

Short Notice Tender

for

"Printing of Annual Report"

At

All India Institute of Medical Sciences, Raipur

Sr. No.	Description	Start Date & Time
1.	NIT No.	Store/Tender/Printing_of_Annual_Report/1/ 2016
2.	NIT issue date	28-09-2016
3.	Pre-bid Meeting	07-10-2016 at 03:00 PM
4.	Venue	Committee Hall, 1 st floor, Medical College Building, AIIMS, Tatibandh, Raipur-492099
5.	Last Date of submission	18-10-2016 at 03:00 PM
6.	Open EMD & Technical bid	18-10-2016 at 03:30 PM
7.	Venue	Store Officer, Medical College Building, 2 nd floor, AIIMS, Tatibandh, Raipur-492099
8.	Tender document cost	₹ 1,140/- (Inclusive VAT)
9.	EMD Amount	₹ 8,500/- (Rupees Eight Thousand Five Hundred only)



**All India Institute of Medical Sciences
Tatibandh, Raipur – 492099, Chhattisgarh**

Tele: 0771- 2971307, email: store@aiimsraipur.edu.in

Website: www.aiimsraipur.edu.in, www.tenders.gov.in



अखिलभारतीयआयुर्विज्ञानसंस्थान, रायपुर, छत्तीसगढ़
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
Tatibandh, GE Road, Raipur-492 099 (CG)
Website : www.aiimsraipur.edu.in

Tele: 0771- 2971307, e-mail: store@aiimsraipur.edu.in

Tender No.: Store/Tender/Printing_of_Annual_Report /1/2016,

Dt: 28.09.2016

Last date : on/before 18.10.2016 at 03:00 PM

Sub.: Invitation of sealed tender for “**Printing of Annual Report for the year 2015-16**” at AIIMS, Raipur as per details and specifications shown in the Annexure-I.

Dear Sir/Madam,

ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) RAIPUR invites sealed tender for “**Printing of Annual Report for the year 2015-16**” at AIIMS Raipur as per details and specifications shown in the **Annexure-I** on the following terms & conditions:

1. Name & Address of the Publisher and their authorised dealers/ distributors/Agency with phone number, email, name and telephone/mobile
2. If the firm / company is a publisher / authorized dealer / distributor/ agency, the Certificate to this effect should be attached.
3. The tender documents are to be in two parts as Technical Offer and Financial offer:
 - a) The Technical offer should include the detailed specifications of main items. Annual Reports should be numbered as indicated in the **Annexure-I**.
 - b) The financial offer should include the cost of Annual Reports numbered as in Annexure-I. The total cost should be quoted in words as well as figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initialled, failing which the offers are liable to be rejected.
 - c) The two parts of the offer should be placed in separate sealed envelopes clearly marked “Technical Offer” & “Financial Offer”. These two envelopes along with envelope for EMD and Tender Fee marked “Tender Fee & EMD” (total three envelopes) must be enclosed in one bigger envelope duly sealed and superscribed with tender number, name of the item { **Printing of Annual Report for the year 2015-16**} at AIIMS Raipur and tender due date must be forwarded to the undersigned so as to reach him on or before the due date.
 - d) The Financial Offer must be mentioned in the prescribed format as per the **Annexure-II** only. If the financial offer is not in the prescribed format, it will be rejected.

Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

4. Fax and Email quotation are not acceptable.
5. Quotations should be valid for 120 days from the tender due date. The quotation should clearly indicate the period of delivery, warranty terms etc.
6. Tenderer must provide evidence of having supplied government hospital / reputed private hospital organizations in India similar nature of items of at least ₹ 94,000/- of contract value in the last three years.
7. The firm should be registered and should have the average annual turnover of the bidder in the last three financial years of ₹ 1,41,000/-. Copies of authenticated balance sheet for the past three financial years should be submitted.
8. The tender document must be accompanied by copy of PAN, Certificate of firm / company registration, TIN / VAT registration (Sales tax).
9. The quotations should be given for the items in the same order as in the tender document.
10. The quantity shown against each item is approximate and may vary as per demand of the Institute at the time of placing order.
11. The Vendor must be able to provide the product/items within specified time period as prescribed in the Purchase Order. Failing which the EMD will be forfeited. Further more on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions.
12. 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.
13. 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 all the Acts / provisions stated / referred to for adherence in the tender.
14. The rates quoted by the tenderer in Indian National Currency (INR) only. The rates quoted in foreign currency will not be entertained in this tender & such tenderer will be cancelled straightway.
15. In the event of any dispute or difference(s) between the vendee AIIMS Raipur and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the concerned authority of AIIMS Raipur who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
16. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
17. All disputes shall be subject to Raipur Jurisdiction only.

18. AIIMS Raipur reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

19. The Tender / Bid will open on 18/10/2016 at 03:30 PM at AIIMS Raipur Premises.

- a) The suppliers or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.
- b) Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned items.
- c) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the offer.
- d) The Tender Committee reserves its right to select or reject any or all of the items mentioned above without assigning any reasons.

20. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Store Officer, AIIMS Raipur through e-mail stores@aiimsraipur.edu.in on or before 07.10.2016 at 3:00 PM.

21. A demand draft/Pay Order of ₹ 1,140/- (Cost ₹ 1000 + VAT@14% ₹ 140= 1,140/-) towards non-refundable tender fee and Earnest Money Deposit (EMD) in form of demand draft/BG/FDR/Pay Order of ₹ 8,500/- (Rupees Eight Hundred Five Hundred only) towards refundable EMD from a Schedule bank in favor of "AIIMS Raipur" payable at Raipur placed in a separate envelope marked "Tender Fee & EMD" should accompany tender bid documents. Both the demand drafts should be valid for 90 days (Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India). Without the Tender Fee and EMD the bid will not be considered.

The EMD of the successful bidder will be returned to them without any interest after completing the successful delivery. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.

22. All tender documents should have to be forwarded through speed post or registered post, courier, Hand Delivery on / before 18/10/2016 at 3.00 PM to Store Office, Medical College Building, 2nd floor, AIIMS, Tatibandh, Raipur-492099.

**Stores Officer,
AIIMS, Raipur**

All India Institute of Medical Sciences,
Tatibandh, GE Road, Raipur-492 099 (CG)

Website : www.aiimsraipur.edu.in

Tele: 0771- 2971307, e-mail: store@aiimsraipur.edu.in

Other Terms & Conditions:

1. **Performance Security Deposit:**
 - a. Performance Guarantee draft on page no. 11
 - b. Successful supplier/ firm should submit performance guarantee as prescribed in favour of “AIIMS, Raipur” and to be received in the Store Office, 2nd Floor, Medical College Building, Tatibandh, Raipur (C.G) Pin-492 099 before the date of commencement of supply or 30 days from the date of acceptance of the purchase order, whichever is earlier. The performance guarantee bond to be furnished in the form of Bank Guarantee as per given proforma of the tender documents, for an amount covering 10% of the value of quantity of material on landed cost basis.
 - c. The Performance Guarantee should be established in favor of “AIIMS Raipur” through any Schedule Bank Situated at Raipur with a clause to enforce the same on their local branch at Raipur.
 - d. Validity of the performance security deposit shall be for a period of 60 days beyond entire contract period from the date of issue of Purchase Order.
 - e. BG/DD/FD clause.
2. **Delivery :** The successful bidders should strictly adhere to the following delivery schedule supply of above items should be effected within **three (3) weeks** from the date of supply order and this clause should be strictly adhere to failing which administrative action as deemed fit under rules will be taken against the defaulter. Otherwise LD will be imposed as per clause no. 4. Purchase order will be placed as required by consignee.
3. **Penalty:** If the suppliers fails to deliver and place any or all the items or perform the service by the specified date as mention in purchase order, penalty at the rate of 0.5% per week of the delayed value of goods subject to the maximum of 10% of delayed goods value will be deducted.
4. **Demonstration:** Suppliers need to provide adequate sample demonstration of Annual Report at AIIMS Raipur to the nominated person of AIIMS Raipur at their cost. AIIMS Raipur will not bear any training or living expenditure in this regard. The Supplier should arrange for regular weekly visit to the AIIMS, Raipur campus by its technical team and assist in maintenance of the items within warranty period. Assistance limited to locking companies with manufacturer will not be considered sufficient.
5. **Validity of the bids:** The bids shall be valid for a period of 120 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 reserves 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 items in the given tender or only part of it in any given schedule without assigning any reason.

7. **Communication 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.
8. **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, exception, 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.
9. **Insolvency etc.:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other 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.
10. **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 reasons thereof and nothing will be payable by AIIMS, Raipur. In that event the security deposit shall also stand forfeited.
11. **Arbitration:**

If any difference arises concerning this agreement, its interpretation on payment to the made there under, 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 Director, AIIMS, Raipur to settle the dispute by Sole Arbitrator. Sole arbitrator will be appointed by Director, AIIMS, Raipur. 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, 1996 and the rule framed there under and in force shall be applicable to such proceedings.
12. **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.

13. **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.
14. **Terms of payment:**
1. 100% payment of the total order value shall be released after successful delivery of the ordered goods against the supply order and after acceptance.
 2. No payment shall be made for rejected Stores. Rejected items must be removed by the supplier within two weeks of the date of issue of rejection advice at their own cost & replace immediately. In case these are not removed these will be auctioned at the risk and responsibility of the suppliers without notice.
 3. Tenderer should submit 03 invoice in original alongwith the packing list/delivery challan and other relevant documents on the time of payment (if required).
15. **Fall Clause :**
1. Prices charged for supplies the above items by the supplier should in no event exceed the lowest prices at which he offers to sell or sells the stores of identical description to any other State Government/DGS&D/Public Undertaking during the period of the contract.
 2. If at any time during the period of contract, the prices of tendered items is reduced or brought down by any law or Act of the Central of State government, the supplier shall be bound to inform Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates after wards.
 3. If at any time during the period of contract, the supplier quotes the sale price of such goods to any other State Govt./DGS&D and Pubic Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable the items supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.
- Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction / specifications specified in the Purchase order and demonstrate at the their own cost.
16. **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.

**Store Officer,
AIIMS Raipur**

FormA

PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Supplier : _____
2. Complete Address of the Supplier : _____

3. Availability for demonstration of instruments at AIIMS Raipur. Yes/No [Please √]
4. Cost of the Tender enclosed: Yes/No [Please √] If yes,
 - a.) Name of the Bank : _____
 - b.) Amount in (Rs.) : _____
 - c.) Demand Draft No. : _____
5. Earnest Money Deposit enclosed: Yes / No [Please √] if Yes,
 - a.) Name of the Bank : _____
 - b.) Amount in (Rs.) : _____
 - c.) Demand Draft No. : _____
 - d.) Last Validity date of the enclosed DD: _____
6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry.

[**NOTE:** Any changes after submission of Tender documents kindly update AIIMS Raipur]

- a.) Full Name : _____
- b.) Complete Postal Address: _____
- c.) Telephone No. : _____
- d.) Fax No. : _____
- e.) Mobile No. : _____
- f.) E-mail : _____
- g.) Website Address : _____

Note: - Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India.

Form B

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER
RTGS / National Electronic Fund Transfer (NEFT) Mandate Form

1	Name of the Bidder	
2	Permanent Account No (PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the	
	j) Type of Account	
	k) Account No.	
4	Email id of the Bidder	

Form C**CHECKLISTS FOR PRINTING OF ANNUAL REPORT FOR THE YEAR 2015-16
AT AIIMS, RAIPUR****Checklist – Tender Fee & EMD**

Sr. No.	Particulars	Documents to be attached wherever applicable	
		Yes	No
1.	Demand Draft / Pay Order for ₹ 1,140/- (Cost ₹ 1,000 + VAT @ 14% ₹ 140= 1,140/-) towards non-refundable tender fee is enclosed **Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India		
2.	Demand Draft / FD/BG for ₹ 8,500/- towards refundable EMD is enclosed. **Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India		
3.	Envelope is marked as “Tender Fee and EMD”		

Checklist – Technical Offer

Sr. No.	Particulars	Documents to be attached wherever applicable	
		Yes	No
1.	1) Attached documents as required in the tender document (i.e. Supplier / firm is manufacturer / authorized dealer/ sole distributor certificate, 2) Authorization certificate from the manufacturer in case of dealer / distributor. 3) Copy of PAN, 3) Certificate of firm/company registration, 4) TIN/VAT registration (Sales tax), 5) Income Tax Return of last three years, 6) Tenderer must provide experience / supplied as per the clause 6. 7) Annual Turnover & balance sheet of last three years duly certified by C.A. as per the clause 7. 8) Tender document duly seal and sign by the tenderer. 9) Tenderer must provide a certificate on letter head that proprietor /firm has never been black listed by any organization. 10) Certificate of proof of printing submitted by the tenderer. 11 Firm must have branch office within Chhattisgarh Provide address in detail.		
2.	Technical Specifications Compliance Report as per Annexure-I		
3.	Duly filled Form – A & Form –B		

PARTICULARS FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Two Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE SCHEDULED BANK (WHETHER SITUATED AT RAIPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT RAIPUR. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
The Director
All India Institute of Medical Sciences (AIIMS),
Tatibandh, GE Road,Raipur-492 099 (CG)

LETTER OF GUARANTEE

WHEREAS All India Institute of Medical Sciences (AIIMS) Raipur (Buyer) have invited Tenders vide Tender No..... Dt..... for purchase of AND WHEREAS the said tender document requires the supplier / firm (seller) whose tender is accepted for the supply of instrument / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "AIIMS Raipur" in the form of Bank Guarantee for Rs..... [10% (ten percent) of the purchase value] which will be valid for entire warranty period from the date of installation & commissioning, the said Performance Guarantee Bond is to be submitted within 30 (Thirty) days from the date of Acceptance of the Purchase Order.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said supplier/firm (seller) failing to abide by any of the conditions referred to in tender document / purchase order/ performance of the instrument / machinery, etc. this Bank shall pay to All India Institute of Medical Sciences (AIIMS) Raipur on demand and without protest or demur Rs (Rupees.....).

This Bank further agrees that the decision of All India Institute of Medical Sciences (AIIMS) Raipur (Buyer) as to whether the said supplier/firm (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the supplier/firm (Seller) and/ or All India Institute of Medical Sciences (AIIMS) Raipur (Buyer).

Notwithstanding anything contained herein:

- a. Our liability under this Bank Guarantee shall not exceed Rs.....(Indian Rupees only).
- b.This Bank Guarantee shall be valid up to(date) and
- c. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if AIIMS Raipur serve upon us a written claim or demand on or before.....(date)

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at.....(Address of local branch).

Yours truly,

Signature and seal of the Guarantor

Name of the Bank:.....

Complete Postal Address:

ANNEXURE-I

**TECHNICAL SPECIFICATIONS FOR PRINTING OF ANNUAL REPORT AT AIIMS
RAIPUR FOR THE YEAR 2015-16**

1. **Cover pages:**

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

2. **Inside pages:**

- 110 GSM Art Paper, gloss
- Multicolour printing both sides
- Size: 22.25 cm x 28 cm

3. **Number of pages:** 150 – 200 pages approx.

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

5. **Number of Copies:** 200 Copies each in English and Hindi.

6. **Hindi translation has to be done by the successful bidder.**

(Signature & Stamp of the bidder)

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

ANNEXURE-II
FINANCIAL OFFER

TENDER FOR PRINTING OF ANNUAL REPORT AT AIIMS RAIPUR FOR THE YEAR 2015-16

Quotation should be in the following format:

1) Printing of AIIMS, Raipur Annual Report 2015-2016 (English).

S.No.	Description	Quantity	Unit Price	Taxes, if any	Total Amount
1	Annual Report of AIIMS Raipur for the year 2015-16 (As per specification mentioned in Annexure-I)	200 Nos.			

2) Printing of AIIMS, Raipur Annual Report 2015-2016 (Hindi).

S.No.	Description	Quantity	Unit Price	Taxes, if any	Total Amount
1	Annual Report of AIIMS Raipur for the year 2015-16 (As per specification mentioned in Annexure-I)	200 Nos.			

3) Rate for extra or less per page in English : _____

4) Rate for extra or less per page in Hindi : _____

5) Rate of Tax must be shown separately. _____

SIGNATURE OF TENDERER

NAME IN BLOCK LETTERS:

Capacity in which tender is signed:

Address in full:

(Rubber seal of Firm)

TERMS AND CONDITIONS FOR BOTH ENGLISH AND HINDI VERSION

1. Rate per book must be provided separately for English and Hindi Versions.
2. In case of increase / decrease in Number of copies may be increased or decreased as per decision of competent authority of AIIMS, Raipur.
3. Selection decision for giving supply order for one, two or three years will be based on combined cost of English and Hindi Version.
4. Advance payment will not be made.
5. Tenderer must enclose copies of company's registration, PAN Numbers, Sales tax registration, VAT registration and bank account details for payment.
6. Tenderer Must Provide Name, Mobile Number and e-mail address of a contact person who can be contacted at any time even beyond Office hours and on Holidays.
7. Tenderer must provide proofs before bulk printing to AIIMS, RAIPUR. Softcopies of the proofs must be sent by e-mail to store@aiimsraipur.edu.in. Hard copies of the proofs must be sent by speed post or courier to AIIMS, Raipur.
8. A dummy book must be provided before final printing.
9. If performance of the printer is satisfactory and rates are competitive order for printing maybe placed for the next year annual report also.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address: