

All India Institute of Medical Sciences

Veerbhadra Marg, Pashulok,
Rishikesh-249203



Rate Contract document for procurement of
Hygiene & Sanitary Items

Tender fees (Rs.1000 +VAT@14.5%Rs.145)Rs.1145

EMD: Rs 2,50,000.00 (Two Lac Fifty Thousand Only)

Date of Pre-bid Conference: 23/06/2017

Date of submission of Bid: 10/07/2017

RATE CONTRACT

**For procurement of Hygiene & Sanitary Items
AIIMS, Rishikesh, Virbhadra Marg, Rishikesh, Dehradun
Dated: 05-06-2017**

1. Sealed tenders in Two Bids (Technical & Financial) are invited on behalf of the Director, All India Institute of Medical Sciences, Rishikesh from interested and eligible manufacturer or their authorised distributors, for supply of Hygiene and Sanitary Items for two years. The items will be delivered to AIIMS, Rishikesh premises from time to time as per the supply orders.
2. The interested manufacturer or their authorised dealers/ distributors are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in one sealed cover envelop super scribed “**Rate Contract for supply of Hygiene and Sanitary Items**” and should reach at the office of “**The Administrative Officer, AIIMS, Rishikesh, Virbhadra, Marg Rishikesh (Dehradun) - 249201**”, before 03.00 PM on or before dated 10-07-2017. The bid received after due date and time will not be entertained whatsoever may be the reason. The technical bids shall be opened on the same day at 03.00 PM at Tender Opening Room, AIIMS, Rishikesh in presence of persons representing the prospective bidders. In the event of any of the above mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time. The date for opening of financial bid of technically qualified agencies will be announced later.
3. The tender document containing technical bid form, financial bid form, technical description/specification & item and terms & conditions can be purchased from the office of Administrative Officer - AIIMS, Rishikesh from 05-06-2017 to 10-07-2017 between 10.00 AM and 02.00 PM on non-refundable payment of Rs.1145.00 (Rupees one thousand one hundred forty five only) or can be downloaded from website www.aiimsrishikesh.edu.in. Those who download the tender document from website should enclose DD/Pay Order for Rs.1145.00 (Rupees one thousand one hundred forty-five only) (*non-refundable*) in favour of “AIIMS, Rishikesh”, payable at Rishikesh, not later the date of dated 09-07-2017 along with their technical bid in the Cover-I “Technical Bid”. The bid security (EMD) for **Supply of Hygiene & Sanitary Items** as given in table-1 below tender documents should be paid in the form of demand draft/FD/TD/CD from any Nationalised/Schedule bank duly pledged in favour of “AIIMS, Rishikesh” payable at Rishikesh and will be placed in Cover-1 with technical bid. The Tender Documents are not transferable.
4. Any enquiry about this tender document may be addressed to the Administrative Officer, for their timely resolution. Any future clarification and/or corrigendum(s) shall be communicated through Administrative Officer on the AIIMS, Rishikesh website: www.aiimsrishikesh.edu.in. and other Central Government Procurement Websites (*subject to its access of AIIMS Rishikesh*).The bidders are required to regularly check the website to know about any/all such corrigendum(s) as only these bids, taking care of such corrigendum(s) shall be considered for finalisation of the tender.
5. Bidder should necessarily enclose a covering letter mentioning a summary of applied document with proper numbering. Secondly, bid should also attach a compliance sheet as per specification mentioning that they are complying to all specification or have any variation.

**Administrative Officer
AIIMS, Rishikesh
0135-2462915**

Rate Contract Document**Chapter-I****(Instructions to bidder & conditions of contract)****(A) General Information and Conditions relating to Submission of Bids**

1. The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement can be purchased from AIIMS, Rishikesh on any working day from 05-06-2017 to 10-07-2017 between 10.00 AM to 02.00 PM on payment of non-refundable charges of Rs 1145/- (Rupees one thousand one hundred forty five only) or can be downloaded from website www.aiimsrishikesh.edu.in. Those who download the tender document from Website should enclose a Demand Draft/Pay Order for Rs 1145/-(Rupees one thousand one hundred forty five only) in favour of “**AIIMS, Rishikesh**”, payable at Rishikesh, not later the date of 09-07-2017, along with their bid in the **Cover-I** containing “Technical Bid”.

2. The interested firms/suppliers are required to submit the Technical and Financial Bids separately in the format enclosed and they have to observe highest standard of ethics while bidding for this tender. The bids in sealed Cover-I containing “**Technical Bid**” and sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super scribed “**Rate Contract for supply of Hygiene & Sanitary Items**” should reach AIIMS, Rishikesh by or before 03.00 PM on 10-07-2017. The Technical bids shall be opened on same day at **03.00 PM** at AIIMS, Rishikesh in presence of the bidders or their authorized representatives (Authorization letter required to be submitted) who choose to remain present. The Tender received after due date & time will not be considered and no claim shall be entertained whatsoever may be the reason.

3. The pre bid conference would be held on **23-06-2017 at 03.00 PM** in the office of Tender Opening Room, AIIMS, Rishikesh. All firm’s representative who are attending the pre bid meeting, shall produce an authorization letter from their firm on the firm’s letter head. They are required to put their query in writing before the committee and submit the same in writing on its letter head.

4. All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.

5. All entries in the tender form should be typed or written by pens legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Technical Bid as well as Financial Bid unless authenticated by full signature of bidder. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filled up carefully by the tenderer. All corrections in this schedule must be duly attested by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.

6.(i) **Bid Security:** -The bidder shall pay the respective amount of Bid Security (EMD) as mentioned in table-I along with the Technical Bid by way of demand draft/FD/TD/CD in favour of “AIIMS, Rishikesh” drawn on any Nationalized Bank/ Scheduled Bank and payable at Rishikesh and must be valid for (6) six month. Bids received without tender fees and Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage. The original EMD will be put in cover-I containing with Technical bid.

- a) The Public Sector Undertaking of the Central/State Govt./MSEs/MSME/Registered with Central Purchase Organization are exempted from furnishing Earnest Money along with tender, **subject to submission of its valid proof.**
- b) The firms Registered with DGS & D/SSI and any approved source of Centre/States Govt. are not exempted from furnishing Earnest Money in so far as this institute is concerned.

- c) Earnest Money deposited with AIIMS, Rishikesh in connection with any other tender enquiry even if for same/similar material / Stores by the tenderer will not be considered against this tender.

(ii) EMD is required to protect the purchaser against the risk of Bidders conduct. The EMD will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to the notice that the information/ documents furnished in its tender is incorrect or false.

7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract with successful bidder.

8. Bidders are not allowed to submit more than one bid anytime during the tendering process for the same/similar tendered item else all his bids shall be cancelled thereby making him disqualified in addition to the forfeiture of the EMD.

9. The successful bidders have to execute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) within twenty-one (21) days from the date of award of this tender in his favour and also required to furnish the **Security Deposit of an amount equal to 10, 00000/- (Rupees ten lakh only)** in the form of FD/BG/TD/CD for **three months extra of the contract period** from any Nationalised/Schedule bank duly pledged in favour of AIIMS, Rishikesh & payable at Rishikesh only. The EMD deposited by successful bidder may be adjusted towards Security Deposit as demanded above after its validation for the required period. If the successful bidder fails to furnish the full security deposit or difference amount between Security Deposit and EMD within 21 (twenty-one) days after the issue of **Letter of Award** of Work, his bid security (EMD) shall be forfeited and award of tender in suppliers favour automatically stands terminated at his cost & liability, unless time extension has been granted by AIIMS, Rishikesh.

10. The EMD/PBG shall be forfeited if successful bidder fails to supply the goods/equipment in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.

11. The bid shall be valid and open for acceptance by the competent authority of AIIMS Rishikesh for a period of 180 (one hundred eighty) days from the published date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained. The unilateral withdraw at any stage will cause forfeiture of EMD in addition to any remedy that the purchaser may have under the law.

12. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for Clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

13. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions of the contract and who has quoted the lowest rate as per financial bid after complying with the all the Acts / provisions stated / referred to for adherence in the tender.

14. The name of such successful bidder will be displayed on the website of the institute www.aiimsrishikesh.edu.in within 7 (seven) days from the date of execution of this tender contract by him.

15. The competent authority of AIIMS, Rishikesh reserves all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any administrative term and condition/specifications of the tender enquiry after due discussion in pre-bid conference. This will be communicated and shown over the website of the Institute. No representation will be considered after pre-bid meeting and **bidders may ensure its queries only in pre-bid meeting.** AIIMS, Rishikesh also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

16. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.

17. The tender form is not transferable.

18. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.
19. It is required by all concerned, namely the Bidders/Suppliers, as the case may be to observe highest standard of ethics during the procurement and execution of this Tender.
20. Installation at consignee's site should be free of cost immediately on arrival of equipment at consignee's site.
21. Following is the Eligibility Criteria for finalization of this Tender by the Tender Committee:
 - 21.1 EXPERIENCE: The bidder must have minimum three years of experience of supplying the Sanitary/Hygiene items in bulk to Govt. Departments/PSUs/Nationalized Banks/reputed private organisation. Copies of two such supply orders (of Rs.5 lakh or more) received during each of the last three years should be enclosed.
 - 21.2 ANNUAL TURNOVER: Average annual turnover should be Rs.50 lacs or more for last 3 financial years..
 - 21.3 STATUTORY REGISTRATIONS: The bidder must have valid PAN No. and TIN/VAT No. Photocopy of PAN Card of the Firm/Dealer/Proprietor and VAT/Trade Tax return for last 3 years is to be submitted with the technical bid.
22. In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged in addition to the cost of tender. The supplier is required to provide the demonstration of equipment at AIIMS premises to the AIIMS representatives for its evaluation as per the specification & desired functionality standard. However, a submission of videography displaying functionality as per tender specification may also be considered by the AIIMS, representative.
23. In case the bidder on whom the supply order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Rishikesh) may recover from the tender 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 deposit will be forfeited.
24. Where the specifications are as per tenderer's range of products the tenderer's offer should mention that the item meets all specifications as per the tender enquiry and if there are improvements/deviations the same should be brought out on separate Letter Head of the firm. It would be discretion of the competent authority of the institute to accept or reject such deviations which are not in accordance with our required specifications as given below the financial bid.
25. Individual signing the tender or other documents connected with contract must specify the capacity in which such Tender Documents are signed as:
 - 25.1 a "sole proprietor" of the concern or constituted attorney of such sole proprietor;
 - 25.2 a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - 25.3 Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

NOTES:

I. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm, if any should also be enclosed along with the tender.

II. In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

III. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, AIIMS Rishikesh may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

26. The bidders should have furnished a copy of GST/S.T. /C.S.T./VAT registration number, the State / U.T. of registration and the date of such registration. Tenders not complying with this condition will be rejected.
27. **Turnover provisions:** - (i) The tenderers should submit along with the tender, a photo state copy of the last three years Annual Accounts with Audit certificate by Chartered Accountant, Income Tax returns and a copy of current valid income tax clearance certificate (IT CC), otherwise bidder will not be considered for administrative evaluation (in evaluation of Technical bid) and will be declared **disqualified** in technical evaluation.
- (ii) In case of bidder falls under Section 44AD/44ADA/44AE of Income Tax shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India.
- (iii) In case of supplier is an Indian Agent, the firm can submit copies of purchase orders issued in favour of firm (*As the payment is made through LC directly to foreign manufacturer and equipment payment does not exist in the book of account of the supplier*) in support to its turnover whatever amount is getting short.
- (iv) There will be relaxation on turnover on *case to case* basis for **Start-up firms** registered by Government of India under Start-ups scheme as per orders of Ministry of Commerce, Government of India.
28. **Sample/demonstration:** - In case, the item required prior submission of sample/ performing demonstration, tenderer will have to submit sample/perform demonstration of the equipment/item to the competent authority of the institute, the bidder will have to born all the expenses for the same. Non submission of sample/non performing demonstration will **disqualify** the bidder in the technical bidding process and financial bid of the bidder will not be opened.
29. The tenderer hereby guarantees that the equipment supplied to the Institute (purchaser) under the Contract shall be of the best quality/latest version and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender Document. The date of manufacturing of the equipment/goods supplied will not be more than 3 (Three months) old. The tenderer will have further guarantees that the said equipment would continue to conform to the description and quality aforesaid for a period of five (5) years guarantee period (As per MoH&FW guidelines), from the date of installation of the said equipment to the purchaser and notwithstanding the fact that the Purchaser (Inspector) may have inspected and /or approved the said equipment, if during the aforesaid period of five years the said equipment be discovered not to conform to the description and quality as required as per specification or not giving satisfactory performance or have deteriorated, the decision of the Purchaser in that behalf shall be final and binding on the tenderer and the Purchaser shall be entitled to call upon the tenderer to rectify the equipment or such portion thereof as is found to be defective by the

purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the tenderer and in such an event, the above mentioned warranty period shall apply to the equipment replaced from the date of replacement thereof. In case of failure of the tenderer to rectify or replace the equipment, within specified time, the purchaser shall be entitled to recover the cost with all expenses from the tenderer for such defective equipment.

30. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender, failing which, the tender will not be considered. The tenderer must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues must be attached with the tender in original, failing which, tender may be disqualified.
31. **Force Majeure:** Any failure or omission to carryout of the provisions of this supply by the supplier shall not give right for any claim by supplier and purchaser to one against the other, if such failure or omission arise from an act of God which shall include all acts of natural calamities from civil strikes compliance with any statistics and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to force majeure. Any delay due to Force Majeure will not be attributable to the either of the parties.
32. The successful Bidder shall at all times agree to indemnify and keep indemnified the purchaser against all losses, damages which may arise in respect of action/inactions of such Bidder or breach of any term of this tender by such Bidder. All claims regarding indemnity shall survive the termination of the contract with such Bidder.
33. Incase the vendor fails to supply the spare parts or fails to provide the agreed maintenance during the prescribed period, as per the terms of contract, the purchaser is automatically entitled to procure the required parts and hire services from the market at the risk and cost of the vendor, such inability of bidder will entail forfeiture the security deposit. The purchaser also reserves the right to terminate the contract on immediate notice, if the vendor fails to comply with this clause for more than one instance.
34. **Liquidated damage/demerge:** - The time for the date of delivery/ dispatch stipulated in supply order shall be deemed to be the essence of the contract and if the supplier fails to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods or services under the contract. The competent authority of the institute may also cancel the supply at the cost & liability of the supplier. In such a case, bid security of the supplier shall stand forfeited. The supply of equipment must be in single consignment, inclusive of all parts & accessories in adherence to the specification so as to make the equipment fully functional at the time of the installation. No installation repeat shall be signed in case of absence of any part as per the specification.
35. **Legal Jurisdiction:** -The Courts at Rishikesh/ Dehradun alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.

Applicable Law:

36. 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.
37. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh/Dehradun, Uttarakhand India only.
38. Except as otherwise provided under this Contract for immediate termination of the Contract, in the event of a disputes which may be arising out of the execution of the tender contract, the matter will be referred to the Deputy Director (Administration). Appeal against the decision of the DDA will lie to the Director, AIIMS Rishikesh and his decision shall be final and binding upon both the parties.

Other Conditions Specific to the Tender:

39. Items where samples are not provided by the bidder will not be considered and the firm will be declared disqualified for that item.
40. Samples should be provided on the said date and time otherwise the samples will not be accepted and the firm will be declared disqualified.
41. Only popular market brands should be quoted preferably.

I / We hereby accept the terms and Conditions given in the tender

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions & tender

(B) Financial terms and conditions

1. Rates are strictly required to be offered/quoted on the prescribed **“Financial Bid format”**. Financial bid submitted without prescribed format may not be considered and will be deemed improper subject to the condition that there is a requirement to mention other item which are not mentioned in the said format.
2. Rates quoted should be inclusive of all applicable taxes, packing, forwarding, postage and transportation charges at for AIIMS Rishikesh (Site of installation/Use). Rates should be mentioned both in figures and in words. The offer should be typed or written in Ink Pen/ Ball Pen without any correction. Offers in pencil will be cancelled. Telegraphic/ Telex/ Fax offers will not be considered and cancelled straightway.
3. The supplier has to submit a notarised affidavit on Indian Non Judicial Stamp Paper of Rs.10/- that the bidder has not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D rate in recent past. Therefore, if at any stage it has been found that the supplier has quoted lower rates than those quoted in this tender; the Institute (the purchaser) would be given the benefit of lower rates by the Supplier and any excess payment if any, will become immediately payable to the AIIMS, Rishikesh. If such affidavit is not submitted, tender will be out rightly rejected.*(Part of technical bid)*
4. If the price of the contracted articles is/ are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
5. Tender will be regarded as constituting an offer open to acceptance in whole or in part at the discretion of the competent authority of the institute for a period of 180 days (6 months) valid from the date of opening of the tender by the committee.
6. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.
7. **Tender Currencies:** The bidders are required to quote in Indian Rupees only.
8. **Sales Tax:** - If a bidder asks for sales tax/GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax to be paid extra, the rate and nature of sales tax applicable should be shown separately. The GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax/ GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax and is payable as per the terms of the contract.
9. **Octroi Duty and Local Duties & Taxes:** - Normally, goods to be supplied to Government departments against Government contracts are exempted from levy of town duty, Octroi duty, terminal tax and other levies of local bodies. However, on some occasions, the local bodies (like town body, municipal body etc.) as per their regulations allow such exemptions only on production of certificate to this effect from the concerned Government department. Keeping this in view, the supplier shall ensure that the goods to be supplied by the supplier against the contract placed by the AIIMS, Rishikesh are exempted from levy of any such duty or tax and, wherever necessary, obtain the exemption certificate from the AIIMS, Rishikesh. However, if a local body still insists upon payment of such local duties and taxes, the same should be paid by the supplier to the local body to avoid delay in supplies and possible demurrage charges and obtain a receipt for the same. The supplier should forward the receipt obtained for such payment to the AIIMS, Rishikesh to enable the AIIMS, Rishikesh reimburse the supplier and take other necessary action in the matter.
10. **Payment terms:** - The payment shall be made to the supplier on the satisfactory receipt of the goods ordered. Advance payment shall not be made under any circumstances. The payment shall be made to the suppliers A/C through NEFT/RTGS mode as per the details provided by the supplier.
11. **Guarantee / Warrantee Period:** The tenderer must provide guarantee for all quoted items for one year or as provided by the manufacturer, whichever is higher. The guarantee charges shall not be quoted separately otherwise the offer shall be summarily rejected.

NO DEMURRAGE / WHARFAGE CHARGES WILL BE PAYABLE BY THE INSTITUTE UNDER ANY CIRCUMSTANCES. NO ADVANCE PAYMENT WILL BE PAYABLE FOR CUSTOM CLEARANCE/ FREIGHT/INSURANCE ETC

Note: In case of any dispute regarding award of tender, decision of AIIMS Administration would be final.

I / We hereby accept the terms and Conditions given in the tender

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions & tender

Rate Contract for Supply of Hygiene & Sanitary Items

AIIMS, Rishikesh

TECHNICAL BID

(In separate sealed Cover-I super scribed as “Technical Bid”)

1. Name & Address of the manufacturer and their authorised dealers/ distributors/Agency with phone number, email, name and telephone/mobile	
2. Specify your firm/company is a manufacturer/ authorised dealer/ distributor/ Agency	
3. Whether the signature on each page has been made by the bidder or not.	
4. Name, Address & designation of the authorized person (Sole proprietor/partner /Director)	
5. Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof.	
6. Please provide a notarised affidavit on Indian Non Judicial stamp paper of Rs. 10/- that you have not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D rate in last one year. If you don't fulfil this criteria, your tender will be out rightly rejected.	
7. Please attach copy of last three years' of Income Tax Return	
8. Turnover a. Please attach balance sheet (duly certified by Chartered Accountant) for last three (3) years (Attach copy of annual minimum turnover which should not be less than 3 Crore certified by the Chartered Accountant) b. The bidder falls under Section 44AD/44ADA/44AE of Income Tax Act shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India. c. Indian Agent can submit its copy of POs of LC cases, in support of its amount getting short in required turnover. d. Start-ups may submit its Start-up Registration for consideration (<i>Relaxation in turnover can be considered as the case may be, subject to fulfilment of other conditions. However, it will not mandatory</i>)	
9. PAN No. (Please attach copy)	
10. GST/VAT/Service Tax Registration Number. (Please attach copy)	
11. 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.	
12. Power of Attorney/authorization for signing the bid documents (Not required in case of sole-proprietorship.)	
13. 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.	
14. Please declare that proprietor/firm/company has never been black listed/debarred by any organization. An oath certificate to this effect may be enclosed on Rs.10 notarised stamp paper.	
15. Please submit two performance certificate from your two different customers to whom you have supplied such type of items in previous 3 years	
16. Details of the FD/DD/TD/CD of bid security (EMD) FD/DD/TD/CD No: Date: Payable at-	Detail of cost of Tender for Rs. 1145/- (if downloaded from website) DD No. Date: Payable at-

Undertaking

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We shall supply the items of requisite quality and quantity at given rate in timely manner.
3. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish within 15 days, Bank Guarantee/ Performance Security after the issue of Purchase Order, as applicable, in the format to be provided by AIIMS Rishikesh in addition to execution of a Contract as pre-condition for obtaining the supply orders.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the AIIMS Rishikesh immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.
5. I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Signature of the Bidder)

Name:

Designation with Seal of the Firm:

“Chapter-II (Schedule of requirements& EMD)

Table-I

Details of items & their tentative quantity and EMD

The following items manufactured by Indian/International firms of repute are required.

S.No.	Item	Quantity	EMD
1	Supply of Hygiene & Sanitary Items	As per details in the financial bid	INR 2,50,000.00

FINANCIAL BID**(In sealed Cover-II super scribed "Financial Bid")**

To,

Administrative Officer

AIIMS Rishikesh, Virbhadra Marg.

Rishikesh (Dehradun)

Dear Sir,

Our quoted rate for supplying the Sanitary/Hygiene items for AIIMS, Rishikesh will be as follows:-

S.N	DISCRIPTION/SPACIFICATIO N OF ITEMS	SPACIFICATION	MAKE	UNIT	AAPROX ANNUAL DEMAND	UNIT COST INCLUSIVE ALL TAXES
1	Acid	Tin pack of 5 ltr	Superior Quality	Ltr.	2000	
2	Bamboo Stick for broom bamboo	as per standerd	Superior Quality	Nos.	40	
3	Bleeching Powder	pack of 25kg,5KG,1KG	Superior Quality	Kg.	2400	
4	Broom Bamboo with long handle	5 ft.	Superior Quality	Nos.	100	
5	Broom Coconut	as per standerd	Superior Quality	Nos.	2400	
6	Broom soft	as per standerd	Superior Quality	Nos.	2000	
7	Bucket plastic	cello 15 ltr	Superior Quality	Nos.	1000	
8	Clener Spray colin	500 ML pack	Superior Quality	Nos.	1800	
9	Detergent powder 1/2 kg pack	1/2 kg Pack	Superior Quality	Kg.	2000	
10	Dish Bar Vim	200 gm	Superior Quality	Nos.	400	
11	Door mat soft	2*3 foot	Superior Quality	Nos.	160	
12	Door mat Soft	2*4 foot	Superior Quality	Nos.	160	

13	Door mat Soft	4*6 foot	Superior Quality	Nos.	160
14	Door mat with plastic spiks	2*3 foot	Superior Quality	Nos.	100
15	Door mat with plastic spiks	2*4 foot	Superior Quality	Nos.	100
16	Door mat with plastic spiks	4*6 foot	Superior Quality	Nos.	100
17	Dranti (Arriwali)	as per standerd	Superior Quality	Nos.	24
18	Dust pan	as per standerd	Superior Quality	Nos.	800
19	Dustbin with lid (Red , Blue , yellow , Black)	80 Ltr	Superior Quality	Nos.	480
20	Dustbin with lid (Red , Blue , yellow , Black)	35 Ltr	Superior Quality	Nos.	400
21	Dustbin with lid& foot padal (Red , Blue , yellow , Black)	15 Ltr	Superior Quality	Nos.	800
22	Dusting wiper (moveable)	24"	Superior Quality	Nos.	360
23	Face mask (Heavy duty)	as per standerd	Superior Quality	Nos.	1200
24	Face mask disposable	as per standerd	Superior Quality	Nos.	1600
25	Fawara big with handle	as per standerd	Superior Quality	Nos.	30
26	Fawara small with handle	as per standerd	Superior Quality	Nos.	30
27	Floor cleaner	500 ML	Superior Quality	Nos.	3200
28	Floor duster	36×36"	Superior Quality	Nos.	3600
29	Grass Chemical for removing of grass (climtor)	1 Ltr, /500 ML	Superior Quality	Ltr.	80
30	Gum boots	No-8,9,10	Superior Quality	Pairs	80
31	Hedge cutter	as per standard	Superior	Nos.	32

			Quality			
32	Insecticide spray machine	15 Ltr	Superior Quality	Nos.	5	
33	Iron patthal long Handle (Guzzani patthal)	as per standard	Superior Quality	Nos.	20	
34	Iron patti	8"	Superior Quality	Nos.	500	
35	Juna plastic	as per standard	Superior Quality	Nos.	2000	
36	Kerocene oil Tin pack	Pack of 5 Ltr.	Superior Quality	Ltr.	100	
37	Khurpi small with handle	3"	Superior Quality	Nos.	12	
38	Khurpi with handle big	4"	Superior Quality	Nos.	12	
39	Kudal with handle	as per standard	Superior Quality	Nos.	12	
40	Lime powder	1Kg, 15 kg ,25 kg	Superior Quality	Kg.	600	
41	Liquid hand wash	Pack of 1 Ltr	Superior Quality	Nos.	1400	
42	Liquid soap refill	185 ML,	Superior Quality	Nos.	2000	
43	Liquid soap with dispenser	250 ML	Superior Quality	Nos.	2000	
44	Mosquito Killing Machine		Superior Quality	Nos.	480	
45	Mosquito Killing Machine refill	45ML	Superior Quality	Nos.	600	
46	Mosquito spray hit	425ML	Superior Quality	Nos.	400	
47	Mouse glue trap big	as per standard	Superior Quality	Nos.	200	
48	Mouse glue trap small	as per standard	Superior Quality	Nos.	240	
49	Mouse Pinjra	as per standard	Superior Quality	Nos.	100	

50	Nepthalene ball pack of 100 gm	100 gm	Superior Quality	pkts	3200	
51	Phenayle Black	Pack of 5 Ltr.	Superior Quality	Ltr.	2000	
52	Phenayle white	Pack of 5 Ltr.	Superior Quality	Ltr.	12000	
53	Plastic cloth hanger, Pack of 12 pcs.	as per standard	Superior Quality	pack	120	
54	Plastic dispancer bottle 250 ML	as per standard	Superior Quality	Nos.	100	
55	Plastic fly swats	as per standard	Superior Quality	Nos.	40	
56	Plastic garbage bag , Red	Pack of 80 kg	Superior Quality	Kg.	800	
57	Plastic garbage bag , yellow	Pack of 80 kg	Superior Quality	Kg.	800	
58	Plastic garbage bag , Blue	Pack of 80 kg	Superior Quality	Kg.	800	
59	Plastic garbage bag , black	Pack of 80 kg	Superior Quality	Kg.	1600	
60	Plastic garbage bag big, Red	40 kg (36*36)	Superior Quality	Kg.	2000	
61	Plastic garbage bag big yellow	40 kg (36*36)	Superior Quality	Kg.	2000	
62	Plastic garbage bag big Blue	40 kg (36*36)	Superior Quality	Kg.	2000	
63	Plastic garbage bag big black	40 kg (36*36)	Superior Quality	Kg.	2400	
64	Plastic garbage bag small Red	16 kg (24*24)	Superior Quality	Kg.	2400	
65	Plastic garbage bag small yellow	16 kg (24*24)	Superior Quality	Kg.	2400	
66	Plastic garbage bag small Blue	16 kg (24*24)	Superior Quality	Kg.	2400	
67	Plastic garbage bag small black	16 kg (24*24)	Superior Quality	Kg.	3600	
68	Plastic keep for puring liquid	as per standard	Superior	Nos.	Nil	

	big		Quality			
69	Plastic Mug 2 Ltr,	2 Ltr,	Superior Quality	Nos.	1200	
70	Plastic tasla	as per standard	Superior Quality	Nos.	30	
71	Plastic water can for water spray 10Ltr.	10 ltr	Superior Quality	Nos.	20	
72	Punjer Drain cleaner	as per standard	Superior Quality	Nos.	20	
73	Punjer Iron Big	as per standard	Superior Quality	Nos.	20	
74	Rat kill	25 gm	Superior Quality	Nos.	800	
75	Room freshner 170 Gm	170 Gm	Superior Quality	Nos.	600	
76	Rose cutter big	as per standard	Superior Quality	Nos.	15	
77	Rose cutter small	as per standard	Superior Quality	Nos.	15	
78	Rubber hand gloves heavy big size	as per standard	Superior Quality	Pairs	1400	
79	Rubber hand gloves Surgical small disposable	White, pack of 100pairs	Superior Quality	Pairs	400	
80	Rubber pipe for water supply	30 Mtr. Long 1" dio	Superior Quality	Bundl e	4	
81	Soap (hand wash)	75 gm	Superior Quality	Nos.	2800	
82	Soap dish	as per standard	Superior Quality	Nos.	200	
83	Table duster	40×40cm	Superior Quality	Nos.	4000	
84	Talwar Iron	as per standard	Superior Quality	Nos.	60	
85	Tawa punjer Iron Make	as per standard	Superior Quality	Nos.	20	
86	Tile Cleaner (Red harpic) 500 MI	500 MI	Superior Quality	Nos.	1600	

87	Toilet Cleaner (harpic blue) 500 MI	500 MI	Superior Quality	Nos.	7200	
88	Toilet clenar Brush	as per standard	Superior Quality	Nos.	1600	
89	Toilet freshner (odonil) 75 Gm	75 Gm	Superior Quality	Nos.	4000	
90	Toilet paper roll/ Tissue paper roll	as per standard	Superior Quality	Nos.	1600	
91	Towel white big	Big	Superior Quality	Nos.	400	
92	Towel white small	Small	Superior Quality	Nos.	600	
93	Washing Brush	as per standard	Superior Quality	Nos.	600	
94	Waste paper basket 15 Ltr (plastic)	15 Ltr	Superior Quality	Nos.	800	
95	Web cleaner with Telescope	as per standard	Superior Quality	Nos.	1000	
96	Wiper Big size with aluminium handle 24"	24"	Superior Quality	Nos.	1400	
97	Wiper Big with telescope aluminium Alluminium handle	as per standard	Superior Quality	Nos.	800	
98	Floor cleaner Fyzer/ Clener 6000	Pack of 5 Ltr.	Superior Quality	Ltr.	240	
99	Toilet Cleaner Dr.Clean	Pack of 5 Ltr.	Superior Quality	Ltr.	120	
100	Glass Cleaner Plurel Plus/Clean	Pack of 5 Ltr.	Superior Quality	Ltr.	80	
101	Hyginic Floor Cleaner S2	Pack of 5 Ltr.	Superior Quality	Ltr.	360	
102	Glass Cleaner S3	Pack of 5 Ltr.	Superior Quality	Ltr.	80	
103	Toilet Bowl Cleaner S6	Pack of 5 Ltr.	Superior Quality	Ltr.	120	

L1 will be decided on the basis of unit cost.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note:

- (i) No other charges would be payable by Client.
- (ii) There would be no increase in rates during the Contract.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name:

Seal:

Address :

Phone No (O):

Fax No. (O):

E-mail: