



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL**  
Saket Nagar, Bhopal-462024 (Madhya Pradesh) India  
Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

**NOTICE INVITING TENDER**

**Tender No.: 165**

**AIIMS Bhopal/Stores/MC/Desk-Chair Combo 2 Seater for LT4 Medical College Building/2014-2015/01 Dated 29.10.2014**

On behalf of Director, All India Institute of Medical Sciences (AIIMS), Saket Nagar, Bhopal – 462 020 (MP), the Admin Officer **invites sealed tenders in Two Bid System (Technical bid and Financial bid)** from Reputed, Eligible and Qualified Tenderer Firms/Manufacturer to enter into Annual Rate Contract(s) for purchase of Lecture Hall Desk Chair Combo-2 Seater for AIIMS Bhopal.

Detailed Description and Terms & Conditions of Tender Document may be seen and downloaded from AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) or may be obtained directly from the Office of Stores Officer , 1<sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP) on any working day from 30.10.2014 to 20.11.2014 from 10.00 Hrs to 17.00 Hrs on Payment of Tender Document Cost of Rs. 525/- (Non Refundable) in the form of DD, drawn from any Nationalized Bank in favour of “**Director, AIIMS Bhopal**”. Last date of submission of tenders is 21.11.2014 (Upto 14.00Hrs) in the Tender Box kept in the Office of the Stores Officer at address mentioned above.

**( Administrative Officer )**

**AIIMS Bhopal**



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL**

**Saket Nagar, Bhopal-462024 (Madhya Pradesh) India**

**Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)**

**Tender No. 165: AIIMS Bhopal/Stores/MC/Desk-Chair Combo 2 Seater/2014-2015/01 Dated 29.10.2014**

**Notice Inviting Tender for Supply of Lecture Hall Desk-Chair combo 2 Seater for LT4 Medical College Building at AIIMS Bhopal**

On behalf of Director, AIIMS Bhopal, the Admin. Officer, AIIMS Bhopal, invites sealed tender under “TWO BIDS (TECHNICAL & FINANCIAL) SYSTEM” in prescribed tender document from firms/manufacturers/suppliers for “Supply of Lecture Hall Desk-Chair combo 2 seater at AIIMS Bhopal”.

**Schedule of Requirement (Specification Given On Chapter-3, Page No-12 to 13)**

S.No	DESCRIPTION	Qty	Unit
1	<p><b>Lecture Hall Desk-Chair combo 2 seater</b></p> <p><b>Under structure:</b> The under structure is made with steel ERW tube section(IS:228) of size 80x40x2.5mm thick with powder coated finish. Under structure consists of two welded leg assemblies connected by means of welded seat side tube assy and welded desk side tube assy on both side. Sturdy anchoring by anchor bolts on to base of 10 mm thick plate for proper resting of structure. Plastic clad and shoe main clad made of glass filled 30% Nylon-6 for covering anchor bolts.</p> <p><b>Side Clads:</b> Two side clads made of 35 mm thick plate with 2 mm thick PVC lipping. Desk side clad made of 18 mm thick plate and seat side clad and connecting clad made of 25 mm thick plate.</p> <p><b>Desklet:</b> Desk should be fixed by means of desk slider and slider sleeve made of 30% glass filled nylon 6.Desk comprises of plate desk with aluminium section anodized finish on to sides and TPE rubber on to aluminium section outer side for cushioning effect for desk. Desk made of 18 mm thick plate fixed with aluminium extrusion on to sides for desk opening and closing.</p> <p><b>Seat:</b> Seat under structure with opening and closing mechanism is a combination of welded fabricated structure made of 19x2mm thick ERW tube with powder coat finish which is covered by 0.8 mm thick sheet metal cover and upholsted with moulded foam inside and leatherite cover. Seat back comprises of ply with moulded foam upholsted inside and leatherite cover.</p> <p><b>Front Clad Mounting:</b> Front clad mounting made of 18 mm thick plate with sheet metal cover and bracket for holding on top and mounting box for holding of clad with seat side clad.</p> <p><b>2 Seater with seat and desk for middle module</b></p> <p><b>2 Seater with seat for rear module</b></p> <p><b>This is add on Order to get exactly matching Combo Seats and Desk as per Specifications. The Prospective Vendor is strongly advised to visit Lecture Theatre 1,2 &amp; 3 of AIIMS Bhopal and create the combo seat truly matching to existing seats.</b></p>	50	Nos.

## Schedule of Tender

Sr.No.	Schedule	Particulars
1	Cost of Tender Form	<b>Rs. 525/- (Five Hundred Twenty Five Only) Non Refundable in the Form of DD</b> in favour of <b>"Director, AIIMS Bhopal"</b> from any Nationalized bank. Those who have downloaded the tender document should accompany above Tender Document cost in the form of DD in Technical Bid Envelop.
2	Date of issue of Tender Document	30.10.2014
3	Last date of Sale of Tender Document	20.11.2014
4	Pre-Bid Conference at AIIMS Bhopal	10.11.2014 at 15:00 Hrs. at 1 <sup>st</sup> Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal.
5	Date of submission of tender	20.11.2014; 14.00 Hrs
6	Date of Opening of Technical Bid	21.11.2014; 15.00 Hrs
7	Earnest Money Deposit	DD/Banker's Cheque/FDR of <b>EMD of Rs. 30,000/- (Thirty Thousand Only)</b> is to be drawn in favour of "Director, AIIMS Bhopal". In respect of successful bidder it will be returned after submission of Performance Security Deposit to AIIMS Bhopal and Performance Security Deposit should remain valid for a period of Ninety Days beyond the date of completion of all contractual obligations including 36 Months Warranty. Any other dues outstanding shall also be recovered from the Performance Security Deposit. In the case of unsuccessful Bidders, the EMD shall be refunded within 30 days of award of contract to successful bidder/bidders.
8	Estimated Cost	<b>Rs.15,00,000/- (Fifteen Lakh Only)</b>

Note:-

The details of Tender Terms & Conditions are mentioned in Tender Document.

1. Tender Form can be purchased from **Office of Store Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building AIIMS Bhopal by paying Cost of Bid Document of Rs. 525/- (Five Hundred Twenty Five Only) Non Refundable** in form of Demand Draft of any Nationalized Bank drawn in favour of **"DIRECTOR, AIIMS BHOPAL"** payable at BHOPAL from 30.10.2014 to 20.11.2014 in all working days from 10.00 Hrs. to 17.00 Hrs. except Saturday/Sunday/Holyday or downloaded directly from AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in). Those who have downloaded the tender document from website should enclose a DD for **Rs. 525/- (Five Hundred Twenty Five Only)** along with their Technical Bid **(NON-REFUNDABLE) BY WAY OF SEPARATE DEMAND DRAFT DRAWN IN FAVOUR OF DIRECTOR, AIIMS, BHOPAL. THE BIDDERS SHOULD SPECIFICALLY SUPERSCRIBE, "DOWNLOADED FROM THE WEBSITE" ON THE TOP LEFT CORNER OF THE OUTER ENVELOPE CONTAINING TECHNICAL BID & FINANCIAL BID SEPARATELY. IN NO CASE, THE TENDER COST FEE SHOULD BE MIXED WITH EMD AMOUNT. THE TENDERS NOT FOLLOWING THE ABOVE PROCEDURE, WILL BE SUMMARILLY REJECTED.**

2. The Director, AIIMS Bhopal reserves the right to reject any or all tenders without assigning any reasons whatsoever.
3. Interested Bidders are advised to visit AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) for details of this Tender Document.

**Enclosed: Tender Document**

**(Administrative Officer)**

**Copy to:**

1. Director/Dy. Director(Admin)/MS/Financial Advisor/Store Officer of AIIMS, Bhopal
2. Notice Board of MS/Admin/Store Department for wider publicity and Vendors information.
3. IT Department, AIIMS Bhopal- Requested for upload the same in the **AIIMS Bhopal Website**[www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) / [www.aiimsbhopal.nic.in](http://www.aiimsbhopal.nic.in) / **CPP Portal** [www.eprocure.gov.in](http://www.eprocure.gov.in) for wider publicity.



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**TENDER DOCUMENT**

**Supply of Lecture Hall Desk-Chair combo 2 Seater at AIIMS Bhopal  
Cost of Tender Document: Rs. 525/- (Five Hundred Twenty Five Only)  
Non-Refundable**

( To be submitted in the form of Demand Draft, from any Nationalized Bank in favour of "Director, AIIMS Bhopal"; Those who has downloaded tender document directly from AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) must accompany the cost of Tender Document in the form of DD as mentioned above along with their Technical Bid document envelope, failing which their bids shall be out rightly rejected).

**IMPORTANT DATES**

Publication of NIT in the News papers	:	31.10.2014
Uploading of NIT on AIIMS Bhopal website <a href="http://www.aiimsbhopal.edu.in">www.aiimsbhopal.edu.in</a>	:	30.10.2014
Date of issue of Tender Document	:	30.10.2014
Last Date of Sale of Tender Document	:	20.11.2014
Last Date & time for submission of Tender Document	:	21.11.2014 up to 14.00 Hrs. At the Tender Box kept at the Office of Store Officer, 1 <sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP)
Pre-Bid Conference at AIIMS Bhopal	:	10.11.2014 at 15:00 Hrs. at 1 <sup>st</sup> Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal.
Date & time for opening of Technical Bid	:	21.11.2014 at 15.00 Hrs. In the 1 <sup>st</sup> Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP)
Date & time for opening of Financial Bid	:	Will be intimated separately in due course of time to only those Bidders, who Qualify in Technical Bid (i.e. whose bids found "Technically Responsive").



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Tender No.165: AIIMS Bhopal/Stores/MC/Desk-Chair combo 2 Seater/2014-2015/01 Dated 29.10.2014

**NOTICE INVITING TENDER**  
**For Supply of Lecture Hall Desk-Chair Combo 2 Seater**  
**for LT4 Medical College Building at AIIMS Bhopal**

1. Sealed tenders are invited under two bid system (Part-I Earnest Money and Technical bid & Part-II Financial bid) from prominent Manufacturers/Authorised Dealers/Whole-sellers on annual Supply basis, for a period of one year from the date of commencement of award. If the performance is found satisfactory, the contract would be extendable further for a period as may be agreed mutually (not beyond 1 year) by both the parties.
2. The cost of Tender Document is Rs. 525/- (Five Hundred Twenty Five Only) (Non Refundable).Tender document can be had in person from the Office of the Store Officer on any working day from 30.10.2014 to 20.11.2014 during 10:00 to 15.00 Hrs except Saturday/Sunday/Holyday on payment of said cost in the form of Demand Draft in favour of "Director, AIIMS Bhopal", payable at Bhopal. The Tender Document can also be downloaded from the AIIMS website (<http://www.aiimsbhopal.edu.in>). In this case it is necessary for the Tenderer to pay the cost in the form of Demand Draft drawn in favour of "Director, AIIMS Bhopal", payable at Bhopal and is kept in the Technical Bid Envelope. The reference of the DD is to be super scribed on the main envelope of Technical Bid.
3. The amount of Earnest money deposit(EMD) is of Rs. 30,000 /- (Thirty Thousand Rupees Only)(Non-Interest bearing). This Earnest money deposit is compulsory and equal to all the prospective bidders, whether they are bidding for single Item or all the items as per the requirement list given in Chapter-7 of this Tender Enquiry Document by any bidder want to participate in this Tender. The Bidder is required to deposit earnest money along with their Technical Bid document in Technical Bid Envelope in the form of Banker's Cheque/Demand Draft (Non-Interest Bearing)/FDR from any Nationalized Bank and the same should be drawn in favour of "**Director, AIIMS Bhopal**" payable at Bhopal.
4. The Tenderer is required to prepare two sealed envelope super scribed as (i) envelope-I-Technical Bid, and (ii) envelope-II –Financial Bid. Both envelopes should be kept **in one main sealed** envelope super scribed as "Tender for Supply of Lecture Hall Desk-Chair combo 2 seater at AIIMS Bhopal due on **21.11.2014**".
5. The tenderer has to drop the envelope sealed in above manner in the Tender Box kept at the Office of the Store Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar-462020 (MP)on or before 21.11.2014 by 14.00 Hrs. positively. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
6. The Technical bid will be opened on the same day at 15.00 hrs by a Committee constituted by the competent authority of AIIMS Bhopal, in its office in the presence of the Tenderers or their authorised representative who wish to be present. **The date and time for opening of Financial Bids of the technically qualified Tenderers shall be communicated later as per convenience of this office.**
7. Director AIIMS reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the tender will not be entertained.
8. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying Tenderer. The offer should remain valid for a minimum period of 90 days. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.

9. AIIMS Bhopal reserves the full rights to increase/decrease the quantity of items in the tender as per requirement.
10. Any dispute is subject to the jurisdiction of Civil Court Bhopal.
11. The Tender Document has been divided into the following chapters:-
- **Chapter-1: General Instructions to Bidders (Page No. 8 to 8)**
  - **Chapter-2: Terms and Conditions of Contract (Page No.9 to 11)**
  - **Chapter-3: Schedule of Requirements & Technical Specifications (Page No. 12 to 13)**
  - **Chapter-4: Technical Bid ( Page No. 14 to 15) and Certificate (Page No. 16)**
  - **Chapter-5: Check List (Page No. 17)**
  - **Chapter-6: Contract Agreement Form (Page No. 18 to 20)**
  - **Chapter-7: Format for Performance Bank Guarantee (Page No.21)**
  - **Chapter-8: Financial Bid (to be utilized by the bidders for quoting their prices and price bid should be kept in separate sealed envelope superscripted as Financial Bid for Supply of Desk-Chair Combo 2 Seater) (Page No. 22)**

## Chapter – I

### **GENERAL INSTRUCTIONS TO BIDDERS**

1. The Tenderer must fulfil the following specifications/conditions:-
  - (a) The tenderer should have its own Bank Account, PAN, TAN, TIN, VAT, Service Tax Number and Registration Certificate or Factory Licence.
  - (b) The rates are to be quoted on FOR-Destination inclusive of all taxes only. However, their breakup is necessary.
  - (c) The offer of Tenderers quoting rates as per Technical Specifications laid down in Schedule of Requirement and Technical Specifications (Chapter-3).
  - (d) The tenderer should submit self-attested copies of the Income Tax Returns and Audited certified Accounts, Average Turnover of Rs. 15 Lakh and Profit & Loss Accounts for the last Three Financial years (i.e. for 2011-12, 2012-2013 and 2013-2014).
  - (e) The tenderer should give an Affidavit duly Notarized on Stamp Paper worth Rs. 100/- in clear and un-ambiguous language that it has never been black listed/no criminal case pending by any of the organisation with whom ,it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply.
  - (f) The tenderer should be financially sound and in a position to carry out any other additional supply and installation work order on approved L-1 Rates under this Rate Contract as per the need of AIIMS Bhopal on a short notice.



## Chapter -2

### TERMS AND CONDITIONS

1. This rate contract is of initial validity for Supply of Lecture Hall Desk-Chair combo 2 seater at AIIMS Bhopal for a period of one year from the date of award of contract or as indicated in the Rate Contract Agreement. The contract may be extended year to year subject to a maximum period of 1 year), on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances.

### ELIGIBILITY/EVALUATION CRITERIA

2. The tenderer must fulfil the following specifications (all documentary proofs, self-attested and stamped (seal), are required to be submitted along with the technical bid):
  - (a) The tenderer should have its own Bank Account, PAN, TIN, TAN Number, VAT, Service Tax Number and Registration Certificate or Factory Licence. Self-attested Photostat of all should be enclosed.
  - (b) The Tenderer should be a reputed & financially sound parties having minimum experience of two years and expertise in supplies to Central Government Institutes/Ministries/Departments/Public Sector & Undertakings/Reputed Private Organizations etc. Proof of experience in the form of certificates obtained from Govt. Dept./PSU's/Organizations etc. should be enclosed. Copy of Income Tax Return and Audited Certified Accounts for the last three financial years may also be enclosed with the Technical Bid.
  - (c) The Tenderer should have an average turnover of not less than Rs.15 Lakhs in last three financial years. Copy of relevant stipulated proof may also be enclosed with Technical bid.
    - i) **Should have satisfactorily completed Similar or same or related Single Work of Rs. 12 Lakh**  
OR
    - ii) **Should have satisfactorily completed Two Similar or same or related works each costing Rs. 9 Lakh**  
OR
    - iii) **Should have satisfactorily completed Three Similar or same or related Works each costing Rs. 6 Lakh**
  - (d) The amount of Earnest money deposit (EMD) is of Rs. 30,000 /- (Thirty Thousand Rupees Only) (Non-Interest bearing). This Earnest money deposit is compulsory and equal to all the prospective bidders, whether they are bidding for single Item or all the items as per the requirement list given in Chapter-7 of this Tender Enquiry Document by any bidder want to participate in this Tender. The Bidder is required to deposit earnest money along with their Technical Bid document in Technical Bid Envelope in the form of Banker's Cheque/Demand Draft (Non-Interest Bearing)/FDR from any Nationalized Bank and the same should be drawn in favour of "**Director, AIIMS Bhopal**" payable at Bhopal.
  - (e) The successful Tenderer shall have to deposit a **Performance Security @10% of order value on each occasion in the form of Demand Draft/Banker's Cheque/FDR/Bank Guarantee in favour of "Director, AIIMS Bhopal" Payable at Bhopal. If Bidder is interested to furnish the Performance Security in the form of Bank Guarantee, the Format enclosed at Chapter-7 for reference**). The performance security should remain valid for a period of Ninety days beyond the date of completion of all contractual obligations including 36 Months warranty (i.e. for 39 months from the date of Purchase Order). In case ,the contract is further extended beyond the initial period of one year, the Performance Security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.
  - (f) The Tenderer should give an affidavit duly notarized on Stamp paper worth Rs. 100/-,there in clearly and unambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Govt. Institute/Ministries/Departments/PSU with whom, it had contract for Supply of Lecture Hall Desk-Chair combo 2 seater at AIIMS Bhopal etc. during last two years nor has been penalized by such organization on account of poor/spurious quality/after sales services.

- (g) The tenderer is advised to submit the desired papers/documents with their technical bid as per the Check List indicated in **Chapter-5** failing which their bids shall be declared un-responsive.

#### **OTHER ESSENTIAL TERMS & CONDITIONS:-**

3. The selected tenderer would be required to arrange Supply of Lecture Hall Desk-Chair combo 2 seater at AIIMS Bhopal as per the Despatch Instructions/Purchase cum Supply Order during the working hours of the Institute. Since the rates are to be quoted on destination (at any place in AIIMS Bhopal) complete job basis, no other charges what so ever are payable extra by AIIMS Bhopal to any successful Tenderer.
4. The selected Bidder/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays.
5. Order shall be issued on requirement basis. Bills in triplicate for the items supplied, installed & put to the working conditions may be part of the work & satisfaction of the competent authority, by the selected firm(s) should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by AIIMS Bhopal.
6. **Quality of Goods and Services:** The equipment/product must confirm to the Technical specifications given in Chapter-3 and of desired quality. The bidder shall guarantee that item delivered to the purchaser are brand new and not refurbished one. The vendor shall be responsible for the quality of supply.
7. **Delivery:** Within 30 working days from the date of confirmed purchase Order/Purchase Instruction issued by the Competent Authority of AIIMS Bhopal Saket Nagar, Bhopal-462 020 (MP).
8. If the selected firm fails to deliver the items or replace the defective/spurious item(s) within the stipulated date & time, a penalty on a weekly basis for delay @ 1% on per week basis, subject to maximum of @5% of total Order Value as penalty which will be adjusted from the firm's pending bills or Performance Security, as the case may be.
9. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of Service Tax/VAT or other applicable taxes deposited to Tax Authorities by the firm for recent period, just before the submission of Bills must also be enclosed for reference of AIIMS Bhopal authorities.
10. The tendering Firm /Agency/Company shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS) Bhopal while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the Product found of poor/ of different Technical Specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall stand forfeited.
11. The rate quoted by the selected tendering Firm/Agency/ Company shall remain valid throughout the period of contract i.e. 1 year and any request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
12. **Warranty:** The supplier **warrants comprehensively** that all Desk & Chair Combo 2 Seater, which has standard life supplied under this contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by the purchaser in the contract. The supplier further warrants that the equipment's supplied under the contract shall have no defect arising from design, materials (except when the design adopted and / or the material used are as per the Purchaser's/Consignee's Technical specifications) or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied equipment's under the

conditions prevailing in India. **The on-site replacement warranty inclusive of all labour and spare parts shall remain valid for a period of 36 Months** from the date of recording of acceptance of goods at AIIMS Bhopal. Free maintenance services shall be provided by the Bidder during **the period of warranty for 3 years**. The maximum response time for maintenance complaint from any of the destinations specified in the Schedule of Requirements/Purchase order(s) (i.e. time required for bidders maintenance Engineer to report at the installation after a request call/email from Store/IT Department is made or letter is written) shall not exceed 48 hrs.

13. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency (i.e.) without prior written consent of the All India Institute of Medical Sciences (AIIMS) Bhopal. If it is found that the firm has given sub-contract for Supply of Desk-Chair combo 2 seater on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
14. Conditional/incomplete bids shall not be considered and shall be declared un-responsive.
15. All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form (Chapter-7) only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
16. The tender documents should be sealed and clearly super-scribed with the words "Tender for Supply of Lecture Hall Desk-Chair combo 2 seater at AIIMS Bhopal at AIIMS Bhopal".
17. Any complementary scheme offered by the manufacturer shall be provided to the All India Institute of Medical Sciences (AIIMS) Bhopal with no additional cost.

**(Authorized Signatory)**

**All Terms and Conditions Read & Signed by me**

Signature:.....

Name of Tenderer.....

Rubber Stamp.....

## Chapter – 3

### Schedule of Requirement and Technical Specifications

1. The supply order may be given to the approved L-1 Agency and Agency will have to supply the same immediately but not later than the period as stipulated in the Despatch Instructions/Purchase cum Supply Order at the specified location intimated by the Competent Authority of AIIMS Bhopal.
2. The items will be supplied at the destination location (Place) as stated in the Despatch Instructions/Purchase cum Supply Order/Intimated after receiving Material by Competent Authority at AIIMS Bhopal.

Sr. No.	DESCRIPTION	Qty	Unit
1	<p><b>Desk-Chair combo 2 Seater</b></p> <p><b>Understructure:</b> The under structure is made with steel ERW tube section (IS:228) of size 80x40x2.5mm thick with powder coated finish. Under structure consists of two welded leg assemblies connected by means of welded seat side tube assy and welded desk side tube assy on both side. Sturdy anchoring by anchor bolts on to base of 10 mm thick plate for proper resting of structure. Plastic clad and shoe main clad made of glass filled 30% Nylon-6 for covering anchor bolts.</p> <p><b>Side Clads:</b> Two side clads made of 35 mm thick plate with 2 mm thick PVC lipping. Desk side clad made of 18 mm thick plate and seat side clad and connecting clad made of 25 mm thick plate.</p> <p><b>Desklet:</b> Desk should be fixed by means of desk slider and slider sleeve made of 30% glass filled nylon 6. Desk comprises of plate desk with aluminium section anodized finish on to sides and TPE rubber on to aluminium section outer side for cushioning effect for desk. Desk made of 18 mm thick plate fixed with aluminium extrusion on to sides for desk opening and closing.</p> <p><b>Seat:</b> Seat under structure with opening and closing mechanism is a combination of welded fabricated structure made of 19x2mm thick ERW tube with powder coat finish which is covered by 0.8 mm thick sheet metal cover and upholosted with moulded foam inside and leatherite cover. Seat back comprises of ply with moulded foam upholosted inside and leatherite cover.</p> <p><b>Front Clad Mounting:</b> Front clad mounting made of 18 mm thick plate with sheet metal cover and bracket for holding on top and mounting box for holding of clad with seat side clad.</p> <p><b>2 Seater with seat and desk for middle module</b></p> <p><b>2 Seater with seat for rear module and desk only for front module. All these together should permit 100 seating with desk and chair. The front modules may not be required as all are already fitted.</b></p> <p><b>This is add on Order to get exactly matching Combo Seats and Desk as per Specifications. The Prospective Vendor is strongly advised to visit Lecture Theatre 1, 2&amp; 3 of AIIMS Bhopal and create the combo seat truly matching to existing seats.</b></p>	50	Nos.

The Technical Bid & Financial Bid should be kept in two separate sealed envelopes superscripting with “Technical Bid for Supply of Desk-Chair combo 2 seater at AIIMS Bhopal’ and “Financial Bid for Supply of Desk-Chair combo 2 seater at AIIMS Bhopal’ otherwise the Tenderer bid will be rejected.

**This is only general picture for reference for the above specs.**



## Chapter – 4

### TECHNICAL BID

**(It is mandatory for all Bidders; they should fill all fields “Clearly” in this form)**

1. For the Supply of Desk-Chair combo 2 seater at All India Institute of Medical Sciences (AIIMS) Bhopal, Saket Nagar, Bhopal-462024 (MP)
2. Name of Company/Firm/Agency and its : \_\_\_\_\_  
Registration No.
3. Name of proprietor / Director of the : \_\_\_\_\_  
Company/Firm/Agency
4. Full Address of Reg. Office (A copy of : \_\_\_\_\_  
Company/ Firm/ Agency registration  
must be enclosed) \_\_\_\_\_  
Telephone Nos. : \_\_\_\_\_  
Fax Nos. : \_\_\_\_\_  
E-mail Id : \_\_\_\_\_
5. Details of Banker of the Firm with full : \_\_\_\_\_  
address \_\_\_\_\_  
Telephone Nos. of Banker : \_\_\_\_\_  
Fax Nos. of Banker : \_\_\_\_\_  
E-mail Id of Banker : \_\_\_\_\_
6. Bank Ac/s No. of Firm for ECS payments : \_\_\_\_\_
7. PAN, TIN, TAN, VAT, Service Tax : \_\_\_\_\_  
Registration No of the Firm (Enclose a  
copy of the same) \_\_\_\_\_
8. Details of Cost of Tender : \_\_\_\_\_
9. Details of EMD : \_\_\_\_\_
10. Financial turnover of the tendering Company/Firm Agency for the last three financial years : (Attach  
separate sheet if space provided insufficient)

Financial Year	Amount (Rs. Lakh)	Remarks, if any
2011-2012		
2012-2013		
2013-2014		

The tenderer should also submit self-attested copies of the Income Tax Returns and Audited certified Accounts for the last three financial years (i.e. for 2011-12, 2012-2013 and 2013-2014).

11. Give details of major contracts handled by the tendering Company / Firm / Agency for the last three years in the following format (enclose the self-attested copies):(if the space provided is insufficient, a separate sheet may be attached)

Sr.No.	Details of client along with address, telephone numbers and Fax numbers	Amount of Contract (Rs. in Lakh)	Duration of Contract	
			From	To
1				
2				
3				

(Signature of authorized person)

Date : \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Seal: \_\_\_\_\_

## CERTIFICATE

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I, do hereby declare that the our firm has neither been blacklisted/no criminal case pending against him (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 100/-) stating that no criminal/Black listing case is pending against the firm) by any of the Govt. Institute/Ministries/Departments/PSUs with which the firm had contracted for Supply of Desk-Chair combo 2 seater etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious equipment's etc.

**(Signature of authorized person)**

Date: \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Seal: \_\_\_\_\_



## **Chapter-5**

### **CHECK LIST OF DOCUMENTS**

#### **TO BE SUBMITTED ALONG WITH THE TECHNICAL BID and FINANCIAL BID**

##### **DOCUMENTS REQUIRED TO BE SUBMITTED WITH TECHNICAL BID:-**

1. **The Cost of Tender Document** enclosed in the form of **Demand Draft of Rs. 525/- (Five Hundred Twenty Five Only) (Non-Refundable)** from any Nationalized Bank in favour of “**Director, AIIMS Bhopal**” payable at Bhopal and must accompanied with Technical Bid if the tender document downloaded from the website.
2. **EMD of Rs. 30,000 /- (Thirty Thousand only)** in the form of **Demand Draft** from any Nationalized Bank in favour of “**Director, AIIMS Bhopal**”, payable at Bhopal and must accompanied with Technical bid.
3. Technical bid Form duly Filled, Signed & Stamped.
4. Tender document each page duly Signed, Stamped and page numbering done.
5. Proof of Office Address.
6. **The on-site replacement warranty shall remain valid for a period of 36 Months for all the items including installation or as per standard regulation and recommendation for the specified items each** from the date of recording of acceptance of goods at AIIMS Bhopal.
7. Proof of Bank account Number.
8. Attested Copy of PAN, TAN, TIN VAT, Service Tax Registration Number etc.;
9. Self-attested copies of the IT returns for last 3 Year’s;
10. Audited Certified copies of Accounts for last 3 Year’s;
11. The rates for quoted items shall have quoted in the Format given in Financial Bid (Chapter7) and sealed, signed Financial Bid kept in Financial Bid Envelope separately.
12. Attested copy of Three years experience certificate obtained from Govt. Dept./PSU.
13. An Affidavit duly Notarized on Stamp Paper worth of Rs. 100/- in clear and un-ambiguous language that the Tenderer has never been black listed/no criminal case pending by any of the organisation with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply must be accompanied with Technical Bid Envelope.

##### **DOCUMENTS REQUIRED TO BE SUBMITTED WITH FINANCIAL BID**

14. The tendering Firm/Agency/Company should quote their rates for all the items mentioned in the list and specification laid down in Financial Bid (Chapter-7), failing which their bids shall be out rightly rejected. Financial Bid must be kept in separate sealed super-scribed envelope “Financial Bid for Supply of Desk-Chair combo 2 seater at AIIMS Bhopal”.

## Chapter - 6

### **Contract Form**

**(To be made on Rs 100.00 Non Judicial Stamp/E Stamp Paper)**

#### DRAFT AGREEMENT FORMAT

This agreement is made at Bhopal on the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand fourteen between \_\_\_\_\_ acting through Shri \_\_\_\_\_, \_\_\_\_\_, **All India Institute of Medical Sciences(AIIMS) Bhopal, Saket Nagar, Bhopal-462024 (MP)**(hereinafter called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Party**.

#### SECOND PARTY

M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_ (hereinafter called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.)Of the **Second Part**.

WHEREAS the '**Client**' is desirous to engage the '**Agency**' for establishing Supply of Desk-Chair combo 2 seater for AIIMS Bhopal as per the terms and conditions stated below:-

1. The Registered Office or Branch Office of the Agency should be located preferably in the Bhopal City. The Agency should submit a proof of its office address.
2. The selected Agency services would be required to install Supply of Desk-Chair combo 2 seater items to All India Institute of Medical Sciences (AIIMS) Bhopal, Saket Nagar, and Bhopal-462024 (MP) on all working days between 09.00 Hrs. to 17.30 Hrs. No separate charges for delivery of goods would be paid by this office.
3. Order for items shall be placed on requirement basis. Bills in triplicate for the items supplied by the selected Agency should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected Agency immediately for which no extra payment shall be made.
4. If the selected Agency fails to deliver Supply of Desk-Chair combo 2 seater or replace the defective/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Five Hundred) on per day basis, subject to maximum of Rs. 5000/- per item will be recovered from the agency by the ALL India Institute of Medical Sciences (AIIMS) Bhopal, from the firm's pending bills or Performance Security, as the case may be.
5. The Agency shall be bound by the details furnished by him/her to the AIIMS Bhopal while submitting the tender or at subsequent stage. Upon selection of the Agency, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different Technical Specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.

6. The rate quoted by the selected Agency, and as approved by the AIIMS Bhopal, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
7. The selected Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency/is without prior written consent of the AIIMS Bhopal. If it is found that the firm has given sub-contract for Supply of Desk-Chair combo 2 seater on the basis of procurement/ supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
8. AIIMS Bhopal shall not be responsible for any financial loss or other damaged or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for Supply of Desk-Chair combo 2 seater Equipment's.
9. The Competent Authority of AIIMS Bhopal reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the AIIMS Bhopal.
10. The rate submitted by the Agency should not be higher than the Govt. Approved /DGS&D Rates at which the Supply of Desk-Chair combo 2 seater Equipment's are being supplied by it to other Govt. Institutes/Ministries/Departments. If subsequently it is found that the firm has supplied equipment's at higher rates to the AIIMS Bhopal, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs.1,000/-on firm on such occasion and shall be doubled on subsequent occasions.
12. **Delivery:** Within 30 working days from the date of placement of purchase Order/Purchase Instruction issued by the Competent Authority of AIIMS Bhopal to AIIMS Bhopal at Saket Nagar, Bhopal-462 024 (MP).
13. Any complementary scheme offered by the manufacturer shall be provided to the AIIMS Bhopal with no additional cost.
14. The contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendable year to year, subject to maximum period of 1 year, on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful Supply of Desk-Chair combo 2 seater Equipment's supplier Agency and the All India Institute of Medical Sciences (AIIMS) Bhopal.
15. The AIIMS Bhopal reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise, to any other firm(s) in emergency/unavoidable situation i.e. auxiliary/ancillary/incidental to "**Dictionary meaning**" of Supply Of Desk-Chair combo 2 seater.

THIS AGREEMENT will take effect from \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand Thirteen and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Bhopal in the presence of the witness:

<p>For and on behalf of the <b>'Agency'</b></p> <p>Signature of the authorized Official</p> <p>Name of the Official</p> <p>Stamp / Seal of the <b>'Agency'</b></p> <p>SIGNED, SEALED AND DELIVERED</p> <p>By the Said</p> <p>_____ Name</p> <p>on behalf of the <b>'Agency'</b></p> <p>in presence of</p> <p>Witness: _____</p> <p>Name : _____</p> <p>Address: _____</p> <p>_____</p>	<p>For and on behalf of the <b>"Director, AIIMS Bhopal"</b></p> <p>Signature of the authorized Officer</p> <p>Name of the Officer</p>  <p>By the said</p> <p>_____ Name</p> <p>on behalf of the <b>"Director, AIIMS Bhopal"</b></p> <p>in presence of</p> <p>Witness: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p>
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## Chapter – 7

### Format of Performance Bank Guarantee

(To be made on Rs 100.00 Non Judicial Stamp/E Stamp Paper)

To,

**The “Director”,  
All India Institute of Medical Sciences (AIIMS) Bhopal  
Saket Nagar, Bhopal- 462 024 (MP) INDIA**

WHEREAS \_\_\_\_\_ (Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no \_\_\_\_\_ dated \_\_\_\_\_ to supply (description of goods and services) (herein after called “the Supplier”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of \_\_\_\_\_ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 39 (Thirty Nine) months from the date of issue (indicate date) ..... valid up to .....

.....  
(Signature with date of the authorised officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

## Chapter – 8

### **Financial Bid**

Supply of Lecture Hall Desk-Chair combo 2 seater at AIIMS Bhopal at AIIMS Bhopal, Saket Nagar, Bhopal-462 024. The price bid should be kept in separate sealed envelope superscripting “Financial Bid for Tender No. 165: AIIMS Bhopal/Stores/MC/Desk-Chair combo 2 seater/2014-2015/01

\*AIIMS Bhopal authorities reserve the full rights to increase/decrease the quantity of items in the time of award of tender as per its actual requirement. The quantities mentioned below in this tender against each item are only indicative/tentative nature.

#### Item number- 1 Price bid form.

1	2	3	4	5	6	7	8	9
Sr.No	DESCRIPTION	Qty	Unit	Basic Cost per Unit (in Rs.)	VAT and all other applicable taxes	Fewer Discounts Offered (if Any) per unit (in Rs.)	Total unit Cost including all taxes (FOR Destination) (in Rs.)	Total Cost for Quantity given in Column 4 (including all taxes in Rs.)
1	Desk-Chair combo 2 Seater	50	Nos.					

Seal and signature of bidder

Dated - .....

The Technical Bid & Financial Bid should be kept in two separate sealed envelope superscripting with “Technical Bid for Supply of Desk-Chair combo 2 Seater at AIIMS Bhopal’ and “Financial Bid for Supply of Desk-Chair combo 2 Seater at AIIMS Bhopal’ otherwise the Tenderer bid will be rejected.