



All India Institute of Medical Sciences Bhubaneswar

Website : www.aiimsbhubaneswar.edu.in

Short Tender Enquiry

For

Procurement of 10,000 Nos. of N-95 Masks for Preparedness and Containment of COVID-19 Pandemic.

An N-95 respirator Masks is a respiratory protective device with high filtration efficiency to airborne particles. To provide the requisite air seal to the wearer, such masks are designed to achieve a very close facial fit.

Such masks should have high fluid resistance, good breathability (with an expiratory valve), clearly identifiable internal and external faces, cup-shaped structured design that does not collapse against the mouth.

If correctly worn, the filtration capacity of these masks exceeds those of triple layer medical masks. Since these provides a much tighter air seal than triple layer medical masks, they are designed to protect the wearer from inhaling airborne particles.

Short Tender Enquiry No.	AIIMS/BBSR/PROC/COVID-19/STE/01
Issue Date and Time	12/05/2020
Last Date of Submission of Bids	22/05/2020, 03:00 PM
Tender opening date and Time	22/05/2020, 03:30 PM

Name , Signature & Seal of the Bidder

Chapter I- Instruction to bidders
Notice Inviting Short Tender

All India Institute of Medical Sciences, Bhubaneswar

www.aiimsbhubaneswar.edu.in

All India Institute of Medical Sciences (AIIMS), Bhubaneswar, Odisha, established by an Act of Parliament under aegis of Ministry of Health & Family Welfare, Government of India, invites Bids in Short Notice Enquiry due to “**Preparedness and Containment of COVID-19**”. The Single Bid to be submitted by Speedpost/ Courier/ in Person/ e-mail as the case may be in the prevailing situation. Intending Manufacturers, authorised distributors or dealers or any other agencies authorised to quote are requested to quote their best offer and competitive price along with the complete details of specifications, Terms & Conditions for **Supply of 10,000 Nos. of N-95 Masks**.

S. No.	Item Description	Quantity	Tender Fee	EMD FEE
1.	N95 Masks (Specification as per chapter-IV)	10,000	Nil	Nil

1. Submission of Tenders

Technical & Financial bid to be kept in one sealed Envelope (wax sealing) marked as “**Tender for Supply of 10,000 Nos. of N95 Masks at AIIMS, Bhubaneswar**”

If to be submitted in person/ speed post/ courier then the tenders should be sealed and super scribed with “**Tender for Supply of 10,000 Nos. of N95 Masks at AIIMS, Bhubaneswar**” and to be submitted in the Office of the “**Sr. Procurement-Cum-Store Officer**”, All India Institute of Medical Sciences, Patrapada, Sijua, Bhubaneswar- 751019 at Academic Block, 1st Floor, AIIMS, BBSR, latest by **22/05/2020 at 15:00 Hours**.

The bidder may also submit the bids through email as the case may be in the prevailing situation i.e. lockdown period. The email addresses to which Bids be submitted is : **ste@aiimsbhubaneswar.edu.in**

- 2. Submission of Sample :** Sample to be submitted by hand or courier at AIIMS, Bhubaneswar within due date i.e on or before 22/05/2020 at 1500 Hrs. Sample submission and verification is a part of Technical Evaluation. The bids received without any sample shall summarily be rejected. The sample should be submitted in a sealed Envelop with proper tagging.

3. Opening of Tenders

The tender is in **single bid system**. The tender will be opened on the designated date by the Tender opening Committee. The Name of the qualified bidders shall be hoisted in the website of AIIMS, Bhubaneswar. Any amendment/corrigendum shall be displayed in the official website of AIIMS, Bhubaneswar i.e., www.aiimsbhubaneswar.edu.in. 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.

4. Eligible Bidders

This Short Tender Enquiry is open to all suppliers/distributors etc., who fulfil the eligibility criteria specified in this document.

5. **GST**

If the bidder asks for GST to be paid extra, the same must be specifically stated. In the absence of any such stipulation, the price will be taken inclusive of GST and no claim for the same will be entertained later.

6. **Tender Validity**

The quoted rates must be valid for a period for 30 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 may be treated as unresponsive and it may be rejected.

7. **Late Bid**

Tender received after specified date and time will be treated as “late” and will be ignored.

8. **Withdrawal of Tender**

No tender should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a bidder withdraws the tender during this period, it will result to take action against the bidder as deemed fit for debarring etc.

9. **Qualification Criteria**

Tenders of the Bidders, who do not meet the required Qualification Criteria will be treated as non-responsive and will not be considered further.

10. **Evaluation of Bid**

The evaluation of bid will be done in one stage as per the documents asked and received and eligibility criteria in the General Terms & Conditions of Short Tender Enquiry.

11. **Payment Terms**

100% Payment shall be released after the successful supply and acceptance in good conditions of 10,000 Nos. of N95 Masks at AIIMS, BBSR. If the supplied items are rejected by the user AIIMS, Bhubaneswar then it will be the responsibility of the supplier to collect it from AIIMS, Bhubaneswar at their own cost and responsibility. The provision of Advance/ Part payment is not permissible. The payment shall be made within 15 days after successful supply and acceptance in good conditions of all the ordered items along with three copies of Invoices.

Name , Signature & Seal of the Bidder

Chapter-II- Conditions of Contract

11.0 General Terms and Conditions

- 11.1 **Rate:** Rates should be quoted in Indian Rupees (INR) on F.O.R destination Basis i.e. at Central Stores, AIIMS, Bhubaneswar, Odisha, Inclusive of all the Charges, with break-up of Basic Cost, GST as applicable and Total Cost. The price per unit should be quoted as mentioned in the financial bid format. When there is a tie in the price of the lowest quoted bidders lottery will be done in the presence of the Committee Members to finalize the selected bidder/may be equally distributed amongst the L1 bidders..
- 11.2 Bidder shall submit the Tender document and addenda thereto, if any, with each page signed with seal to confirm the acceptance of the entire Terms & Conditions as mentioned in the tender enquiry document. However, if submitted by e-mail the same may be accepted.
- 11.3 Compliance sheet of the Technical Specification of the goods/service under due signature & Seal with Technical printed literature must be enclosed with the bid.
- 11.4 After due evaluation of the bid(s) Institute will award the contract to the responsive tenderer who has quoted the lowest Price. If the L1 bidder fails to supply then, it will be the discretion of Director,AIIM, Bhubaneswar to issue Purchase Order to any other qualified Bidder(s).
- 11.5 Conditional Bids will be treated as unresponsive and therefore may be rejected.
- 11.6 The Institute reserves the right to accept in part or in full or reject any or more Tender / offer without assigning any reasons or cancel the tendering process and reject all Tenders at any time prior to award of contract, without accepting any liability, whatsoever.
- 11.9 The quotation must be type written in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction, it should be properly attested. If not, the quotation will not be considered. Quotation written in pencil will not be considered. Complete details and if any must accompany the quotation. Make/brand of the item shall be stated wherever applicable. Brochures, literature of the quoted item(s) etc. to be submitted along with the bid.
- 11.10 The items must be carefully packed, sealed and labelled clearly with PO Reference.The items shall be rejected if it is not strictly as per our specification.
- 11.11 The Director, AIIMS, BBSR reserves the right to modify the quantity specified in this enquiry. The quantity may be increased or decreased while placing the Purchase Order, as per the tentative requirement of the Institute
- 11.12 The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations i.e. (FOR : Central Store, AIIMS, Bhubaneswar). Price quoted should be net and valid for a minimum period of **30 days** from the date of opening of the quotation.
- 11.13 Delivery period: All the ordered items to be supplied within **15 days (Fifteen days)** from the issue of Purchase Order. Part supply in three to four phases is accepted i.e. phasewise the total supply to be completed within 15 days.
- 11.15 Late Delivery Charges: If the supplier fails to supply/deliver the items within the stipulated time period then penalty@1% per week or part thereof exceeding three days from the date of expiry of allowable time as stipulated above (the date of issue of Purchase Order and the date of delivery excluded) of the basic cost shall be levied subject to maximum of @10% of the order value.

- 11.16 Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Bhubaneswar only.

12.0 Debarment from bidding

(i) A bidder shall be debarred if he has been convicted of an offence (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

(ii) A bidder debarred under sub-section (i) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Department of Commerce (DGS&D) will maintain such list which will also be displayed on the website of DGS&D as well as Central Public Procurement Portal.

(iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Ministry/Department will maintain such list which will also be displayed on their website.

(iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.

13.0 Applicable Law:

i. The contract shall be governed by the laws and procedures established by Government of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/ processing.

ii. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Bhubaneswar, Odisha, India only.

iii. 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.

iv. Force Majeure: Any delay due to Force Majeure will be attributable to the supplier unless provided through precordial evidence.

Name, Signature & Seal of the Bidder

Chapter – III**Inviting of Sealed Tender(s) for successful Supply of 10,000 Nos. of N95 Masks at AIIMS, Bhubaneswar on urgency basis.****(To be submitted on the letterhead of the company / firm)**

Sl No.	Details / Particulars	Submitted (Yes/No)	Page No
A	(To be Mentioned in the Letter head). 1. Name & Address of Tenderer with phone number, email-ID 2. Specify whether a Manufactures/authorised distributor or dealer or any authorised agencies to quote 3. Name of Proprietor /Partner/Managing Director/Director.		
B	Name, Address & designation of the authorized person for signing the bid documents. (Authorization should be made in Letter head of the Organisation)		
C	Name, Address, Phone & Fax No. of Service Centre/Branch at Bhubaneswar or nearby, If any.		
D	PAN No. (enclose the attested copy of PAN Card)		
E	Signed copy of GST Certificate showing clearly GST no. of the firm		
F	Income Tax return for the last Two years.		
G	Annual Turn Over for last Two Financial Years (Duly signed by CA)		
H	Whether the Firm/Agency has signed each and every page of Tender / NIT		
I	That we have not been debarred by any Government/Undertaking. Criminal Labilities Format attached at (Annexure-I)		
J	Brochure, Technical Literature etc. of the item quoted attached. Declaration as per Chapter-IV in Letter Head.		
K	Declaration that the rates quoted are not higher than the rates quoted for same item to any Government and Private Organisations or individuals.		
L	Bank Details: 1. Beneficiary Name: 2. Bank Name: 3. Account No: 4. IFSC Code: 5. Branch Address:		
M	Any other information, if necessary		

Name, Signature & Seal of the Bidder

Note :

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the attested documents attached. Mention Page number, wherever the copy of the document(s) is/ are kept.
- The tenderer should furnish specific answers to all the questions/issues mentioned in the Checklist. In case a question/issue does not apply to a tenderer, the same should be answered with the remark “Not Applicable”.
- Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement. In case a tenderer furnishes a wrong or evasive answer against any of the question/issues mentioned in the Checklist, its tender will be liable to be rejected.
- In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice or may be relaxed at the sole discretion of the Competent Authority, AIIMS, Bhubaneswar.

Name, Signature & Seal of the Bidder

Chapter – IV**TECHNICAL SPECIFICATIONS****(To be submitted in Letter Head)**

Sn	Item Details	Specifications	Declaration of the supplier to be given as Yes or No
1	N95 Masks	1. Shape that will not collapse easily.	
		2. High Filtration efficiency.	
		3. Good breathability, with expiratory valve	
		4. Quality compliant with standards for medical N95 respirator: NIOSH N95,EN149 FFP2,or equivalent	
		5. Fluid resistance : Minimum 80mm Hg pressure based on ASTM F1862,ISO22609,or equivalent	
		6. Quality compliant with standards for particular respirator that can be worn with full-face shield	
		7. Sample to be submitted by hand or courier at AIIMS,Bhubaneswar within due date i.e on or before 22/05/2020.Sample demonstration is a part of Technical Evaluation.The bids received without sample shall be rejected.The sample should be submitted in a sealed Envelope with proper tagging.	

Name, Signature & Seal of the Bidder

Annexure – I

Name of the Short Tender: Supply of 10,000 Nos. of N-95 Masks at AIIMS, Bhubaneswar.

UNDERTAKING

(To be typed on the Letter Head of the Firm/ Company)

I.....S/o.....

Resident of

.....

do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director /authorized signatory of
M/s.
2. No police case and/or case by CBI/FEMA/Income Tax/ Sales Tax authorities are pending against the Proprietor / Partner /Director of the firm/ company (Agency) and also against the firm/ company.
(Indicate any convictions if any against the above persons or Firm/ Company.)
3. The Proprietor / Partner /Director of the firm/ company (Agency) and also the firm/ company has never been blacklisted by any Government authority/ organisation.
4. I/We have not quoted the price higher than previously supplied to any Government Institute / Organisation / reputed Private Organisation/Individual or DGS&D rate in recent past.
5. We undertake to attend/ rectify any problem/ malfunctioning of the equipment items supplied by us within its Warranty Period within a reasonable time and without any fail.

Name, Signature & Seal of the Bidder

Chapter-V- Financial Bid**(To be submitted on the letterhead of the company / firm)**

S.No.	Name of Items	Quantity to be supplied.	Rate Per Unit	GST% and amount (Rs)	Total Amount (Including GST) (Rs)
1.	N95 Mask				
	Make/ Brand :				
	Model No. :				
	Any other :				

1. I/We have gone through the Terms & Conditions as stipulated in the Tender enquiry document and confirm to accept and abide by the same.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respects.
4. Available quantity to be supplied within 15 days of issue of Purchase Order.

Name, Signature & Seal of the Bidder