

**DEPARTMENT OF PSYCHIATRY
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI 110029**

Condemnation of Computer Items & Machine

Tender Ref. No. : 01/Condemnation/Psychiatry/2021-22
Date of Submission : 03.07.2021 up to 12:00 pm.
Of Quotation
Date of Opening : 05.07.2021 at 11:00 am. (Dept. of Psychiatry)

1. Tender should be submitted to the HOD, Dept. Of Psychiatry, AIIMS, Ansari Nagar, New Delhi – 10029. Under sealed cover failing which the tender shall be rejected. Terms and condition for supply should invariably be indicated on each schedule which otherwise would be taken on its face value. The rate may be quoted on separate sheets for each schedule failing which the tender (S) will be rejected.
2. Tender documents are Non-transferable.
3. The bidder should quote rates, including taxes and levies (if any). Tender not confirming to these requirements shall be rejected and no correspondence will be entertained whatever.
4. Each schedule should be submitted in a separate cover envelop indicating thereon:
 - a. **Reference No. Of the tender** : 01/Condemnation/ Psychiatry/2021-22
 - b. **Tender regarding** : Condemnation of Computer items & Machine
 - c. **Due date for tender submission** : 03.07.2021 up to 12:00 pm.
 - d. **Due date of tender opening** : 05.07.2021 at 11:00 am.
 - e. **Name of the Firm** : _____
5. The tender forms be clearly filled in ink legibly or type written giving full address of the Tenderers. The tenderers should quote in figures as well as in words the rates/amount tendered by him/they. Alterations/overwriting unless legible attested by the tenderers, shall disqualify the tenderers. The tender should be signed by the tenderers himself/themselves or his/their authorized agent or his/their behalf (Authorization may be enclosed, if applicable).
6. The forwarding letter undertaking (schedule-‘A’) duly signed by the tender should invariably be returned along with quotation furnish failing which the tender shall be rejected.
7. The Tenderers should take care that the rates and amount are written in such a way that interpolation is not possible; no blanks should be left which would otherwise make the tender rejected.

- o. Each tender should be accompanied with an EMD/BID security amounting of **Rs. 1,000/- (Rupees Five Thousand Only)** in the form of Demand Draft in favour of **"DIRECTOR, AIIMS, NEW DELHI"** and the same should be from any scheduled bank failing which the tender shall not be considered for acceptance and will be outrightly rejected. Cheque/FDR is not acceptable at all. The EMD/BID Security deposited against other tenders cannot be adjusted or considered for this tender. No interest will be payable on EMD/Bid security amount. Also the bid amount/payments are to be made through DD in favour of "Director, AIIMS, Ansari Nagar, New Delhi-29" only by successful bidder. The EMD of the successful Firm/Bidder will only be returned after lifting the awarded entire Lot and will not be adjusted in the Bid amount.
9. Space should be left clear after lifting their belongings by the approved vendor failing which EMD/BID security will be forfeited.
10. Successful Tenders shall have to lift their condemned goods within Three (3) working days of the issue of gate pass by Hospital Stores subject to full payment by the tenders, during working days [i.e. 10:00 am to 5:00 pm (Monday to Friday) and 10:00 am to 12:00 pm noon (Saturday)] failing which a ground rent @ Rs.1,000/- per day will be charged till the final lifting of the goods by tenders. No shifting will be permitted on Sundays and Govt. Holidays. Selected parties (highest bidder) shall be allowed to lift or load condemned goods only after issue of gate pass issued by the hospital store.
11. Firm shall furnish a copy of GST registration along with a certificate on their firm's letter head stating that up-to-date returns has been filed and there no dues with the concerned department. Firm will also submit the copies of such returns (latest) submitted to the department of the Trade & Taxes. Otherwise the tender shall be rejected.
12. Firms shall include a copy of Firm's registration, Pan Card, GST No. Tender acceptance letter (certified copy) etc.
13. Force majeure will be accepted on adequate proof thereof.
14. The Head of the Department, reserves the right to cancel/reject full or any part of the tender, who do not fulfil the conditions stipulated in the tender.
15. Tenderers submitting tenders would be considered to accept all terms and conditions. No inquiry (verbal/written) shall be entertained in r/o acceptance or rejections of the tender.
16. Any action on the part of the Tenderers to influence anybody in the said institute will be taken as an offence. He will not be allowed to participate in the tender enquiry and his tender will not be opened.
17. The selected Tenders shall have to start lifting of awarded items on the very next working day after depositing full bid amount failing which the EMD will be forfeited.

18. Any damage to the property of the AIIMS if noticed, due to the fault of the successful bidder during lifting the items shall be recovered from the said firm and the decision of the Director, AIIMS shall be binding on the bidder.
19. Decision of the Director will be final on all issues/objections and no enquiry will be entertained after tender opening.
20. Inspection of condemnation of Computer items & Machine will be done only by the prospective bidders between **12:00 am to 03:00 pm. office hours on 06.07.2021 & 07.07.2021.**
21. Tender by Tele-fax/telegram/fax/e-mail will not be accepted.
22. The Bidder is advised to quote their rates inclusive of all Taxes and Expenses, as applicable in the Annexure-I (enclosed) on "as is where is" basis. All the liabilities regarding Taxes/Levies will be upon the successful bidder only.
23. Any tender/supplier giving false information shall be disqualified and removed from the list of approved vendors. No business, henceforth, will be done with the firm.
24. The courts at 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.

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Professor and Head
Dept. of Psychiatry



डॉ. आर.के. चड्डा
Dr. R.K. CHADDA
मुख्य मनोवैज्ञानिक, एवं अध्यक्ष एवं निदेशक
Chief of NDDTC & Professor & Head
मनोरोग विभाग / Department of Psychiatry
आ.आ.आ. नई दिल्ली / A.I.I.M.S., New Delhi-110029

COMPUTER/PRINTER/UPS/SCANNER/MACHINE LIST

Sl. No.	Description	Quantity
1	Desktop (CPU, Monitor)	8
2	Printer	5
3	Scanner	6
4	UPS	15
5	Photocopier	1
Total		35

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ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI 110029**

[SCHEDULE-'A']

Tender no. : **01/Condemnation/Psychiatry/2021-22**

File No. : **01/Condemnation/Psy/2021-22**

Name & Address of the:

Party in whose the tender

Form has been issued

HOD, Department of Psychiatry,
All India Institute of Medical Sciences,
Ansari Nagar, New Delhi – 110029

(Seal of the officer)

1. I/We hereby submit our tender for the disposal of condemned Machinery Equipments (M&E), Furniture Items and Computer Peripherals.
2. I/We now enclosed herewith the FDR/Bank Guarantee/ DD No. Dtd. for Rs. 1,000/- drawn in favour of the "**Director, AIIMS, New Delhi**" towards EMD/Bid Security. Tenders without EMD/Bid Security shall be summarily rejected.
3. I/We hereby agree to all the terms and conditions, stipulated by AIIMS (enclosed) in this connection including delivery, penalty etc.
4. I/We have noted that over written entries shall be deleted unless duly out & re-written and initialled. Tenders are duly signed (No thumbs impression should be affixed).
5. I/We undertake to sign the contract/agreement if required within 10 (Ten days) from the issue of the latter of acceptance, failing which my/our security money deposited may be forfeited and my/our 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 submitted the same.

NOTE: ALL TERMS & CONDITIONS SUCH AS RATES AND GST ETC. HAS BEEN INDICATED SEPARATELY IN THE QUOTATION.

Yours Faithfully

Signature of Tenderer with full Address.