

SHORT NOTICE TENDER
Embalming Machine & Dissection Table
AIIMS, Raipur, Tatibandh, Raipur,
Date: 16 Dec, 2013

On behalf of the Director, All India Institute of Medical Sciences, Raipur tenders in sealed cover are invited under **two-bid** system from manufacture and their authorised dealers/ distributors for providing **Embalming Machine & Dissection Table** for AIIMS Raipur.

The interested manufactures and their authorised dealers/ distributors are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed "**Tender For Embalming Machine & Dissection Table**" and should reach at the office of "**The Administrative Officer, AIIMS, Tatibandh Raipur (C.G.) - 492099**, by or before on 03.00 PM on **30-12-2013**. The bid received after due date and time will not be entertained whatsoever may be the reason. The technical bids shall be opened on the same day at **03.30 PM** at AIIMS, Raipur. In the event of any of the above mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time. The date of opening of financial bid of technically qualified agencies will be announced later.

The tender document containing technical bid form, financial bid form, technical description/specification & item and terms & conditions can be downloaded from website www.aiimsraipur.edu.in. Demand Draft/Pay Order for Rs.1000/- (Rupees one thousand only) (non-refundable) in favour of "**AIIMS, Raipur**", payable at **Raipur**, against cost of the tender document along with their technical bid in the Cover-I "Technical Bid". The amount of bid security (EMD) for **Embalming Machine & Dissection Table of Rs. 7,000/- (Rupees Seven Thousand)** of tender documents should be paid by FDR/DD in favour of "**AIIMS, Raipur**" payable at **Raipur** and will be placed in cover-1 with technical bid. The Tender Documents are not transferable.

Any future clarification and/or corrigendum(s) shall be communicated through Administrative Officer on the AIIMS, Raipur website: www.aiimsraipur.edu.in.

Administrative Officer
AIIMS, Raipur

**TENDER DOCUMENT
“Embalming Machine & Dissection Table”**

AIIMS, Raipur

TECHNICAL BID

(In separate sealed Cover-I super scribed as “Technical Bid”)

1.	Name & Address of the manufacture and their authorised dealers/ distributors/Agency with phone number, email, name and telephone/mobile	
2.	Specify your firm/company is a manufactures/ authorised dealer/distributor/ Agency	
3.	Name, Address & designation of the authorized person (Sole proprietor/partner /Director)	
4.	Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof. Please provide a notarised affidavit on Indian Non Judicial stamp paper of Rs. 10/- that you have not quoted the price higher than previously supplied to any government Institute/Organisation/ reputed Private Organisation or DGS&D rate in recent past. If you don't fulfil this criteria, your tender will be out rightly rejected.	
5.	Detailed & exact specification of the product available with the vendor should be mentioned in the technical bid in Annexure-I only. Mentioning 'Yes' or 'No' is not sufficient. Bids not complying with this instruction will be out-rightly rejected.	
6.	Please attach copy of last 3 years Income Tax Return	
7.	Please attach balance sheet (<i>duly certified by Chartered Accountant</i>) for last three (3) years (Average annual minimum turnover should not be less than 5 lakhs) in each year	
8.	PAN No. (Please attach copy)	
9.	VAT/Service Tax Registration Number. (Please attach copy)	
10.	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.	
11.	Power of Attorney/authorization for signing the bid documents	
12.	Please submit a notarised affidavit on Indian Non judicial stamp paper of Rs. 10/- that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. Please also declare that proprietor/firm has never been black listed by any organization.	
13.	Details of the FDR/DD of bid security (EMD) FDR/DD No: Date: Payable at	Detail of cost of Tender for Rs. 1000/- (if downloaded from website) DD No. Date: Payable at-

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. DD/Pay Order (if tender form is downloaded from the website of this Institute)
2. FDR/DD
3. Terms & Conditions (each page must be signed and sealed)
4. Financial Bid

Place:.....

Date:.....

(Signature of Tenderer with seal)

Name:

Address :

“Embalming Machine & Dissection Table”

AIIMS, Raipur

FINANCIAL BID

(In sealed Cover-II super scribed “Financial Bid”)

To,
Administrative Officer
AIIMS Raipur, Tatibandh Raipur (C.G.)

Dear Sir,
Our quoted rate for supplying the **Embalming Machine & Dissection Table** for AIIMS, Raipur will be as follows:-

S/No	Name of Embalming Machine & Dissection Table	Quantity	Technical Specifications	Rate for Each (Rs)
01	<u>Embalming Machine</u>	02	1- Fluid delivery rate should be 10 lit / hr 2- Inner tank to store Embalming fluid with capacity 15-20 lit. 3- Pump; pump should be of electromagnetic /diaphragm dosing pump with capacity 0-5 lits per hour and pressure 3 kg/cm square 4- i.v stand fixed for mounting cannula tubing and mains cable 5- indicator for mains on & in use should be present 6- The equipment should be mounting on castors for easy movement and the hand grip should be provided for lifting. 7- the outer body should be of complete stainless steel 8- Power supply; 220 V AC With trip facility.	
02	<u>Dissection table – standard</u>	10	1- Dimension -1820*600*900(L*W*H) 2- It should be made of stainless steel with a frame made of rugged torsion resistant stainless steel profiles. 3- It should have 4 solid rubber swivel locking castors 4- Table top depth should be approx 15 mm sloping towards the drain 5- 10 litre removable containers with bayonet lock, mounted beneath base frame. 6- Airtight Compartment should be mounted beneath the table top to serve as an odour – free storage of drapes. size 2 ft (length)* 1.5ft(width)*9(Dept) 7- It should have stainless steel full extension drawer and a removable stainless steel tray provided with a perforated plate and a removable lid Size (2 fit)*1.5ft()(width)*9 (Depth)	

SPECIAL CONDITIONS

1. The bidders should submit the relevant certificates / evidence of previous supply to other hospitals. If required, the technical committee may enquire from the other hospitals where the bidders have supplied the material.
2. The bidders should also submit a certificate from the relevant authority as to the quality of the Equipment.
3. The bidder should not have been blacklisted before.
4. The bidders shall also arrange for the demonstration of their Equipment to the concerned committee regarding the quality aspect.

The above quote should include all applicable taxes. If the rates of various items are L1 for different Tenderer, the AIIMS Raipur reserve the right to either accept the L1 of different firm/agencies or will negotiate, with the firm who has quoted the maximum gross value of L1 items to lower the rate of other item up to the limit of L1 quoted by other firms. In this context, final decision of the committee will be binding to all and no claim in the regard can be entertained. The quantity indicated is tentative and may vary, and any decision in this regard by Director AIIMS Raipur shall be final.

Declaration by the Bidder:

1. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in Tender document regarding terms & condition of the contract, rules regarding purchase of Embalming Machine & Dissection Table. I/we agree to abide them.
2. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address:

“Embalming Machine & Dissection Table”

AIIMS, Raipur

Terms & Conditions

(A) Information and Conditions relating to Submission of Bids

1. The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement can be downloaded from website www.aiimsraipur.edu.in. Those who download the tender document from Website should enclose a Demand Draft/Pay Order for Rs 1000/- (Rupees one thousand only) in favour of **“AIIMS, Raipur”**, payable at Raipur, not later the date of **30-12-2013**, along with their bid in the Cover-I containing **“Technical Bid”**.
2. The interested firms/suppliers are required to submit the Technical and Financial Bids separately in the format enclosed. The bids in sealed Cover-I containing **“Technical Bid”** and sealed Cover-II containing **“Financial Bid”** should be placed in a third sealed cover super scribed **“Tender for Purchase of “Embalming Machine & Dissection Table”** should reach AIIMS, Raipur by or before 03.00 PM on **30-12-2013**. The Technical bids shall be opened on same day **at 03.30 PM** at AIIMS, Raipur in presence of the bidders or their authorized representatives who choose to remain present. The Tender received after due date & time will be rejected and no claim shall be entertained whatsoever may be the reason.
3. The bidders are required to submit their query in writing before **27.12.2013** to DDA, AIIMS Raipur, if any.
4. All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the Authorized signatory signs the tenders, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.
5. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Technical Bid as well as Financial Bid unless authenticated by full signature of bidder. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filled up carefully by the tenderer. All Corrections in this schedule must be duly attested by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.
6. The bidder shall pay an amount of Rs. 7,000/- as Bid Security (EMD) alongwith the Technical Bid in the form of FDR/DD in favour of **“AIIMS, Raipur”** drawn on any Nationalized Bank/ Scheduled Bank and payable at

Raipur and must be valid for (3) three month. Bids received without EMD shall stand rejected and thus shall not be considered for evaluation etc at any stage. The original EMD will be put in cover-I containing Technical bid.

- a. The Public Sector Undertaking of the Central/State Govt. are exempted from furnishing Earnest Money along with tender.
 - b. Earnest Money deposited with AIIMS, Raipur in connection with any other tender enquiry even if for same/similar material / Stores by the tenderer will not be considered against this tender.
7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
 8. The successful bidders has to constitute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) and also required to furnish the security deposit @ 10% of contract value in the form of FDR/DD/PBG of any nationalised bank in favour of AIIMS, Raipur & payable at Raipur only. If the successful bidder fails to furnish the full security deposit within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by AIIMS, Raipur.
 9. The EMD shall be forfeited if successful bidder fails to supply the Equipment item in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.
 10. The bid shall be valid and open for acceptance of the competent authority for a period of 180 (one hundred eighty) days from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained
 11. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
 12. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate as per financial bid after complying with the all the Acts / provisions stated / referred to for adherence in the tender.
 13. The competent authority of AIIMS, Raipur reserved all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any term and condition of the tender enquiry after due discussion in pre bid conference. This will be communicated to all tenderers in writing. AIIMS, Raipur also reserves the right to reject any bid, which in his opinion is non-responsive, or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
 14. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.

15. Canvassing in any form is strictly prohibited and the tenderer who are found canvassing are liable to have their tenders rejected out rightly.

(B) OTHER TERMS & CONDITIONS OF THE TENDER

1. Rates quoted should be inclusive of all applicable taxes, packing, forwarding, postage and transportation charges at FOR AIIMS Raipur.
2. All the rates should be mention in Indian national currency (INR) only. The rates quoted in foreign currency will not be entertained in this tender enquiry & such tenders will be cancelled straightway.
3. Rates should be mentioned both in figures and in words. The offer should be typed or written in Ink Pen/ Ball Pen without any correction. Offers in pencil will be cancelled. Telegraphic/ Telex/ Fax offers will not be considered and cancelled straightway.
4. The supplier shall submit a notarised affidavit on Indian Non Judicial Stamp Paper of Rs.10/- that you have not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D rate in recent past. Therefore, if at any stage it has been found that the supplier has quoted lower rates than those quoted in this tender, the Institute (the purchaser) would be given the benefit of lower rates by the Supplier. **If such affidavit is not submitted, tender will be out rightly rejected.,**
5. If the prices of the contracted articles is/ are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
6. Tender will be regarded as constituting an offer open to acceptance in whole or in part at the discretion of the competent authority of the institute for a period of 180 days (6 months) valid from the date of opening of the tender by the committee.
7. The time for the date of delivery/ dispatch stipulated in supply order shall be deemed to be essence of the contract and if the supplier fails to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods or services under the contract. The competent authority of the institute may also cancel the supply. In such a case, bid security of the supplier shall stand forfeited.
8. In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.
9. In case the tenderer on whom the supply order has been placed, fails to made supplies within the delivery schedule and the purchaser has to resort

risk purchase, the purchaser (AIIMS, Raipur) may recover from the tender the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the order goods the supply order may be cancelled and bid security deposit will be forfeited.

10. The Specification and quantity of the item needed is mentioned in **Financial Bid** but it is approximate detail and is subject to increase/decrease at the discretion of the competent authority of AIIMS, Raipur. The payment would be made for actual supply taken and no claim in this regard should be entertained.
11. Where the specifications are as per tenderer's range of product & tenderer's offer should mention that the item meets all specifications as per the tender enquiry and if there are improvements/deviations the same should be brought out on separate Letter Head of the firm. It would be discretion of the competent authority of the institute to accept or reject such deviations which are not in accordance with our required specifications as per given in **Annexure - I**.
12. It must be mentioned clearly whether tenderer is a manufacturer/sole distributor/sole agent for the items for which he is quoting.
 - a. **Manufacturer** must add a certificate that item(s) is manufactured by them as per range of products
 - b. **Sole Manufacturers** must add a certificate that they are the sole manufacturer of the Item for which they are quoting in this tender enquiry & item is /are their proprietary Item in India. The rate certificate is also required from the sole manufactures that the Rates quoted are the same as they quote to other State/Centre Govt./reputed Private Organisation and DGS&D rate for the similar item(s) and these are not higher than those quoted by them.
 - c. **Authorized agents** must add authority letter from their Manufacturer/Principals on the letter head of the manufacturer/principals in proforma given in attach duly supported by a notarised affidavit on Indian Non Judicial Stamp Paper of Rs.10/- (Rupees ten only) that they are quoting Rates on behalf of them. The authorization letter must give/mention the purpose for which it is allowed. The validity period of the authorization letter must be mentioned in the authority letter otherwise tender will be liable to rejection.
13. The tenderers should submit along with the tender, a photostat copy of the last 3 years Income Tax return and copy of current valid income tax clearance certificate (IT CC) otherwise tender may be ignored
14. In case asked, tenderer must personally supply a sample/give the demonstration of the **Embalming Machine & Dissection Table/Instruments** to the competent authority of the institute and in that case all the expenses will be borne by the supplier.

15. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender failing, which the tender will not be considered. The tenderer must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues must be attached with the tender in original failing which tender may be ignored.
16. Any failure or omission to carryout of the provisions of this supply by the supplier shall not give rise to any claim by supplier and purchaser one against the other, if such failure or omission arise from an act of God which shall include all acts of natural calamities from civil strikes compliance with any status and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to force majeure.
17. The Courts at Raipur/CG alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.
18. If at any time, any question, dispute or difference whatever shall arise between supplier and the institute (Purchaser) upon or in relation to or in connection with the agreement, either of the parties may give to the other notice in writing of the existence of such a question, dispute or difference and the same shall be referred to two arbitrators one to be nominated by the institute (Purchaser) and the other to be nominated by the supplier. Such a notice of the existence of any question dispute or difference in connection with the agreement shall be served by either party within 60 days of the beginning of such dispute failing which all Right sand claims under this Agreement shall be deemed to have been forfeited and absolutely barred. Before proceeding with the reference the arbitrators shall appoint/nominate an umpire. In the event of the arbitrators not agreeing in their award the Umpire Appointed by them shall enter upon the reference and his award shall be binding on the Parties. The venue of the arbitration shall be at Raipur, (Chhattisgarh, India). The arbitrators/Umpire shall give reasoned award.
19. The supplier should mention the compliance to the specification in the technical bid of the tender document failing this, the bid document will be disqualified.

I / We hereby accept the terms and Conditions given in the tender

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions & tender

Annexure-I

TECHNICAL SPECIFICATION FOR EMBALMING MACHINE & DISSECTION TABLE

SPECIFICATIONS OF SCHEDULE 04: Ward Instruments

S/No	Name of Embalming Machine & Dissection Table	Quantity	Technical Specifications
01	<u>Embalming Machine</u>	02	9- Fluid delivery rate should be 10 lit / hr 10- Inner tank to store Embalming fluid with capacity 15-20 lit. 11- Pump; pump should be of electromagnetic /diaphragm dosing pump with capacity 0-5 lits per hour and pressure 3 kg/cm square 12- i.v stand fixed for mounting cannula tubing and mains cable 13- indicator for mains on & in use should be present 14- The equipment should be mounting on castors for easy movement and the hand grip should be provided for lifting. 15- the outer body should be of complete stainless steel 16- Power supply; 220 V AC With trip facility.
02	<u>Dissection table –standard</u>	10	8- Dimension -1820*600*900(L*W*H) 9- It should be made of stainless steel with a frame made of rugged torsion resistant stainless steel profiles. 10- It should have 4 solid rubber swivel locking castors 11- Table top depth should be approx 15 mm sloping towards the drain 12- 10 litre removable containers with bayonet lock, mounted beneath base frame. 13- Airtight Compartment should be mounted beneath the table top to serve as an odour – free storage of drapes. size 2 ft (length)* 1.5ft(width)*9(Dept) 14- It should have stainless steel full extension drawer and a removable stainless steel tray provided with a perforated plate and a removable lid Size (2 fit)*1.5ft()(width)*9 (Depth)

MANUFACTURER'S / PRINCIPAL'S AUTHORIZATION FORM

(Clause 12 (c) of the tender)

To

The Administrative Officer,
All India Institute of Medical Sciences Raipur

Dear Sir,

TENDER: _____.

We, _____, who are established and reputable manufacturers of _____, having factories at _____ and _____, hereby authorize Messrs. _____ (name and address of agents) to bid, negotiate and conclude the contract with you against Tender No. _____ for the above goods manufactured by us. No company or firm or individual other than Messrs. _____ are authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.

We hereby extend our full guarantee and warranty as per the conditions of tender for the goods offered for supply against this tender by the above firm.

The authorization is valid up to _____

Yours faithfully,

(Name)

For and on behalf of Messrs. _____
(Name of manufacturers) / Principal.