



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110 608.

Ltd. Tender. 4/Acad/2014-15

Dated the: 07.05.2014

Subject: Preparation of Institute Plaque (Small Size) along with box.

Sealed quotations are invited by Post/per bearer for the above items on the following Terms & Conditions.

1. The quotations should reach this office on or before 25.05.2014 up to 11.00 AM duly sealed & marked as Ltd. T. No. 4/Acad/2014-15. Quotations should be neatly written/typed. In case of any discrepancy in the figures, the rate mentioned in words will only be considered. Quotations written in pencil will not be entertained. The bids will be opened on 11:30 AM on 25.05.2014 in the Dean's Committee Room. Firm's representative may come at the time of opening of the bid.
2. Rate quoted must be net i.e. inclusive of all types of taxes and other possible expenses. No charges other than quoted rates 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 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: _____

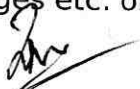

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO-COMMERCIAL BID. THE PRE-QUALIFICATION DOCUMENTS INCLUDING E.M.D/BID SECURITY AS REQUIRED IN THE TENDER DOCUMENT SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

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

4. Institute Plaques (Small Size) along with box are required to be prepared. The prospective bidders may see the samples of the plaque and box which are available in the Academic Section.

Contd...2/-

5. The tenderer, quoting rates for this work, should have an experience of executing at least one work of this kind in last 3 years. The firm should submit a documentary proof of satisfactory performance for such one work in last 3 years.
6. Selected firm will work in close coordination with the designated officials of the Academic Section, AIIMS, New Delhi.
7. Total time of supply should not exceed more than 15 days from the date of issue of the work order.
8. 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 Delhi shall have jurisdiction in the matter.
9. The tender rates should be kept open/valid for a period of one year from the date of finalization of the tender.
10. EACH TENDER SHOULD BE ACCOMPANIED WITH AN EMD/BID SECURITY AMOUNTING TO ₹ 5000/- (FIVE THOUSAND) 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 OUT RIGHTLY 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.
11. 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 the 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 discretion. His/her decision shall be final and binding.
12. The Directors, AIIMS, New Delhi shall be the final authority to reject full or any part of the supply which is not in conformity with to the specification and other terms and conditions.
13. No payment shall be made for the rejected material. The tenderer would remove rejected items within one week of the date of rejection at his own cost and replace the selected material 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.
14. The firm should not have been blacklisted in the past by any government/private institution and there is no Vigilance/CBI case pending against the firm/ supplier. Tenderer will have to submit an affidavit in this regard at the time of depositing of tender.
15. The tenders must quote rates including freight, insurance, cartage, labour charges etc. on FOB, AIIMS, New Delhi basis.

16. Tender by tele-fax/telegram/fax/e-mail will not be accepted.
17. The tenderer should enclose the copy of VAT Registration certificate otherwise their quotation shall not be accepted for further evaluation.
18. Selection shall be made purely on the basis of fulfilling tender terms & condition and quoted price.

Selection Procedure:

Selection will be done by a committee constituted for the above said work.

- Scrutiny of Pre-qualification documents.
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- When a firm qualify the above step then only the price bid will be opened.

Guidelines for submitting Financial Bid:

19. Rate quoted must be net i.e. inclusive of all types of taxes and other expenses. No charges other than quoted rates will be considered.
20. The quantity shown in the tender can be increased or decreased by up to twenty five (25) per cent, the quantity of goods and services (rounded off to next whole number) and the same will be supplied at the same price and on terms & conditions.
21. Incomplete financial bid will be out rightly rejected.
22. Financial bids should be submitted in the format attached along with (Annexure-II)

**For Director, AIIMS
New Delhi**



ACADEMIC SECTION

Ltd. Tender. 4/Acad/2013-14

ANNEXURE-II

Supply of Institute Plaques (Small Size) with Box

PRICE BID FORMAT

S.No.	Item	Quantity (Approx)	Net Rate Per piece including VAT of Plaque with Box (Inclusive of all taxes etc.)
1.	Supply as per sample shown of Institute Plaques with Box.	150 Nos. (Plaques with Box)	

Signature & Stamp
Authorized Representative of the Firm



ACADEMIC SECTION

Ltd. Tender. 4/Acad/2013-14

Check list of Certificates/Documents required to be submitted in the bid.

The tenderer is 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.

			Page no.
1. Earnest Money (Clause 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
2. Proof of executing one similar kind of work in last 3 years (Clause 5)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
3. Document showing satisfactory Performance for the executed Work issued by the firm(Claue 5)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
4. Financial bid in the given format (Annexure-II)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
5. Proof of Non Blacklisted (Clause 14)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
6. VAT Registration (Clause 17)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

Signature & Stamp
Authorized Representative of the Firm

