

Notice Inviting Tender for Supply of Grocery Items

Date: 31.08.2016



Date of pre-bid	: 13.09.2016 at 03:00 PM
Last Date of Submission	: 23.09.2016 till 03.00 PM
Tender opening date (Technical bid)	: 23.09.2016, 03.30 PM

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

ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
VIRBHADRA MARG, RISHIKESH,
UTTARAKHAND -249203

NOTICE FOR INVITING SEALED TENDERS FOR SUPPLY OF GROCERY ITEMS LIKE VARIOUS ITEMS OF TEA/COFFEE, MILK POWDER, SUGAR CUBES, TEA BAGS, JUICE AND BISCUITS ETC. FOR BLOOD BANK AND OTHER OFFICIAL USE IN THE AIIMS, RISHIKESH-REG.

The AIIMS, invited the sealed tenders/quotations for award of Annual Contract for supply of Grocery items like various items of Tea/Coffee, Milk Powder, Sugar Cubes, Tea Bags, Juice and Biscuits etc. for Blood Bank and other official use in the AIIMS, Rishikesh. The AIIMS is looking for reputed firms with adequate experience in the field.

2. The tender form (**Annexure-I, Annexure-IIA & Annexure-IIB**) must be sent in a sealed cover prominently marked as *“Annual Contract for Supply of Grocery items like various items of Tea/Coffee/Biscuits etc.”*. Sealed tenders are to be dropped in the tender box placed in Tender Office, AIIMS, Rishikesh by **03.00 PM** on 23-09-2016. The tenders will be opened on the same day at **03.30 PM** in the presence of the bidders of their representatives who may wish to be present at that time.

3. **The terms & conditions of the tender & resultant contract shall be as under:-**

- a) Tenders from only those firms will be entertained which have VAT No., PAN No.
- b) It may be noted that the selected tenderer would be required to supply the required items to the AIIMS at his own cost. The firm should be in a position to supply required items of tea materials on very short notice as and when required and within three days from the date of issue of the order in normal course of delivery.
- c) The owner of the firm should be available on his direct telephone (office as well as residence) and also on mobile phone. Mobile number shall also be given.
- d) The tender should be accompanied with the Earnest Money Deposit (EMD) of **Rs.10,000/- (Rupees Ten Thousand Only)** in the form of Demand Draft/Pay Order from any of the Nationalized/Public, Sector bank in favour of ‘**DDO, AIIMS, Rishikesh**’.
- e) **Tenderes may please quote their maximum %age discount on MRP/Printed prices and it shall be ensured that there are no cutting/overwriting tempering labelling on such items. The MRP cant be higher than those available in open market. The %age discount finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no charge in the rates offered would be allowed excepting only when the change occurs on the MRP or Printed Price of the item during the currency of the contract as mentioned in clause (f) below.**

In case the agency supplied the items at higher rates despite fall in the prices in the open market, the contract is liable to be terminated and such losses shall be recovers from the agency.

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- f) The successful tenderer will submit MRP/Printed Price of all the items to this AIIMS, Rishikesh in the 3rd week of every month, according to which the AIIMS, Rishikesh will place supply order for the items to be procured for the next month. The submitted MRP/Printed Price of all the items by the contracted firm shall remain valid for the next one month and no charge of MRP/ Printed Price will be entertained within one month after submission by contracted firm. If the contracted firm fails to submit MRP/Printed Price of all the items in the 3rd week of every month, the supply order will be placed on the basis of MRP/Printed Price submitted by the firm during previous month. However, if the MRP/Printed Price of any item for the month is less than the MRP/Printed Price of the same item for previous month and if same is not submitted by the firm, then a penalty of Rs.1,000/- will be imposed on the vendor.
- g) The prospective bidders are free to seek any clarifications/see the kind of requirement's AIIMS, Rishikesh is looking for, from Sr. Administrative Officer, AIIMS, Rishikesh. He may be contracted with prior appointment on any working day before tender opening.
- h) The contract shall normally be awarded to the maximum %age discount on MRP/Printed Price offering bidder whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender letter. The AIIMS, Rishikesh reserve the option to select more than one firm for award of contract to ensure uninterrupted supply during the currency of the contract.
- i) The quotation of the firm will remain valid for a period of 60 days.
- j) The contract can be terminated by the AIIMS, Rishikesh at any time without assigning any reason on immediate notice on immediate notice. If the work of the contractor is found to be unsatisfactory, it would be entrusted to any other party at the risk and expenses of the defaulting contractor. In this connection, decision of the AIIMS, Rishikesh shall be final and binding upon the contractor.
- k) The tenderer whose quotation is finally accepted, shall have to furnish performance security of sum of **Rs.25,000/- (Rupees Twenty Five Thousand Only)** in favour of '**DDO, AIIMS, Rishikesh**' by means of FD/BG from any of the Nationalized/Public Sector Bank. The earnest money shall be returned to the successful bidder only after depositing Rs.25,000/- as performance security.
- l) If the supplier fails to supply the required items in the stipulated time or if the quality of the tea materials is not as per the approved/required norms, the AIIMS, Rishikesh shall be free to make necessary procurement of various items from the market at the suppliers' risk and cost which shall be recoverable from his pending bills or performance security besides resulting in cancellation of the contract. Further in case of any deficiency in service, a penalty of 5% of the total amount of the bill for the relevant period will be imposed.
- m) The AIIMS, Rishikesh shall be free to test the sample of various items supplied by the supplier from any independent source for which all required cooperation/documentation shall be submitted by the suppliers.
- n) The contract may be extended for one year in case of service given by supplier is found satisfactory.

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- o) The firm blacklisted at any point of time by any Ministry/Department need not apply. In case the fact is concealed and it will come to the notice of the AIIMS, Rishikesh during the period of contract, the contract shall be terminated straightway and the security deposit will be forfeited. If the fact comes to notice before award of contract, his bid shall be rejected outright & tender may be awarded to L2 bidder .
- p) The AIIMS, Rishikesh reserves the right to reject the tender in whole or any part and decision of Director in the matter will be final. **However, the bidders would have the right to question the bidding conditions, binding process and or rejection of its bid.**
- q) All matters/disputes pertaining to the tender and resultant contract shall be tried to be settled by the Director of Officer or nominated by him for the purpose before giving to litigation.
- r) The firm is bond to ensure the supply of item with 2/3 shay life. The Institute is entitled to received latest packing with all scheme relating free/gift/extra quantity items as may be available in the market upon such items.
- s) The firm shall remain liable to indentify the Institute for any act/omission or breach of any term of this tender including poor suppliers.
- t) The competent court in Rishikesh, Uttarakhand shall have an exclusive jurisdiction to try any matter requiring litigation under this agreement.

TECHNICAL PROFORMA

ANNUAL CONTRACT FOR SUPPLY OF GROCERY ITEMS LIKE VARIOUS ITEMS OF TEA/COFFEE, MILK POWDER, SUGAR CUBES, TEA BAGS, JUICE AND BISCUITS ETC. FOR BLOOD BANK AND OTHER OFFICIAL USE IN THE AIIMS, RISHIKESH

1. Name of Tendered (in Block letter) _____
2. Address _____

3. Telephone No. _____
4. Bank Draft No. & Date _____
5. Amount of Draft _____
6. Name of the Bank _____
7. VAT No. (Copy to be enclosed) _____
8. PAN No. (Copy to be enclosed) _____
9. Experience Documents, if any _____
10. Whether Annexure-I has been Submitted with signature & stamp of the firm _____

I/we hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in the tender notice **F. No.24/Grocery Items/148/2016-Rish(Admn)** dated 23-09-2016 and hereby accepts the terms & Condition in connection with supply of grocery items to the AIIMS, Rishikesh as per **Annexure-I**. Accordingly, I/We hereby offer the maximum rate of %age discount on MRP/Printed Price for annual contract for supply of various grocery items of tea & allied materials as indicated in **Annexure-IIB**.

Signature of the Proprietor/
Authorised Signatory

I/WE HEREBY ACCEPT THE FOLLOWING TERMS AND CONDITIONS IN CONNECTION WITH SUPPLY OF GROCERY ITEMS LIKE VARIOUS ITEMS OF TEA/COFFEE, MILK POWDER, SUGAR CUBES, TEA BAGS, JUICE AND BISCUITS ETC. FOR BLOOD BANK AND OTHER OFFICIAL USE IN THE AIIMS, RISHIKESH

- i) The items will be supplied on credit basis from the date of billing.
- ii) The percentage of Discount offered should remain same and no request for reduction of rate of discount will be entertained. However, the agency can offer more rate of discount depending upon the market conditions.
- iii) A prior intimation should be given whenever there is increase/ decrease in the MRP or Printed Price of the items due to inflation/deflation. In case the agency suppliers the items at higher rates despite fall in the prices in the open market, the contract is liable to be terminated and such losses shall be recovered from the agency
- iv) The successful tenderer will submit MRP/Printed Price of all items to this AIIMS, Rishikesh in the 3rd week of every month, according to which the AIIMS, Rishikesh will place supply order for the items to be procured for the next month. The Submitted MRP/Printed Price of all the items by the contracted firm shall remain valid for the next one month and no charge of MRP/Printed Price will be entertained within one month after submission by the contracted firm. If the contracted firm fail to submit MPR/Printed Price of all items in the 3rd week of every month, the supply order will be place on the basis of MRP/Printed Price submitted by the firm during previous month. However, if the MRP/Printed Price of any item for the month is less than the MRP/Printed Price of the same item for previous month and if same is not submitted by the firm, then a penalty of Rs.1,000/- will be imposed on the vendor.
- v) **The stocks to be supplied should be fresh/latest (in any case not before one month from the date of supply order) and no old stocks will be accepted.** Similarly, the agency is bound to supply the specific branded items and no substitutes will be accepted. If the items are found deficient in quality and other specification, they are liable to be rejected and returned. The payment will be made only on supply of the items in good and satisfactory conditions.
- vi) Normally, advance notice ranging 1-2 days will be given for supply of items. However, at times, whenever required, a few items may be required at short notice. The items should be supplied in time-bond manner and no delay supply will be accepted.
- vii) In case the agency is unable to supply any of the items against the indent within specified period, the same will be procured from any other agency in the open market. Any loss on account of the difference between the rate quoted by the approved agency and rate of the

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item in the open market will be made good by adjusting it from the payments due to the agency.

- viii) The period of contract shall be normally one year. The AIIMS, Rishikesh shall have the right to prematurely terminate the contract without assigning any reason thereof. However, the successful bidder cannot withdraw from the contract without prior approval of the AIIMS, Rishikesh.

SIGNATURE
NAME OF THE AGENCY & ADDRESS
WITH RUBBER STAMP

FINANCIAL PROFORMA

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RISHIKESH

RATES QUOTED FOR SUPPLY OF GROCERY ITEMS IN RESPONSE TO TENDER NO. F.

**No.24/Grocery Items/148/2016-Rish(Admn)
(AIIMS-RIS),**

Sl. No.	Name of the items	Size/quantity/ specification	MRP/Printed Price rate on the item as on date of opening of tender	%age of discount offered by firm on MRP/Printed rate (This will be valid for entire period of the tender/contract
1.	Tea Bags- Taj Mahal	Per Pkt. (Containing 100 bags)		
2.	Twinings- Lemon Tea	Per Pkt. (Containing 100 bags)		
3.	Twinings- Green Tea	Per Pkt. (Containing 100 bags)		
4.	Tata Tea	Per Pkt. (500gm)		
5.	Sugar	Per Pkt. (01Kg)		
6.	Nescafe Coffee	Per Pkt. (50 gms.)		
7.	Bru Coffee	Per Pkt. (50 gms.)		
8.	Sugar Cubes (Daurala)	Per Pkt. (500 gms.)		
9.	Sugar Cubes (Dhampur)	Per Pkt. (500 gms.)		
10.	Nestle Everyday Milk Powder	Per Pkt. (400 gms.)		
11.	All flavour of Real/Tropicana Juice	Per Pkt. (250 ml)		
12.	All flavour of Real/Tropicana Juice	Per Pkt. (01 ltr.)		
13.	Soft drinks (Cold drinks)	Per Bottle (500 ml.)		
14.	Sugar free Gold	Per Pkt. (30 gms.)		
15.	Britannia – Good Day Butter Biscuit	Per Pkt. (66 gms.)		
16.	Britannia – Digestive Nutri choice Biscuit	Per Pkt. (100 gms.)		
17.	Britannia – Bour Bon Biscuit	Per Pkt. (120 gms.)		
18.	Britannia – Time Pass Biscuit	Per Pkt. (40 gms.)		
19.	Roasted & Salted Cashew	Per Pkt. (250 gms.)		
20.	Roasted & Salted Almond	Per Pkt. (250 gms.)		
21.	Roasted & Salted Gram (Chana)	Per Pkt. (200 gms.)		
22.	Navratna Mix	Per Pkt. (200 gms.)		

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	(Namkeen)			
23.	Panchratna (Namkeen)	Per Pkt. (200 gms.)		
24.	Lays	Per Pkt. (Rs.20)		

SIGNATURE
NAME OF THE AGENCY & ADDRESS
WITH RUBBER STAMP