

**Notice Inviting Tender for**

**“Annual Rate Contract of Supply for Printed  
Forms/Cards”**

at

**All India Institute of Medical Sciences, Raipur**

No	DME Stage	Start Date & Time
1.	NIT No.	Admin/Tender/Printed_Forms/Cards/1/2014
2.	NIT issue date	11-12-2014
3.	Pre bid Meeting	19-12-2014 at 12:00 Noon
4.	Last Date of submission	01-01-2015 at 15:00 pm



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

Tele: 0771- 2573777,

Email: [admin@aiimsraipur.edu.in](mailto:admin@aiimsraipur.edu.in)

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

## **Chapter I- Instruction to bidders**

### **Notice Inviting Tender**

#### **“Tender For Annual Rate Contract of Supply for Printed Forms/Cards at AIIMS, Raipur”**

All India Institute of Medical Sciences, Raipur, Chhattisgarh, an apex healthcare institute being established by Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed Tenders for Annual rate contract of printed forms/cards at the institute. You are requested to quote your best offer along with the complete detail of specifications, terms & conditions.

1. Interested parties may send their tender in sealed cover addressed to the Administrative Officer, All India Institute of Medical Sciences, Tatibandh, Raipur superscripted with tender number and complete in all respects latest by 01-01-2015 up to 3:00 pm. The Quotations 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 superscribed "**Technical bid for Annual Rate Contract for supply Printed Forms/Cards tender**" and "**Financial Bid for Annual Rate Contract for supply Printed Forms/Cards tender**". Both Sealed Envelopes should be kept in a main/ bigger envelope superscribed as "**Tender for Annual Rate Contract for supply Printed Forms/Cards**". 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.

**Schedule of Tender**

Issue Date	:	11-12-2014
Last date and time of receipt of tender	:	01-01-2015 at 03:00 PM
Amount of Earnest Money Deposit (EMD)	:	₹ 55,000/- (Rupees Fifty Five Thousand only)
Tender Cost	:	₹ 2000/- (Rupees two thousand only)
Pre bid Meeting	:	19-12-2014 at 12:00 Noon at Committee Hall, 2nd floor, Medical College Building, AIIMS Raipur.
Date & time of opening of tender	:	01-01-2015 at 03:30 PM
Venue	:	Administrative Officer (Admin) AIIMS, Tatibandh, Raipur-492099

4. Tender document may be downloaded from this Institute's official website <http://www.aiimsraipur.edu.in> and the tenderer shall deposit a separate Bank Draft/ Pay Order in favour of "All India Institute of Medical Sciences, Raipur" worth ₹ 2000/- 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.

**Administrative Officer  
AIIMS, Raipur**

## **Chapter-II- Conditions of Contract** **General Terms and Conditions**

**Subject:- Notice Inviting Tender for Annual Rate Contract for supply Printed Forms/Cards for All India Institute of Medical Sciences, Raipur**

### **1. Earnest Money:**

Earnest money by means of a Bank Demand Draft/ Pay Order/BG/FD of ₹ 55,000/- (Rupees Fifty Five Thousand only) may be enclosed with the quotation (Technical Bid). It is also clarified that the quotations received without earnest money will be summarily rejected. The Bank Demand Draft/ Pay Order/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 Annual Rate Contract for supply Printed Forms/Cards" and "Financial Bid for Annual Rate Contract for supply Printed Forms/Cards tender". Both Sealed Envelopes should be kept in a main/ bigger envelope superscribed as "Tender for Annual Rate Contract for supply Printed Forms/Cards "

### **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 day from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.

**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 Purchase/Work order in the form of Fixed Deposit Receipt or Bank Guarantee from any Scheduled Bank duly pledged in the name of the "All India Institute of Medical Sciences, Raipur". 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 Bank Guarantee or Fixed Deposit Receipt issued by a Scheduled Bank and the Performa provided with the tender document. **Validity of Performance Security Deposit will be 60 days beyond the completion of all contractual obligations.**

### **9. Delivery & Installation :**

The successful bidders should strictly adhere to the following delivery schedule supply should be effected within 21 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% per week of delay or part thereof on delayed supply of the quoted price. Once maximum 10% of 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 by reason of such event 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. 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.

**13. 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 stands forfeited.

**14. 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.

**15. 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.

**16. Other Terms & Conditions of the tender :**

1. Rates quoted should be inclusive of all applicable taxes, packing, forwarding transportation charges at FOR AIIMS Raipur.
2. All the rates should be mentioned in Indian National Currency (INR) only. The rates quoted foreign currency will not be entertained in this tender enquiry & such tenders will cancelled straightway.
3. 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 tenderer, quoting for this work, should have an experience of executing at least one similar kind of work in last 3 years. The tenderer should submit a documentary proof of satisfactory performance for such one work in last 3 years.

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:** Monthly bills as per the monthly supply during the previous month will be made.

19. The contract period is for one year's which may be enhanced with mutual consent.

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

21. The prospective bidders may see the samples of the Log Books/Attendance Register/Activity Book/Challan Books which are available in the Academic Section.

**Administrative 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 ₹ 9,00,000/- (Rupees Nine Lacs only) of business in India the last three consecutive financial years.
2. The firm has to submit Balance Sheet & Profit & Loss 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 1/3 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 delivery of the items will have to be made at AIIMS, Raipur. No transportation/ cartridge charges will be provided for the same.
6. The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten.

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

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(Signature & Stamp of the bidder)

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

TENDER DOCUMENT**“Tender For Annual Rate Contract of Supply for Printed Forms/Cards” at  
AIIMS, Raipur****TECHNICAL BID****(In separate sealed Cover-I super scribed as “Technical Bid”)**

Sr. No.		Document Required	Document Supplied (Yes/No)	If yes, provide reference page number in techno-commercial 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)	Relevant document		
4.	Have you previously supplied these items to any government/ reputed private organization ? If yes, attach the relevant proof. 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. <b>If you don't fulfill these criteria, your tender will be out rightly rejected.</b>			
5.	Please attach copy of last 3 years Income Tax Return.			
6.	Please attach balance sheet (duly certified by Chartered Accountant) for last three years (Average annual minimum turnover should not be less than 9 lacs 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.	Please Submit Authorization Letter		
10.	Power of Attorney / authorization for signing the bid documents			
11.	Experience in supply of printed forms/cards. Particulars of experience in Govt. organization/PSU/Autonomous bodies (Attached certificate, testimonials). Enclose the evidence of printing work done of value 1/3 <sup>rd</sup> of contract value atleast once in the last 3years.			
12.	Please submit a notarized 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 / firm / partner. Please also declare that proprietor/firm has never been blacklisted by any organization.			
13.	Details of the FDR/DD/BG of bid security (EMD) FDR/DD/BG No. Date: Payable at:			
14.	Detail of cost of Tender for Rs. 2000/- ( downloaded from website) DD/Pay Order 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 Annual Rate Contract of Supply for Printed Forms/Cards ”****AIIMS, Raipur  
FINANCIAL BID****(In sealed Cover-II super scribed “Financial Bid”)**

S. No.	Technical Specification of printing	Quantity	Unit	Unit Price	Total Cost
1	A4 paper, 75 GSM, single colour printing	178000	Pages		
2	A4 paper, 120 GSM, Multi colour printing	2000	Pages		
3	A4 paper, 170 GSM, Multi colour printing	10000	Pages		
4	<b>Cover:</b> Art card, 250 GSM, Multicolour printing, 9"x11" size <b>Internal page:</b> 75 GSM, single colour printing 16 pages, 9"x11"	50000	Booklet		
5	A4 paper, 75 GSM, single colour printing carbonless paper, numbering, perforated, binding page	50000	set		
6	Plastic file, single colour printing	10000	File		
7	Post card size paper, 250 GSM, Art Card	15000	Card		
8	OPD Registration Card, Blue Booklet	100000	Piecs		
9	OPD Registration Card, Homeopathic case history Booklet	20000	Piecs		
10	Barcode Roll / Thermal printer Roll	250	Roll		
11	Thermal Printer Ribbon / Cartridge	150	Roll		
12	Internal Exam Main Answer Book	5000	Sheet		
13	Internal Supplementary Answer Book	5000	Sheet		
14	Main Answer book for final Exam	3000	Sheet		
15	MCQ	1500	Sheet		
16	Attendance Register (Approx Pages - 40)	500	Nos.		
17	Activity Book - College of Nursing (Approx Pages 22)	500	Nos.		
18	Challan Books (pages - 300)	500	Nos.		
19	Log Books				
a	Department of surgery (Approx Pages - 20)	500	Nos.		

<b>S. No.</b>	<b>Technical Specification of printing</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Cost</b>
b	Department of Pediatrics (Approx Pages - 35)	500	Nos.		
c	Department of ENT (Approx Pages - 35)	300	Nos.		
d	Department of Medicine (Approx Pages - 45)	500	Nos.		
e	Department of Venereology (Approx Pages - 15)	300	Nos.		
f	Department of Psychiatry (Approx Pages - 20)	300	Nos.		
g	Department of Centre for Community Medicine (Soft copy in CD)	500	Nos.		
h	Department of Obstetrics & Gynaecology (Approx Pages - 35)	300	Nos.		
i	Department of ENT (PG) (Approx Pages - 40)	100	Nos.		
<b>Total (Excluding taxes)</b>					
Taxes, if any (kindly quote)					
<b>Grand Total (Inclusive taxes)</b>					

**(Signature of Tenderer with seal)**

Name:

Address :

**SPECIAL CONDITIONS :**

1. It is mandatory to quote prices for all the above Log Books. In case the failure to do so, the bid will be non compliant and will be outrightly rejected.
2. For the above printing of log Books, Activity Book & Attendance Register – cover Page 300 gms art card with multi colour Printing and Lamination, inner side 80 gsm Sunshine Paper single colour offset printing
3. For challan Books: Sample of papers to be used with GSM mention on it & signed by the firm.
4. Firm will provide soft copy of all these booklets in CD except attendance Register and Challan Book.
5. 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.
6. The bidders should also submit a certificate from the relevant authority as to the quality of the items.
7. The bidders shall also arrange for the demonstration of their items to the concerned committee regarding the quality aspect.
8. The tenderers are advised to submit 2 (two) quality samples of papers to be used for cover & inner pages of these items (except Challan Book) which is required for printing as per following specification:
  - Sunshine paper of 80 GSM for Log Books/Activity Books &
  - Imported Art Card of 300 GSM Attendance Register
  - For Challan Book: Submit a sample of paper to be used with GSM mentioned on it.
9. 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.
10. Selection shall be made purely on the basis of fulfilling tender terms & condition and quoted price.
11. The tender should enclose the copy of VAT Registration certificate otherwise their quotation shall not be accepted for further evaluation.

**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 & regular stationary . 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:.....  
seal)

(Signature of Bidder with

Date:.....

Name :

Seal :

Address :



**MANUFACTURER'S / PRINCIPAL'S AUTHORIZATION FORM**  
(Clause 9 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 pexr 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.