Tender Enquiry No. F.No.24/MEC/191/2017-RISH (ADMN)

Cost – Rs. 1000/-
VAT- Rs. 145/-
Total Cost- Rs.1145/-

TENDER NOTICE

Tender for Supply and Installation of Clickers/Audience Response System
AIIMS, Rishikesh, Virbhadra Marg, Rishikesh, Dehradun

1. Sealed tenders in Two Bids (Technical & Financial) are invited on behalf of the Director, All India Institute of Medical Sciences, Rishikesh for supply and installation of Clickers/Audience Response System at the Institute. You are requested to quote your best offer along with the complete details of specifications, terms & conditions

2. The interested parties 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 a third sealed cover super scribed **"Tender For Supply and Installation of Clickers/Audience Response System"** and should reach at the office of **"The Administrative Officer, AIIMS, Rishikesh, Virbhadra, Marg Rishikesh (Dehradun) - 249201,** before 03.00 PM on or before **31/03/2017.** 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 03.30 PM at Tender Opening Room, AIIMS, Rishikesh. 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 the financial bid of technically qualified agencies will be announced later over the website.

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 Senior Administrative Officer - AIIMS, Rishikesh from 08/03/2017 to 31/03/2017 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 30/03/2017 along with their technical bid in the Cover-I "Technical Bid". The bid security (EMD) 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 the office of Administrative Officer on the AIIMS, Rishikesh website: www.aiimsrishikesh.edu.in. 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 necessary enclose a covering letter mentioning a summary of applied document with proper numbering. Bid should also attach a compliance sheet as per specification mentioning they are complying to all specification or have any variation.

Administrative Officer
AIIMS, Rishikesh
0135-2462915

Sign of Bidder

Tender Enquiry No. F.No.24/MEC/191/2017-RISH (ADMN)
TENDER DOCUMENT

"Tender for Supply and Installation of Clickers/Audience Response System"
AIIMS, Rishikesh

TECHNICAL BID

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

1. Name & Address of the bidder with phone number, email, name and telephone/mobile	
2. State clearly whether it is sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization	
3. Name, Address & designation of the authorized person (Sole proprietor/partner /Director)	
4. Have you previously supplied and installed these items to any government/ reputed private organization? If yes, attach the relevant poof. 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.	
5. Please attach copy of last three years' of Income Tax Return (Attach audited copies duly certified by Charted Accountant)	
6. Please attach final accounts audited (duly certified by Chartered Accountant) for last three (3) years (Attach copy of annual minimum turnover should not be less than 25 lakhs duly certified by Charted Accountant)	
7. PAN No. (Please attach copy)	
8. VAT/Service Tax Registration Number. (Please attach copy)	
9. 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.	
10. Power of Attorney/authorization for signing the bid documents (Not required in case of sole-proprietorship.)	
11. Please submit a notarised affidavit on Indian Non judicial stamp paper of Rs. 10/- that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. Please also declare that proprietor/firm has never been black listed by any organization.	
12. Please submit two performance certificate from your two different customers to whom you have supplied the such type of items in previous 3 years	
13. Details of the DD/FD/TD/CD of bid security (EMD) DD/FD/TD/CD No: Date: Payable at-	Detail of cost of Tender for Rs. 1145/- (if downloaded from website) DD No. Date: Payable at-

Sign of Bidder

Tender Enquiry No. F.No.24/MEC/191/2017-RISH (ADMN)

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, 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:

Sign of Bidder

Tender Enquiry No. F.No.24/MEC/191/2017-RISH (ADMN)

"Tender for Supply & Installation of Clickers/ Audience Response System"
AIIMS, Rishikesh

1. General Information of Tender

i). 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 08**-03-2017 to 31-03-2017** 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 **30-03-2017,** along with their bid in the Cover-I containing "Technical Bid".

ii). 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 **"Tender for Supply and Installation of Clickers/Audience Response System"** should reach AIIMS, Rishikesh by or before 03.00 PM on **31-03-2017**. The Technical bids shall be opened on same day **at 03.30 PM** at AIIMS, Rishikesh in presence of the bidders or their authorized representatives who choose to remain present. The Tender received after due date & time will be rejected and no claim shall be entertained whatsoever may be the reason.

iii). 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.

iv). 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 filed 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.

v). Bidders are not allowed to submit more than one bid 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 in addition to disqualifying him from any further tendering for the institute.

vi) 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.

vii) After evaluation, the tender shall be awarded normally to the Agency fulfilling all the conditions 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.

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

ix) The tender form is not transferable.

x). Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly

xi) **Tender Currencies:**

The bidders shall quote only in Indian Rupees. Tenders, where prices are quoted in any other way shall be treated as non -responsive and rejected.

xii). In case of insolvency/non-compliance/breach of any terms & conditions of this tender by the supplier, AIIMS Rishikesh may discontinue this supply contract with immediate effect. This may invoke forfeiture of security deposit in addition to taking all legal actions including, but not limited to the claim for costs/damages/losses etc. that AIIMS Rishikesh may incur due to the actions/inactions of the supplier, causing premature termination.

xiii) 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.

xv) Rates quoted should be inclusive of all applicable taxes, packing, forwarding, postage and transportation charges at F.O.R delivery to AIIMS Rishikesh (free delivery to consignees premises at the cost and risk of the bidder). 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.

xvi) 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.

2. Pre-Bid

The pre bid conference would be held on **20-03-2017 at 03.00 PM** in the office of Tender Opening Room, AIIMS, Rishikesh. All firms 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.

3. Validity

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.

4. Financial Information

(A) EMD

(i) The bidder shall pay the amount of **Rs. 30,000/- (Rs. Thirty Thousand only)** as Bid Security (EMD) along with the Technical Bid by 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 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 Technical bid.

a) The Public Sector Undertaking of the Central/State Govt. are exempted from furnishing Earnest Money along with tender.

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.

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

(B) Security Deposit

i) The successful bidders has to execute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) within fifteen (15) days from the date of award of this tender in his favour and also required to furnish the security deposit @ 10% of contract value in the form of FD/BG/TD/CD 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. If the successful bidder fails to furnish the full security deposit or difference amount between Security Deposit and EMD within 15 (fifteen) 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.

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

5. Display of Information & Result of Evaluation

i). The name of successful bidder and the result of evaluation will be displayed on the website of the institute www.aiimsrishikesh.edu.in within 7 days from the date of execution of this tender contract by him.

6. Force Majeure: Any failure or omission to carryout of the provisions of this supply by the supplier shall not give rise to 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 status 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.

7. Payment Terms

The Bill in triplicate may be send to this office for settlement after satisfactorily delivery, Installation and commissioning of the material. The bill should have full particulars of the items. Payment shall be made to successful bidder only in Indian rupees.

No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work.

The Contractor shall submit the bill only after satisfactorily delivery, Installation and commissioning of the material to the satisfaction of the AIIMS, Rishikesh. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted bill invoice from the Contractor. No payment will be made for goods rejected.

8. Documents Detail (Please see checklist on page 2 also)

i) The supplier has to submit a notarised affidavit on Indian Non Judicial Stamp Paper of Rs.10/- that he 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.

ii) The Tenderers should furnished a copy of 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.

iii) Attested photo state copy of the last three years Income Tax returns and a copy of current valid income tax clearance certificate (IT CC) otherwise tender may be ignored. Also an attested copy of complete audited annual turnover report (which has to be at least 25 Lakhs per annum) with profit & Loss, balance sheet, income and expenditure reports for last 3 years should be attached with the tender document

iv) Please submit a notarised affidavit on Indian Non judicial stamp paper of Rs. 10/- that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. Please also declare that proprietor/firm has never been black listed by any organization.

v) Please submit two performance certificate from your two different customers to whom you have supplied the such type of items in previous 3 years.

vi) Certificate of CE and FCC.

vii) Catalogue of quoted Model.

9. Terms & Conditions for Supply and Installation of Audience Response System

i) 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, security deposit of the supplier shall stand forfeited.

ii) In case the quality of items 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 items shall immediately be taken back by the supplier and will be replaced with the tender quality specifications, without any delay. The competent authority reserves all rights to reject the items if the same are not found in accordance with the required description / specifications and a penalty as deemed fit above shall be charged in addition to the cost of re-tender.

iii) In case the tenderer on whom the supply order has been placed, fails to made supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Rishikesh) may recover from the supplier the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by supplier. In case of repeated failure in supplying the order the supply order may be cancelled and bid security deposit will be forfeited in addition to exercise of the other rights as are reserved with the Institute.

iv) In case of defaulter for supplying an old edition or non revealing of such fact the supplier has to replace the older with new edition free of cost in addition to the payment of penalty as provided under para 7 (V) above.

v) Supply latest edition of titles (as on the submitting date of the tender) along with a Challans copy and three copies of the bill by quoting our order.

10. Legal

i) 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.

ii) Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh/Dehradun, Uttarakhand India only.

iii) 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 binding upon both the parties.

iv) 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 term and condition 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.

v) 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.

11. Other Conditions Specific to the Tender:

i). **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Rishikesh, which will be at liberty to refuse if thinks fit.

ii). AIIMS, Rishikesh shall have the right to inspect and/or to test the goods to confirm their conformity to the NIT Specifications at no extra cost to the Purchaser.

iii) The Director, AIIMS Rishikesh shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.

iv) AIIMS, Rishikesh right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by AIIMS, Rishikesh prior to the goods shipment.

v) No payment shall be made for rejected Stores. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

vi) The quantity of item given in the tender is tentative, which may be increased or decreased as per the institute's requirement

vii) Warranty / Guarantee: Bidder must provide one (05) year comprehensive on-site warranty and it will be started from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components.

viii) The Bidders may be required to demonstrate the quoted model during the technical evaluation on free of cost, no claim in this regards will be entertained. If required, failing with their bids/offer shall be rejected. The firms are intimated that they should get ready for demonstration and only one-week time will be provided for arrangement of demonstration and no request for extending time for demonstration will be entrained. Failure to demonstrate, their bids/offer

will be summarily rejected.

ix) **Training:** Onsite training for the Clickers/Audience response system will be provided twice on free of cost by the successful bidder. It may be decided mutually.

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

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(Signature & Stamp of the bidder)

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

Tender Enquiry No. F.No.24/MEC/191/2017-RISH (ADMN)

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 and installation of clickers/audience response system for AIIMS, Rishikesh will be as follows:-

Sl No.	Name	Qty	Make	Model No.	Rates/unit	Vat / Taxes	Total Amount in Rs.
		(A)			(B)	(C)	(D=B+C)
1	Clickers/Audience Response System	300					

Total Amount in Figures (including of all taxes and other charges) E= AxD

_____

Total Amount in words (including of all taxes and other charges) E= AxD

_____

Declaration by the Bidder:

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.

(Signature of Bidder with seal)

Name:

Seal:

Address :

Phone No (O):

Fax No. (O):

E-mail:

Place:……

Date:……

Sign of Bidder

Tender Enquiry No. F.No.24/MEC/191/2017-RISH (ADMN)

Annexure I

Technical specifications of clickers/audience response system

Description	Requirement
Technology	Radiofrequency
Student Remote	Battery operated (AA Size or Button Cells) with 14 buttons with 10 keys (1/A-10/J) with LCD Display capable of giving answer in decimal as well as in negative format. It should be sturdy and handy
System	1. System should have facility of formulating question in Single Choice, Multiple Choice, Poling, True/False, Yes/No, Right/Wrong, Numeric Format, Priority Sorting with 10 Options 2. System should have capable of making team, able to register/ mark attendance of participants, set countdown timer 3. Should have working distance of 30 meters
Results	Software should be able to give results in Bar Charts & Pie Charts with number & percentage and also team wise, demographic wise, option comparison wise, correct & selection rate. Participant wise and question wise result required in excel format which can be saved/printed/emailed
Questions	Questions and participant list can be imported/exported from excel format
Operating system	Should work with Windows 8 and 10 and upgradable. Standard accessories including USB cables, receivers and carry case
Certification	CE and FCC

Sign of Bidder