

Notice Tender Invited for

"Printing & Supply of Annual Report"

At

All India Institute of Medical Sciences, Raipur

No	DME Stage	Start Date & Time
1.	NIT No.	Store/Tender/ Printing & supply of annual report /1/2015
2.	NIT issue date	10-04-2015
3.	Pre bid Meeting	22-04-2015 at 15:00 PM Venue Committee Hall, 1 st , Floor, Medial College Building, Gate no. 5, AIIMS, Raipur
4.	Last Date of submission	02-05-2015 at 12:00 PM
5.	Opening of Technical bid	02-05-2015 at 12:30 PM Venue: Store Officer, Medical College Building, AIIMS, Tatibandh, Raipur-492099



All India Institute of Medical Sciences
Tatibandh, Raipur – 492099, Chhattisgarh
Tele: 0771- 2573777, email: store@aiimsraipur.edu.in
Website: www.aiimsraipur.edu.in, www.tenders.gov.in

All India Institute of Medical Sciences, Raipur

NOTICE INVITING TENDER

Sub: Inviting sealed Tenders for the Printing & Supply of Annual Report,

AIIMS, Raipur.

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 authorized dealers/ distributors for Printing & supply of Annual Report for AIIMS Raipur.

1. Interested parties may send their tender in sealed cover addressed to the Store Officer, All India Institute of Medical Sciences, Tatibandh, Raipur superscripted with tender number and complete in all respects latest by **02-05-2015** up to **03:00** PM. The Technical Bid will be opened on the same day at **03.30** PM in the Committee Hall, Medical College Building, All India Institute of Medical Sciences, Raipur. The tenders received after the scheduled date and time will be rejected out rightly.
2. The tender is in **two-bid** system i.e. Technical Bid & Financial Bid .The technical bid will be opened on the designated date by the Purchase Committee. The financial bid containing the rate of various item(s) will be opened on a suitable date, to be intimated later by the Purchase Committee in respect of those who qualify the terms and conditions of the technical bid.
3. The bidder should seal the technical bid and the financial bid in separate covers super scribed "**Technical bid for Tender for Printing & supply of Annual Report at AIIMS Raipur**" and "**Financial Bid for Tender for Printing & supply of Annual Report at AIIMS Raipur**". Both Sealed Envelopes should be kept in a main/bigger envelope super scribed as "**Tender for Printing & supply of Annual Report at AIIMS Raipur**". The "Technical Bid" will be analyzed and 'Financial Bid' of only those firms who are found eligible in 'Technical Bid' will be opened in due course and the eligible firms would be intimated there of accordingly.
4. Tender document may be downloaded from this Institute's official website www.aiimsraipur.edu.in as well as www.tenders.gov.in and the tenderer shall deposit a separate Bank Demand Draft/Pay Order in favour of "All India Institute of Medical Sciences, Raipur" worth ₹ **1,140/- (Tender Cost Rs. 1,000 + VAT @14% Rs. 140 = Total Rs. 1,140/-)** along with tender Document (Technical Bid). The tenders submitted without tender cost or without EMD shall be liable to be rejected summarily. The cost of the bid document is non-refundable.

**Store Officer
AIIMS, Raipur**

Chapter-II- Conditions of Contract

General Terms and Conditions

Subject: - Notice Inviting Tender for Printing & supply of Annual Report at All India Institute of Medical Sciences, Raipur.

1. Earnest Money:

Earnest money by means of a Pay Order/DD/BG/FD of

- ₹ 12,500/- (**Rupees Twelve Thousand Five Hundred Only**) should be enclosed with the quotation (**Technical Bid**). It is also clarified that the quotations received without earnest money will be summarily rejected. The Pay Order/DD/BG/FD may be prepared in the name of "**All India Institute of Medical Sciences, Raipur**".
- a) No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the ministry in respect of any previous work will be entertained.
- b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- c) Tenders without Earnest Money or Tender cost will be summarily rejected.
- d) No claim shall lie against the AIIMS in respect of erosion in the value or interest on the amount of EMD.

2. Preparation and Submission of Tender:

- The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "**Technical Bid for Tender for Printing & supply of Annual Report at AIIMS Raipur**" and "**Financial Bid for Tender for Printing & supply of Annual Report at AIIMS Raipur**". Both Sealed Envelopes should be kept in a main/ bigger envelope super scribed as "**Tender for Printing & supply of Annual Report at AIIMS Raipur**"
- Tender shall be rejected if the copy of sales tax registration certificate (now called as VAT) is not furnished. Firm shall furnish a certificate on their firm's letterhead stating that up to date returns have been filed and there are no dues with the concerned department. Firm will also submit the copies of such returns (latest) submitted to the department of trade & taxes.
- Hand written quotations shall be accepted at bidder's risk. In case of any discrepancy in the figures, the rate mentioned in words will only be considered.
- All the items quoted should be supplied along with the original catalogue with detailed data sheet.

3. Signing of Tender:

All the duly filled/completed pages of the tender should be given serial /page number on each page and signed. The individual signing the tender or other documents connected with contract must specify whether he sign as:

- a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

N.B.

- i. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- ii. In the case of partnerships firm, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related document must be signed by all partners of the firm.
- iii. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, AIIMS, Raipur may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- iv. The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.

4. Opening of Tender

The tenderer is at liberty to present either him or authorize not more than one representative to be present at the opening of the tender. The representative present at the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

5. Validity of the bids:

The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid which may be extended if required.

6. Right of acceptance:

AIIMS, Raipur reserve the right to accept or reject any or all tenders /quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender. AIIMS, Raipur also reserves the rights to accept all the goods in the given tender or only part of it in any given schedule without assigning any reason. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

7. Communication of Acceptance / Right of Acceptance:

AIIMS, Raipur, reserves all right to reject any tender including of those tenderers who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Institute in this regard will be final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass the work prejudice the contractor's quotation.

8. Performance Security:

The successful tenderer will be required to furnish a Performance Security Deposit of 10% of contract value in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any Scheduled Bank duly pledged in the name of the "**All India Institute of Medical Sciences, Raipur**" within 15 days from the date of issue of supply order if firm fails to submit the performance security deposit EMD will be forfeited and Risk Purchase will be initiated at Risk and cost of defaulter firm. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.

Performance Security shall be submitted in the form of Demand Draft, Bank Guarantee or Fixed Deposit Receipt issued by any Scheduled bank. Performance Security will valid till 60 days after completion of contractual obligations under the contract.

9. Delivery

The successful bidders should strictly adhere to the following delivery schedule supply should be effected within **15 days** from the receipt of Purchase order and this clause should be strictly adhere to failing which administrative action as deemed fit under rules will be taken against the defaulter.

10. Liquidated Damages

If the supplier fails to deliver any or all of the goods or fails to perform the service within the time frame(s) incorporated in the tender, the Purchaser shall, without prejudice to other right and remedies available to the Purchaser under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% value of contract per week or part of the week for of delay supply. Once maximum 10% of contract value of delayed supply is reached, Purchaser may consider termination of the tender.

11. FORCE MAJEURE:

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other

within 21 days from the date of occurrence thereof, neither party shall be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, AIIMS, Raipur party may, at least option to terminate the contract.

12. Arbitration:

If any difference arises concerning this agreement, its interpretation on payment to the made thereunder, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to Sole Arbitrator to be appointed by the Director, AIIMS Raipur. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

13. Insolvency etc.:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Raipur shall have the power to terminate the contract without any prior notice.

14. Breach of Terms and Conditions:

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Raipur. In that event the security deposit shall also stand forfeited.

15. Subletting of Work:

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Raipur, which will be at liberty to refuse if thinks fit. The tender is not transferable. One tenderer shall submit only one tender.

16. Right to call upon information regarding status of work:

The AIIMS, Raipur will have the right to call upon information regarding status of work/ job at any point of time.

17. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Raipur, Chhattisgarh and all obligations hereunder shall be deemed to be located at Raipur, Chhattisgarh and Court within Raipur, Chhattisgarh will have Jurisdiction to the exclusion of other courts.

18. Payment:

100% payment of the total order value shall be released after successful delivery of the ordered goods against the supply order and after acceptance.

19. Selected firm will work in close coordination with the designated officials in the Academic Section.

20. The prospective bidders may see the samples of the Annual Report which are available in the Store Office.

**Store Officer
AIIMS, Raipur**

Chapter III - Specifications and allied Technical Details

Parameters and Technical Specifications for Executing the Work:

1. The firm should be registered and should have the turnover of at least ₹ 2.10 lakhs of business in India the last three consecutive financial years.
2. The firm has to submit Balance Sheet & Profit & Loss A/s as a proof of turnover duly attested by C.A. documentary materials.
3. Tenderer must provide evidence of having supplied to at least 2 reputed government / reputed private organizations in India including at least one government institution & at least ₹ 1.40 Lakh value in the last three years.
4. The supplier shall submit a notarized affidavit on Indian Non Judicial Stamp Paper of ₹ 10/- that you have not quoted the price higher than previously supplied to any government Institute / Organization/reputed Private Organization 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. The supplier shall submit a notarised affidavit on Indian Non judicial stamp paper of ₹ 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.
6. The delivery of the items will have to be made at AIIMS, Raipur. No transportation and cartridge charges will be provided for the same.
7. The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten.
8. Rates quoted should be inclusive of all applicable taxes, packing, forwarding and transportation charges at **FOR AIIMS Raipur**.
9. 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.
10. 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.

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

TENDER DOCUMENT
“Tender For Printing & Supply Of Annual Report”

AIIMS, Raipur

TECHNICAL BID

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

S. N.	Description	Document Required	Document Supplied (Yes/No)	If yes, provide Reference page number in techno-commercial bid
1.	Name & Address of the Tenderer with phone number, email, name and telephone/mobile	Mention in Letter head		
2.	Specify your firm/company is a Printers/distributor/ Agency	Mention in Letter head		
3.	Name, Address & designation of the authorized person (Sole proprietor/partner /Director)	Mention in Letter head		
4.	Power of Attorney / authorization for signing the bid documents	Mention in Letter head		
5.	Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof. Please provide a notarized 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/Organization/ reputed Private Organization or DGS&D rate in recent past. If you don't fulfil these criteria, your tender 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 ₹ 2.10 lakhs in each year)	Copies of authenticated balance sheet for the past three financial years		
8.	PAN	Copy of the PAN Card		
9.	VAT/Service Tax Registration Number. (Please attach copy)	Copy of Certificate		

Store/Tender/ Printing & supply of Annual Report / 1 / 2015

10.	Acceptance of terms & conditions attached (Yes/No). Whether each page of NIT and its annexure have been signed and stamped	Please sign each page of terms & conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.		
11.	Experience in printing & supply of annual report. Particulars of experience in Govt. organisation/PSU/Autonomous bodies (Attached certificate, testimonials) at least ₹ 1.40 Lakh value in the last three years.	Copy of the all the Supply orders. Satisfaction certificates (along with contact details) from at least two institutions.		
12.	Please submit a notarised affidavit on Indian Non judicial stamp paper of ₹ 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/BG of bid security (EMD) Rs. 12,500/- Pay Order/FDR/DD/BG No: Date: Payable at			
14.	Detail of cost of Tender for ₹ 1,140/- (downloaded from website) Pay Order/DD No. Date: Payable at-			

Note:

i. Page number/serial number may be given to each and every page of Tender Documents and photocopies of the attested documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.

ii. In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

Declaration by the Tenderer:

- 1) That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
- 2) That I/We shall supply the items of requisite quality.
- 3) That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

Place:.....

Date:.....

(Signature of Tenderer with seal)

Name:

Address :

“Tender For Printing & Supply of Annual Report”

AIIMS, Raipur

FINANCIAL BID

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

Note: - (To be submitted on the letterhead of the company / firm)

SL No.	Particulars	Unit Price	Taxes (If any)	Amount (Including All Taxes& Charges)
1.	Annual Report (Total 152 pages approx) (inclusive of Designing, Page layout, one colour hard copy for proof reading, cover pages, Printing , Binding, Hindi version and Transportation)			
2.	Annual Report (Total 52 pages approx) (inclusive of Designing, Page layout, one colour hard copy for proof reading, cover pages, Printing , Binding, Hindi version and Transportation)			

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.

(Dated Signature of the Tenderer with stamp of firm)

I. Technical Specifications

1. **Cover Page:**

- 300 GSM Art Paper,
- Single side,
- Multicolour with lamination and creasing.
- Size: 45.5cm x 28cm ,
- Gum Binding

2. **Inside Photo pages:**

- 130 GSM Art paper,
- Multicolour printing, both sides.
- Size: 22.25cm x 28 cm.

3. **Cover design & page making has to be done by the successful bidder, with the contents provided.**

4. **No. of copies: Approx. 1200 copies**

5. **Hindi version has to be done by the successful bidder**

SPECIAL CONDITIONS

1. Firm will provide soft copy of all these annual report in CD except.
2. The bidders should submit the relevant certificates / evidence of previous supply to other organisations.
3. The bidders should also submit a certificate from the relevant authority as to the quality of the items.
4. The bidders shall also arrange for the demonstration of their items to the concerned committee regarding the quality aspect.
5. The above sample duly signed, stamped & sealed should be submitted in the Techno-Commercial bid. In the absence of samples the quotation shall be summarily rejected.
6. Selection shall be made purely on the basis of fulfilling tender terms & condition and quoted price.
7. The tender should enclose the copy of VAT Registration certificate otherwise their quotation shall not be accepted for further evaluation.
8. Rate: Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at AIIMS, Raipur, Chhattisgarh, Inclusive of all the Charges, with break-ups as:
 - Page making and DTP services
 - One colour copy print for proof reading
 - VAT /CST as applicable and other charges if any.
 - Total Cost (F.O.R at AIIMS Raipur)
 - The quotation paper should also contain rate per page (inclusive of all taxes) cover & inner page separate.

Note: The price bid will be rejected if rate quoted in any currency other than INR. Payment will be made only in INR. Lowest bidder will be decided based on rate (inclusive of all taxes).

(Dated Signature of the Tenderer with stamp of firm)

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 supply of Printed forms/ cards . 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: