

**OFFICE OF THE DIRECTOR  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR: NEW DELHI: 110 029  
(SCHEDULE-'A')**

S.no. of tender : \_\_\_\_\_  
**File no.** : **110/H/ Rep & Main/13-14**  
Name of the party in whose : \_\_\_\_\_  
favor the tender form has been issued \_\_\_\_\_  
\_\_\_\_\_

The Director,  
All India Institute of Medical  
Sciences, Ansari Nagar.N.Delhi-29

(SEAL OF THE OFFICER)

Dear Sir,

1. I/We hereby submit our tender for the **Annual Maintenance Contract AMC of LCD & LED Television in new Pvt. Wards 1<sup>st</sup> Floor.**
2. I/WE now enclosing herewith the Bank Guarantee/D.D. No..... dated..... For **Rs. 10,000/-** drawn in favour of the “DIRECTOR, AIIMS, NEW DELHI” towards EMD/Bid Security. **Tenders not accompanied with EMD/Bid Security (along with Technical Bid Part-I) shall be summarily rejected.**
3. I/We hereby agree to all the terms and conditions, stipulated by the AIIMS, in this connection including delivery, penalty etc. Quotations for each group are being submitted under separate covers and sheets and shall be considered on their face value.
4. I/We have noted that over written entries shall be deleted unless duly out & re-written and initialed. Tenders are duly signed (No thumb impression should be affixed).
5. I/We undertake to sign the contract/agreement within 10 (Ten days) from the issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers at the AIIMS New Delhi-29.
6. I/We have gone through all terms and conditions of the tender documents before submitting the same.

**NOTE:** ALL TERMS & CONDITIONS SUCH AS RATES AND TAXES ETC, HAS BEEN INDICATED SEPARATLY IN THE QUOTATION. DURING THE RATE CONTRACT PERIOD BASIC PRICE EXCEPT GOVT. LEVIES OF THE ITEM WILL NOT BE CHANGED. OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENT.

**Yours faithfully,  
Signature of Tenderer with full Address.**

**WITNESS** \_\_\_\_\_  
**WITNESS** \_\_\_\_\_  
**WITNESS** \_\_\_\_\_  
**WITNESS** \_\_\_\_\_

**Terms & conditions**  
**(SCHEDULE-'B')**

Tender Ref. No. : **110/H/Rep & Main/13-14**  
Subject : Annual Maintenance Contract of LCD & LED Television in New Pvt. Ward 1<sup>st</sup> Floor.  
Date of Submission : **28.2.14 up to 12.30 P.M.**  
Date of Opening : **28.2.14.at 03.00 P.M.**

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1. Tender should be addressed to the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-29 and submitted to the Office of the Stores Officer, (Main) under sealed cover failing which the tender shall be rejected. Terms and conditions for supply should invariably be indicated otherwise would be taken on its face value. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.
2. **Mixed quotations will not be considered for acceptance.**
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 SEPARATE SEALED COVER FOR EACH ITEM INDICATING THEREON NAME OF ITEM WITH SR. NO. OF ITEM, FIRM'S NAME & TENDER NUMBER. THESE SEPARATE ENVELOPS CONTAINING PRICE BIDS OF ITEMS BE PUT IN OTHER ENVELOP (Part-II).

**BOTH THE SEALED ENVELOPES (PART-I & II) SHOULD THEN BE PUT IN OUTERCOVER 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 WOULD BE SUMMARILY REJECTED.**

4. This tender document is not TRANSFERABLE
5. The tenders should take care that the rates and amounts are written in such a way that interpolation is not possible no blanks should be left which otherwise, make the tender rejected. Handwritten quotations shall be accepted at the bidders risk. In case of any discrepancy in the figures, the rate mentioned in words will only be considered.
6. The quotation should be valid for 4 months (120 days) from the date of opening of the tender. The period of rate contract shall be for a period of two years from the date of agreement or till the new rate contract is finalized, whichever is earlier.
7. The tenderers should clarify/state whether he/they are manufacturer or authorized agent or sole representative indicating Principal's name & address. (Copy of authorization from manufacturer may be enclosed).
8. The tenderers have to submit an affidavit on non-judicial stamp paper of Rs. 10/- duly attested by notary the firm has not been black listed by any Govt. Organization/Institution and no CBI/CVC case is contemplated against him/them.
9. Service tax & other levy imposed by the Govt. of India from time to time will be authorized extra on demand with adequate proof thereof.
10. The tenderers should quote rates, showing taxes/service tax, if any, giving full breakup details.
11. **EACH TENDER SHOULD BE ACCOMPANIED WITH EMD/BID SECURITY AMOUNTING TO RS.10,000/ BY WAY OF DEMAND DRAFT/BANK GUARANTEE/FDR DRAWN IN FAVOUR OF "THE DIRECTOR, AIIMS, NEW DELHI" FAILING WHICH THE TENDER SHALL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED. IN CASE OF BANK GUARANTEE/FDR IT SHALL BE VALID FOR TWENTY SEVEN MONTHS FROM THE DATE OF OPENING OF TENDER AND THE SAME SHOULD BE FROM ANY SCHEDULED BANK (AS PER THE LIST ENCLOSED), CASH/CHEQUE IS NOT ACCEPTABLE AT ALL. The EMD/Bid security deposited against other tenders cannot be adjusted or considered for this tender. No interest is payable on EMD/Security.**
12. The firm should have been in this business for a period of at least 2 years in relation the type of maintenance contract for which the quotations are being submitted. The firm should furnish a list of organizations where the maintenance work, in question, has/have been done during last one year and performance certificate from such organization may also be provided, failing which, offer will not be considered for acceptance.
13. TENDER SHALL BE REJECTED IF THE COPY OF SERVICE TAX REGISTRATION CERTIFICATE IS NOT FURNISHED. FIRM SHALL FURNISH A CERTIFICATE ON THEIR FIRM'S LETTER HEAD STATING THAT UPTO DATE RETURNS HAVE BEEN FILED AND THERE ARE NO DUES WITH THE CONCERNED DEPARTMENT. FIRM WILL ALSO SUBMIT THE COPIES OF SUCH RETURNS (LATEST) SUBMITTED TO THE DEPARTMENT OF TRADE & TAXES. Service tax/VAT and other statutory levies should be shown separately and should not be included in the basis price otherwise it will not be considered.
14. A proof of ownership/partnership of the firm should be submitted along with verifiable address of the registered office, telephone number etc.

15. THE FORWARDING LETTER/UNDERTAKING (SCHEDULE-A) DULY SIGNED SHOULD INVARIABLY BE RETURNED ALONG WITH QUOTATIONS FURNISHED FAILING WHICH THE TENDER SHALL BE REJECTED.
16. The firms are requested to visit Pvt. Ward and other areas of AIIMS where LCD/LED TVs are installed and after assessing the existing condition of LCD & LED may quote the AMC charge as per schedule attached herewith. Once the firm is selected, the contention of the firm that some spare part is damaged because underlying condition of the machine or for any other reason will not be entertained. The firm should clearly mention exclusions in technical bid, if any. Item which is not mentioned in exclusions will be deemed to be covered under AMC. For items excluded, firm should give unit price of the each item which they will charge for, if need be. This price information should be in financial bid only.
17. **The Technical Selection Committee will shortlist the bids on the basis of technical parameters. i.e. pre-qualification documents as per tender conditions. Based on the evaluation bids, vendors will be short-listed and comparison of rates will be made on composite basis after considering the total AMC charges and total unit price of each spare/consumable given in tender schedule-C. The contract will be awarded to the overall lowest firm whosoever fulfils the terms and conditions of the tender.**
18. In the event of failure of the party to provide timely and satisfactory services in accordance with the terms & conditions and as per requirement, the contract shall be cancelled and the security deposit/performance bank guarantee would be forfeited.
19. The party shall ensure to use original/ genuine parts required to be replaced compatible with the LED/LCD TVs.
20. The firm will have to attend all emergency calls for repair even on Sundays and holidays also. All repairs are to be completed in the shortest possible time and in no situation the down time will be more than 24 hours after vendor is informed verbally/by written letter. In case of non execution of work within the stipulated time, the Director AIIMS, New Delhi will have the right to impose a penalty of Rs. 500/- per day/per T.V which will be deducted from the AMC charges/EMD.
21. A log book of the LCD/LED Televisions will be properly maintained in each location of LCE/LED installations. All entries will be made in the log book duly verified by the Officer In-Charge of concerned area.
22. Any action on the part of the tender to influence anybody in the said Institute will be taken as an offence and the tender submitted by the firm will subsequently be rejected.
23. Quarterly the bill should be deposited in triplicate for every quarter/half year/ yearly to the Stores Officer (H) duly certified by the user department and Officer In-Charge of the respective area along with the satisfactory job done certificate on the back side of each copy of bill. .
24. The payment will be released quarterly on submission of pre receipted bill after getting satisfactory work completion certificate from respective user areas of the hospital.
25. The Director, AIIMS New Delhi reserves the right to reject any tender without assigning any reason thereof who does not fulfill the requirement of the tender. No correspondence will be entertained in this regard.
26. The firm should quote the price of all spares /consumables in tender schedule "C" for the LCD & LED T.V which are likely to be required for repairs . If any part other than

quoted parts is required to repair the T.Vs during in currency of the contract, the same shall be provided free of cost by the firm.

27. The number of LCD/LED Televisions as mentioned in Schedule "C" may increase /decrease during the currency of the contract.

FOR DIRECTOR

To,

## **T. No.110/H/2013-14**

Check List of Certificates/ Documents required to be submitted in the Techno-Commercial Bid-  
Part I

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.

- Authorization letter from the manufacturer, if the quote is not a manufacturer.  
(Clause No-07)
- Non-black listing/non-debarring declaration (clause No-08)
- EMD (Clause No-11)
- Vat registration ( Clause No- 13)
- Schedule A (Clause No-15)
- Penalty (Clause No-20)

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI-110029  
(HOSPITAL STORES)  
(SCHEDULE- "C")**

**T.No. 110 /H/Rep & Main/13-14**

<b>Sr. No.</b>	<b>Nomenclature</b>	<b>Quantity</b>
1.	Rep & Maint of different brands/ models LCD T.Vs size-32" (e.g. Videocon, LG, etc).	184 Nos.
2.	Rep & Maint of Different brands/ models LED TVs Size- 32" to 42" (e.g. Panasonic, L.G, Videocon & Samsung etc).	05 Nos.

**Price List of Spares Parts/Consumables Required for Repairs of LCD/LED Televisions:-**

<b>Sr. No.</b>	<b>Nomenclature</b>	<b>Price</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
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18.		