



ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL

SAKET NAGAR, BHOPAL-462 020 (MP) INDIA

www.aiimsbhopal.edu.in

Email: stores@aiimsbhopal.edu.in

Limited Tender Enquiry No: Stores/2016-17/LTE-02/

Dated: 27/10/2016

Sub:-Limited Tender Enquiry for Printing of “Annual Report”.

LIMITED TENDER ENQUIRY FOR PRINTING JOB

On behalf of Director, AIIMS Bhopal invite sealed bids under Two Bid Systems (i.e. Technical Bid and Financial Bid) from experienced printers for designing, printing. Details of printing materials and other terms and conditions relating to the award of Contract are given in Annexure-I. The prospective bidders may pursue and download the tender document from the official website of the Institute i.e www.aiimsbhopal.edu.in

1. The interested Printers are requested to submit their sealed bid technical and financial bids separately in a single sealed cover which may be dropped in the Tender Box kept at the Office of Store Officer, 1st Floor, Medical College Building, Saket Nagar Bhopal.
2. The sealed Technical Bids will be opened on the same day on. 03./11/2016 at 15:00 Hrs. in the presence of authorized representative of bidders. The Financial bid of only those firms who qualify in the Technical bid shall be opened.

**Administrative Officer
AIIMS Bhopal**

Signature with Seal of the Bidder -----



Annexure-I.

LIMITED TENDER ENQUIRY SCHEDULE

Date of availability of Limited Tender Enquiry document on the web site :www.aiimsbhopal.edu.in for downloading	:	27/10/2016
Last Date of downloading the Limited Tender Enquiry from Web Site.	:	03/11/2016
Date & Time of Pre Bid Conference	:	01/11/2016
Date, Time & Place of submission of Bids in the Sealed Envelope	:	On: 03/11/2016 up to 14:00 Hrs. in the Tender box kept in the Office of the Store Officer, 1 st Floor, Medical College Building, AIIMS Bhopal, Saket Nagar-462020 (MP)
Date, Time & Place of Opening of Technical Bid Document	:	03/11/2016 at 15:00 Hrs. in the Office of Store Officer, 1 st Floor, Medical College Building, Saket Nagar Bhopal.
Date, Time & Place of Opening of Financial Bid	:	The Financial Bid only of Technically Qualified Bidders will be opened on a date and time which will be communicated separately in due course.
Tender Cost	:	Rs. 525/-
Earnest Money Deposit	:	Rs. 4000/- (Rupees Four Thousand Only)

Signature with Seal of the Bidder -----

Schedule of Requirement

The approximate quantity of Annual report to be printed will be as under:-

S. No.	Description	Estimated page number in each book.	Estimated Quantity to be printed
1	2	3	4
1	Annual Report English Version	160	200 No's
2	Annual Report Hindi Version	160	100 No's

The quantity indicated against each of the above Books is indicative and not exhaustive which can vary either side.

Technical Bid Document:-

An envelope super scribed as “**Technical Bid for printing of Annual Report**” must contain following Technical Bid documents to testify in technical bid. Each document should be given page number and must be self attested. The prospective bidders are requested to submit the sample before quoting the rates. A pre-bid meeting has been fixed at 3.00P.M. on 01/11/2016 for clarification of any query relating to the tender.

Mandatory Documents to Technical Bid Envelope:-

1. Earnest Money Deposit (EMD):

The bidder must submit along with the bids Earnest Money Deposit (EMD) of **Rs.4000/- (Rupees Four Thousand Only)** in the form of Demand Draft in favor of “**Director AIIMS**” payable at Bhopal with the validity of 180 days from any nationalized bank. Technical Bids received without EMD will be rejected. The EMD of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder’s acceptance of the offer of contract. EMD of successful bidder shall be returned on receipt of Performance Security Deposit and after execution of the agreement.

EMD of the bidder(s) will be forfeited if:

- The bidder is not willing to abide by the terms and conditions after submission of the bid.
- The bidder withdraws the bid before receipt of final acceptance.
- The successful bidder fails to execute agreement and to furnish Performance Security within the stipulated time.

Signature with Seal of the Bidder -----

2. **Notarized Authorization to the personnel who will sign the Limited tender Enquiry/Contract agreement on behalf of participating Printer Agency:**An Authorization duly notarized on Non-Judicial Stamp paper worth Rs. 100/- in favour of personnel who is signing the Limited Tender Enquiry document on behalf of participating Printer Agency on their Official Letter Head is required to accompany with Technical Bid Envelope.

3. **Submission of Bids :**

3.1 **Technical Bid:** This will be submitted in a separate sealed cover with following:-

- DD of EMD
- DD Of Tender Fee
- Notarized Authorization
- All the other documents as shown against S.No.4, 5 and 6 below.

Envelope will be superscribed with “Technical Bid” for Printing of Annual report due on/...../2016.

3.2 **Financial Bid:** This envelope will contain only Financial Bid in Annexure-V which may be superscribed as “Financial Bid “ for printing of Annual Report

4. Both above envelopes will be kept in a third envelope with superscription Limited Tender Enquiry No: Stores/2016-17/LTE-02/..... Dated: 27/10/2016. Contain the rates for the quantity shown (All taxes should be shown separately as applicable) of the desired sample. Tender Evaluation Committee (TEC) will open the Financial Bids of only those bidders who stand qualified on the basis of details provided in Technical Bid. There should be no cuttings/ overwriting. The cutting/overwriting if any should be duly attested. Non-attested/ amended/ overwriting figures will not be considered. Bids received in an unsealed cover or received after the due date and time is liable to be rejected. Ambiguous bids will also be rejected. Late / delayed bids due to any reason whatsoever will not be accepted. The successful firm will have to execute an agreement with this office within fifteen days of issue of work order. The bidder should have the following qualifications for bidding: (Necessary documents/certificates are required to be enclosed with technical bid)

5. The bidder should submit self attested document as below along with “ **Technical Bid** “

- Shall have been in existence for not less than five years.(**Attach copy of Registration Certificate**)
- Self attested copy of **Income Tax return for last 3 years / Turnover**
- Shall be having sufficient experience and expertise in the relevant field. Shall have experience of working for Govt. Deptt. / PSU for at least 3 years.
- Shall have PAN/TIN number, sales tax registration, VAT registration,CST Registration.
- It is not blacklisted by any Ministry/Department of the Government of India or any PSU or any other organization.

Signature with Seal of the Bidder -----

5. **Undertaking for acceptance of Terms & Conditions** of this Limited Tender Enquiry should be printed on the Letter Head of participating Bidder Company, duly signed and Stamped and accompany with Technical Bid Document as per **Format given at Annexure-III**
6. **Undertaking for non-blacklisting by any Govt. Institution** in last three Financial years period and no case pending against firm in any Court/CBI/FEMA on Non-judicial stamp paper worth of Rs. 100/- as per **Format Given at Annexure-IV.**
7. Evaluation of Financial Bids: The financial bids will be evaluated by the Tender Evaluation Committee on the basis of comprehensive price offered by the bidder.
8. **Rates:** The rates validity period is **one year** from the date of opening of tender. The rates quoted by the selected firm, and approved by the Institute shall remain valid for one year. Any request to increase the rates for any items(s), during the currency of the contract, will not be considered. **The contract can be extended for a period of 1 year**, with the mutual consent of both the parties on the same rates, terms and conditions. During the currency of the contract period, the selected Firm can be given work order repeatedly, as and when the requirement arises, on the same rates, terms& conditions.
9. **Performance Security Deposit:-** The L-1 Supplier Agency is liable to deposit 10 % amount of order value as Performance Security within 15 Days from the date of Notification of Award issued by AIIMS Bhopal in favor of “Director, AIIMS Bhopal” by the way of FDR/Bank Guarantee/Demand Draft. Performance security shall be valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended, the validity of Performance Security shall also be extended by the contractor accordingly. In the event of breach/violation or contravention of any terms and conditions by the firm/agency, the said Performance Security shall be forfeited. Performance Security will be discharged after completion of all obligations as per terms and conditions of the contract. If the contractor fails or neglects any of his obligations under the contract, AIIMS Bhopal reserve the right to forfeit either whole or any part of Performance security furnished by the bidder as penalty for such failure.
10. **Specifications of Printing Work:** The printing work should be carried in accordance with the specification and with the approved specification/samples (if any).The printer will be required to submit a Proof copy within 10 days from the date of handing over the draft matter for printing
11. **Supply/Delivery Period:** After final proof reading The printing job shall be completed within a period of 10 days of receipt of final proof copy
12. **Penalty:** - If the L-1 Printing agency fails to complete the printing job as per the specifications mentioned in the order within the period mentioned in the printing work order, the printing agency liable to pay LD @0.5% of the order value per week or part thereof subject to a maximum 5 %

Signature with Seal of the Bidder -----

13. Increase/Decrease in Quantity:- The Quantity can be increased or decreased either side as per actual requirement and Director, AIIMS Bhopal reserve the right to order in staggered supply manner during the concurrency of Rate Contract Period.

14. Payment: The firms will submit the printed materials as per the work order along with Bills. The payment will be released after certification and acceptance of the work completed by the firm. Payments shall be made against Invoice/Bills in the name of “Director, AIIMS Bhopal, Saket Nagar, Bhopal” in triplicate duly signed by authorized signatory along with copy of Supply Challan and Test/Quality Reports of supplied items/Stores (if applicable). It shall be submitted to the dealing Store Keeper along with supplies. The payments shall be released after due Inspection and Final Acceptance of the supplied Books by the committee nominated by competent Authority for this purpose. The Institute, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. If the firm fails to rectify the deficiencies or fails to comply with directions/ instruction of the Institute, the contract is liable to be terminated. The Institute further reserves the rights to suo moto terminate the contract at any point of time without giving any prior notice.

15. Fall Clause:- Prices charged for supplies the above items by the supplier should in no event exceed the lowest prices at which he offers to sell or sells the stores of identical description to any other State Government/DGS&D/Public Undertaking during the period of the contract. 2. If at any time during the period of contract, the prices of tendered items is reduced or brought down by any law or Act of the Central of State government, the supplier shall be bound to inform Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates after wards. 3. If at any time during the period of contract, the supplier quotes the sale price of such goods to any other State Govt./DGS&D and Pubic Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable the items supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation. Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction / specifications specified in the Purchase order and demonstrate at the their own cost.

16. 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, Bhopal, which will be at liberty to refuse if thinks fit. The tender is not transferable. One tenderer shall submit only one tender.

Signature with Seal of the Bidder -----

17. Order for Books will be placed on requirement basis. As and when there will be requirement, the printing order will be placed by the Institute and the firm will print and supply the Books as per requirement of the Institute.
18. The Institute will make no advance payment. Payment will be released only after it is ensured that the items are in order and quality of items supplied is to the entire satisfaction of the Institute.
19. The Institute will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Institute.
20. The firm shall submit sample paper of each item proposed to be printed along with the technical bid showing there on make of paper and the GSM.
21. The Institute may depute a team of officers to the Press of the bidder to adjudge their capability and to verify the claims furnished by the bidder.
22. The Institute reserves the right to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.

23. Dispute Resolution

1. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director AIIMS Bhopal.
2. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
3. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of contract, the Service Provider shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the Service Provider shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bhopal.

24. JURISDICTION OF COURT: The courts at BHOPAL shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Signature with Seal of the Bidder -----

Form -A

PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Supplier: _____

2. Complete Address of the Supplier: _____

3. Availability for demonstration of instruments at AIIMS Bhopal. Yes/No [Please ✓]

4. Cost of the Tender enclosed: Yes/No [Please ✓] If yes,

a.) Name of the Bank : _____

b.) Amount in (Rs.) : _____

c.) Demand Draft No. : _____

5. Earnest Money Deposit enclosed: Yes / No [Please ✓] if Yes,

a.) Name of the Bank : _____

b.) Amount in (Rs.) : _____

c.) Demand Draft No. : _____

d.) Last Validity date of the enclosed DD: _____

6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update AIIMS Bhopal]

a.) Full Name: _____

b.) Complete Postal Address: _____

c.) Telephone No. : _____

d.) Fax No. : _____

e.) Mobile No. : _____

f.) E-mail : _____

g.) Website Address: _____

Note: - Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India.

Signature with Seal of the Bidder -----

Form-B

PARTICULARS FOR PAYMENT SUCCESSFUL/UNSUCCESSFUL BIDDER Details of RTGS / National Electronic Fund Transfer (NEFT) Mandate Form

1	Name of the Bidder	
2	Permanent Account No (PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque.	
	j) Type of Account	
	k) Account No.	
4	Email id of the Bidder	

Signature with Seal of the Bidder -----

Annexure-II

PROFORMA FOR TECHNICAL BID

Sr . No	Particulars			Qualified Yes /No	
				Yes	NO
1	Name of the Firm & Owner	:			
	(With Tel. /Mob. Nos.)				
2	Office Address with	:			
	Tel./Fax/Mob. Nos..				
3	Press Address with	:			
	Tel./Fax/Mob. Nos.				
4	Contact Person (s) Name	:			
	Tel./Fax/Mob. Nos.				
5	Self Attested Copy of audited Final account for the last 3 financial year.	:	2013-14		
		:	2014-15		
		:	2015-16		
6	Make/Model of Printing	:			
	Machines available				
7	PAN NO./Service Tax No/				
	VAT Registration No.	:			
8	Past experience with Govt.	:			
	Period to whom service provided				
9	Whether sample paper	:			
	Of each item attached				
10	Details of Earnest Money Deposit	:			
11	Whether Terms & Conditions Issued by Institute are acceptable to the firm	:			
12	Undertaking regarding non-blacklisting				
13	Other details, if any	:			

(Signature of Owner/Authorized Representative)

Date:...../...../2016

Place:.....

Note: Necessary supporting documents/certificates are to be attached. In the absence of the required documents, the bids will be rejected.

Signature with Seal of the Bidder -----

Annexure-III

Undertaking for Acceptance of Terms & Conditions of AIIMS Bhopal

**(Should be printed on the Letter Head of participating Bidder Company,
duly signed and Stamped and accompany with Technical Bid
Document)**

Limited Tender Enquiry No. Stores/2016-17/LTE-02/

Dated:27/10/2016

To

**The Director,
AIIMS Bhopal,
Saket Nagar, Bhopal-462 020 (MP), India**

Sir,

1. The undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of this Limited Tender Enquiry document and I undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. I/We undersigned hereby bind myself/ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL, SAKET NAGAR, BHOPAL-462020 (MP) INDIA to supply the approved awarded Print Work of Annual Report in the approved prices to AIIMS Bhopal, during the Rate Contract period under this contract.
3. The articles shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Director, AIIMS Bhopal, (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me.
4. I/We hereby undertake to do the printing work the items during the validity of tender as per directions given in work order within stipulated period positively.
5. If I/We fail to supply within stipulated period the AIIMS Bhopal has full power to compound the loss through imposing penalty as per the Terms and Condition of this Limited Tender or forfeit the Bid Security/security deposit

Signature with Seal of the Bidder -----

6. I/We declare that no legal/financial irregularities are pending against the proprietor/partner Company of the Supplier Agency
7. I/We undertake that the rates quoted by me when approved and selected by the Director, AIIMS Bhopal will be valid for one year from the date of approval of the rate contract.
8. I undertake to print the Annual Report within 10 days. I undertake to supply the order within stipulated period and if fail to work order during the stipulated period the necessary action can be taken by the Director, AIIMS Bhopal.
9. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
10. **I/We undertake that the items supplied are as per Sample submitted along with Technical Bid.**
11. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in India for the same items during the current Financial Year.
12. Affidavit regarding No CBI Inquiry/FEMA/ Criminal proceeding/Black listing is pending or going on against the manufacturer/bidder firm is also enclosed. I undertake that I will not submit any irrelevant documents with the tender and in doing so I will not have any objection if my tender is rejected on that ground.
13. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. Hospitals/Medical Institutions/PSUs.

Affirmation

I pledge and solemnly affirm that the information submitted in this Limited Tender Enquiry Document is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period The Director, All India Institute of Medical Sciences, Bhopal (India) will have full authority to take appropriate action as he/she may deem fit.

Signature of the Supplier Agency Authorized Signatory with seal of the firm

(Name of Supplier Agency)

Place

Date.....

Signature with Seal of the Bidder -----

ANNEXURE – IV

CRIMINAL LIABILITY UNDERTAKING

(To be executed on Rs.100/-Non-judicial Stamp Paper duly attested by Public Notary)

I.....S/o..... Resident of

.....

..... Do solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory of

M/s.

1. That my firm has not been declared defaulter by any Govt. Agency and that NO case of any nature i.e. CBI/FEMA/Criminal/Income Tax/VAT/ Sales Tax/ Blacklisting is pending against my firm.

Name & Signature

Seal of the participating Supplier Agency Authorized Signatory with Date

Affirmation/Verification

Signature with Seal of the Bidder -----

Annexure -V

Financial Bid (Price Quotation)

(Strictly in the format given below only in separate sealed Envelope on the Letter head of the Supplier Agency superscripted as "Financial Bid")

Limited Tender Enquiry No. Stores/2016-17/LTE-02/

Dated:27/10/2016

Ref No :.....

Dated:

Sr.No	Annual Report Books to be printed
1	2
1	<p>Annual report Size - A4 Pages - 160 Approximately (Both Side). Paper -100 GSM Matte Finish. Printing - 80 % Black & White and 20 % Colored. Binding - Perfect Binding. Cover Page Printing - Multi Color Cover Paper - 300 GSM High Quality Matte Finish. Quantity - English Version 200 Copies. & Hindi Version 100 Copies Composition Designing- Photo Making, Typing, Lay outing, and has to be done by the printer. We will provide matter in Word & Excel Format. Translation : <u>Hindi Translation will be done by the successful Bidder</u></p>

Quotation should be in a following format:

(1) Printing of Annual Report (English)

S.No	Description	Req Qty	Unit Rate in Rs. (Per Book)	Total Cost in Rs.
1	2	3	4	5
1	Annual Report of AIIMS Bhopal as per above specifications	200		
Sub Total (A)				
Taxes Extra @ Rs.				
Total (Inclusive of All Taxes) in RS.				

Signature with Seal -----

(2) Printing of Annual Report (Hindi)

S.No	Description	Req Qty	Unit Rate in Rs. (Per Book)	Total Cost in Rs.
1	2	3	4	5
1	Annual Report of AIIMS Bhopal as per above specifications	100		
Sub Total (A)				
Taxes Extra @ Rs.				
Total (Inclusive of All Taxes) in RS.				

(3) Rate for extra or Less per page in English :- _____

(4) Rate for extra or Less per page in Hindi :- _____

(5) Taxes, if any, should be quoted separately.

(6) Translation : Hindi Translation will be done by the successful Bidder: Cost of Per page of Translation:- _____

I/We have read & understood the terms and conditions of the tender. I/We undertake that I/we are quoting the rates only after having seen the samples of the items and having understood the printing requirements of these items at AIIMS Bhopal.

Date:

Place:

(Signature of Owner/Authorized Representative)

Signature with Seal of the Bidder -----

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