

NOTICE INVITING TENDER
For Printing of OPD Cards & Forms of AIIMS, Bhubaneswar



File No : J-11017(008)/2013/S&P

Issue Date : 05.09.2014

Last Date of Submission : 25-09-2014, 12.00 P.M

Tender opening date (Technical bid): 25-09-2014, 03.00 PM

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

All India Institute of Medical Sciences, Bhubaneswar

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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 printing & supply of the following items at the institute. Intending Tenderer are requested to quote their best offer along with the complete details of specifications, terms & conditions.

S. No.	Item Description
1.	For Printing of OPD Cards & Forms for AIIMS, Bhubaneswar

(Refer Details Specification as per Annexure-'I')

Tenderers should be sealed and superscribed with tender number and addressed to

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

The sealed Tender should reach the Institute, latest by **25-09-2014** at **12.00** hrs and the technical bid will be opened on **25-09-2014** at **03:00** PM 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 list of technically qualified bidders with the date of opening of financial bid shall be hosted in the official website of AIIMS, Bhubaneswar in due course.

Terms & Conditions:

1. The Tender shall be valid initially for a period of 2 (Two) years extendable for another 1 (One) year on mutually agreeable conditions.
2. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 60,000/- (Rupees sixty Thousand only) by way of demand drafts only and Rs. 1,000/- 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 Tender Fee & 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. Bid(s) received without demand drafts for Tender Fee & EMD shall be liable for rejection.

The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI) are exempted to submit the EMD (Copy of registration must be provided along with) the Tender document.

3. **Rate:** Rates should be quoted in Indian Rupees (INR) on F.O.R Basis at AIIMS, Bhubaneswar, Odisha, Inclusive of all statutory levy / taxes /charges etc.
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. **FALL CLAUSE**

If, at any time, during the said period, the supplier reduce the said prices of such printed material 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.

“I/We certify that the material 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”.

6. **Delivery:**

Generally, the date of delivery for supply of items will be **one week** from the date of Receipt of acceptance of supply order, If no acceptance intimation is received within in 3 days of issue supply order, the date of issue of supply order shall be taken in to consideration for calculation of the date of delivery.

7. **Penalty Clause**

If the delivery is not effected on due date, AIIMS, Bhubaneswar will have the right to impose Late Delivery charges as under:

- a) 2% per week or part exceeding 3 days date of order & date of delivery being excluded subject to maximum 10%.
 - b) In case of total default non supply beyond 5 weeks Institute will have the right to procure the ordered item from open market /another party at their own risk and expenses under risk purchase clause, which shall be charged against the performance security.
- 8. 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 Rs.50,000/- and should be kept valid for a period of 60 days beyond completion of all the contractual obligation as per GFR 158.
- 9. Payment Term:**
100% payment of the total order value shall be released after delivery of material in acceptable condition.
- 10.** Tenderer shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
- 11.** After evaluation of the Tender Bid, the List of successful Bidder for Financial Bid shall be hosted in the Official website in due course.
- 12.** After due evaluation of the Bids Institute will award the contract to the lowest evaluated responsive tenderer.
- 13.** Handwritten quotations shall be accepted at the bidder's risk. In case of any discrepancy in the figures, the rate mentioned in words will only be considered.
- 14.** AIIMS Bhubaneswar shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
- 15.** No payment shall be made for rejected (found poor in quality of paper & printing) material. The tenderer would remove rejected items within one week of the date of rejection at their own cost & replace immediately In case these are not removed, these will be disposed off in a manner as deemed fit by the authorities at the risk and responsibility of the suppliers without any further notice.
- 16.** The firm should not have blacklisted in the past by any government/ Private institution and there is no Vigilance/CBI/Police case pending against the firm supplier. Affidavit to that effect should be given attached with technical bid along with detail of arbitrating cases & cases in the court of Law.
- 17.** The quantity shown in the tender can be **Increased or Decreased** to any extent depending upon the actual requirement
- 18.** Text /existing sample can be seen in office of the SPO with in Office hours.
- 19.** Samples of the items in original packing, duly labelled (Printed) and sealed having date, wherever applicable, should be submitted to S&P Officer between 3.00 P.M to 4.00 P.M. Before submitting

the tender, 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.**

20. Samples of the articles should be submitted duly labeled (printed) and sealed to the Stores & Purchase Office. Before submitting the tender 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.
21. The Tenderer shall submit copy of VAT Registration.
22. The Design of Cards / forms is subject to change from time to time as per user's requirement. All Print of letters & logo should be clear as per requirement.
23. The proof of the forms to be printed will be checked & approved by user before printing.
24. Conditional bid will be treated as unresponsive and it may be rejected.
25. Statutory Taxes TDS @ 2% shall be deductible on all payment to Vendor towards printing services.
26. **The Institute reserves the right to accept in part or in full or reject any or more Tender(s) without assigning any reasons or cancel the tendering process and reject all Tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).**
27. **TENDER EVALUATION**

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

- a. Technical bid
- b. Financial 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 Printing of OPD Cards & Forms for AIIMS, Bhubaneswar**" duly sealed by wax.

(A) TECHNICAL BID:

The firm should submit the Technical Bid in a sealed cover separately super-scribed "**Technical Bid For Printing of OPD Cards & Forms for AIIMS, Bhubaneswar**" along with Name and address of the Bidder. Technical bid should contain:

- a. All documents on mentioned in Technical Bid. **Annexure-I**
- b. Samples of the Printed Material should be submitted (duly labeled (printed) and sealed) to the Stores & Purchase Officer.

Note:- Selection will be made purely on sample and **quality basis**.

The Technical Evaluation shall be on the basis of specification as per **Annexure I**, The items accepted technically will only be considered for financial evaluation (financial bid). Price should not be quoted with technical bid, otherwise the tender will be rejected without any correspondence.

B. FINANCIAL BID:

- a) Should be submitted in a separate sealed envelope super-scribed the word **“Financial Bid For Printing of OPD Cards & Forms for AIIMS, Bhubaneswar”** along with Name and address of the Bidder.
- b) The price/cost should indicate inclusive of ancillary charges + VAT on mentioned at Para - 3. 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.
- c) The Financial Evaluation is done on the bases of average cost as suggested in **Annexure – II**.

28. 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 on Basis of proper justification & evidence to be produced by the supplier.

**TECHNICAL BID for “Printing of OPD Cards & Other forms for AIIMS, Bhubaneswar”
AIIMS, Bhubaneswar**

(In separate sealed Cover-I Super Scribed as “Technical Bid”)

SI No	Partiulars	Supportive documents with enclosure no.	Remarks
1.	Name & Address of the manufacture and their authorized dealers/distributors/Agency with phone number, email, name and telephone/mobile.		
2	Specify your firm/company is a manufactures/ authorized dealer/distributor/ Agency		
3	Name, Address & designation of the authorized person (Sole proprietor/partner /Director)		
4	Detailed & exact specification of the product available with the vendor should be mentioned in the technical bid in Annexure-I only.		
5	PAN No. (Please attach copy) / last IT return		
6	Please submit a notarized affidavit on Indian Non judicial stamp paper of Rs.100/- 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. (for all cases on at clause 16)		
7	VAT Registration Number. (Please attach copy)		
8	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.		
9	Power of Attorney/authorization for signing the bid documents.		
10	Details of the FDR/DD/BG of bid security (EMD) FDR/DD/BG No of Tender Fee: Date: Payable at		

Signature of the Tenderer /Authorized signatory with seal.

Financial Bid
(To be submitted under the letterhead of the company / firm)
For Printing of OPD Cards & Forms of AIIMS, Bhubaneswar

Specification & Financial Bid format

SL. no.	Specification of item	Approx. quantity	Rate per every 1000copies (Inclusive Statutory taxes /levies/charges)
a	b	c	d
1	OPD Cards (Computerized) A4 size (W 21cm x H 29.7cm) coloured card, 170 GSM $\pm$ 5% S/S Ptg with Hindi, English & Odia printing	5,00,000 Nos.	
2	General Card A4 size (W 21cm x H 29.7cm), coloured card, 120 GSM $\pm$ 5% S/S Ptg with Hindi, English & Odia One side printing.	3,00,000 Nos.	
2	1/8 th size Demy white paper, 80 GSM $\pm$ 5% S/S Ptg with Hindi, English & Odia One side printing with pad	1,50,000 Nos.	
3	1/8 th size Demy white paper, 80 GSM $\pm$ 5% S/S Ptg with Hindi, English & Odia Both side printing with pad	1,00,000 Nos.	
4	1/8 th size Demy Colour paper, 80 GSM $\pm$ 5% S/S Ptg with Hindi, English & Odia One side printing with pad	1,50,000 Nos.	
5	1/8 th size Demy Colour paper, 80 GSM $\pm$ 5% S/S Ptg with Hindi, English & Odia both side printing with pad	1,00,000 Nos.	
6	1/16 th size Demy white paper, 80 GSM $\pm$ 5% S/S Ptg with Hindi, English & Odia One side printing with pad (Patient Information sheet)	1,00,000 Nos.	
7.	OPD Booklet, Size 1/8 th Demy, Total No of Pages: 25 Including Cover and Text, Paper (Inner) 170 GSM $\pm$ 5% S/S Ptg Art Paper, Paper (Cover) 220 GSM $\pm$ 5% S/S Ptg Art Paper with both side lamination, Printing Cover Pages : Multi Colour Offset Printing, Inner Pages Single Colour Offset Printing with Hindi, English & Odia , Binding Perfect Digital Stapling.	5,000 Nos.	
8	MRI / CT Scan Envelope, size 18" x 15", paper 220 GSM $\pm$ 5% S/S Ptg with Hindi, English & Odia One side printing	5,000 Nos.	
9	X Ray Envelope, size 12.5" x 10.5", paper 220 GSM $\pm$ 5% S/S Ptg with Hindi, English & Odia One side printing	10,000 Nos.	
10	X Ray Envelope Size 10.5" x 8.5", paper 220 GSM $\pm$ 5% S/S Ptg with Hindi, English & Odia One side printing	10,000 Nos.	
		Total Amount	
	Average Rate =	<u>Total Amount</u> 10	

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 Tenderer / Authorized signatory with seal.