

**Notice Inviting Tender**  
**for**  
**Supply of**  
**DESK PANEL SEAT BACK**  
**(THREE SEATER DESK & BENCH)**



**File No** : J-11042 (012)/2014/S&P  
**Issue Date** : 16-06-2015  
**Last Date of Submission** : 06-07-2015 at 12.00 PM  
**Tender opening date (Technical bid):** 06-07-2015 at 3.00 PM

All India Institute of Medical Sciences,  
Bhubaneswar

*Signature of Tenderer & Seal*

## All India Institute of Medical Sciences, Bhubaneswar

Email: [info@aiimsbhubaneswar.edu.in](mailto:info@aiimsbhubaneswar.edu.in)  
[www.aiimsbhubaneswar.edu.in](http://www.aiimsbhubaneswar.edu.in)

All India Institute of Medical Sciences (AIIMS), Bhubaneswar, Odisha, an apex healthcare institute, established by an Act of Parliament under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed tenders in two-bid system for supply of the following items at the institute. Intending Tenderers are requested to quote their best offer along with the complete details of specifications, terms & conditions.

| S.no | Item Description                                 | Quantity        |
|------|--------------------------------------------------|-----------------|
| 1.   | Desk Panel Seat Back (Three Seater Desk & Bench) | 40 (Forty only) |

(Refer Details as per Annexure-'I')

Tender should be sealed and superscribed with tender number and address to:

“Administrative Officer  
All India Institute of Medical Sciences,  
Patrapada,  
Bhubaneswar- 751019

The sealed Tender should reach the Institute, latest by 06.07.2015 at 12.00 AM and the technical bid will be opened on 06.07.2015 at 03:00PM in the Administrative Office, AIIMS, Bhubaneswar of the Institute in the presence of the bidder(s) or their authorized representative(s), who may remain present at the scheduled date and time. The date of opening of financial bid of technically qualified agencies will be uploaded in the official website of AIIMS Bhubaneswar and no Paper Publication shall be made for this.

### **Terms & Conditions:**

- 1. Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.15,000/- (Rupees Fifteen Thousand Only) by way of demand drafts / FDR/BG only and Rs.2,000/- as tender fees drawn in favour of the “AIIMS Bhubaneswar”. (TENDERS NOT ACCOMPANIED WITH EMD/BID SECURITY AND TENDER FEES ALONGWITH THE TECHNICAL BID SHALL BE SUMMARILY REJECTED). The demand drafts shall be drawn in favour of “All India Institute of Medical Sciences, Bhubaneswar”. The demand drafts for Earnest Money Deposit must be enclosed in the envelope containing the technical bid

The EMD of the successful bidder shall be returned after the successful completion of contract / order and for unsuccessful bidder(s) it would be returned after award of the contract. No claim shall lie against the Government/AIIMS, Bhubaneswar in respect of erosion in the value

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or interest on the amount earnest money deposit or security deposit. Bid(s) received without demand drafts of EMD shall be liable for rejection.

The firms who are registered with National Small Industries Corporation (NSIC) are exempted to submit the EMD (Copy of registration must be provided along with the Technical Bid).

2. **Rate:** Rates should be quoted in Indian Rupees (INR) on F.O.R Basis at AIIMS, Bhubaneswar, Odisha, Inclusive of all the Charges, with break-ups as:

- Basic Cost.
- VAT /CST as applicable. ‘
- Total Cost (F.O.R at AIIMS Bhubaneswar).

3. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

4. **Warranty / Guarantee:** Bid must be quoted with Three (03) years comprehensive on-site warranty / guarantee and it will be started from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components.
5. **Uptime guarantee:** The firm should provide uptime guarantee of 98% during warranty and CMC period, with acceptance of the penalty clause in case of failure to do so.

6. **Downtime penalty Clause**

During the comprehensive warranty period, the guarantee uptime of 98% of 365 days will be ensured. In case the down time exceeds the 2% limit penalty of extension of guaranty period by two days for each additional day of down time will be enforced. The vendor must undertake to supply all spares for optimal upkeep of the equipment for at least FIVE YEARS after handing over the unit to the Institute.

If accessories/other attachment of the system are procured from the third party, then the vendor must produce cost of accessory/other attachment and the CMC from the third party separately along with the main offer and the third party will have to sign the CMC with the Institute if required.

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The principal supplier or their service partners are required to submit a certificate that they have satisfactory service arrangements and fully trained staff available to support the uptime guarantee.

#### **7. FALL CLAUSE**

If, at any time, during the said period, the supplier reduce the said prices of such Stores/Equipment or sales such stores to any other person/organization/Institution at a price lower than the chargeable, he shall forthwith notify such reduction or sale to the Director, All India Institute of Medical Sciences (AIIMS) Bhubaneswar and the price payable for the Stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.

The supplier shall furnish the following certificate to the Administrative Officer, AIIMS, BBSR along with the bill .

“I/We certify that the Stores of description identical to the Stores supplied to the government under the contract against Tender herein have not been offered/sold by me/us to any other person/organization/Institution upto date of bill/the date of completion of supplies against all supply orders placed during the currency of the tender/rate contract at the price lower than the institute under contract /against tender”.

- 8. Delivery & Installation:** All the goods ordered shall be delivered within 4 (Four) week from the date of issue of supply order/ acceptance letter. All the aspects of safe delivery shall be the exclusive responsibility of the supplier. The acceptance of the Supply order should be furnished with 7 (seven) days from the date of issue failing which it shall be treated that the firm has accepted the Supply Order.

If the supplier fails to deliver, installation and commissioning of the goods on or before the stipulated date, then a penalty at the rate of 2% per week or part thereof exceeding 3 days of the total order value shall be levied subject to maximum of 10% of the total order value. (Excluding the date of issue of Supply Order / acceptance letter and date of delivery).

- 9. Performance Security:** The supplier shall require to submit the performance security in the form of irrevocable Bank Guarantee (BG) / or Fixed Deposit Receipt (FDR) issued by any Nationalised Bank for an amount of which is equal to the 10% of the order value and should be kept valid for a period of 60 day beyond completion of all the contractual obligation including CMC period.

#### **10. Payment Term:**

- 70% payment of the total order value shall be released after the successful installation of the ordered goods against the submission of the test report & on furnishing of Performance security & execution of Contract Agreement.
- Balance 30% of the order value shall be released after one month after successful installation of the item and basing upon the report of satisfactory functioning to be furnished by the user department.

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11. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document duly signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
12. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
13. After due evaluation of the Bid(s) the Institute will award the contract to the lowest evaluated responsive tenderer.
14. Conditional bid will be treated as unresponsive and it may be rejected.
15. *The Institute reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).*

#### 16. **TENDER EVALUATION**

Tender evaluation will be done in **two stages**:

- a. Technical Bid and
- b. Price Bid.

Each Bid to be submitted in separate sealed envelopes super-scribed as “Technical Bid” and “Price Bid” respectively. All these 2 envelopes should be put in another envelope marked as “**Tender for Desk Panel Seat Back (Three Seater Desk & Bench), AIIMS, Bhubaneswar**” sealed with sealing wax.

#### 17. **TECHNICAL BID:**

The firm should submit the technical bid in a sealed cover separately super-scribed “**Technical Bid for Desk Panel Seat Back (Three Seater Desk & Bench)**” along with Name and address of the Bidder. Technical bid should contain:

- a. The name of items with specification and makes/brands of the items, with name of manufacturer & address must be enclosed.
- b. Literature and catalogues in support of items quoted must be enclosed.
- c. Whether the items quoted is as per specification, if not the statement of deviation (Parameter wise) from the tender technical specification must be enclosed.
- d. Details about the
  - i. Past experience (in years).
  - ii. Spares & services after the sale of the equipment.
- e. Name, Address, Phone & Fax No. of Service Centre at Bhubaneswar or nearby.

The Committee constituted by the Director will technically evaluate the items on the basis of specification as per Annexure I, make/brand quoted; literature enclosed, sample submitted

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wherever asked, the authority from manufacturer for the item etc. The items accepted technically will only be considered for price evaluation (price bid). Price should not be quoted with technical bid, otherwise the tender will be rejected without any correspondence.

**18. PRICE BID:**

Should be submitted in a separate sealed envelope super-scribed "**Price Bid for Desk Panel Seat Back (Three Seater Desk & Bench)**" along with Name and address of the Bidder.

The price should indicate cost on mentioned at para/clause 2 above. Offers with price variation clause will not be accepted. The rates quoted in ambiguous terms such as "Freight on actual basis" or "Taxes as applicable extra" or "Packing forwarding extra" will render the bid liable for rejection.

- 19.** The Authorised Official of the Institute shall have the right to inspect the good at the time of manufacturing. The Supplier shall intimate the Institute at all major stages manufacturing. If any defective is notice the supply order shall be cancelled.

**20. Applicable Law:**

- 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.
- Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Bhubaneswar, Odisha, India only.
- The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.
- Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier. If produced on record.

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**ANNEXURE - I**  
**SPECIFICATIONS FOR**  
**DESK PANEL SEAT BACK (THREE SEATER DESK & BENCH)**

EDUCATION DESK CUM BENCH OVERALL SIZE : 1200mm W X 895mm D X 750mm H

**TOP :** MADE OF 25mm POSTFORMED MDF BOARD & 2 SIDE OF TOP ATTACH WITH 2mm EDGE BENDING .

TOP MUST BE REST ON 4 NOS OF SQUARE TUBE WITH DIMENSION OF 25.4 X 1.2 mm

A CONNECTOR HAVING LENGTH 1099 mm OF SAME SQUARE DIMENSION TUBE FIX WITH 2 SIDE OF THE STAND ON WHICH 4 NOS OF LEGS OF DESK AS WELL AS BENCH REST.

ALL THE TUBES USE IN THE DESK AS WELL AS BENCH MUST BE OF DIMENSION OF 25.4 X 1.2 mm

BELOW THE TOP ONESIDE OPEN CHAMBER AS PER DRAWING SHOULD HAVE PROVIDE TO KEEP BAGS & BAGESES IN A PROPER MANNER .

THE CHAMBER SHOULD BE CLOSE WITH 0.8mm THICK MS SHEET FROM 3 SIDE .

0.6 ROD FOR HOOK SHOULD BE PROVIDED FROM BOTH SIDE OF THE TABLE .

**SEAT :**

SEAT SHOULD BE OF 1200mm (W) X 260mm (D) MADE OF WITH PRELAMINATED BOARD OF THICKNESS 18mm WITH PVC EDGE BENDING SYSTEM 2mm.

**BACK REST :**

BACK REST OF SIZE 1200mm (W) X 200mm (D) MADE OF WITH 18mm THICK PRELAMINATED BOARD.

A CONNECTER WHICH CONNECTING BOTH THE SIDE OF THE BACK SHOULD BE MADE OF SQUARE TUBE HAVING DIMENSION 25.4 X 1.2 mm THICKNESS.

THE ENTIRE DESK & BENCH REST ON 2 NOS OF SQUARE TUBE HAVING SIZE 895mm MADE OF 25.4 X 1.2 mm THICKNESS PIPE .

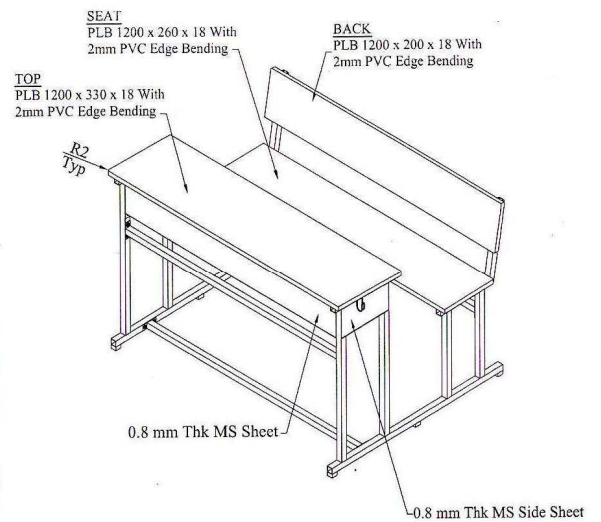
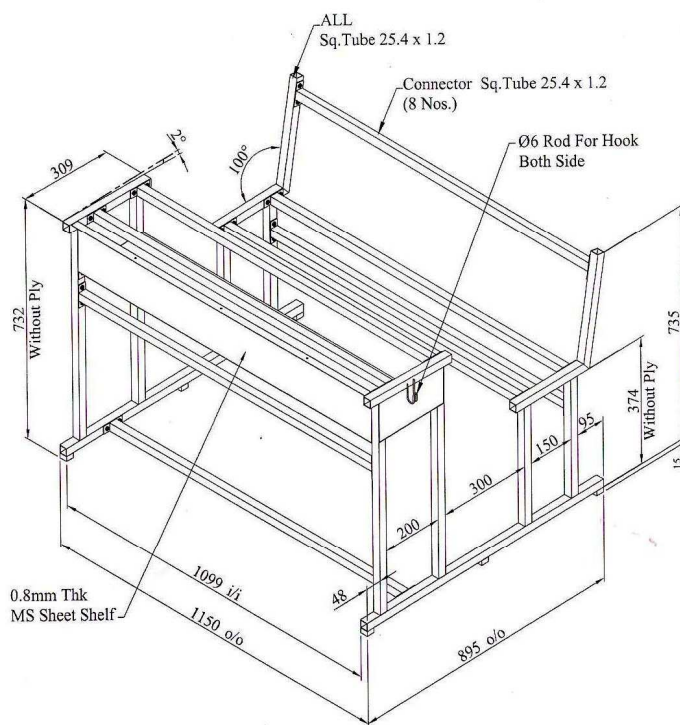
THE METAL PARTS OF ENTIRE DESK & BENCH SHOULD BE TREATED PROPERLY WITH SEVEN (7) TANK PROCESS POWDER COATING PAINTS . i.e. .DIGRESSING (1<sup>ST</sup> TANK), WATER RINSING(2<sup>ND</sup> TANK), DIRUSTING BY ACID (3<sup>RD</sup> TANK) , WATER RINSING (4<sup>TH</sup> TANK), PHOSPATING (5<sup>TH</sup> TANK) WATER RINSING (6<sup>TH</sup> TANK), PASSIVATION (7<sup>TH</sup> TANK ) RESEPECTIVELY WITH NON ELECTRO LYTIC DEEP PROCESS TO PRODUCE PROTECTIVE OXIDE COATING FOR SMOOTH PROCESS, WTH GLOSSY FINISH & ANTI COROSSIVE SUTOMATED POWDER COATING PAIN OF THICKNESS 40 – 60 MICRON & OVEN BAKED FOR HIGH RESISTANCE TO SCRATCH, CHEMICAL, THERMAL & MECHANICAL STRESS.

ALLOPEN END OF THE TUBE BOTH BENCH & DESK SHOULD BE COVER BY SQUARE BUFFER.

THE PRODUCT MUST BE CERTIFIED WITH ISO9001 : 2008 / 14001 : 2004.

***PARTY SHOULD HAVE TO PROVIDE BROUCHER OF THE ABOVE MATERIAL ALONG WITH TENDER PAPER.***

Signature of Tenderer& Seal



EDUCATION BENCH- 1200mm

NOTE WELDED PORTION MUST BE FREE FROM WELD DEFECTS  
& SPATTER MARKS AND SHOULD BE PROPERLY GROUND  
REMOVE BURRS & SHARP EDGES UNLESS OTHERWISE SPECIFIED  
FINISH : POWDER COATED

SCALE: DESCRIPTION:

Signature of Tenderer & Seal

## **ANNEXURE-II**

### **INVITING OF SEALED QUOTATIONS FOR SUPPLY OF DESK PANEL SEAT BACK (THREE SEATER DESK & BENCH) AT AIIMS, BHUBANESWAR**

#### **TECHNICAL BID**

| SL No. | Particulars                                                                                                                                                                                                                                                                                                                                              | Submitted (Yes/No) | If Yes, Provide Page No. |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|
| 1      | Name of Firm/Contractor/Supplier                                                                                                                                                                                                                                                                                                                         |                    |                          |
| 2      | Complete Address & Telephone No.                                                                                                                                                                                                                                                                                                                         |                    |                          |
| 3      | Name of Proprietor/Partner/Managing Director/ Director.                                                                                                                                                                                                                                                                                                  |                    |                          |
| 4      | Phone & Mobile No.                                                                                                                                                                                                                                                                                                                                       |                    |                          |
| 5      | Name and address of service centre near by Bhubaneswar.                                                                                                                                                                                                                                                                                                  |                    |                          |
| 6      | Whether the firm is a registered firm Yes/No (attached copy of certificate)                                                                                                                                                                                                                                                                              |                    |                          |
| 5      | Please Provide last 2 year IT Return copy (2012-13 & 2013-14)                                                                                                                                                                                                                                                                                            |                    |                          |
| 7      | PAN No. (enclose the attested copy of PAN Card)                                                                                                                                                                                                                                                                                                          |                    |                          |
| 8      | VAT No. (enclose the attested copy of VAT Certificate)                                                                                                                                                                                                                                                                                                   |                    |                          |
| 9      | Whether the firm has enclosed the Bank Draft/FDR/BG of Rs.15,000/- as Earnest Money Deposit. And Rs2,000/- as Tender Fees                                                                                                                                                                                                                                |                    |                          |
| 10     | 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 recent past. Failure to fulfil this criteria shall result in rejection of the Tender.                      |                    |                          |
| 11     | 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. |                    |                          |
| 12     | Whether the Firm/Agency has signed each and every page of Tender                                                                                                                                                                                                                                                                                         |                    |                          |
| 13     | Any other information, if necessary                                                                                                                                                                                                                                                                                                                      |                    |                          |

Signature of the Tenderer with seal.

*Signature of Tenderer& Seal*

### **Annexure-III**

#### **Financial Bid**

**(To be submitted under the letterhead of the company / firm)**

| <b>Sl. No</b> | <b>Name of Item</b>                                             | <b>Quantity</b>  | <b>Rate (Per Unit)</b> | <b>Vat/Taxes etc</b> | <b>Total Amount (Including All Taxes) (In Figure &amp; In wards)</b> |
|---------------|-----------------------------------------------------------------|------------------|------------------------|----------------------|----------------------------------------------------------------------|
| 1.            | <b>Desk Panel Seat Back<br/>(Three Seater Desk &amp; Bench)</b> | 40 ( Forty only) |                        |                      |                                                                      |

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

Signature of the Tenderer with seal.

*Signature of Tenderer& Seal*