Government of India
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Virbhadra Marg, Rishikesh ï 249201
Tel. No. 2452940, Fax 2452940

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F. No. 18/04/2014 (RIS)/Admn. **Date: 27th Aug, 2014**

To

As per list attached

Subject: **Quotations for Annual Rate Contract for printing of Letter heads, Practical Answer Books, Theory Answer Books, Prescriptions Slips of Hospital, Log Books, Leave pass book, Booklets, Registers, Various size of Envelopes and Binding etc.**

I am directed to say that this Institute intends to award Annual Rate Contract (ARC) for printing of official stationery of the All India Institute of Medical Sciences, Rishikesh. It is requested that sealed quotations may be sent to the undersigned at AIIMS, Rishikesh in Tender Office on or before 17.09.2014 at 3.00 PM. The tender will be opened on the same day at 3.30 PM. in front of the representative of the firm. A copy of the terms and conditions are enclosed herewith as Annexureï I and the price bid is enclosed as Annexure-II.

(Rakesh Kumar),
Sr. Admn. Officer.

Copy to: Forwarded to website committee with the request to put this letter in the Institute website immediately.

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ANNEXURE – I

TERMS AND CONDITIONS FOR QUTATION FOR PRINTING & BINDING JOBS IN THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RISHIKESH

1. The rates for the items may be quoted in the prescribed proforma given at Annexure ï II and the rates may be quoted both in words and figures.

2. The firms should have at least three years experience of printing work in Central Government Offices. A copy of the experience certificate may be enclosed. The firm should also supply PAN/TIN/VAT Registration Numbers.

3. The firms should have turnover of more than 4 lakhs during previous three financial years.

4. The materials/samples will be collected from AIIMS, at Admn. Office/concerned department and bound reports and booklets, printed material as the case may be. Printed material will be delivered within the stipulated time to the office without any additional charge for cartage / labour, etc

5. The component of taxes, if any, should be indicated separately and clearly in the quotations. This should not be added on in the basic prices of the items of work.

6. The quality of work will be inspected by an officer of user of the Institute and if found to be sub-standard or of poor quality or if the job has not been executed as per the instructions, the bound/printed material will not be accepted by the Institute. The firm shall be responsible for any loss/damage etc., which might be caused to the original material or books etc. of this Institute. The loss would be made good from security deposit or any dues payable to the firm at the appointed time. The charges of bills will be inclusive of all proof readings.

7. The order will be placed on õon requirement basisò. It should be clearly specified in the bid document as to what is the scope of work i.e. which item involves only printing/embossing and which involves supply of stationery apart from printing.

8. The evaluation shall be done on L-1 vender of total package cost of all the items. The comparison for evaluation shall be of price of the goods offered inclusive of all Taxes and levies. However, the exact work will be placed based on the actual requirement.

9. Normally, the contract will be awarded for one year. However, extension should not be more than one year. While extending the existing contract, the price trend will not lower.

10. Payment generally made within 30 days from the date of receipt of valid bills in the office of AIIMS Monthly bills shall be submitted to the Administrative Office, AIIMS, Rishikesh along with the copy of requisition & receiving slip.

11. The contract is liable to be cancelled without notice if the work is not found satisfactory or if any of the conditions of the rate contract are violated by the firm or the work is not completed within the stipulated time.

12. This Institute reserves the right to accept or reject any quotations in whole or in part at any time without assigning any reasons thereof.

13. The bidder will deposit an amount of Rs. 10,000/- (Rupees ten thousand only) as account payee bank BG/FD/TD/CD in favour of AIIMS, Rishikesh payable at Rishikesh as Earnest Money Deposit (EMD).

14. The earnest money deposited by the bidder will be forfeited or appropriated towards loss caused to the Govt. on account of non-acceptance of work contract by the successful bidder. The EMD of unsuccessful bidder would be returned after finalization of Tender.

15. The decision of the Institute to the interpretation of the terms & conditions of the contract or any dispute arising out of it will be final and binding on the firm.

16. The work relating to binding of official documents and other important documents/booklets will have to be done within the office premises at designated place only by, if required.

17. Not withstanding anything contained in the above the Institute reserves the right to terminate the contract at any stage without assigning any reason there to.

18. The successful bidder will have to deposit performance security of an amount of Rs.25,000/- in the shape of Bank Guarantee valid for fourteen months w.e.f. the date of award of the contract before any supply order is placed. The EMD of successful bidder will be returned after signify the contract and submission of performance security. The security money will be forfeited if the firm fails to perform any of the terms or conditions of the Tender.

19. The firm should be in position to undertake the printing and other related jobs/ supply printed items mentioned in the lists enclosed at very short notice as and when requisitioned by the office.

20. The item should be of prescribed specifications. In case it is found that the items supplied are of sub-standard or of unacceptable nature, it would be open to this office to return the supplies or even forfeit the security money.

21. The firm shall be responsible for delivery of items in office as per supply order in good condition. Selected firms should deliver the items at site free of cost.

22. The firm shall replace any item at its own cost, if not found in good condition, substandard or not as per the specifications.

23. In case of bad quality of material a penalty of Rs. 500/- and if the items not received within stipulated time period a penalty of Rs.200/- per day shall be imposed on the firm.

24. The above particulars are also available on AIIMS, Rishikesh website i.e. **www.aiimsrishikesh.edu.in**

25. Samples of each of the items can be seen from Admn. Office and concerned department of AIIMS, Rishikesh.

The rates of the individual items are enclosed in the prescribed proforma.

THE TERMS AND CONDITIONS MENTIONED ABOVE ARE AGREED TO

Signature in full with date----------

Telephone Number----------

Email----------

ANNEXURE – II

Quotations for Annual Rate Contract for printing of Letter heads/ Practical Answer Books/Theory Answer Books, Prescriptions of Hospital, Log Books, Leave pass book Registers and document Binding etc.

Name of the firm (in Block letter)
Complete Address (With telephone No.):

In response to the tender inquiry letter no. ---------- dated the ----------. We hereby submit our quotations for printing and binding (ordinary & spiral).

Sl. No.	Item description	Unit	Rate/Unit (Both words and figure) inclusive of all Taxes and levies
01.	DO letter full size, Royal Executive Bond Paper 100 GSM with two- three colour embossed print of AIIMS, Rishikesh logo.	(One pad) 100 Pages	
02.	Letter heads full size, Royal Executive Bond paper 85 GSM, watermark with two ï three colour embossed print of AIIMS, Rishikesh logo.	(One pad) 100 Pages	
03.	Letter heads full size, 70 GSM, watermark with two ï three colour embossed print of AIIMS, Rishikesh logo.	(One pad) 100 Pages	
04.	Students Attendance Register 60 pages to 90 pages, Dept. wise.	01 No.	
05.	Students Attendance Register 90 pages to 120 pages, Dept. wise.	01 No.	
06.	Students Practical Log Book A-4 size, 60-90 pages pare printing white colour paper 80 GSM paper thickness hard bond cover page, Dept. wise.	01 No.	
07.	Students Cumulative Record Book 120-150 pages size 18òx12ò white colour paper 100 GSM paper thicknesses, Dept. wise.	01 No.	
08.	Students Cumulative Record Book 150-200 pages size 18òx12ò white colour paper 100 GSM paper thicknesses, Dept. wise.	01 No.	
09.	Students Leave pass Booklets 30-50 pages white colour paper 80 GSM paper thicknesses.	01 No.	
10.	Students Leave pass Booklets 50-80 pages white colour paper 80 GSM paper thicknesses.	01 No.	
11.	Students Admission Register 200 pages booklets size 18òx12ò white colour paper 100 GSM paper thicknesses, Dept. wise.	01 No.	
12.	Students Admission Register 500 pages booklets size 18òx12ò white colour paper 100 GSM paper thickness, Dept. wise.	01 No.	
13.	Accession Register 2000 pages booklets for Library.	01 No.	
14.	Accession Register 5000 pages booklets for Library.	01 No.	
15.	Stock Register 500 pages, 13òx17ò (Consumable & Non-Consumable), Dept. wise.	01 No.	
16.	Stock Register 700 pages, 13òx17ò (Consumable & Non-Consumable). Dept. wise.	01 No.	
17.	Family Folder 7-10 pages, 85 GSM, Hard cover	01 No.	

18.	Plastic folder, cover hard plastic inside pocket type for meeting purpose.	01 No.	
19.	Practical Answer Books (26 sheet 52 pages 70 GSM Century paper with printed ruling & logo as per specification.	01 No.	
20.	Theory Answer Books (10 sheets 20 pages 70 GSM Century paper with printed ruling logo as per specification.	01 No.	
21.	OPD card (card sheet, white & colour)	(one pad) 100 sheets	
22.	Hospital prescriptions slip A4 full size single and both side printing colour paper and hard paper (70 GSM to 100 GSM) as per specification, Dept. wise.	(one pad) 100 Pages	
23.	Hospital prescriptions slip A4 half size single and both side printing colour paper and hard paper (70 GSM to 100 GSM) as per specification, Dept. wise.	(one pad) 100 Pages	
24.	Annual booklets Multicolour 25-35pages, 250 GSM Hard paper cover page laminated	01 No.	
25.	Annual booklets Multicolour 35-45pages, 250 GSM Hard paper cover page laminated	01 No.	
26.	Admission booklet 01-10 pages, Hard paper cover page multicolour and laminated year wise	01 No.	
27.	Envelopes Plain (yellow paper 100 GSM with 5 colour printing) size 10ôx 4 ½	1000 Pcs.	
28.	Envelopes Plain (yellow paper 100 GSM with 5 colour printing) size 8 ½ x 6ò	1000 Pcs.	
29.	SE-6 Envelopes, white (window/without window type) 100 GSM printed	1000 Pcs.	
30.	A4 size envelopes, white printing 110 GSM	1000 Pcs.	
31.	Invitation Cards multicolour printing	01 Pcs.	
32.	Multicolour Calendar size15òx20ò6 pages	01 Pcs.	
33.	Visiting Cards multicolour printing	100 Pcs.	
34.	Visiting Cards Printing screen printing	100 Pcs.	
	Binding Works		
35.	(i) Spiral binding with transparent sheets on both sides (per book):-		
	(a) upto 100 sheets		
	(b) for every additional 10 pages		
36.	(ii) Ordinary Binding (per book)		
	(iii) Cover page printed on Art Card (250 GSM) rate per cover (iv) Binding of Service Book or any other similar article and the work will be Carried out in the office premises only.		

Signature in full with date----------

Telephone----------