

Tender For

"Annual Maintenance Contract (AMC) for RO Purifiers & Water Coolers"

At

All India Institute of Medical Sciences, Raipur

Tender Enquiry No.	Store/Tender/ Maintenance for RO Purifier & Water Coolers /1/2015
NIT Issue Date	05-03-2015
Pre-bid Meeting	13-03-2015 at 03:00 PM
Venue	Committee Hall, 1 st floor, Medical College Building, Tatibandh, AIIMS, Raipur
Last Date of Submission	27-03-2015 at 3:00 PM
Date and time of opening of technical bid	27-03-2015 at 3:30 PM
Venue	Store Officer, 2 nd floor, Medical College Building, Tatibandh, AIIMS, Raipur



आरोग्यं सुखं सम्पदा

All India Institute of Medical Sciences, Raipur
G.E. Road, Tatibandh, Raipur – 492099, Chhattisgarh
Tele: 0771- 2573222, email: store@aiimsraipur.edu.in
www.aiimsraipur.edu.in

SHORT NOTICE TENDER

Annual Maintenance Contract (AMC) for RO Purifier & Water Coolers
at AIIMS, Raipur,
Date: 05 March, 2015

On behalf of the Director, All India Institute of Medical Sciences, Raipur tenders in sealed cover are invited under two-bid system from maintenance and their companies/firms/agencies for providing Annual Maintenance Contract for RO Purifier & Water Coolers for AIIMS, Raipur.

The interested companies/firms/agencies 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 Annual Maintenance Contract for RO Purifier & Water Coolers" and should reach at the office of "The Store Officer, AIIMS, Tatibandh Raipur (C.G.) - 492099, **by or** before on 03.00 PM on 27-03-2015. 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) (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 Annual Maintenance Contract for RO Purifier & Water Coolers of Rs. 10,000/- (Rupees Ten Thousand only) 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 Store Officer on the AIIMS, Raipur website: www.aiimsraipur.edu.in.

**Store Officer
AIIMS, Raipur**

TENDER DOCUMENT

“Annual Maintenance Contract for RO Purifier and Water Cooler ”
at AIIMS, Raipur

TECHNICAL BID

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

Sr. No.	Particular	Page no.
1.	Name & Address of the companies/ firms/Agency with phone number, email, name and telephone/mobile	
2.	Specify your firm/company/ 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 of last three years. If you don't fulfil these criteria, your tender will be out rightly rejected.	
5.	Please attach copy of last 3 years Income Tax Return	
6.	Please attach balance sheet (duly certified by Chartered Accountant) for last three (3) years (Average annual minimum turnover should 50 per cent in each year	
7.	PAN No. (Please attach copy)	
8.	VAT & Service Tax Registration Number. (Please attach copy)	
9.	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.	
10.	Power of Attorney/authorization for signing the bid documents	
11.	Tenderer must provide evidence of having supplied government hospitals / reputed private hospitals/ organizations in India similar nature of items of at least 1/3 value of contract amount in the last three years.	
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	EMD of Rs. 10,000/-
14.	Details of the FDR/DD of bid security (EMD) FDR/DD No: Date: Payable at	Detail Tender cost for Rs. 1000/-

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 :

“Annual Maintenance Contract for RO Purifier & Water Coolers”
at AIIMS, Raipur
FINANCIAL BID

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

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

Dear Sir,

Our quoted rate for Annual Maintenance Contract on quarterly basis for RO Purifiers and Water Coolers for AIIMS, Raipur will be as follows:-

Sr. No.	Description of item of work	Unit Qty	Period of AMC	Rate per unit (Rs.) [Minimum 6 visits are compulsory]	Total Amount (Rs.)
01	Comprehensive Annual Maintenance contract of Zero B Ion Exchange – Pristine 25L model RO PURIFIER system At AIIMS, Raipur as per scope of work	18	One year		
02	Comprehensive Annual Maintenance contract of USHA 150L model of water cooler system At AIIMS, Raipur as per scope of work		One year		
AMC for one year					

Following parts for replacement in the above mentioned RO Purifier and Water Coolers with AMC cost.

Sr. No.	Name of the part(s)
1.	Spun Cartridge
2.	Carbon Block
3.	RO Membrane
4.	Electronics Spare (Pump/PCG Assy)
5.	Fan Motor
6.	Relay Set
7.	Thermostate
8.	SS Tap
9.	Gas Charging

Note:.. Any how no service charge shall be payable for this.

It may be ensured that rates for parts of authorized brand only should be quoted and supplied for repair and AMC accordingly. In case if it is found at a later stage that sub-standard /inferior quality items supplied, necessary action will be taken against such supplier, including forfeiture of their Performance Security and debarring them for quoting future tenders.

If the tenderer fails to undertake the job satisfactorily at any period of time or withdraws his services permanently for more than three consecutive weeks, the AIIMS, Raipur has every right to cancel the contract and forfeit the Security Deposit without assigning any reason what so ever.

SPECIAL CONDITIONS

1. The bidders should submit the relevant certificates / evidence of servicing for RO Purifier and water coolers. If required, the technical committee may enquire from the other place, where the bidders have supplied the services.
2. The bidders should also submit a certificate from the relevant authority as to the quality and thickness of the coating on the services.
3. The bidder should not have been blacklisted before.
4. The bidders shall also arrange for the demonstration of their Maintenance 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 Annual Maintenance Contract for RO Purifier & Water Coolers. 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:

“Annual Maintenance Contract for RO Purifier & Water Coolers”
at 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 ₹ 1000/- (Rupees One Thousand only) in favour of “AIIMS, Raipur”, payable at Raipur, not later the date of 27-03-2015, along with their bid in the Cover-I containing “Technical Bid”.
2. The interested companies/firms/agencies 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 Annual Maintenance Contract for RO Purifier and Water Coolers” should reach AIIMS, Raipur by or before 03.00 PM on 27-03-2015. 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 **13-03-2015** 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 ₹ 10,000/- as Bid Security (EMD) alongwith the Technical Bid in the form of FDR/DD in favour of “AIIMS, Raipur” drawn on any Scheduled Bank and payable at Raipur and must be valid for (6) six 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 scheduled bank in favour of AIIMS, Raipur & payable at Raipur only, the validity of PBG is 60 days beyond the contractual period. 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 Annual Maintenance Contract for RO Purifier & Water Coolers 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. 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.
5. 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.
6. 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.
7. 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.
8. 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.
 9. In case of any complaint/ breakdown/fault in any equipment, the firm has to attend the fault within 72 hours of reporting on phone/FAX/ Email etc. failing which will invite a penalty as follows:
 - a. Attending to complaint between 72 hours — 96 hours of intimation- Rs. 200/-
 - b. Attending to complaint between 4 days to 7 days of intimation- Rs. 1000/-
 - c. Attending to complaint beyond 7 days - Rs. 2000/-
 10. During the performance of all contract, the contractor shall at his/its own cost and initiative fully comply with all the applicable laws of the land including bye laws, rules, regulation, order or other provisions having the force of law made or promulgated or deemed to be made or promulgated by the Government or other Civic authorities.
 11. The vendor may quote for all category or any single or two categories of any Make Water Purifier/ R.O. as mentioned in Chapter-4 subject to the condition that the required EMD is compulsory failing that the bid will not be considered for further processing. Lowest Quotation-1 will be selected on the basis of lowest rates of total price of each category given in Chapter-4. The decision of AIIMS, Raipur arrived at as above will be final and no representation of any kind will be entertained on the above.
 12. In case of bidders whose quotations are not considered for selection, the Bid Security will be returned within one Month of the decision along with endorsement for payment to the bidders. In case of bidders whose tender is accepted for placing the order, the Bid Security will be replaced by 10% Performance Security deposited.
 13. A Performance Security Deposit of 10% should be submitted on receipt of work order vide Demand Draft/ Pay order and will be returned by the AIIMS, Raipur valid for 60 days beyond the AMC period.
 14. The MS office, AIIMS, Raipur has to maintain a register for the periodical inspections. The contractor should depute only qualified/experienced technicians for carrying out the preventive maintenance work.
 15. Quotations of those who do not have authorization certificate from Brand/company will not be entertained.
 16. Successful bidder will sign a Deed of Agreement with AIIMS, RAIPUR.

17. AWARD OF CONTRACT

17.1 AWARD

AIIMS, RAIPUR will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the L1 Bidder is determined to be qualified to perform the Contract satisfactorily.

17.2

AIIMS, Raipur reserves the right to accept or reject any bids in part or full, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for AIIMS, RAIPUR's action.

17.3

Prior to the expiration of the period of bids validity, AIIMS, RAIPUR will notify the successful Bidder in writing by letter, email or by FAX, to be confirmed in writing by speed post or hand delivered letter, that its bid has been accepted. The notification of Acceptance will constitute the formation of the Contract.

17.4

Upon the receipt of the notification of award by the successful bidder, the successful bidder shall fill the Agreement in accordance with form of Agreement included in the Bid Documents and submit the same to the Store office within 15 days of the date of receipt of notification of award. The Store Officer shall return the draft duly approved within 10 days from the receipt of the draft and the successful bidder shall get the same engrossed, have the correct amount to stamp duly sealed and Stamped and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his own cost within two weeks from the receipt of the approved draft.

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

MANUFACTURER'S / PRINCIPAL'S AUTHORIZATION FORM
(Clause C (11) of the tender)

To
The Store 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.