

NOTICE INVITING TENDER

For

Printing & Supply of Annual Report AIIMS, Rishikesh



File No : 24/Report/129/2016-RISH(Admn)

Issue Date : 14/07/2016

Date of Pre-bid : 27/07/2016 at 3:00PM

Last Date of Submission: 10/08/2016, at 3:00PM

Tender opening date (Technical bid): 10/08/2016, at 3.30 PM

All India Institute of Medical Sciences, Rishikesh

NOTICE INVITING TENDER

Sub: Inviting sealed Tenders for the Printing & Supply of Annual Report, AIIMS, Rishikesh.

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

I. Technical Specifications

1. **Size:A4 Size and Stitch Binding**
2. **Cover:220GSM ArtPaper, Multicolourwith lamination and creasing.**
3. **Inside Photopages:170GSM Artpaper, Multicolour printing, both sides. Number of pages (around 30 pages)**
4. **Inside pages: 130 GSM mat paper with good quality (around 250 pages)**
5. **Cover design & page making has to be done by the successful bidder, with the contents provided.**
6. **No. of copies: Approx. 200 in English and 200 in Hindi**
7. **The material will be given in MS Word format.**

II. Eligibility

1. The firm must be a registered dealer under the VAT Act, 2004and Income-Tax Act
2. The bidder must produce sales tax clearance certificate issued by the Sales tax Department.
3. The bidder must have **average** turnover of Rs. 15.00 lakh in last three financial years. Last three years IT Returns or Turnover certificate duly signed by Chartered Accountant with his ICAI Registration Number as a proof of turnover will only be acceptable.
4. Each Tender paper must be accompanied with Bank Draft /FDR for Rs.20,000.00 (Rupees Twenty Thousand only) as Earnest Money Deposit issued by any nationalized bank in favour of “AIIMS, Rishikesh” payable at Rishikesh, which shall be refunded without any interest to the unsuccessful bidders after work order is placed with the selected bidder. The Tender Fee of Rs.1135/-(Rupees One Thousand one hundred thirty five only) inclusive of VAT should be furnished with the Technical Bid (non-refundable) in the shape of Demand Draft in any Nationalized Bank payable at Rishikesh.

III. Time for submission of tender papers

1. The Tender should contain in two separate envelops – (1) Technical bid and (2) Financial bid shall be submitted by 10/08/2016 (3.00 PM) in separate cover which are to be put in a large cover to be sealed and superscripted with tender number and name “**Sealed Tender(s) for the Printing & Supply of Annual Report, AIIMS, Rishikesh**”, and addressed to:

**Administrative Officer
All India Institute of Medical Sciences, Rishikesh
Veerbhadra Marg, Pashulok,
Rishikesh-249203, Uttarakhand**

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2. The sealed Tenders should reach the Institute, latest by 10/08/2016 (3.00 PM) and the technical bid will be opened on same day at 03:30 PM in the Tender office of AIIMS, Rishikesh in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time. No quotation paper or additional information/ enclosures shall be entertained after due date/ time is over.
3. The date of opening of the financial bid of the firms who qualify in the technical bid shall be hosted in the website of the Institute. No paper publication shall however be made for opening of financial Bid.

IV. Terms & Conditions:

1. **Rate:** Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at AIIMS, Rishikesh, Uttarakhand, Inclusive of all the Charges, with break-ups as:

- *Page making and DTP service*
- *One colour copy print for proof reading*
- *VAT/CST as applicable and other charges, if any.*
- *Total cost (FOR at AIIMS Rishikesh)*
- *The quote should also contain rate per page (inclusive of taxes) cover & inner page separately.*

Note: The price bid will be rejected if rate quote in any currency other than INR. Payment will be made only in INR. Lowest bidder will be decided based on rate (inclusive of all taxes).

2. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit (EMD) shall be forfeited without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
3. **Delivery:** The proof shall be got ready within 7 days from the date of issue of supply order and submitted to AIIMS, Rishikesh for correction and verification. All the matter ordered shall be delivered within 15 days from the date of final correction of proof **or** in emergency, the shorter period agreed on mutual consent. All the aspects of printing & safe delivery, shall be the exclusive responsibility of the supplier. If the supplier fails to deliver the goods on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value at the discretion of the competent authority.
4. **Performance Security:** The supplier shall require to submit the performance security in the shape of Fixed Deposit Receipt (FDR) issued by any Nationalized Bank for an amount of which is equal to the 10% of the order value and should be kept valid for a period of 60 day beyond completion of all the contractual obligations.

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5. **Payment Term:** 100% payment of the total order value shall be released after successful delivery of the ordered goods against the supply order.
6. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of the document signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
7. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
8. After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive bidder.
9. Conditional bid will be treated as unresponsive and it will out rightly be rejected.
10. The quantity shown in the tender can be **Increased or Decreased** to any extent depending upon the actual requirement.
11. the list of samples submitted duly acknowledged **should invariably be attached with the technical bid. Those tenders received without sample will be summarily rejected and no correspondence will be entertained in this regard.**
12. The Institute reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder.
13. **The successful bidder will provide the services for a period of two years extendable up to three years on the same terms and conditions, subject to satisfactory performance.**

14. Applicable Law:

The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh (Dehradun), 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 Rishikesh (Dehradun). The decision of the Arbitrator shall be final and binding on both the parties.

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

Signature of the bidder with Seal.

Date

Phone & E-Mail ID

Annexure-I

**Inviting of sealed Tender(s) for Printing & Supply of Annual Report,
AIIMS, Rishikesh**

TECHNICAL BID

SL No	Particulars	Submitted (yes/No) (Page No)	Remarks
A	Name of Firm/Supplier		
B	Complete Address & Telephone No.		
C	Name of Proprietor/Partner/Managing Director/Director.		
D	Phone & Mobile No.		
E	Whether the firm is a registered firm Yes/No (attached copy of certificate)		
F	PAN No. (Enclose the attested copy of PAN Card)		
G	Service Tax No. (Enclose the attested copy of Service Tax Certificate)		
H	VAT No. (Enclose the attested copy of VAT Certificate)		
I	Whether the firm has enclosed the FDR/DD of Rs.20,000/- as Earnest Money Deposit. and Rs.1135/- as Tender Fees (DD only)		
J	Whether the Firm/Agency has signed each and every page of Tender/NIT		
K	Documents related to Average turnover of Rs. 15.00 lakh in last three financial years. (Last three years IT Returns or Turnover certificate duly signed by Chartered Accountant with his ICAI Registration Number		
L	please attach copy of last 2 year Return of Income Tax		
M	Detailed & exact specification of the product available with the vendor should be mentioned in the technical bid (Sample must be attached)		
N	Past experience (Please attach copy)		
O	Any other information		

Signature of the Tenderer with Seal.
Date
Phone & E-Mail ID

Annexure-II

Format for Financial Bid

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

SLNo.	Particulars	Rate Per pages		Taxes (If any)	Amount (Including All Taxes & Charges)	
		English version	Hindi version		English version	Hindi version
1	Cover: 220 GSM Art Paper, Multicolor Printing with Glossy lamination and creasing					
2	Inside Photo pages: 170 GSM Art paper, Multicolor printing, both sides. (around 30 pages)					
3	Inside Pages: 130 GSM mat paper with good quality, Multicolor printing (around 250 pages)					

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.

Signature of the Bidder with Seal.
Date
Phone & E-Mail ID