

NOTICE INVITING TENDER

For

Printing & Supply of Certificates & Grade Sheets at

AIIMS, Bhubaneswar



File No : J-11064(001)/2017/S&P

Issue Date :11-03-2017

Last Date of Submission: 30-03-2017 , at 12.00PM

Tender opening date (Technical bid):30-03-2017, 03.00 PM

All India Institute of Medical Sciences, Bhubaneswar

Chapter I- Instruction to bidders

Notice Inviting Tender

All India Institute of Medical Sciences, Bhubaneswar

Email: info@aiimsbhubaneswar.edu.in

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	Tender Fee	EMD Amount
1	Final Certificate		Rs.2000/-	Rs.30,000/-
2	Grade Sheets			
3	Provisional Certificates (Printing of Static & Dynamic fields)			
4	Provisional Certificates (Printing of Static fields)			
5	Migration Certificates			
6	Transcripts			

(Refer Details as per chapter-'III')

Tender(s) should be sealed and Superscribed with Tender Number and Address to:

"Asst. Store Officer"

**All India Institute of Medical Sciences,
Patrapada, Sijua
Bhubaneswar - 751019**

The sealed Tender(s) should reach the Institute, latest by dt. 30-03-2017 at 1200 Noon and the Technical Bid will be opened on the same day at 03:00 PM in the Administrative Office, AIIMS, Bhubaneswar. The bidder(s) or their authorized representative(s) may remain present at the scheduled date and time. In case the appointed date is declared Holiday the next date of opening of the Office shall be applicable for Opening of Tender.

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 Name of the technically qualified bidders shall be hoisted in the website of AIIMS, Bhubaneswar. No paper publication shall, however, be made for this.

Schedule of Tender

Issue Date	:	Dt.11-03-2017
Last date and time of receipt of tender	:	Dt. 30-03-2017, at 12:00 Noon
Tender Fee (non refundable)	:	Rs. 2,000/- (Rupees Two Thousand only)
Amount of Earnest Money Deposit (EMD)	:	Rs.30,000/- (Rupees Thirty Thousand only)
Date & time of opening of tender	:	Dt. 30-03-2017, at 03.00 PM
Venue	:	All India Institute of Medical Sciences Bhubaneswar - 751019

Chapter-II- Conditions of Contract

General Terms and Conditions

Terms & Conditions:

1. **Tender Fee :** The bidder shall be required to submit the Tender Fee (Non-Refundable) for an amount of Rs.2,000/- (Rupees Two Thousand Only)) drawn in favour of the “AIIMS Bhubaneswar” in shape of Demand Drafts only, Payable at Bhubaneswar.
2. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD)/ Bid Security for an amount of ₹ 30,000/- (Rupees Thirty Thousand only) In shape of FDR/BG only pledged in favour of AIIMS, Bhubaneswar in the Technical Bid. (TENDERS NOT ACCOMPANIED WITH TENDER FEES AND EMD/BID SECURITY ALONGWITH THE TECHNICAL BID SHALL BE SUMMARILY REJECTED).

The EMD of the successful bidder shall be returned after the successful completion of contract and in case of unsuccessful bidders the same would be returned after award of the contract. No claim shall lie against the Government/AIIMS, Bhubaneswar in respect of erosion in the value or interest on the amount of Earnest Money Deposit / Security deposit.

(i) The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) Units having NSIC Registration also are exempted from EMD (Copy of valid Registration Certificate must be provided along with).

(ii) The original documents of the bidders qualified in the Technical Bid shall be subject to verification at the appointed date & time.

- 3 **Rate:** Rate should be quoted in Indian Rupees (INR) on Door Delivery Basis at AIIMS, Bhubaneswar, Odisha, Inclusive of all the Charges, with break-ups as:
 - ☐ Page making and DTP services
 - ☐ One colour copy print for proof reading
 - ☐ VAT /CST as applicable and other charges if any.
 - ☐ Total Cost (F.O.R at AIIMS Bhubaneswar)
 - ☐ The quotation should also contain rate per page (inclusive of all taxes)

Note: The price bid will be rejected if rate quoted in any currency other than INR. Payment will be made only in INR. Lowest bidder will be decided based on rate (inclusive of all taxes).

- 4 **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.
- 5 **Delivery:** The proof shall be got ready within 15 days from the date of issue of supply order and submitted to AIIMS, BBSR for correction and verification. All the goods ordered shall be delivered within 15 days from the date of final correction of proof. All the aspects of DTP Hindi Translation, printing & safe delivery, shall be the exclusive responsibility of the supplier. If the supplier fails to deliver the goods on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value at the discretion of Director.

- 6 Performance Security:** The supplier shall require to submit the performance security in the form of 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.
- 7 Payment Term:** 100% payment of the total order value shall be released after successful delivery of the ordered goods against the supply order.
- 8** Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of the document signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
- 9** Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
- 10** After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer.
- 11** Conditional bid will be treated as unresponsive and it may be rejected.
- 12** The quantity shown in the tender can be **Increased or Decreased** to any extent depending upon the actual requirement
- 13** the list of samples submitted duly acknowledged **should invariably be attached with the technical bid. Those tenders received without sample will be summarily rejected and no correspondence will be entertained in this regard.**
- 14** 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.
- 15** **The successful bidder will provide the services for a period of two years extendable upto three years on the same terms and conditions, subject to satisfactory performance.**

16 Specific Terms & Conditions

- I. The entire work intended to be tendered is of confidential in nature. Hence absolute accuracy and confidentiality should be maintained.
- II. The bidder should have all the arrangement to provide necessary security features for printing, ruling, binding, packing, perforating etc. to the satisfaction of the University.
- III. The Officers of the University however, can visit the premises of the selected bidder during the period of the execution of the job to monitor the quality of the work, to ensure confidentiality and to ascertain that the items are prepared as per specifications laid down in the terms and conditions. If any lapse is found, the authorities of the University shall take such action as deemed fit which shall be final and binding.
- IV. All the Certificates and grade sheets shall have serial numbers as per the specification given by the University.
- V. The printing of Certificates/Grade sheets refers to printing of Static field as well as Dynamic field. The name of University and the format as specified by the University should be incorporated in the Certificate/Grade sheet is herein after known as Static field.
- VI. The printing of the dynamic field with candidate specific information should be made in laser printers as per the colour and specification given by the University.

- VII. In case of migration certificates and transcripts, the printing covers only static fields. There will be in-house printing of the dynamic fields by the university. However, as far as the provisional certificates are concerned, the university may either print the dynamic fields in-house or get the static as well as dynamic fields printed by the selected bidder.
- VIII. Quotations shall always be both in the figures and words. The word “ No quotations” should be written across any or all of the items on the proforma for which a tenderer does not wish to tender.
- IX. No alteration should be made in any of the terms and conditions of the tender by scoring out. No alteration or overwriting is permitted in the rates. No alteration will be allowed after the tender is received by this office. No variation in the conditions shall be admissible. Any conditional offer with the words such as ‘subject to’, ‘prior sale’ will be ignored. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
- X. In the event of tender being accepted, the quotations will be converted into a contract. The tender is valid for two years. However in exigency, the Vice Chancellor reserves the right to extend the period as deemed fit.
- XI. The quantity may vary depending upon the requirement of the University. The tenderer shall, however, not print more than the quantity ordered for. If excess quantity of any tendered item(s) over and above the given order is printed accidentally, those will be immediately informed and supplied to the University (without any cost) only with the undertaking that no such Certificates or Grade Sheets are kept with the supplier. In case of any default/defect the Vice-Chancellor of the University is competent to take action as deemed fit, which shall be final and binding.
- XII. In case the office feels that the firm has intentionally delayed the job, special penalty as deemed fit by the University may be imposed. In addition to the special penalty, the tenderer may also be black-listed. However, in case the period of execution of work is extended; the reason for delay in execution of the work must be conveyed to ALL INDIA INSTITUTE OF MEDICAL SCIENCES at the earliest and looking into the gravity of the situation, the penalty may be reduced and the University has the discretion to solely decide this.
- XIII. If the selected bidder fails to complete the job and University has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm’s bill besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
- XIV. If the tenderer refuses to execute the job after accepting the condition of the tender at any point of time during the contract period, the security deposit will be forfeited in full or in part which is at the sole discretion of the University. Further any action as deemed fit will also be taken.
- XV. The interested bidder may collect samples (one copy of each) from the University office during office hours and upto the penultimate date of submission of bids upon an application for that purpose.
- XVI. The tenderer has to submit the samples of certificate/ grade sheet/ provisional certificate/migration with both static and dynamic field printing (wherever necessary) along with the tender which needs to be kept in Technical Bid cover.
- XVII. In the event of any dispute arising between the University and the selected tenderer, the same shall be referred to Arbitration by a retired judge to be nominated by the University (ALL INDIA INSTITUTE OF MEDICAL SCIENCES). The fees of the arbitrator & expenses of arbitration proceeding shall be borne equally by the parties to the arbitration. The provisions of Arbitration and Conciliation ACT, 1996, is applicable. The appropriate courts in Odisha shall have jurisdiction in the matter.

17 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/Cuttack, 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/Cuttack. The decision of the Arbitrator shall be final and binding on both the parties.

18 Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier. If provided on documentary evidence.

Signature of the Tenderer with Seal.

Date

Phone & E-Mail ID

Chapter-III

Specifications and Allied Technical Details

(A) Final Certificates:

Security features (14 nos.)	Specifications
1) High Resolution Boarder 2) 2D Foil Stamping with Embossing 3) Visible Fluorescent 4) Barcode 5) Penetrating numbers 6) Prismatic Printing 7) Magic Text 8) Micro Line Printing 9) Void Pantograph 10) LaxmanaRekha/Reverse Micro Printing 11) Invisible Printing/Invisible Fibres 12) Nano Printing 13) Secure Number Font 14) Artificial Watermark	Paper • 105 GSM • Non-tearable quality • 1085 D DupontTyvek paper Size: A-4 Printing: Dynamic Field to be printed in Laser printing.

(B) Grade Sheets:

Security features (11 nos.)	Specifications
1) High Resolution Boarder 2) Penetrating numbers 3) Prismatic Printing 4) Magic Text 5) Micro Line Printing 6) Void Pantograph 7) LaxmanaRekha/Reverse MicroPrinting 8) Invisible printing/Invisible Fibres 9) Nano Printing 10) Secure Number Font 11) Artificial Watermark	Paper: • 105 GSM • Lucky Parchment paper Size: A-4 Printing: Dynamic Field to be printed in Laser printing

(C) Provisional Certificates (Printing of Static & Dynamic Fields):

Security features (7 nos.)	Specifications
1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) 4. Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing /Invisible Fibers	Paper: • 105 GSM • Lucky Parchment paper Size: A-4 Printing: Dynamic Field to be printed in Laser printing

(D) Provisional Certificates (Printing of Static Fields only):

Security features (7 nos.)	Specifications
1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) 4.Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing/Invisible Fibers	Paper: • 105 GSM • Lucky Parchment paper Size: A-4

(E) Migration Certificates (Printing of Static Fields only):

Security features (3 nos.)	Specifications
1) High Resolution Boarder 2) 4.Magic Text 3) Micro Line Printing	Paper: • 105 GSM • Lucky Parchment paper Size: ½ of A-4

(F) Transcripts (Printing of Static Fields only):

	Specifications
1) Header and Footer 2) Artificial Watermark	Paper: • 105 GSM • Lucky Parchment paper Size: A-4

*The rate is inclusive of all charges and taxes such as printing of static and dynamic field (Where ever necessary), packing, forwarding, freight, octroi, insurance, local taxes, transportation, loading & unloading etc. There should not be any discrepancy between the figure and word. The rates should not be over-written.

**Signature of Tenderer
With Seal & Date**

Annexure-IV

Inviting of sealed Tender(s) for Printing & Supply of Certificates & Grade Sheets,
AIIMS, Bhubaneswar

(To be submitted on the letterhead of the company / firm)

TECHNICAL BID

SL No	Particulars	Submitted (yes/No) (Page No)	Remarks
A	Name of Firm/Supplier		
B	Complete Address & Telephone No.		
C	Name of Proprietor/Partner/Managing Director/Director.		
D	Phone & Mobile No.		
E	Whether the firm is a registered firm Yes/No (attached copy of certificate)		
F	PAN No. (Enclose the attested copy of PAN Card)		
G	Service Tax No. (Enclose the attested copy of Service Tax Certificate)		
H	VAT No. (Enclose the attested copy of VAT Certificate)		
I	Whether the firm has enclosed the Bank Guarantee/ FDR/DD of Rs.30,000/- as Earnest Money Deposit. and Rs.2,000/- as Tender Fees (DD Only)		
J	Whether the Firm/Agency has signed each and every page of Tender/NIT		
J	please attach copy of last 2 year Return of Income Tax (2014-15,2015-16)		
K	Detailed & exact specification of the product available with the vendor should be mentioned in the technical bid (Sample must be attached)		
L	Past experience (Please attach copy)		
M	Any other information		

Signature of the Tenderer with Seal.

Date

Phone & E-Mail ID

Chapter-V- Financial Bid

(To be submitted on the letterhead of the company / firm)

Sl. No	Name of Item	Quantity	Rate Per Unit	Vat/Taxes etc.	Amount (including All Taxes)
1.	Final Certificate	As per Chapter- III			
2	Grade Sheets	-do-			
3	Provisional Certificates (Printing of Static & Dynamic fields)	-do-			
4	Provisional Certificates (Printing of Static fields)	-do-			
5	Migration Certificates	-do-			
6	Transcripts	-do-			

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.
3. That I/We shall supply the items of requisite quality.
4. Unit rate should be quoted for each item.
5. That I/We undertake that the information given in this tender are true and correct in all respects.

Signature of the bidder with seal.

Date:

Place: