

All India Institute of Medical Sciences

Veerbhadra Marg, Pashulok,
Rishikesh-249203



Rate Contract document for procurement of
Printing Items

Tender fees (Rs.1000 +GST@18% Rs.180)Rs.1180

EMD: Rs 1,50,000.00 (One Lac Fifty Thousand Only)

Date of Pre-bid Conference: 12/12/2017 at 3.00 PM

Date of submission of Bid: 29/12/2017 at 3.30 PM

RATE CONTRACT

**For procurement of Printing Items
AIIMS, Rishikesh, Virbhadra Marg, Rishikesh, Dehradun
Dated:05-12-2017**

1. Sealed tenders in Two Bids (Technical & Financial) are invited on behalf of the Director, All India Institute of Medical Sciences, Rishikesh from interested and eligible manufacturer or their authorised distributors, for supply of Printing Items for two years. The items will be delivered to AIIMS, Rishikesh premises from time to time as per the supply orders.
2. The interested manufacturer or their authorised dealers/ distributors 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 one sealed cover envelop super scribed “**Rate Contract for supply of Printing Items**” and should reach at the office of “**The Administrative Officer, AIIMS, Rishikesh, Virbhadra, Marg Rishikesh (Dehradun) - 249201**”, before 03.00 PM on or before dated **29-12-2017** 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 03.00 PM at Tender Opening Room, AIIMS, Rishikesh in presence of persons representing the prospective bidders. 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 for opening of financial bid of technically qualified agencies will be announced later.
3. The tender document containing technical bid form, financial bid form, technical description/specification & item and terms & conditions can be purchased from the office of Administrative Officer - AIIMS, Rishikesh from **05-12-2017 to 29-12-2017** between 10.00 AM and 02.00 PM on non-refundable payment of Rs.1180.00 (Rupees one thousand one hundred eighty only) or can be downloaded from website www.aiimsrishikesh.edu.in. Those who download the tender document from website should enclose DD/Pay Order for Rs.1180.00 (Rupees one thousand one hundred eighty only) (*non-refundable*) in favour of “AIIMS, Rishikesh”, payable at Rishikesh, not later the date of dated **28-12-2017** along with their technical bid in the Cover-I “Technical Bid”. The bid security (EMD) for **Supply of Printing Items** as given in table-1 below tender documents should be paid in the form of demand draft/FD/TD/CD from any Nationalised/Schedule bank duly pledged in favour of “AIIMS, Rishikesh” payable at Rishikesh and will be placed in Cover-1 with technical bid. The Tender Documents are not transferable.
4. Any enquiry about this tender document may be addressed to the Administrative Officer, for their timely resolution. Any future clarification and/or corrigendum(s) shall be communicated through Administrative Officer on the AIIMS, Rishikesh website: www.aiimsrishikesh.edu.in. and other Central Government Procurement Websites (*subject to its access of AIIMS Rishikesh*).The bidders are required to regularly check the website to know about any/all such corrigendum(s) as only these bids, taking care of such corrigendum(s) shall be considered for finalisation of the tender.
5. Bidder should necessarily enclose a covering letter mentioning a summary of applied document with proper numbering. Secondly, bid should also attach a compliance sheet as per specification mentioning that they are complying to all specification or have any variation.

**Administrative Officer
AIIMS, Rishikesh
0135-2462915**

Rate Contract Document**Chapter-I****(Instructions to bidder & conditions of contract)****(A) General 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 purchased from AIIMS, Rishikesh on any working day from **05-12-2017 to 29-12-2017** between 10.00 AM to 02.00 PM on payment of non-refundable charges of Rs 1180/- (Rupees one thousand one hundred eighty only) or can be downloaded from website www.aiimsrishikesh.edu.in. Those who download the tender document from Website should enclose a Demand Draft/Pay Order for Rs 1180/- (Rupees one thousand one hundred eighty only) in favour of **“AIIMS, Rishikesh”**, payable at Rishikesh, not later the date of **28-12-2017**, along with their bid in the **Cover-I** containing “Technical Bid”.

2. The interested firms/suppliers are required to submit the Technical and Financial Bids separately in the format enclosed and they have to observe highest standard of ethics while bidding for this tender. 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 **“Rate Contract for supply of Printing Items”** should reach AIIMS, Rishikesh by or before 03.00 PM on **29-12-2017**. The Technical bids shall be opened on same day **at 03.00 PM** at AIIMS, Rishikesh in presence of the bidders or their authorized representatives (Authorization letter required to be submitted) who choose to remain present. The Tender received after due date & time will not be considered and no claim shall be entertained whatsoever may be the reason.

3. The pre bid conference would be held on **12 -12-2017 at 03.00 PM** in the office of Tender Opening Room, AIIMS, Rishikesh. All firm’s representative who are attending the pre bid meeting, shall produce an authorization letter from their firm on the firm’s letter head. They are required to put their query in writing before the committee and submit the same in writing on its letter head.

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 tenders are signed by the Authorized signatory, 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 typed or written by pens 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.(i) **Bid Security:** -The bidder shall pay the respective amount of Bid Security (EMD) as mentioned in table-I along with the Technical Bid by way of demand draft/FD/TD/CD in favour of “AIIMS, Rishikesh” drawn on any Nationalized Bank/ Scheduled Bank and payable at Rishikesh and must be valid for (6) six month. Bids received without tender fees and Earnest Money deposit (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 with Technical bid.

- a) The Public Sector Undertaking of the Central/State Govt./MSEs/MSME/Registered with Central Purchase Organization are exempted from furnishing Earnest Money along with tender, **subject to submission of its valid proof.**
- b) The firms Registered with DGS & D/SSI and any approved source of Centre/States Govt. are not exempted from furnishing Earnest Money in so far as this institute is concerned.

- c) Earnest Money deposited with AIIMS, Rishikesh in connection with any other tender enquiry even if for same/similar material / Stores by the tenderer will not be considered against this tender.

(ii) EMD is required to protect the purchaser against the risk of Bidders conduct. The EMD will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to the notice that the information/ documents furnished in its tender is incorrect or false.

7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract with successful bidder.

8. Bidders are not allowed to submit more than one bid anytime during the tendering process for the same/similar tendered item else all his bids shall be cancelled thereby making him disqualified in addition to the forfeiture of the EMD.

9. The successful bidders have to execute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) within twenty-one (21) days from the date of award of this tender in his favour and also required to furnish the **Security Deposit of an amount equal to 2,00,000/- (Rs. Two Lac Only)** in the form of FD/BG/TD/CD for **three months extra of the contract period** from any Nationalised/Schedule bank duly pledged in favour of AIIMS, Rishikesh & payable at Rishikesh only. The EMD deposited by successful bidder may be adjusted towards Security Deposit as demanded above after its validation for the required period. If the successful bidder fails to furnish the full security deposit or difference amount between Security Deposit and EMD within 21 (twenty-one) days after the issue of **Letter of Award** of Work, his bid security (EMD) shall be forfeited and award of tender in suppliers favour automatically stands terminated at his cost & liability, unless time extension has been granted by AIIMS, Rishikesh.

10. The EMD/PBG shall be forfeited if successful bidder fails to supply the goods/equipment in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.

11. The bid shall be valid and open for acceptance by the competent authority of AIIMS Rishikesh for a period of 180 (one hundred eighty) days from the published 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. The unilateral withdraw at any stage will cause forfeiture of EMD in addition to any remedy that the purchaser may have under the law.

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 of the contract 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.

14. The name of such successful bidder will be displayed on the website of the institute www.aiimsrishikesh.edu.in within 7 (seven) days from the date of execution of this tender contract by him.

15. The competent authority of AIIMS, Rishikesh reserves all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any administrative term and condition/specifications of the tender enquiry after due discussion in pre-bid conference. This will be communicated and shown over the website of the Institute. No representation will be considered after pre-bid meeting and **bidders may ensure its queries only in pre-bid meeting.** AIIMS, Rishikesh 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.

16. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.

17. The tender form is not transferable.

18. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.
19. It is required by all concerned, namely the Bidders/Suppliers, as the case may be to observe highest standard of ethics during the procurement and execution of this Tender.
20. Installation at consignee's site should be free of cost immediately on arrival of equipment at consignee's site.
21. Following is the Eligibility Criteria for finalization of this Tender by the Tender Committee:
 - 21.1 EXPERIENCE: The bidder must have minimum three years of experience of supplying the Printing items in bulk to Govt. Departments/PSUs/Nationalized Banks/reputed private organisation. Copies of two such supply orders (of Rs.5 lakh or more) received during each of the last three years should be enclosed.
 - 21.2 ANNUAL TURNOVER: Average annual turnover should be Rs.50 lacs or more for last 3 financial years..
 - 21.3 STATUTORY REGISTRATIONS: The bidder must have valid PAN No. and GST No. Photocopy of PAN Card of the Firm/Dealer/Proprietor and VAT/Trade Tax return for last 3 years is to be submitted with the technical bid.
22. In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged in addition to the cost of re- tender. The supplier is required to provide the demonstration of equipment at AIIMS premises to the AIIMS representatives for its evaluation as per the specification & desired functionality standard. However, a submission of videography displaying functionality as per tender specification may also be considered by the AIIMS, representative.
23. In case the bidder on whom the supply order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Rishikesh) may recover from the tender the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the order goods the supply order may be cancelled and bid security deposit will be forfeited.
24. Where the specifications are as per tenderer's range of products the tenderer's offer should mention that the item meets all specifications as per the tender enquiry and if there are improvements/deviations the same should be brought out on separate Letter Head of the firm. It would be discretion of the competent authority of the institute to accept or reject such deviations which are not in accordance with our required specifications as given below the financial bid.
25. Individual signing the tender or other documents connected with contract must specify the capacity in which such Tender Documents are signed as:
 - 25.1 a "sole proprietor" of the concern or constituted attorney of such sole proprietor;
 - 25.2 a partner of the firm, if it be a partnership firm, in which case he must have authority to execute 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.
 - 25.3 Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

NOTES:

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, if any should also be enclosed along with the tender.

II. In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

III. A person signing the tender form or any documents 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 persons so signing had no authority to do so, AIIMS Rishikesh may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

26. The bidders should have furnished a copy of GST/S.T. /C.S.T./VAT registration number, the State / U.T. of registration and the date of such registration. Tenders not complying with this condition will be rejected.
27. **Turnover provisions:** - (i) The tenderers should submit along with the tender, a photo state copy of the last three years Annual Accounts with Audit certificate by Chartered Accountant, Income Tax returns and a copy of current valid income tax clearance certificate (IT CC), otherwise bidder will not be considered for administrative evaluation (in evaluation of Technical bid) and will be declared **disqualified** in technical evaluation.
- (ii) In case of bidder falls under Section 44AD/44ADA/44AE of Income Tax shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India.
- (iii) In case of supplier is an Indian Agent, the firm can submit copies of purchase orders issued in favour of firm (*As the payment is made through LC directly to foreign manufacturer and equipment payment does not exist in the book of account of the supplier*) in support to its turnover whatever amount is getting short.
- (iv) There will be relaxation on turnover on *case to case* basis for **Start-up firms** registered by Government of India under Start-ups scheme as per orders of Ministry of Commerce, Government of India.
28. **Sample/demonstration:** - In case, the item required prior submission of sample/ performing demonstration, tenderer will have to submit sample/perform demonstration of the equipment/item to the competent authority of the institute, the bidder will have to born all the expenses for the same. Non submission of sample/non performing demonstration will **disqualify** the bidder in the technical bidding process and financial bid of the bidder will not be opened.
29. The tenderer hereby guarantees that the equipment supplied to the Institute (purchaser) under the Contract shall be of the best quality/latest version and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender Document. The date of manufacturing of the equipment/goods supplied will not be more than 3 (Three months) old. The tenderer will have further guarantees that the said equipment would continue to conform to the description and quality aforesaid for a period of five (5) years guarantee period (As per MoH&FW guidelines), from the date of installation of the said equipment to the purchaser and notwithstanding the fact that the Purchaser (Inspector) may have inspected and /or approved the said equipment, if during the aforesaid period of five years the said equipment be discovered not to conform to the description and quality as required as per specification or not giving satisfactory performance or have deteriorated, the decision of the Purchaser in that behalf shall be final and binding on the tenderer and the Purchaser shall be entitled to call upon the tenderer to rectify the equipment or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by

the tenderer and in such an event, the above mentioned warranty period shall apply to the equipment replaced from the date of replacement thereof. In case of failure of the tenderer to rectify or replace the equipment, within specified time, the purchaser shall be entitled to recover the cost with all expenses from the tenderer for such defective equipment.

30. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender, failing which, the tender will not be considered. The tenderer must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues must be attached with the tender in original, failing which, tender may be disqualified.
31. **Force Majeure:** Any failure or omission to carryout of the provisions of this supply by the supplier shall not give rightfor any claim by supplier and purchaser to one against the other, if such failure or omission arise from an act of God which shall include all acts of natural calamities from civil strikes compliance with any statistics and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to force majeure. Any delay due to Force Majeure will not be attributable to the either of the parties.
32. The successful Bidder shall at all times agree to indemnify and keep indemnified the purchaser against all losses, damages which may arise in respect of action/inactions of such Bidder or breach of any term of this tender by such Bidder. All claims regarding indemnity shall survive the termination of the contract with such Bidder.
33. Incase the vendor fails to supply the spare parts or fails to provide the agreed maintenance during the prescribed period, as per the terms of contract, the purchaser is automatically entitled to procure the required parts and hire services from the market at the risk and cost of the vendor, such inability of bidder will entail forfeiture the security deposit. The purchaser also reserves the right to terminate the contract on immediate notice, if the vendor fails to comply with this clause for more than one instance.
34. **Liquidated damage/demerge:** - The time for the date of delivery/ dispatch stipulated in supply order shall be deemed to be the essence of the contract and if the supplier fails to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods or services under the contract. The competent authority of the institute may also cancel the supply at the cost & liability of the supplier. In such a case, bid security of the supplier shall stand forfeited. The supply of equipment must be in single consignment, inclusive of all parts & accessories in adherence to the specification so as to make the equipment fully functional at the time of the installation. No installation repeat shall be signed in case of absence of any part as per the specification.
35. **Legal Jurisdiction:** -The Courts at Rishikesh/ Dehradun 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.

Applicable Law:

36. The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
37. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh/Dehradun, Uttarakhand India only.
38. Except as otherwise provided under this Contract for immediate termination of the Contract, in the event of a disputes which may be arising out of the execution of the tender contract, the matter will be referred to the Deputy Director (Administration). Appeal against the decision of the DDA will lie to the Director, AIIMS Rishikesh and his decision shall be final and binding upon both the parties.

Other Conditions Specific to the Tender:

39. Items where samples are not provided by the bidder will not be considered and the firm will be declared disqualified for that item.

40. Samples should be provided on the said date and time otherwise the samples will not be accepted and the firm will be declared disqualified.

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

(B) Financial terms and conditions

1. Rates are strictly required to be offered/quoted on the prescribed **“Financial Bid format”**. Financial bid submitted without prescribed format may not be considered and will be deemed improper subject to the condition that there is a requirement to mention other item which are not mentioned in the said format.
2. Rates quoted should be inclusive of all applicable taxes, packing, forwarding, postage and transportation charges at for AIIMS Rishikesh (Site of installation/Use). 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.
3. The supplier has to submit a notarised affidavit on Indian Non Judicial Stamp Paper of Rs.10/- that the bidder has not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation 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 and any excess payment if any, will become immediately payable to the AIIMS, Rishikesh. If such affidavit is not submitted, tender will be out rightly rejected.**(Part of technical bid)**
4. If the price 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 corrections made by using fluid and overwriting will not be accepted and tender would be rejected.
7. **Tender Currencies:** The bidders are required to quote in Indian Rupees only.
8. **Sales Tax:** - If a bidder asks for sales tax/GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax to be paid extra, the rate and nature of sales tax applicable should be shown separately. The GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax/ GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax and is payable as per the terms of the contract.
9. **Octroi Duty and Local Duties & Taxes:** - Normally, goods to be supplied to Government departments against Government contracts are exempted from levy of town duty, Octroi duty, terminal tax and other levies of local bodies. However, on some occasions, the local bodies (like town body, municipal body etc.) as per their regulations allow such exemptions only on production of certificate to this effect from the concerned Government department. Keeping this in view, the supplier shall ensure that the goods to be supplied by the supplier against the contract placed by the AIIMS, Rishikesh are exempted from levy of any such duty or tax and, wherever necessary, obtain the exemption certificate from the AIIMS, Rishikesh. However, if a local body still insists upon payment of such local duties and taxes, the same should be paid by the supplier to the local body to avoid delay in supplies and possible demurrage charges and obtain a receipt for the same. The supplier should forward the receipt obtained for such payment to the AIIMS, Rishikesh to enable the AIIMS, Rishikesh reimburse the supplier and take other necessary action in the matter.
10. **Payment terms:** - The payment shall be made to the supplier on the satisfactory receipt of the goods ordered. Advance payment shall not be made under any circumstances. The payment shall be made to the suppliers A/C through NEFT/RTGS mode as per the details provided by the supplier.
11. **Guarantee / Warrantee Period:** The tenderer must provide guarantee for all quoted items for one year or as provided by the manufacturer, whichever is higher. The guarantee charges shall not be quoted separately otherwise the offer shall be summarily rejected.

NO DEMURRAGE / WHARFAGE CHARGES WILL BE PAYABLE BY THE INSTITUTE UNDER ANY CIRCUMSTANCES. NO ADVANCE PAYMENT WILL BE PAYABLE FOR CUSTOM CLEARANCE/ FREIGHT/INSURANCE ETC

Note: In case of any dispute regarding award of tender, decision of AIIMS Administration would be final.

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

Rate Contract for Supply of Printing Items

AIIMS, Rishikesh

TECHNICAL BID

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

1. Name & Address of the manufacturer and their authorised dealers/ distributors/Agency with phone number, email, name and telephone/mobile	
2. Specify your firm/company is a manufacturer/ authorised dealer/ distributor/ Agency	
3. Whether the signature on each page has been made by the bidder or not.	
4. Name, Address & designation of the authorized person (Sole proprietor/partner /Director)	
5. Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof.	
6. 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 or DGS&D rate in last one year. If you don't fulfil this criteria, your tender will be out rightly rejected.	
7. Please attach copy of last three years' of Income Tax Return	
8. Turnover a. Please attach balance sheet (duly certified by Chartered Accountant) for last three (3) years (Attach copy of annual minimum turnover which should not be less than 50 lac duly certified by the Chartered Accountant) b. The bidder falls under Section 44AD/44ADA/44AE of Income Tax Act shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India. c. Indian Agent can submit its copy of POs of LC cases, in support of its amount getting short in required turnover. d. Start-ups may submit its Start-up Registration for consideration (<i>Relaxation in turnover can be considered as the case may be, subject to fulfilment of other conditions. However, it will not mandatory</i>)	
9. PAN No. (Please attach copy)	
10. GST/VAT/Service Tax Registration Number. (Please attach copy)	
11. 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.	
12. Power of Attorney/authorization for signing the bid documents (Not required in case of sole-proprietorship.)	
13. 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.	
14. Please declare that proprietor/firm/company has never been black listed/debarred by any organization. An oath certificate to this effect may be enclosed on Rs.10 notarised stamp paper.	
15. Please submit two performance certificate from your two different customers to whom you have supplied such type of items in previous 3 years	
16. Details of the FD/DD/TD/CD of bid security (EMD) FD/DD/TD/CD No: Date: Payable at-	Detail of cost of Tender for Rs. 1180/- (if downloaded from website) DD No. Date: Payable at-

Undertaking

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We shall supply the items of requisite quality and quantity at given rate in timely manner.
3. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish within 15 days, Bank Guarantee/ Performance Security after the issue of Purchase Order, as applicable, in the format to be provided by AIIMS Rishikesh in addition to execution of a Contract as pre-condition for obtaining the supply orders.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the AIIMS Rishikesh immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.
5. 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.

(Signature of the Bidder)

Name:

Designation with Seal of the Firm:

“Chapter-II (Schedule of requirements& EMD)

Table-I

Details of items & their tentative quantity and EMD

The following items manufactured by Indian/International firms of repute are required.

S.No.	Item	Quantity	EMD
1	Supply of Printing Items	As per details in the financial bid	INR 1,50,000.00

FINANCIAL BID**(In sealed Cover-II super scribed "Financial Bid")**

To,

Administrative Officer

AIIMS Rishikesh, Virbhadr Marg.

Rishikesh (Dehradun)

Dear Sir,

Our quoted rate for supplying the Printing items for AIIMS, Rishikesh will be as follows:-

S.No.	Items Name	Approx. Annual Demand	Unit Price	Taxes	Total Unit Price
1	Cash Receipt Book	50 Nos.			
2	Admission Voucher	200 Nos.			
3	MRI Requisition Form	80 Pad			
4	Ultra Sound Requisition Form	100 Pad			
5	X – Ray Form	100 Pad			
6	Patient Token Book Form	100 Pad			
7	X –Ray Envelope (8"x10")	32000 Nos.			
8	X –Ray Envelope (10"x12")	32000 Nos.			
9	X –Ray Envelope (14"x17")	12975 Nos.			
10	I Card with Card Holder	383 Nos.			
11	Report Register	30 Nos.			
12	OT Record Register	29 Nos.			
13	Pure Tone Audiometry	20 Pad			
14	Admission (Booklet)	21000 Nos.			

15	Requisition Form Hematology	200 Pad			
16	Hematology Report Form	755 Pad			
17	Urin Examination Form	710 Pad			
18	Urin Examination Report	315 Pad			
19	Regarding Form Cervical Cytology Examination	55 Pad			
20	Cervical Rap Sonar Report	55 Pad			
21	Requisition Form Fine Meddle	100 Pad			
22	Requisition Form Histopathological	100 Pad			
23	Consent Form FNAC Hindi	75 Pad			
24	Consent Form FNAC English	05 Pad			
25	Progress Note	110 Pad			
26	Practical Answer Book	20000 Nos.			
27	Theory Answer Book	20000 Nos.			
28	Laser Print Out Form	2800 Pages.			
29	Register (16"x13") Pathology	28 Nos.			
30	Register (13"x8") Pathology	40 Nos.			
31	Ear Surgery Performa Pad	10 Pad			
32	Sticker on Theory Copy	5000 Nos.			
33	Pharmacy Store Handent Book	120 Nos.			
34	Surgical Srtock Register	04 Nos.			
35	Attendant Pass (IPD)	1250 Page			

36	Form F Pad (Radiology)	10 Pad			
37	Ultra Sound Register	01 Nos.			
38	AMC Register (Radioiology)	01 Nos.			
39	P.B.R Register (Account)	05 Nos.			
40	CPWD Books Manual for Project Cell	03 Nos.			
41	PO Letter	01 Pad			
42	Cash Book	02 Nos.			
43	Patient Instruction Form	10 Pad			
44	IPD Bed Accupancy Register	01 Nos.			
45	Prescription Slip Form	200 Rim			
46	Admission Register	05 Nos.			
47	AlabeticBiet Chart	20 Bundle			
48	Weight Reduction	08 Bundle			
49	Low Cholesterol Low Fat	02 Bundle			
50	Plain Diet Chart	01 Bundle			
51	Cheque Issue Register	03 Nos.			
52	Office Book (dk;kZy; lgkf;dk iqfLrdk½	10 Nos.			
53	iz”kklfud “kCnkoyhlkekU;	01 Nos.			
54	TPR Chart	800 Nos.			
55	Nurses Note	1150 Nos.			
56	Nursing Mediation	950 Pad			

57	Pre OP Check List	60 Rim			
58	Investigation Record Form	700 Pad			
59	Doctor Progress Notes	1150 Rim			
60	I.O Chart	1050 Rim			
61	Pupil Reaction Chart	10 Rim			
62	Hourly Vital Chart	1020 Rim			
63	Death Report	40 Pad			
64	Certificate OT Death	40 Pad			
65	Blood Sugar Monitoring Chart	20 Rim			
66	Patient Clearance Slip	120 Rim			
67	PAC Form	70 Pad			
68	Student Station Leave Application Night out Form	10 Pad			
69	Daily Absent Report Form	05 Pad			
70	Labor Register	02 Nos.			
71	Envelope (ECHO) A-4 Yellow	2000 Nos.			
72	ECHO Cardiography Report Form	1000 Nos.			
73	OMR Sheet	5000 Pes.			
74	Patient Admission Register	01 Nos.			
75	Patient Record File	100 Nos.			
76	Envelope O.T. Scan (14.5"x17.5")	12000 Nos.			
77	Envelope MRI (14.5"x17.5")	12000 Nos.			

78	Hematology Nominal TAT Register	10 Nos.			
79	Hematology Reporting Register	10 Nos.			
80	Urinal Nominal TAT Register	09 Nos.			
81	Sample Collection Register	24 Nos.			
82	Ophthalmology IPD Files	400 Pad			
83	Blood Stock Register	12 Nos.			
84	Blood Request Form	140 Pad			
85	Cell Cropping Register	12 Nos.			
86	Component Preparation Register	12 Nos.			
87	Cross Match Register	08 Nos.			
88	Daily Report Blood Donation	08 Nos.			
89	Daily Report Component Lab.	08 Nos.			
90	Daily Report TTI Lab.	08 Nos.			
91	Doner Selection & Registration Form English Voluntary	20 Nos.			
92	Doner Sepection & Registration Form	20 Nos.			
93	Hemoglobin Testing Results	12 Nos.			
94	ICTC Referral	08 Nos.			
95	Master Register	12 Nos.			
96	Patient Blood Grouping Register	12 Nos.			
97	Plasma Thawing Register	08 Nos.			
98	Plasma let Pheresis Procedure	12 Nos.			

99	Pre. Plasma let PheresisDoner Screening	08 Nos.			
100	QC. Blood Weighing Monitor	08 Nos.			
101	QC. Cryoprecipitate	12 Nos.			
102	QC. Hemoglobin meter	08 Nos.			
103	QC Micropipette	08 Nos.			
104	QC Packed Red Cells	12 Nos.			
105	QC Plasma Register	08 Nos.			
106	QC RDP	12 Nos.			
107	QC Regents	08 Nos.			
108	QC. Whole Blood	08 Nos.			
109	Serum Grouping Register	12 Nos.			
110	Sterile Connecting Devise Register	08 Nos.			
111	Temperature Monitoring REG	08 Nos.			
112	Therapevtic Phlebotomy REG	08 Nos.			
113	Transfusion Roaction Report REG.	08 Nos.			
114	Transfusion Reaction Workkup Reg.	08 Nos.			
115	TTI Register	12 Nos.			
116	TTI Screening	12 Nos.			
117	TTI Screening RPR	12 Nos.			
118	Voluntary Donar Register	08 Nos.			
119	Consent Form for HIV Test	50 Pad			

120	Staff Nurse Att. Register	10 Nos.			
121	Envelop USG	23000 Nos.			
122	Ward Admission & Discharge Register	03 Nos.			
123	Biohazard Register	08 Nos.			
124	Daily Report Cross match	08 Nos.			
125	Daily Report QC. Lab.	08 Nos.			
126	Doner Reaction Register	12 Nos.			
127	Doner Selection & Registration Form Hindi	28 Nos.			
128	Inadent& Error Report Cross Matching Area	08 Nos.			
129	Incident & Error Report QCS ImmunoheAfology Lab.	08 Nos.			
130	Incident & Error Report Component Preparation	08 Nos.			
131	Inc. Error Report Blood Donation & Apheresis Aria	08 Nos.			
132	Issue Resister	12 Nos.			
133	Platelet PheresisDoner Screening	08 Nos.			
134	Inc. & Error Report TTI & Biohazar Aria	08 Nos.			
135	Daily Report HmunoheMolology	08 Nos.			
136	Donation Certificate	28 Nos.			
137	Register Book Issue	50 Nos.			
138	TRRF Form	25 Pad			
139	Consent Form Transfusion of Blood Hindi	25 Pad			

140	Consent Form Transfusion of Blood English	25 Pad			
141	Blood Transfusion Sheet	40 Pad			
142	Consumable Lventory Register	02 Nos.			
143	Patient Admission & Discharge Register	30 Nos.			
144	CSSD Receiving Register	67 Nos.			
145	CSSD Autoclaving Register	02 Nos.			
146	HZOZ Sterilization Register	02 Nos.			
147	FFP Labels 'A'	2000 Nos.			
148	FFP Labels 'AB'	1000 Nos.			
149	FFP Labels 'B'	3400 Nos.			
150	FFP Labels 'O'	3400 Nos.			
151	Voluntary Blood Donor Card 'A'	1400 Nos.			
152	Voluntary Blood Donor Card 'AB'	800 Nos.			
153	Voluntary Blood Donor Card 'B'	2400 Nos.			
154	Voluntary Blood Donor Card 'O'	2400 Nos.			
155	Cormpatibility Labels	8800 Nos.			
156	Family Folder	1040 Nos.			
157	Lymphoreticular Path. Nominal Register	01 Nos.			
158	Lymphoreticular Path. Report Register	01 Nos.			
159	Lymphoreticular Path. TAT Register	01 Nos.			
160	Accession Register	10 Nos.			

161	Laundry/Linen Register	200 Nos.			
162	Student Medical Record Book	60 Nos.			
163	Pediatric Specility Clinic Book Let	500 Nos.			
164	Clinical Form Biochemistry Story/nv.Reg./	650 Pad			
165	Endocrine Form LabrotryInv, Reg., Report	350 Pad			
166	Arterial Blood Gasanalysis	10 Pad			
167	Cytology Nominal TAT Register	03 Nos.			
168	Medical Surgical Stock Register	20 Nos.			
169	Student Movement Register	10 Nos.			
170	Inter Ship Log Book (MBBS) Cowrs	55 Nos.			
171	Students Leave Report	04 Nos.			
172	UrinAnalysis Reporting Register	02 Nos.			
173	Cytatogy Reporting Register	04 Nos.			
174	Student Daily Absent Report	04 Pad			
175	Pap Smear Nominal TAT Register	02 Nos.			
176	Pap Smear Reporting Register	04 Nos.			
177	Surgical Pathology Nominal Register	04 Nos.			
178	Surgical Pathology TAT Register	04 Nos.			
179	Surgical Pathology Report Register	06 Nos.			
180	Genitourinary Pathology Nominal Register	06 Nos.			
181	Genitourinary TAT. Register	04 Nos.			

182	Genitourinary Pathology Report Register	06 Nos.			
183	Blood Grouping Requisition	30 Pad			
184	Cryo Poor Plasma Label of Blood Group AB Ab.O	500 Each			
185	Medical Record Book	500 Nos.			
186	Requisition Form Blood Grouping	40 Pad			
187	Report Form Blood Grouping	40 Pad			
188	Report Form Immunoematology	40 Pad			
189	PRBC Labels 'A''B' 'AB' 'O'	2400 Nos.			
190	Cryoprecipitate Labels	300 Nos.			
191	Compatibility Form	30 Pad			
192	Certificate of Camp	1000 Pec.			
193	Certificate of AIIMS	500 Nos.			
194	Reg. Form Immunoematology	20 Pad			
195	Fine Needle Aspiration Cytology Find Report Form	60 Pad			
196	Hematology Report Form	545 Pad			
197	Patient Reference Register	45 Nos.			
198	Patient Transfer Register	45 Nos.			
199	Patient Ceness Register	50 Nos.			
200	Lab. Test Register	50 Nos.			
201	MRD Register	80 Nos.			
202	Requisition Form Bone Marrow Exam	08 Pad			

203	Bone Marrow Aspirat Imprint Report	08 Pad			
204	Consent Form Bone Marrow Aspil/Biopsy Exam	08 Pad			
205	Register Report Form Seman Analysis	20 Pad			
206	Reg. Report Form Fluid Count	20 Pad			
207	Reg. Form for. Autopsy	10 Pad			
208	Data Record Register	20 Nos.			
209	Diabatic Clinic Dairy	2000 Nos.			
210	Env. Yellow A-4 Printed AIIMS	2500 Nos.			
211	Return Slip Non Consumable	05 Nos.			
212	Issue Slip Consumable	200 Nos.			
213	Issue Slip Non Consumable	100 Nos.			
214	Register Visitor Entry	100 Nos.			
215	Register '8' Quarry	3000 Nos.			
216	Register '6' Quarry	3000 Nos.			
217	Register '4' Quarry	3000 Nos.			
218	Stock Register	130 Nos.			
219	Student ATT. Register	100 Nos.			
220	Register '2' Quarry	3000 Nos.			
221	Attendance Register Staff	258 Nos.			
222	Register Gate Entry	50 Nos.			
223	Inventory Register	300 Nos.			

224	Letter Head AIIMS – ‘A’	300 Nos.			
225	File Movement Register	50 Nos.			
226	Letter Received Register	50 Nos.			
227	Bill Register	100 Nos.			
228	Bill Form	100 Pad			
229	Annexures Book	20 Nos.			
230	Visiting Card	200 Nos.			
231	Cobra File with Canbra Spring	1000 Nos.			
232	File Cover	50000 Nos.			

L1 will be decided on the basis of total unit cost.

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.

Note:

- (i) No other charges would be payable by Client.
- (ii) There would be no increase in rates during the Contract.

Place:.....

(Signature of Bidder with seal)

Name:

Date:.....

Seal:

Address :

Phone No (O):

Fax No. (O):

E-mail: