

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR NEW DELHI – 110 029
(Hospital Store)**

Ltd. Tender. 52/H/2014-15

Subject: Purchase of Face Sheets.

**Sealed quotations are invited by Post/per bearer for following Terms & Conditions--
reg.**

Terms & conditions:

- 1. The quotations should reach this office on or before 26.9.2014 up to 12.30 P.M. duly sealed marked Ltd. T. No- 52/H/2014-15. All quotations should be type written. Quotations written in pencil will not be entertained.**
- 2. RATE QUOTED MUST INCLUDE ALL TYPES OF TAXES AND OTHER POSSIBLE EXPENSES. NO OTHER CHARAGES WILL BE CONSIDERED.**
- 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 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. The accredited agent or sole representative quoting on behalf of their manufacturer/principals must attach authority letter from their manufacturer/principals of their letter Head.
 5. The tender rates should be kept open/valid for a period of six months from the date the tenders are opened.
 6. 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**
- d) 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.
7. 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.
8. EACH TENDER SHOULD BE ACCOMPANIED WITH AN EMD/BID SECURITY AMOUNTING TO Rs 5,000/- 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 OUTRIGHTLY 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.
9. 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 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.
10. 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.

11. No payment shall be made for rejected material . the tenderer 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.
12. The firm has not been blacklisting in the past by any government/ Private institution and there is no Vigilance/CBI case pending against the firm supplier.
13. **The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.**
14. The tenderers must quote rates including freight, insurance, cartage, labor charges etc. on FOB, AIIMS, New Delhi basis.
15. Samples of the items in original packing, duly labeled (Printed) and sealed having date of manufacturing date of Expiry, manufactured by with batch No. Wherever applicable, should be submitted to Stores Officer, (Hosp.) between 3.00 P.M to 4.00 P.M. Before submitting the tender, the list of samples submitted duly acknowledged **should invariably be attached with the technical bid. Those tenders received without sample will be summarily rejected and no correspondence will be entertained in this regard.**
16. 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.
17. **SELECTION WILL BE MADE PURELY ON SAMPLE AND QUALITY BASIS. SAMPLES WILL BE GIVEN IN ORIGINAL PACK ONLY.**
18. Tender by Tele-fax/telegram/fax/e-mail will not be accepted.
19. The price charged for the Stores/ equipments , under the reference by the supplier shall in no even exceed the lowest price at which the supplier the Store/equipment of same identical description to any other person /organization. Institution during the period. If at any time, during the said period the supplier reduced the said prices of such/Stores/equipment or sales such stores to any other person/organization/Institution at price lower than the chargeable, he shall forthwith notify such reduction or sale to the Director, All India Institute of Medical Sciences and the price payable for the Stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.
20. The Vendor should enclosed the copy of Vat Registration

21. Generally, the date of delivery for supply of items will be 30 to 45 days from the date of issue of the supply order but in exigency the same can be reduced upto 2 weeks depending upon the situation/requirement.

The tenders will be opened on **26.9.14** at 3.00 P.M in the office of Store Officer Hospital, AIIMS, New Delhi-29 in presence of the tenderers, who are present.

FOR DIRECTOR

To,

HOSPITAL STORES

(Annexure-I)

Ltd. Tender No.- 52/H/14-15

Sub- Purchase of Face Sheets.

Specification & price bid format

Sr. no.	Specification of item	Approx. quantity	Rates per unit	VAT	Amount per unit including VAT
1	Face Sheets (Computerized) Double sided pre- printed 100 GSM with two perforations at lower side (one horizontal and one vertical). To be used in laser printers (each sheets should be separate and should not be glued & binded). (Executive bond paper for laser printers). a) 4 size.	2,00,000 Sheetss.			

Ltd. T. No. 52/H/2014-15

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-04)
- EMD (Clause No-08)
- Non-black listing/non-debarring declaration (clause No-12)
- Sample (Clause No- 15)
- Fall Clause (Clause No- 19)
- Vat registration (Clause No- 20)