

**Tender Enquiry No. F.No.Admn/VB/1/2013-AIIMS.RPR**

**TENDER NOTICE FOR VERTICAL BLINDS AT**  
**AIIMS, Raipur**  
**GE Raod, Tatibandh, Raipur-492 099**

**TENDER NOTICE**

AIIMS, Raipur intends to enter into rate contract for supplying of Vertical Blinds (Vertical) and its installation at various locations in buildings for one year with effect from date of entering into rate contract.

2. The Tender documents containing detailed information/terms & conditions for the purpose can either be obtained from the O/o the Administrative Officer, AIIMS, Raipur. from 21.08.2013 to 11.09.2013 between 1000 hrs. To 1500 hrs on non-refundable payment of Rs. Rs. 500/- (Rupees five hundred only) or can be downloaded from website [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in). Those who download the tender document from website should enclose a demand draft / Banker's cheque of Rs. 500/- (Rupees five hundred only) (non-refundable) in favour of AIIMS Raipur payable at Raipur along with their bid. The bid security of Rs. 33,000 (Rupees thirty three thousand only) (EMD) should be paid by DD/FDR in favor of AIIMS Raipur payable at Raipur.

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](http://www.aiimsraipur.edu.in).

3. Sealed Tender duly super scribed "Tender for vertical Blinds" addressed to the undersigned may be sent by speed post so as to reach by 1500 hrs on or before 11.09.2013 or deposited in the Tender Box installed at Administrative Office of AIIMS, Raipur not later than 1500 hrs of 11.09.2013. Tender received after stipulated date/time shall not be entertained under any circumstances. The Tender will be opened on the same day at 1600 hrs at Administrative Office of AIIMS, Raipur in the presence of the tenderers or their representatives who may like to be present.

(Administrative Officer)  
AIIMS, Raipur (CG)

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**TENDER DOCUMENT**  
**TERMS & CONDITIONS OF CONTRACT**  
(Annexure to Agreement)

1. AIIMS, Raipur intends to enter into an Annual Rate Contract for supply of Vertical Blinds and its installation. These items are generally purchased on need base requirement from time to time.
2. In case any firm is already providing Vertical Blinds to any other Ministry/Department/Organizations of Central Government details thereof may also be furnished along with the Tender / Work order. The rates quoted would be valid for a period of one year from the date of entering into the rate contract.
3. Sealed Tenders, duly super scribed "Tender for Blinds" and addressed to the undersigned may be sent by post so as to reach by 1500 hrs on or before 02.09.2013 or put in the Tender Box at Administrative Office of AIIMS, Raipur not later than 1500 hrs of 02.09.2013. Tender received after stipulated date/time shall not be entertained under any circumstances. The Tender will be opened on 02.09.2013 at 1600 hrs at Administrative Office of AIIMS, Raipur in the presence of the tenderers or their authorized representatives who may like to be present.
4. Each page of tender document must be signed by the bidder and rates should be quoted against column of rate in "**Financial Bid**" attached with tender document. No cutting or overwriting is allowed unless it is authenticated by full signatures.
5. The following terms and conditions may be kept in view while sending your tender:-
  - I. **Delivery Period:** The firm will have to deliver the ordered quantity within 15 days and to install the ordered quantity satisfactorily within 20 (twenty) days w.e.f. the date of receipt of supply order. Loading/unloading of goods, transportation, delivery and installation shall be the responsibility of the firm and no extra cost should be quoted for the same.
  - II. **Installation:** The offer of the vendors should include the cost of installation. In case of delay on the part of the vendor, penalty @ ½% per week of the total order value will be deducted from the supplier's bill subject to maximum of 5% without prejudice to other terms & conditions of the order.
  - III. **Door Delivery:** The offer of the vendor should also include the cost of transportation of goods from their show room/ Go-down to AIIMS, Raipur.
  - IV. **Specification:** The tenderers must confirm in writing that the goods supplied by them shall be as per specification of goods mentioned in Annexure - I and in case of any variation, the contract shall be liable to be cancelled immediately. The Security cum Performance Guarantee will also be forfeited.
  - V. **Quality of goods:** The firm will be entirely responsible for quality of goods. The supplier should replace the rejected /damaged stores within 10 (ten) days, failing which legal action will be taken as deemed fit by the institution.
  - VI. **Guarantee/Warranty/Repair :** All the goods items should have at least one year on site Guarantee/Warranty against any defect in manufacturing and functioning of pulley and railing with effect from the date of installation such defects should be repaired within three working days without any charges. No offer of the vendor will be accepted without warranty/guarantee of their products.
  - VII. **Quantity:** Vertical blinds for various windows (total actual window size 930 sqm) will be required in one year. However it may increase or decrease and payment would be made as per actual work done.

- VIII. **Payment Terms:** Payment will be released only after the successful delivery/ installation of ordered quantity of goods.
- IX. **All duties/taxes** have to be specified, in the financial bid and price quoted will be fixed & firm.
- X. The tenderers should keep their **offer valid up to** one year from the date of entering into rate contract.
- XI. The firm/supplier should have its **outlet at Raipur** also, as after sales services should be ensured during guarantee warranty period.
- XII. Along with their bids, the firm(s) should also submit the **samples** duly signed by the owner / authorized representative of the firm, as on getting sample approved, financial bid will be opened. If it is found that the sample is not of standard quality, the item will not be purchase from the firm even if they are L-I. AIIMS, Raipur will not accept duplicate / substandard items or items not matching the samples / prescribed specifications.
6. AIIMS, Raipur reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the AIIMS, Raipur in this regard shall be final and binding on the firm.
7. The L-1 firm will have to make the contract on Rs.100. (Rupees one hundred only) stamp paper to abide the rate, Terms & condition of the Tender documents. Performance-cum-security will be 10% of the Contract value, validity of which will be 60 days beyond the guarantee / warranty period and must be in the form of FDR or Bank Guarantee.
8. In case of non-compliance of any terms & conditions by renderer, AIIMS, Raipur will discontinue the contract immediately, by forfeiting the EMD.
9. An amount of Rs. 33,000/- (Rupees Thirty three Thousands only) as Earnest Money Deposit in the form of a Demand Draft /FDR in favour of "All India Institute of Medical Sciences, Raipur" payable at any Bank of Raipur must be accompanied the Tender document. The Earnest Money Deposit (EMD) shall be returned to all the bidders except successful one after finalization of contract. The tender received without the prescribed EMD will not be entertained and cancelled.
10. The successful bidder will have to deposit an amount of 10% of contact value as Security cum Performance Guarantee within 15 (Fifteen) days with effect from the date of acceptance of the contract (while signing the contract) in the form of Demand Draft/ FDR / Bank Guarantee from any nationalized Bank duly pledged in favour of "All India Institute of Medical Sciences, Raipur". The Security-cum-Performance Guarantee will be released only after 60 days beyond guarantee warranty period The security cum performance guarantee deposit will be forfeited in case the services of the contractor are unsatisfactory or in case of violation of the terms and condition of the contract.
11. The bidder should have to quote their rate for entire works (cost of blinds and its installation as well as cost of along with its various components and stitching / installation), failing which, the bid will be summarily/ out rightly rejected.

**Sign of Bidder**

12. The bidder, once applied, will not be allowed to withdraw at any stage. If the bidder wants to withdraw, the entire amount of EMD will be forfeited.

13. The Courts of Raipur will have jurisdiction over all legal disputes under this Agreement.

Administrative Officer,  
AIIMS, Raipur.

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**TECHNICAL SPECIFICATION OF VERTICAL BLINDS**

S.No.	Description of Items
	<p><b>(A) <u>Metal Part</u></b></p> <p>(1) <b>Head Rail:</b> Head rail is of 25mm high and 47mm wide extruded High strength aluminium alloy section with minimum wall thickness of 0.9mm. The section is anodized for smooth operations and has the provision of fabric valance matching with louvers fabric.</p> <p>(2) <b>End Control Unit (Reduction Gear Box):</b> End Control unit (reduction gear box) having the reduction ratio of 3.5:1 for a very smooth operation of the blind. This unit consists of a planetary gear in the outer housing, four small transmission gears fitted in the middle assemble and an end receiving gear attached to central sprocket unit.</p> <p>(3) <b>Tilt Rod:</b> It is made of extruded aluminium having three keyways. The tilt rod is fixed in the end control unit and drives the carrier gear mechanism to rotate the louvers. The average diameter is 5.8mm to achieve minimum torsional deflection.</p> <p>(4) <b>Tilt Chain:</b> This is made of 4.5mm plastic beads moulded on 1.5mm thick polyester cord. The pitch of the beads is 6mm. The chain drives the sprocket fixed in the end control unit to rotate the louvers by 180 degrees. The pitch of the chain corresponds to the sprocket in perfect match for trouble free operation.</p> <p>(5) <b>Carrier (Runner):</b> This is moulded component having anti friction additive. It consists of polymer housing with wheels mounted on sides and has a gear and worm mechanism with vertical worm fixed a tongued poly carbonate stem to hold the louvers. The worm and gear mechanism are driven by tilt rod fixed to end control unit to rotate louvers by 180 degrees. The mounted wheels on sides of casing move on rails of head rail section for resistance free stacking of louvers.</p> <p>(6) <b>Spacer:</b> This is made of molded High Polymer ABS, having anti friction additive. It maintains proper spacing of the runners and ensures overlapping of louvers for perfect light control (100 mm).</p> <p>(7) <b>Installation Bracket:</b> This is made of galvanized steel "L" bracket of thickness 3mm, which is fitted with pressure clip made of spring steel to hold the head-rail.</p> <p>(8) <b>Cord Weight:</b> This is made of ABS material hollow casing with a steel weight inside.</p> <p><b>(9)Cord :</b>It is 2.2 mm in diameter, Nylon braided high strength cord having maximum abrasion resistance and minimum elongation.</p>
	<p>(10) <b>Bottom Mechanism( Weight and Chain):</b></p> <p>(i) The bottom weight is powder coated galvanized steel strip of 1.6mm thickness.</p> <p>(ii) Bottom weight is fixed with U-type of clips attached at equal distance on cord having 0.8mm dia. With moulded plastic beads on it.</p>

	<p><b>(B) <u>Fabric Part</u></b></p> <p><b>(i)</b> The Fabric of Blind should be 100% polyester having glazed Acrylic Coating on both sides. The weight of fabric should be more than 400 gm/sq Mtrs and thickness should be more than 0.8mm. The fabric should be available in 4-5 shades &amp; designs.</p> <p><b>(ii)</b> It shall be of width 100mm and treated With chemicals for dust repellency (Dust Guard Series of Vista, Marvel, Mac or equivalent).</p>
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**Sign of Bidder**

ANNEXURE – II**Inviting of sealed Tender for installation of Blinds in the Medical College of  
AIIMS, Raipur****FINACIAL BID**

Total cost per Sq Mtr including Installation, warrantee /guarantee and all taxes	Unit price i.e Rate/Sq Mtr (in Rs.)
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- (a) No other charges would be payable by client.  
 (b) There would be no increase in rates during the contract period.

**Declaration by the Bidder:**

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

Place:.....

Date:.....

**(Signature of Bidder with seal)**

Name:

Seal:

Address :

Phone No (O): Fax No. (O): E-mail:

Firm/Agency should furnish the following information:-

Name of Firm/Contractor/Supplier	
Complete Address & Telephone No. (Both Headquarters & Local address as per point No. 5 (xi) of Term & Condition.	Head Office
	Local Office/Outlet
Detail of EMD for Rs. 33,000/- (Rupees thirty three thousand only)	
Whether the firm is a registered firm Yes/No (attached copy of certificate)	
PAN No. (enclose the attested copy of PAN Card)	
VAT No/TIN No (enclose the attested copy of VAT/TIN Certificate)	
Have you supplied same type of material to any Govt Organisation. Yes/No. If yes attach a copy of purchase order.	
Total turnover in financial year 2012-2013 (Last year) attach the attested copy of balance sheet issue by CA.	

**Sign of Bidder**