

ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
RISHIKESH

Inquiry No.:24/Books/420/2018-Rish(Admn)

Date: 07-08-2018

Invitation of quotation for Medical Books for Departments of Surgical Oncology (Head & Neck) through Central Library at AIIMS, Rishikesh.

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Rishikesh for supply of Medical Books for Departments of Surgical Oncology (head & Neck) through Central Library for the Institute as per terms & conditions mentioned below. The filled quotations along with all required document must reach in the office of the Tender Office on or before **28-08-2018 till 03.00 PM**. The Envelope containing the quotation would please be sealed and super scribed as under:-

“QUOTATION FOR MEDICAL BOOKS FOR DEPARTMENT OF SURGICAL ONCOLOGY (HEAD & NECK) THROUGH CENTRAL LIBRARY AGAINST INQUIRY 24/Books/420/2018-Rish(Admn)” DUE ON 28-08-2018 till 03.00 PM”

1. Terms & Conditions:

- A. The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.
- B. Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- C. Rates must be quoted as per the format specified Taxes extra if any must be written separately.
- D. Rates must be quoted FOR basis (including Freight charges, Insurance etc.)
- E. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- F. The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- G. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.

L1 will be decided on basis of unit price per book inclusive of all taxes.
- H. It is mandatory to produce price proof documents (Publisher's/Importer's/Distributors' invoice and publisher's catalogue) along with bills for foreign titles. Price proof is also required for Indian edition of foreign titles and Indian publications where price is not available in printed form. Price proof should contain signature and seal of the supplier.
- I. The latest / revised edition shall be supplied. Certificate stating that latest edition of Books (Indian & Foreign) is quoted must be submitted by the Bidder.
- J. The suppliers shall replace free of charge any defective book supplied by them due to faulty printing or pagination, soiled copy or any other reason.

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- K. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- L. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
- Firm shall be registered with the Government of Uttarakhand / Central Government.
 - The firm shall have valid VAT/ Sales Tax No. and IT PAN.
 - ***The firm should not be black listed by any Govt. Agency/Dept.***
- M. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- N. **Delivery Period** – 30 days from award of work.
- O. **Liquidated Damage:** - If the supplier fails to deliver the material 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.
- P. **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the AIIMS Rishikesh.
- Q. **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any department of AIIMS Rishikesh with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, AIIMS Rishikesh whose decision will be final and binding upon the contractor.
- R. AIIMS, Rishikesh reserves the right to increase or decrease quantity and / or amount of work. Decision of AIIMS, Rishikesh will be final in respect of quantity of material.
- S. AIIMS, Rishikesh reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, Rishikesh will be final in this regard.
- T. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh/Dehradun, Uttarakhand India only.

Administrative Officer
AIIMS, Rishikesh

Encl.:

- Annexure 1 (Format of Price Bid)
- 1. Annexure 2 (List of Books)

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Annexure-1

PRICE - BID

To,

The Director

AIIMS Rishikesh, Virbhadr Marg.

Rishikesh (Dehradun)

Dear Sir,

1. I/We submitted the quotation for Enquiry No. QUOTATION FOR MEDICAL BOOKS FOR DEPARTMENT OF SURGICAL ONCOLOGY (HEAD & NECK) THROUGH CENTRAL LIBRARY AGAINST THE INQUIRY NO 24/Books/420/2018-Rish(Admn) DUE ON 28-08-2018 TILL 3.00 PM for supply medicals books for central library AIIMS, Rishikesh.
2. I/We thoroughly examined, understood and accepted the terms & conditions given in the tender enquiry document, failing which my/our quotation will be rejected outrightly.
3. I/We hereby offer to supply the following rates.

Sl No.	Title of the Book(s)	Name of The Author(s)	Qty.	MRP	Discount on MRP %	Taxes on Discounted Price (if any)	Price per book (including discount and taxes)	Total Price (Including discount & taxes)

L1 will be decided on basis of unit price per book inclusive of all taxes.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name:

Seal:

Address :

Phone No (O):

E-mail:

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Annexure-II

S. No.	Title	Author	Pub.	Edition	Qty.
1	Jatin Shah's Head & Neck Surgery and Oncology 4 th Edition	P. Jatin Shah	Elsevier Health	4 th	01
2	Atlas of Regional and free flaps for Head & Neck Reconstruction	Mark L. Urken	Wolter Kluwer		01
3	Local & Regional flaps in Head & Neck Reconstruction	Rui Fernandes	Wiley Blackwell		01
4	Robotic Head & Neck Surgery	J. Scott Mogan	Thieme		01