

NOTICE INVITING TENDER
For
Rate Contract for Printing & Supply of Hospital Cards & Forms
for AIIMS, Bhubaneswar

1.	NIT No.	J-11017(008)/2020-21/S&P/60
2.	NIT Issue Date	01-02-2021
3.	Pre-Bid Meeting	15-02-2021 at 3.00 P.M
4.	Last Date of Submission	09-03-2021 at 12.00 P.M
5.	Tender opening date (Technical bid)	09-03-2021 at 3.00 P.M



All India Institute of Medical Sciences,
Bhubaneswar

Chapter- I

Notice Inviting Tender

All India Institute of Medical Sciences, Bhubaneswar

www.aiimsbhubaneswar.edu.in

Director, AIIMS, Bhubaneswar invites sealed bids from Printing Houses/ Printers, their authorized agents for printing and supply of Hospital Cards, Forms, envelopes etc. on Rate Contract Basis.

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 for printing and supply of Hospital Cards, Forms, Envelops etc. on Rate Contract basis, for a period of **one year** from the date of commencement of award. If the performance is found satisfactory, the contract would be extendable further for a period of one year, as may be agreed mutually by both the parties.

The Bidder is expected to examine all Instructions, Terms and Conditions, Forms, and Specifications in the bidding document. The bid should be complete and in the prescribed format as per the requirement of the bid document. **The bid should not be conditional.** Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in all respect will be at the Bidder's risk and may result in rejection of the bid.

The sealed Tender(s) should reach the Institute, latest by **dtd.09-03-2021 at 12.00** hrs and the Technical Bids will be opened on the same day at 03:00 PM in the Academic Building, AIIMS, Bhubaneswar of the Institute. 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.

Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser will be rejected. Such tenders shall be marked as late and shall not be considered for further evaluation. They shall not be opened at all and be returned to the bidders in their original envelope without opening.

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

"Sr. Procurement-cum Stores Officer"

All India Institute of Medical Sciences,

Patrapada, Sijua

Bhubaneswar- 751019

Schedule of Tender

The tender will be operative as per schedule mentioned at page 1.

INSTRUCTIONS TO BIDDERS (ITB)

1.1 The Procurement of goods and services under this tender will be regulated as per the applicable provisions of Public Procurement (Preference to Make in India), order 2017 of MoC&I (DIPP), Government of India. The condition of prior turnover and prior experience may be relaxed for start-ups (as defined by Department for Industrial Policy & Promotion) subject to meeting of quality & technical specifications. Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.

1.2 The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Bhubaneswar will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

1.3 Bid Validity:

The validity of the Bid/ Tender Document shall be for 180 days from the date of opening of the bid.

1.4 Bidder: Tender should be quoted by the Printing Houses/ Printers or by their selling agent.

A bidder shall not have conflict of interest with other bidders. If any of the bidder found to have conflict of interest shall be disqualified.

1.5 Bidders are required to quote strictly as per specification of the forms/ cards to be printed for unit of 1000 pcs. Deviation if any to specification, must be brought out clearly giving deviation statement in **Annexure-IV**.

1.6 Earnest Money Deposit (Bid Security):

Item No.	Description	Qty. to be quoted	EMD (Rs.)
1.	Supply of Hospital Cards, Forms etc. on Rate Contract Basis for One Year extendable for another year on satisfactory performance	1000 nos.	Exempted

1.6.1 The bidder needs to submit **Bid Security Declaration as per OM No.F.9/4/2020-PPD dated 12 Nov. 2020 issued by Procurement Policy Division, Department of Expenditure, Ministry of Finance** and its legible scanned copy must be uploaded in the E-Tendering Solution and Hard copy of the Declaration should be submitted along with Technical Bid in the Tender Box kept in the Office of Sr. Procurement-cum Store Officer, Academic Block, AIIMS Bhubaneswar -751 019 on or before the Date and Time of Submission of e-Bid.

1.6.2 Exemption: Firms registered with NSIC are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India /State Government departments/Undertakings are also exempted from EMD. However, the respective departments/ firm have to submit the relevant certificate (NSIC etc.) and financial limit to avail this exemption.

1.6.3 Further, to enjoy the benefits as per Public Procurement Policy of MSEs Order, 2012, the firms/ units registered as MSME vendor, declaration of UAM (Udyog Aadhar Memorandum) number by the vendor on CPPP is mandatory. The documentary evidence in support of UAM number must be attached with the bid document.

1.7 Pre-Bid Conference (PBC):

All the prospective bidders are requested to attend the Pre-Bid Conference at Board Room, Academic Block, AIIMS Bhubaneswar on 15-02-2021 at 3.00 PM to have a clear understanding on schedule of requirements, specifications and on terms & conditions of the tender. After due deliberation, changes if any may be incorporated in the tender document and will be uploaded on our official website as "Corrigendum". Therefore, bidders may submit their bid accordingly as per changes if any incorporated after PBC. No press advertisement will be made for corrigendum(s).

Those who are not able to attend the PBC may submit their queries/ doubts/ representation/ clarification by e-mail to below mentioned ids on that day which will be taken care of by the tender committee in consultation with the user department.

1.8 Clarification of bidding documents :

A prospective bidder requiring any clarification of the bidding documents shall contact the purchaser in writing at the purchaser's e-mail address i.e. aso@aiimsbhubaneswar.edu.in & spo@aiimsbhubaneswar.edu.in. The purchaser will respond in writing (through e-mail) to any request for clarification, provided that such request is received not later than 10 (ten) days prior to the deadline for submission of bids.

1.9 Amendments in Bidding Documents :

At any time till **7 (seven) days** before the deadline for submission of bids, the AIIMS Bhubaneswar may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document through amendment. All amendments will be uploaded on the website regularly. AIIMS, BBSR shall not be responsible to notify the amendments to individual bidders. All amendments by the AIIMS, BBSR till 7 (seven) days before the deadline for submission of bids, shall be binding on the participatory bidders.

1.10 Two Bid System :

The tender shall be submitted in 2 (Two) parts online:

1.10.1 Technical Bid: All required documents as per tender document shall be arranged (as per Check list) and numbered serially and stitched or tagged and signed by the bidder in all pages should be put in a sealed cover/envelope marked as "Technical Bid".

1.10.2 Financial Bid: Financial Bid is to be submitted on the letter head of the bidding firm as per Annexure – I and should be put in a separate sealed envelope duly signed by the bidder marked as "Financial Bid". Both the Technical Bid and Financial Bid should be put in a third envelope super scribed as "Tender for Supply of Hospital Cards, Forms etc. on Rate Contract Basis" along with Tender No. and dropped at the Tender Box kept at the Office of Sr. Procurement & Stores Officer, AIIMS Bhubaneswar.

1.11 Withdrawal, Substitution and Modification of Tender:

No bid will be allowed to be withdrawn in the interval between the deadline for submission of bids and expiration of the period of validity. Withdrawal of a bid during this period will result in forfeiture of the bidder's bid security (EMD).

1.12 Evaluation of Bid :

The Technical bid will be evaluated as per the documents asked in this bid. The Financial Bid of bidders, who qualify at Technical Bid Evaluation, will be opened thereafter and contract will be awarded to the bidder(s) who has quoted lowest price for the individual items. **Item wise evaluation will be done for determining lowest quoted price in each of the Items.**

1.13 GeM Seller Id: As per DO No.214/CEO-GeM/2020 dated 10th November, 2020, of Government e Marketplace it has become mandatory for sellers providing Goods and Services to Central Government organisations to be registered on GeM and obtain a unique GeM Seller Id, at the time of acceptance of contract/ placement of order.

**Sr. Procurement-cum Store Officer
AIIMS Bhubaneswar**

Chapter-II

Specifications and Allied Technical Details for Printing & Supply of Hospital Cards, Forms etc. on Rate Contract Basis:

SN	Particulars	Specifications	Single/ Both Side Printing
1	2	3	4
1.0	FORMS		
1.1	A4size Form (White)	(W 21cm x H 29.7cm) 80GSM $\pm$ 5%, Multilanguage Printing (100 pages Pad)	S/S Printing
1.2	A4size Form (White)	(W 21cm x H 29.7cm) 80GSM $\pm$ 5%, Multilanguage Printing (100 pages Pad)	B/S Printing
1.3	A4size Form (Colour)	(W 21cm x H 29.7cm) 80GSM $\pm$ 5%, Multilanguage Printing (100 pages Pad)	S/S Printing
1.4	A4size Form (Colour)	(W 21cm x H 29.7cm) 80GSM $\pm$ 5%, Multilanguage Printing (100 pages Pad)	B/S Printing
1.5	1/8 Size Form (White)	(W 13.7cm x H 22cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	S/S Printing
1.6	1/8 Size Form (White)	(W 13.7cm x H 22cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	B/S Printing
1.7	1/8 Size Form (Colour)	(W 13.7cm x H 22cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	S/S Printing
1.8	1/8 Size Form (Colour)	(W 13.7cm x H 22cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	B/S Printing
1.9	A/3 Size Form (White)	(W 45cm x H 28cm) 80GSM $\pm$ 5%, Multi-language Printing	S/S Printing
1.10	A/3 Size Form (White)	(W 45cm x H 28cm) 80GSM $\pm$ 5%, Multi-language Printing	B/S Printing
1.11	A/3 Size Form (Colour)	(W 45cm x H 28cm) 80GSM $\pm$ 5%, Multi-language Printing	S/S Printing
1.12	A/3 Size Form (Colour)	(W 45cm x H 28cm) 80GSM $\pm$ 5%, Multi-language Printing	B/S Printing
1.13	1/16 Size Form (White)	(W 10.5cm x H 13.5cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	S/S Printing
1.14	1/16 Size Form (White)	(W 10.5cm x H 13.5cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	B/S Printing
1.15	1/16 Size Form (Colour)	(W 10.5cm x H 13.5cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	S/S Printing
1.16	1/16 Size Form (Colour)	(W 10.5cm x H 13.5cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	B/S Printing
1.17	Legal Size Form (White)	(W 21cm x H 34cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	S/S Printing
1.18	Legal Size Form (White)	(W 21cm x H 34cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	B/S Printing
1.19	Legal Size Form (Colour)	(W 21cm x H 34cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	S/S Printing

Signature of the Bidder with Seal

1.2	Legal Size Form (Colour)	(W 21cm x H 34cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	B/S Printing
1.21	Half Double Demy (White)	(W 67.5cm x H 28.5cm) 80GSM $\pm$ 5%, Multi-language Printing	S/S Printing
1.22	Half Double Demy (White)	(W 67.5cm x H 28.5cm) 80GSM $\pm$ 5%, Multi-language Printing	B/S Printing
2.0	STICKERS, CARDS, BOOKS		
2.1	Stickers (White/ Yellow/ Green/ Pink Colours)	10cm x 11.5cm, Gumming Paper	S/S Printing
2.2	Cards (White/ Yellow/ Green/ Pink Colours)	20.5cm x 15cm, Colour Board, 100GSM $\pm$ 5%	S/S Printing
2.3	Log Book (1/8 size) (13.7cm x 22cm)	120GSM $\pm$ 5% (Yellow Cover), 20sheets (Inner), 70GSM Green Colour paper	Single Col Ptg.(Black)
2.4	Patient Information Book (13.7cm x 22cm)	Cover 220GSM, Art Paper with multicolour Printing and lamination, Inner (12 sheets) with 70GSM maplitho paper single col. Printing.	Cover (Multicol. Ptg) & Inner Single col ptg.
2.5	Colour Card	120GSM +5%, 27cm x 36cm	S/S Printing
2.6	Colour Card	120GSM +5%, 27cm x 36cm	B/S Printing
3.0	ENVELOPS, FILES		
3.1	Envelop (Size 27cm x 32cm)	Maplitho, 100GSM with single colour printing	S/S Printing
3.2	Envelop (Size 21.5cm x 25cm)	Maplitho, 100GSM with single colour printing	S/S Printing
3.3	Envelop (Size 37cm x 47cm)	Maplitho, 100GSM with single colour printing	S/S Printing
3.4	Envelop (Size 8cm x 10cm)	Maplitho, 100GSM with single colour printing	S/S Printing
3.5	Office Files (Size 55cm x 34cm Colour)	200GSM, Cloth pasting with eyelet	S/S Printing

Note :

- The forms are to be supplied in the form of pads with 100 pages. The procurement shall be made as per the requirement of the hospital from time to time. The vendors will be selected on individual items on L1 basis.
- Sample of different variety of papers mentioned above should be submitted with Technical bid.
- The rates for each item to be quoted in the "Financial Bid" only for 1000 pages/ pieces.

Signature of the Bidder with Seal

Chapter - III

General Terms and Conditions

1. Tender Fee: The non-refundable tender fee being **Rs.2,000/- (Rupees two thousand only)** () should be deposited in shape of Bank Draft of any Nationalized Bank drawn in favour of "AIIMS, Bhubaneswar". **No cost of tender document shall be charged for the tender documents if downloaded by the bidders from the website of AIIMS, Bhubaneswar.**

2. Earnest Money Deposit: Please refer point 1.6 of ITB.

3. Rate: Rates should be quoted in Indian Rupees (INR) on door delivery basis at Central Store, AIIMS Bhubaneswar, Odisha, Inclusive of all the Charges, with break-up as:

- Basic Cost.
- GST as applicable.
- Total Cost (F.O.R at Central Stores, AIIMS Bhubaneswar).

4. Validity: The quoted rates / prices shall remain unchanged during the period of validity of the contract. 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 changes his offer during the validity period, bid is liable to be rejected and the bidder may be debarred from bidding process of AIIMS Bhubaneswar for a period of not less than two years without assigning any reason thereto.

The Tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of the original Tender.

5. Risk Purchase : In case the tenderer on whom the supply order has been placed, fails to deliver supplies within the delivery schedule and the purchaser has to resort to risk purchase, the purchaser (AIIMS, Bhubaneswar) may recover from the tenderer (from the payment on account of subsequent supply or performance security as the case may be) the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the order goods the supply order may be cancelled and Bid security/EMD/Performance security deposit will be forfeited.

6. FALL CLAUSE : If, at any time, during the said period, the supplier reduces the prices quoted for such forms or cards 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 Sr. Procurement- cum Store Officer, AIIMS, Bhubaneswar.

"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 up to 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".

Signature of the Bidder with Seal

7. Delivery: All the goods ordered shall be delivered within **3 (Three)** weeks 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 (invariably sent by E-Mail) 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. Part Supply is not acceptable. In case of emergency part supply may be done with prior permission by AIIMS, BBSR. Part Billing is strictly prohibited. The orders for printing & supply shall be placed as per the requirement of the hospital from time to time.

If the supplier fails to deliver the goods on or before the stipulated date (Excluding the date of issue of purchase order/acceptance letter and date of delivery), then Late Delivery charges at the rate of 0.5% per week or part thereof shall be levied subject to maximum of 10% of the total order value. Purchaser may also resort to termination of the Supply Order & even Tender at any time after expiry of the allowable period for supply of materials.

8. Performance Security: (a) The successful tenderer will be required to furnish a Security Deposit of 3% of the expected annual order value subject to minimum of Rs.10,000/- (Rupees Ten Thousand only) in the form of Fixed Deposit Receipt or Bank Guarantee from any Scheduled Bank duly pledged in the name of the "All India Institute of Medical Sciences, Bhubaneswar" The Performance Security should be kept valid up to 60 days after completion of obligations under the contract i.e., 14 months from date of contract agreement. The security deposit may be forfeited by this Institute in the event of any breach or negligence or non-observance of any condition of contract or any unsatisfactory performance violating the condition of the contract.

(b) The Tenderer shall have to execute a Contract Agreement with AIIMS, Bhubaneswar while accepting the Rate Contract.

9. Payment Terms:

100% payment shall be released after delivery of the items in good and acceptable condition as proposed at clause-3.

10. Conditional Bids will be treated as unresponsive and therefore may be rejected.

11. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered”.

12. Eligibility of the bidder: The annual turnover of the firm must be Rs.5.00 lakh per year. The firm should have in the said business at least for last 3 years and supplied the printed forms/ cards to any Govt. bodies/ Public bodies/ Hospitals/ Educational institutions etc. The required experience certificate to this effect should be submitted by the firm.

13. *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 Tender at any time prior to award of contract, without accepting any liability, whatsoever.*

14. 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.

Signature of the Bidder with Seal

(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.

15. Code of Integrity:

No official of the bidder shall act in contravention of the codes which includes

(i) Prohibition of

- (a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- (b) any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- (c) any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
- (d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- (e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
- (f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- (g) obstruction of any investigation or auditing of a procurement process.
- (h) making false declaration or providing false information for participation in a tender process or to secure a contract;

(ii) disclosure of conflict of interest.

(iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause

- (i) with any entity in any country during the last three years or of being debarred by any other procuring entity.

The purchaser will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, Fraudulent, collusive or coercive practices in competing for the contract in question.

Signature of the Bidder with Seal

16. TENDER EVALUATION

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

- a. Technical bid and
- b. Financial bid.

Each bid to be submitted in separately sealed envelopes super-scribed “Technical Bid” and “Financial Bid” respectively mentioning therewith the name of the tender. All these 2 envelopes should be put in another envelope marked as **“Tender for Printing and Supply of Hospital Cards & Forms on Rate Contract Basis for AIIMS, Bhubaneswar”** sealed with sealing wax.

A) TECHNICAL BID:

The firm should submit the technical bid in a sealed cover separately super scribed as **“Technical Bid for Printing and Supply of Hospital Cards & Forms on Rate Contract Basis”** along with Name and address of the Bidder. Technical bid should contain information and copy of documents as required in Chapter–IV.

The Committee constituted by the Competent Authority shall evaluate the Technical Bid on the basis of Specification as per Chapter-II & documents/ information furnished as per Chapter-IV.

If necessary, at the time of technical evaluation and before opening of Price bids, the bidders may be called to demonstrate the items/ sample of paper etc. for which they have quoted to ascertain the quality of the items. The orders for printing and supply shall be placed as per the requirement of the hospital. The items accepted in Technical Bid will only be considered for evaluation of financial bid. Price should not be quoted with Technical Bid, otherwise the tender will be rejected without any correspondence.

B) FINANCIAL BID:

Financial Bid should be submitted in a separate sealed envelope super-scribed with the words **“Financial Bid for Printing and Supply of Hospital Cards & Forms on Rate Contract Basis”** along with Name and address of the Bidder.

The price should indicate cost as mentioned at Para /clause 3 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.

17. After due evaluation of the financial bids, AIIMS, Bhubaneswar will award the contract to the bidder who has quoted the lowest price in each of the items, i.e. **Item wise evaluation will be done for determining lowest quoted price in each of the Items.**

18. Applicable Law:

- 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.
- 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 be attributable to the supplier unless provided by record of evidence.

Signature of the Bidder with Seal

Chapter – IV

CHECK LIST

Inviting of sealed Tender(s) for Printing & supply of Hospital Forms, Cards etc.
on Rate Contract basis at AIIMS, Bhubaneswar

Sl no.	Details / Particulars	Submitted (Yes/No)	Page No
A	Name & Address of Tenderer with phone number, email, name and telephone/mobile (Mention in Letter head)		
B	Specify if a Company /Proprietorship / Partnership firm(Mention in Letter head)		
C	Name of Proprietor /Partner/Managing Director/Director.		
D	Name, Address & designation of the authorized person for signing the bid documents. (Authorization should be made in Letter head of the Organisation)		
E	Name, Address, Phone & Fax No. of local office/branch office at Bhubaneswar or nearby.		
F	PAN No. (enclose the attested copy of PAN Card)		
G	GST No. (enclose the attested copy of GST Certificate)		
H	Have you downloaded tender form from AIIMS Bhubaneswar website		
I	Details of the Tender Fee worth Rs.2,000/- (Rupees Two thousand only), Non refundable. (DD No.____, dt.____), if not downloaded from the website of AIIMS, Bhubaneswar.		
J	Bid Security Declaration as per Annexure -I		
K	Whether the Firm/Agency has signed each and every page of Tender/NIT		
L	Whether the firm is a registered firm under MSEs, SSI or NSIC (attached copy of certificate).		
M	Have you submitted notarised affidavit on Indian Non judicial stamp paper of Rs.10/- as per Annexure -II		
N	Have you previously supplied these items to any government /reputed private organization? If yes, attach the poof as per Annexure -III		
O	List of Major Customers may be given on a separate sheet and proof of previous satisfactory supply, if any along with Annexure-III		
P	The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 of MoC&I (DIPP), Govt. Of India, therefore bidders who are claiming to be regulated under the said order are to submit documentary support in support of their claim.		

Signature of the Bidder with Seal

Sl No.	Details / Particulars	Submitted (Yes/No)	Page No
Q	IT return for last threeyears (FY- 2017-18, 2018-19 & 2019-20)		
R	Annual Turnover for last three years (as above) certified by the CA		
S	Copy of Unique GeM Seller Id. <i>(If it is not submitted with Technical bid, the same must be submitted at the time of acceptance of contract)</i>		
T	Bank Details : 1. Beneficiary Name : 2. Bank Name : 3. Account No : 4. IFS Code : 5. Branch Address :		
U	Any other information, if necessary		

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(s) of the document(s)is 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.

Date:

Place:

(Signature of the bidder with seal)

Signature of the Bidder with Seal

Chapter - V FINANCIAL BID

RATE CONTRACT FOR PRINTING & SUPPLY OF HOSPITAL FORMS, CARDS, STICKERS, FILE COVERS ETC.

SN	Particulars	Specifications	Single/ Both Side Printing	Rate per 1000 pages (Rs)	GST %	GST in (Rs.)	Total (Rs.)
1	2	3	4	5	6	7	(5+7)
1.0	FORMS						
1.1	A4size Form (White)	(W 21cm x H 29.7cm) 80GSM $\pm$ 5%, Multilanguage Printing (100 pages Pad)	S/S Printing				
1.2	A4size Form (White)	(W 21cm x H 29.7cm) 80GSM $\pm$ 5%, Multilanguage Printing (100 pages Pad)	B/S Printing				
1.3	A4size Form (Colour)	(W 21cm x H 29.7cm) 80GSM $\pm$ 5%, Multilanguage Printing (100 pages Pad)	S/S Printing				
1.4	A4size Form (Colour)	(W 21cm x H 29.7cm) 80GSM $\pm$ 5%, Multilanguage Printing (100 pages Pad)	B/S Printing				
1.5	1/8 Size Form (White)	(W 13.7cm x H 22cm) 80GSM $\pm$ 5%, Multi- language Printing (100 pages Pad)	S/S Printing				
1.6	1/8 Size Form (White)	(W 13.7cm x H 22cm) 80GSM $\pm$ 5%, Multi- language Printing (100 pages Pad)	B/S Printing				
1.7	1/8 Size Form (Colour)	(W 13.7cm x H 22cm) 80GSM $\pm$ 5%, Multi- language Printing (100 pages Pad)	S/S Printing				
1.8	1/8 Size Form (Colour)	(W 13.7cm x H 22cm) 80GSM $\pm$ 5%, Multi- language Printing (100 pages Pad)	B/S Printing				
1.9	A/3 Size Form (White)	(W 45cm x H 28cm) 80GSM $\pm$ 5%, Multi- language Printing	S/S Printing				

Signature of the Bidder with Seal

SN	Particulars	Specifications	Single/ Both Side Printing	Rate per 1000 pages (Rs)	GST%	GST in (Rs.)	Total (Rs.)
1	2	3	4	5	6	7	(5+7)
1.10	A/3 Size Form (White)	(W 45cm x H 28cm) 80GSM $\pm$ 5%, Multi- language Printing	B/S Printing				
1.11	A/3 Size Form (Colour)	(W 45cm x H 28cm) 80GSM $\pm$ 5%, Multi- language Printing	S/S Printing				
1.12	A/3 Size Form (Colour)	(W 45cm x H 28cm) 80GSM $\pm$ 5%, Multi- language Printing	B/S Printing				
1.13	1/16 Size Form (White)	(W 10.5cm x H 13.5cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	S/S Printing				
1.14	1/16 Size Form (White)	(W 10.5cm x H 13.5cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	B/S Printing				
1.15	1/16 Size Form (Colour)	(W 10.5cm x H 13.5cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	S/S Printing				
1.16	1/16 Size Form (Colour)	(W 10.5cm x H 13.5cm) 80GSM $\pm$ 5%, Multi-language Printing (100 pages Pad)	B/S Printing				
1.17	Legal Size Form (White)	(W 21cm x H 34cm) 80GSM $\pm$ 5%, Multi- language Printing (100 pages Pad)	S/S Printing				
1.18	Legal Size Form (White)	(W 21cm x H 34cm) 80GSM $\pm$ 5%, Multi- language Printing (100 pages Pad)	B/S Printing				
1.19	Legal Size Form (Colour)	(W 21cm x H 34cm) 80GSM $\pm$ 5%, Multi- language Printing (100 pages Pad)	S/S Printing				
1.20	Legal Size Form (Colour)	(W 21cm x H 34cm) 80GSM $\pm$ 5%, Multi- language Printing (100 pages Pad)	B/S Printing				

Signature of the Bidder with Seal

SN	Particulars	Specifications	Single/ Both Side Printing	Rate per 1000 pages (Rs)	GST%	GST in (Rs.)	Total (Rs.)
1	2	3	4	5	6	7	(5+7)
1.21	Half Double Demy (White)	(W 67.5cm x H 28.5cm) 80GSM $\pm$ 5%, Multi-language Printing	S/S Printing				
1.22	Half Double Demy (White)	(W 67.5cm x H 28.5cm) 80GSM $\pm$ 5%, Multi-language Printing	B/S Printing				
2.0	STICKERS, CARDS, BOOKS			Rate per 1000 pieces			
2.1	Stickers (White/ Yellow/ Green/ Pink Colours)	10cm x 11.5cm, Gumming Paper	S/S Printing				
2.2	Cards (White/ Yellow/ Green/ Pink Colours)	20.5cm x 15cm, Colour Board, 100GSM $\pm$ 5%	S/S Printing				
2.3	Log Book (1/8 size) (13.7cm x 22cm)	120GSM $\pm$ 5% (Yellow Cover), 20sheets (Inner), 70GSM Green Colour paper	Single Col Ptg.(Black)				
2.4	Patient Information Book (13.7cm x 22cm)	Cover 220GSM, Art Paper with multicolour Printing and lamination, Inner (12 sheets) with 70GSM maplitho paper single col. Printing.	Cover (Multicol. Ptg) & Inner Single col ptg.				
2.5	Colour Card	120GSM $\pm$ 5%, 27cm x 36cm	S/S Printing				
2.6	Colour Card	120GSM $\pm$ 5%, 27cm x 36cm	B/S Printing				

Signature of the Bidder with Seal

3.0	ENVELOPS, FILES			Rate per 1000 pieces			
3.1	Envelop (Size 27cm x 32cm)	Maplitho, 100GSM with single colour printing	S/S Printing				
3.2	Envelop (Size 21.5cm x 25cm)	Maplitho, 100GSM with single colour printing	S/S Printing				
3.3	Envelop (Size 37cm x 47cm)	Maplitho, 100GSM with single colour printing	S/S Printing				
3.4	Envelop (Size 8cm x 10cm)	Maplitho, 100GSM with single colour printing	S/S Printing				
3.5	Office Files (Size 55cm x 34cm Colour)	200GSM, Cloth pasting with eyelet	S/S Printing				

Note :

- The forms are to be supplied in the form of pads with 100 pages. The procurement shall be made as per the requirement of the hospital from time to time. The vendors will be selected on individual items on L-1 basis.
- The rates for each items to be quoted in 1000 pages/pieces.

Signature of the Bidder with Seal

**Tender for Printing & Supply of Hospital Cards & Forms for AIIMS,
Bhubaneswar**

Declaration for Bid Security

To
The Director
AIIMS Bhubaneswar
Sijua, Patrapada
Bhubaneswar – 751 019

Dear Madam/Sir,

I/We Mr./Ms. _____ authorized person to sign the bid document for Tender for Printing & Supply of Hospital Cards & Forms for AIIMS, Bhubaneswar do here by declare that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them.

I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents.

If we withdraw or modify the bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/ LoA, we will be suspended for the period of time specified in the debarment clause in tender document from being eligible to submit Bids/Proposals for contracts with AIIMS Bhubaneswar.

Signature of Bidder
With seal of firm

Signature of the Bidder with Seal

Name of the Tender: Rate Contract for Supply & Printing of OPD Cards & Forms for AIIMS, Bhubaneswar.

CRIMINAL LIABILITY UNDERTAKING

(To be executed on Rs.10/-Non-judicial Stamp Paper duly attested by Public Notary)

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 or DGS&D rate in recent past.

Signature

(Name)

Seal of the participating Bidder Company

Affirmation/Verification

By Notary Public

Signature of the Bidder with Seal

Performance Statement Form

Name of the Firm

Sl No.	Order placed by (Full address of Purchaser)	Order No. & date	Value of order	Whether the items supplied are to the satisfaction of the organization (Yes/No)

Signature and seal of the manufacturer / Bidder

Place :

Date :

Note : Documents to be attached (i.e., PO copies of orders executed or Performance Certificate issued by the ordering organization/ institution).*Signature of the Bidder with Seal*

Agreement

This agreement is made at Bhubaneswar on the _____ day _____ month of Two Thousand Twenty one between, **All India Institute of Medical Sciences(AIIMS) Bhubaneswar, Sijua, Dumuduma, Bhubaneswar-751019 (Odisha)** (hereinafter called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Party**.

Between

M/s. _____, having its registered office at _____ (hereinafter called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Party**.

WHEREAS the '**Client**' is desirous to engage the '**Vendor**' for providing/ supplying Essential items for AIIMS Bhubaneswar as per the terms and conditions stated below :-

1. **Period of Rate Contract** :The Rate contract shall be for a period of 1(one) year from the date of acknowledgement of the contract by the respective firms. The contract may be extendable, subject to maximum period of 1 (One) year, on the same terms and conditions or with some addition/deletion/modification as mutually agreed upon by the successful supplier/ Vendor/Firm and All India Institute of Medical Sciences (AIIMS) Bhubaneswar.
2. The selected Company/Vendor/Authorised dealers/Firm's services would be required to supply of essential items to All India Institute of Medical Sciences (AIIMS) Bhubaneswar, on all working days between 09.00 A.M. to 5.00 P.M. (Monday to Friday), On Saturdays, the delivery time shall be from 9.00AM. to 1.00P.M. No separate charges for delivery of goods would be paid by this office. Part supply is prohibited. However, in exceptional circumstances part supply may be made with genuine reasons and prior intimation to Stores and Purchase section. Part billing is strictly prohibited.
3. Order for items shall be placed on requirement basis. Bills in triplicate for the items supplied by the selected Company/Vendors/Firms should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules from time to time and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and as per the requirement of AIIMS, Bhubaneswar. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected Company/Vendor/Firm immediately for which no extra payment shall be made by AIIMS, Bhubaneswar. Supply of ordered items should always be at Central Stores, AIIMS, Bhubaneswar.
4. **Penalty & Recovery of sums due:** (i). If the selected Vendor/Firm fails to deliver the essential items or replace the defected/spurious/expired/ soon to expire items within the stipulated date & time, a penalty on weekly basis for delay @ 0.5% of total order value per week or part thereof exceeding 3 days (date of supply order and date of delivery being excluded), subject to maximum of 10% of total order value as penalty and the actual cost paid to other sources by the All India Institute of

Signature of the Bidder with Seal

Medical Sciences (AIIMS) Bhubaneswar, for the desired essential items for Hospital, shall be deducted from the firm's/Vendor's pending bills or Performance Security.

(ii). Failure or delay in supply of any or all items as per Requisition / Purchase Order, Specification prescribed in the tender, shall be treated as 'noncompliance' or 'breach of contract' and the order in part or full be arranged from alternative source(s) at the discretion of the hospital authority and the difference in price has to be recovered from the tenderer as mentioned elsewhere.

(iii). The amount will be recovered from any of his subsequent / pending bills or security Deposit.

(iv). In case the sum of the above is insufficient to cover the full amount recoverable, the vendor shall pay to the purchaser, on demand the remaining balance due.

5. Upon selection of the Company/Vendor/Firm, if at any stage, the documents furnished by him/her is found to be false or the quality of the items or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be forfeited.
6. The rate quoted by the selected Company/Vendor/Firm, and as approved by the AIIMS Bhubaneswar shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.

7. Subletting of Contract

The selected Company/Vendor/Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other Company/agencies/Firm without prior written consent of the AIIMS Bhubaneswar. If it is found that the Company/Vendor/firm has given sub-contract for supply of essential items for AIIMS Hospital on the basis of procurement/ Purchase Order, the contract shall stand cancelled & the performance security shall be forfeited.

8. AIIMS Bhubaneswar shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for essential items.
9. **Fall Clause:** (i). Prices charged for supplies under rate Contract by the supplier should in no event exceed the lowest prices at which he bids to sell or sells the stores of identical description to any other Govt. hospitals/renewed private hospital during the period of the contract.
(ii). If at any time during the period of contract, the prices of tendered items is reduced or brought down by any law or Act of the Central or State government, the supplier shall be bound to inform Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates afterwards.
(iii). If at any time during the period of contract, the supplier quotes the sale price of such goods to any other Govt. hospitals/renewed private hospital at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable under the rate contract for the items supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.

Signature of the Bidder with Seal

Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction/ specifications specified in the Purchase order and demonstrate at their own cost. Any complementary scheme offered by the manufacturer shall be provided to AIIMS, BBSR with no additional cost.

10. The Competent Authority of AIIMS Bhubaneswar reserves the right to relax/withdraw any of the terms and conditions mentioned in the Rate Contract, in doing so if it is in the interest of the AIIMS Bhubaneswar.
11. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, AIIMS, BBSR has the option to terminate the contract.

12. **Parallel Rate Contract/ Purchase:** The AIIMS Bhubaneswar reserves the right to place an order for supply of any items mentioned in the rate contract, Proprietary Items or otherwise, to any other firm(s) in emergency/unavoidable situation. In case of emergency or non-supply of items from the rate contract holder, AIIMS, Bhubaneswar may purchase Rate Contract items from other sources without any information to the Rate Contract holder.
13. The GST registration and GST no. to be furnished by the vendor.
14. **Performance Security** : The Supplier have to furnish Performance Security @3% of expected annual order value subject to minimum of Rs.10,000/- (Rupees Ten Thousand only) in shape of FD/TDR/Bank Guarantee in the name of All India Institute of Medical Sciences, Bhubaneswar. The Performance Security should be kept valid up to 60 days after completion of obligations under the contract i.e., at least 14 months from date of agreement. The security deposit may be forfeited by this Institute in the event of any breach or negligence or non-observance of any condition of contract or any unsatisfactory performance violating the condition of the contract.
15. **Arbitration:** If any difference arises concerning this agreement, its interpretation on any point shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the Director, AIIMS Bhubaneswar to settle the dispute by Sole Arbitrator. Sole arbitrator will be appointed by the Director, AIIMS Bhubaneswar. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1996 and the rule framed there under and in force shall be applicable to such proceedings.

Signature of the Bidder with Seal

16. **Insolvency etc.:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Bhubaneswar shall have the power to terminate the contract without any prior notice.
17. **Right to call upon information regarding status of contract:** The AIIMS, BBSR will have the right to call upon information regarding status of contract at any point of time.
18. **Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Bhubaneswar, Odisha and all obligations hereunder shall be deemed to be located at Bhubaneswar, Odisha and Court within Bhubaneswar, Odisha will have Jurisdiction to the exclusion of other courts.

THIS AGREEMENT will take effect from _____ day _____ Month of _____ Two Thousand Twenty one and shall be valid for ONE year.

IN WITNESS WHERE OF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Bhubaneswar in the presence of the witness:

For and on behalf of the 'Vendor/Firm' Signature of the authorized Official Name of the Official Stamp / Seal of the 'Vendor/Firm' SIGNED, SEALED AND DELIVERED By the Said	For and on behalf of the "Director, AIIMS, Bhubaneswar" Signature of the authorized Officer Name of the Officer By the said
Name on behalf of the 'Vendor/Firm' in presence of Witness: _____ Name : _____ Address: _____ _____	Name on behalf of the "Director, AIIMS Bhubaneswar" in presence of Witness: _____ Name: _____ Address: _____ _____ <i>Signature of the Bidder with Seal</i>

Signature of the Bidder with Seal