

NOTICE INVITING TENDER

For

Printing & Supply of Service Book
At
AIIMS, Bhubaneswar



File No : J-11011(017)/2015-16/S&P

Issue Date : 23-01-2016

Last Date of Submission : 18-02-2016, at 12.00AM

Tender opening date (Technical bid): 18-02-2016, 03.00 PM

All India Institute of Medical Sciences, Bhubaneswar

All India Institute of Medical Sciences, Bhubaneswar

NOTICE INVITING TENDER

Sub: Inviting sealed Tenders for the Printing & Supply of Service Book, AIIMS, Bhubaneswar.

Sealed Tender(s) are invited for Printing & Supply of Service Book, AIIMS, Bhubaneswar, in the book form as per specifications and other terms & conditions given below:

I. Technical Specifications

1. **Size: F.S. Size (33.5 cm x 20.5 cm)**
2. **Cover: 300 GSM pink colour card Board.**
3. **Inside Text Printing: Single colour printing, Number of pages**
4. **Inside pages: Maplithos Paper 100GSM,**
5. **Cover Page, design making & DTP has to be done by the successful bidder, with the contents provided.**
6. **No. of copies: Approx. 1000 Nos.**
7. **Binding : Section Sewing with cloth pasting on spine Register type binding with end paper of 120 GSM pasted on front & back of booklet.**
8. **The Printing materials should be English & Hindi both Language**

II. Eligibility

1. The firm must be a registered dealer under the VAT Act, 2004 and Income-Tax Act
2. The bidder must produce sales tax clearance certificate issued by the Sales tax Department.
3. Each Tender paper must be accompanied with Bank Guarantee /FDR for Rs.10,000.00 (Rupees Ten Thousand only) as Earnest Money Deposit issued by any nationalized bank in favour of "AIIMS, Bhubaneswar" payable at Bhubaneswar, which shall be refunded without any interest to the unsuccessful bidders after work order is placed with the selected bidder. The Tender Fee of Rs.2000/-(Rupees Two Thousand Only) should be furnished with the Technical Bid (non-refundable). In shape of Demand Draft in any Nationalised Bank payable at Bhubaneswar.

III. Time for submission of tender papers

1. The Tender should contain in two separate envelopes – (1) Technical bid and (2) Financial bid shall be submitted by 18-02-2016 (12.00 PM). In separate cover which are to be put in a large cover to be sealed and super scribed with tender number and name "**Sealed Tender(s) for the Printing & Supply of Service Book, AIIMS, Bhubaneswar**", and addressed to:

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

2. The sealed Tenders should reach the Institute, latest by 18-02-2016 (12.00 PM) and the technical bid will be opened on same day at 03:00 PM in the board room of AIIMS, Bhubaneswar in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time. No quotation paper or additional information/ enclosures shall be entertained after due date/ time is over.
3. The date of opening of the financial bid of the firms who qualify in the technical bid shall be hosted in the website of the Institute. No paper publication shall however be made for opening of financial Bid.

IV. Terms & Conditions:

1. **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 all included
 - ☐ VAT /CST as applicable and other charges if any.
 - ☐ Total Cost (F.O.R at AIIMS Bhubaneswar)
 - ☐ The quotation paper should also contain rate per page (inclusive of all taxes) cover & inner page separate.

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).

2. **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.
3. **Delivery:** The proof shall be got ready within 7 days from the date of issue of supply order and submitted to AIIMS, BBSR for correction. All the goods ordered shall be delivered within 03 (Three) Week from the date of final correction of proof. All the aspects of DTP, 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.
4. **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.

5. **Payment Term:** 100% payment of the total order value shall be released after successful delivery of the ordered goods against the supply order.
6. 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.
7. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
8. After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer
9. Conditional bid will be treated as unresponsive and it may be rejected.
10. ***The Institute reserves the right to accept in part or in full or reject any or more quotation(s) /Tender 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.***
11. The list of samples paper 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.**
12. 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.
13. **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.
14. 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.

Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

Signature of the Tenderer with Seal.

Date

Phone & E-Mail ID

Annexure-I

Inviting of Sealed Tender(s) for Printing & Supply of Service Book, AIIMS, Bhubaneswar

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/ManagingDirector/Director.		
D	Whether the firm is a registered firmYes/No (attached copy of certificate)		
E	PAN No. (Enclose the attested copy of PAN Card)		
F	Service Tax No. (Enclose the attested copy of Service TaxCertificate)		
G	VAT No.(Enclose the attested copy of VATCertificate)		
H	Whether the firm has enclosed the Bank Guarantee/ FDR ofRs.10,000/- as Earnest Money Deposit.And Rs.2,000/- as Tender Fees (DD Only)		
I	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.		
J	Whether the Firm/Agency has signed eachand every page of Tender/NIT		
K	Have you previously supplied these itemsto any government /reputed private organization? If yes, attach the relevant poof		
L	Any other information		

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 (ies) of the document(s) is kept.
- ☐ In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

Signature of the Tenderer with Seal.

Date

Phone & E-Mail ID

Annexure-II

Format for Financial Bid

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

SL No.	Particulars	Unit Price	Taxes (If any)	Amount (Including All Taxes& Charges)	
				In Figures	In words
1.	Service Book (inclusive of Designing, Page layout, cover pages, Printing of English& Hindi both language , Binding, and Transportation)				

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.
Date
Phone & E-Mail ID