name of Manufacturing Company	Test Report of Sample Submitted Yes/No	Sample Should be submitted in original packing Quantity
1.	Hand rub 60 -80% ethyl/Isopropyl Alcohol I.P.) 500 ml bottle with dispenser			

Note: - The Bidder must quote submit sample of good, failing which submitted bid will be treating as nonresponsive and rejected.

Name_____

Business Address_____

Place:_____

Signature of

Tenderer_____

Seal of the Tenderer_____

ANNEXURE-IX

**CARDIO- THORACIC & NEURO SCIENCES CENTRE
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR: NEW DELHI: 110 029**

(To be submitted along with the documents of Technical Bid)

Ref: Limited Tender No. 01/ CNC/LTE/Hand Rub (Sanitizer)/ 2020-

21/STDate: _____

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

Dear Sir,

M/s _____ is a

sole proprietor/ partnership firm/ Private Limited Firm/Limited Firm. To make payment through NEFT/RTGS the following information invariably as under :

- i. Name of the Beneficiary
- ii. Bank Account No. of the beneficiary
- iii. IFCS Code of the Bank/Branch.
- iv. Permanent Account Number (PAN)

Signature of Bidder

Name of firm _____

Place _____

Date _____

Seal _____