



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

सकल नगर भोपाल (मध्यप्रदेश) – 462020
Saket Nagar, Bhopal (M.P.) – 462020
Website : www.aiimsbhopal.edu.in

NOTICE INVITING E-TENDER

E-Tender No. 001AIIMS Bhopal/Printing of Calendars & Diaries/2016-17/01Dated 19.12.2016

Name of E-Tender: Printing and Supply of Calendars and Diaries for AIIMS Bhopal.

On behalf of **Director, AIIMS Bhopal, sealed tenders in Two Bid System (i.e. Technical and Financial Bid)** are invited from eligible Printing Agencies for the Printing and Supply of Wall Calendars, Table Top Calendars and Diaries as per the Specifications shown in **Annexure-I**.

Important: The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. Both bids should be submitted only in prescribed format attached to tender documents. Failure to furnish informations required in bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

The Bidder shall bear all costs associated with the preparation and submission of bid and AIIMS will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

E-Tendering Portal:

<https://www.tenderwizard.com/AIIMSBHOPAL>

For E-tendering Queries contact Representative of ITI Limited (Bhopal).

Email : twhelpdesk674@gmail.com , Mob: 09981783170, 9039006656.

TENDER SCHEDULE



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Name of E-Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

Date of availability of Tender document in the AIIMS Bhopal website https://www.tenderwizard.com/AIIMSBHOPAL www.aiimsbhopal.edu.in and CPP Portal www.eprocuregov.in for downloading/participating	:	As per e-Tendering Portal of AIIMS Bhopal https://www.tenderwizard.com/AIIMSBHOPAL
Pre-Bid Meeting	:	As per e-Tendering Portal of AIIMS Bhopal https://www.tenderwizard.com/AIIMSBHOPAL
Last Date of obtaining /downloading Tender Document from AIIMS Bhopal website	:	As per e-Tendering Portal of AIIMS Bhopal https://www.tenderwizard.com/AIIMSBHOPAL
Date, Time & Place of submission of indicated desired Hard Copies in the Sealed Envelope	:	As per e-Tendering Portal of AIIMS Bhopal https://www.tenderwizard.com/AIIMSBHOPAL in the Tender box kept in the Office of the Stores Officer, Medical College, AIIMS Bhopal, Saket Nagar-462 020 (MP)
Date, Time & Place of Opening of Technical Bid Document	:	As per e-Tendering Portal of AIIMS Bhopal https://www.tenderwizard.com/AIIMSBHOPAL and desired Hard Copies in the Tender box kept in the Office of the Stores Officer, Medical College, AIIMS Bhopal, Saket Nagar-462 020 (MP)
Tender Document Cost payable to AIIMS Bhopal	:	Rs.1050/- (OneThousand Fifty) inclusive of 5% VAT, Non Refundable by way of DD/Banker's Cheque in favour of "Director, AIIMS Bhopal", hard copy must accompany with Technical Bid Envelop.
Estimated Cost	:	Rs. 3,10,000/- (Three Lakh Ten Thousand only)
EMD	:	Rs. 7,000/- (Seven Thousand) in form of DD/ FDR/Bank Guarantee for the period of 270 Days (i.e. Nine Months) in the name of "Director, AIIMS Bhopal" hard copy must be submitted before closing of the bid in the office of Stores Officer. Non-Interest Bearing refundable as per Clause mentioned under "Technical Bid" Header.



Clarification on Bidding Documents

The prospective Bidder requiring any clarification about bidding documents may seek clarification in writing on the tender document during pre-bid meeting which shall be held at **15:00 Hours onward on scheduled Date as mentioned above in Tender Schedule**. The clarification of the queries would be uploaded on the AIIMS Bhopal website www.aiimsbhopal.edu.in for Bidders information. Bidders are required to consider all the clarifications/amendments while preparing their bid proposals. **Therefore, Bidders are requested to visit the said website on regular basis for checking necessary updates. These changes can be incorporated until 7 days before the last date of bid submission.**

Amendments in Bidding Documents

At any time till **7days** before the deadline for submission of bids, the AIIMS Bhopal may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document through amendment. All amendments will be posted on the website regularly. AIIMS Bhopal shall not be responsible to notify the amendments to individual bidders. All amendments by the AIIMS Bhopal till 7 days before the deadline for submission of bids, shall be binding on the participatory bidders.



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Two Bid System Terms & Conditions

The tender shall be submitted in 2 (Two) parts online:

- (i) **Technical Bid:** Online all documents submitted
Hard Copy Submitted:- Tender Cost, EMD, Undertaking
 - (ii) **Financial Bid:** The Financial Bids of bidders, who qualify at Technical Bid Stage, will be opened thereafter.
- **Validity of Tender/Offered Rates:** The validity of the Bid tender Document shall be for 180 days and after the acceptance and issue of Notification of award/conclusion of Rate Contract in the Format given at **Annexure-X**, the rates shall be valid for initial period of One year extendable further One year on mutual agreement basis after successfully completion of initial One year period.
- **EMD (Refundable after award of Contract):**
AS PER TENDER SCHEDULE (Rs. 7,000/-) against this Tender Notice for the period of 270 Days (i.e. Nine Months) in favour of “Director, AIIMS Bhopal”, in the form of FDR/DD/Bank Guarantee drawn from any Nationalized/Commercial Bank:-
- No interest shall be payable by the purchaser on the Earnest Money Deposit.
 - **Exemption:** Firm registered with NSIC (for Printing & Supply Stationery Items) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India/State Government departments/Undertakings are also exempted from EMD. However, the respective firm/departments have to submit the relevant certificate (NSIC etc.) to avail this exemption.

Name of Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

Note: All above documents shall be uploaded on e-tender solutions serially and page numbered legibly. E-bid with absence of any document will invite rejection bid and no further communication in any form shall be entertained. i.e. above documents are mandatory for qualification to next stage of the bid.

Technical Bid: (1) Documents to be submitted online

(2) Documents to be submitted in Hard copy

(i) Tender Cost

(ii) EMD

(iii) Under taking on Annexure-II on non-judicial stamp paper.



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I) TECHNICAL BID

1. Self attested, properly Stamped, Page Numbered copies of Documents to be submitted in the Online:-
Documents to be submitted with Technical Bid: In absence of the any documents tender may be rejected. Serial Number of submitted documents should be in sequence as mentioned below:
 - I. **Original Hard Copy of EMD, Tender Document ;Fee and Undertakings (I, II, III IV& V below)** should be submitted in a sealed envelope in original in the Tender Box Kept in the Office of Stores Officer, Medical College, AIIMS Bhopal, Saket Nagar, Bhopal-462020 (MP) India on or before closing date of the bid mentioned at Schedule of Tender or further intimated through uploading Corrigendum/Date of Extension on AIIMS Bhopal website in Tender Section.
 - II. EMD of Rs. 7,000/- (Seven Thousand only) in the form of DD/FDR/BG **in the format given at Annexure-VIII** of any **commercial** Bank, in the name of **“Director, AIIMS Bhopal”** valid for Nine months period. AIIMS Bhopal will not pay any Interest against EMD Deposit to any of participating Bidder and will refund the EMD Deposit to Bidder/Bidder’s after the issue of Notification of Award to successful Bidder/Bidders. The successful Bidder is liable to deposit Performance Security Deposit @10% of the Work/Purchase Order value to AIIMS Bhopal, only after the obtaining the Performance Security Deposit, his EMD Deposit shall be returned by AIIMS Bhopal to him without paying any interest.
 - III. **Tender Document fee of Rs. 1050/- (inclusive of @5% VAT) non-refundable in the way of Demand Draft/Banker’s Cheque** in the name of “Director, AIIMS Bhopal”.
 - IV. Original copy of **Undertaking for acceptance of all Terms & Conditions** mentioned in this Tender on Non Judicial Stamp Paper worth of Rs. 100/- as per **Annexure-II**, duly attested by notary public.
 - V. Original copy of **Undertaking for Criminal Liability** on Non Judicial Stamp Paper worth of Rs. 100/- as per **Annexure-III**,duly attested by notary public.
 - VI. Stamped and legible self attested photocopy of TIN Certificate.
 - VII. Enclose a copies of latest Quarter returns of VAT/ST as applicable in Financial year 2016-2017.
 - VIII. Self Attested Signed legible copy of PAN Card of the firm/company / proprietor (in case of Proprietary firm).
 - IX. Self Attested Signed legible copy of Income Tax return of the firm/company for the previous three Financial Years (i.e. for FY 2013-14, 2014-15 and 2015-16).
 - X. Self Attested Legible copies of Average Turnover of Rs. 3 Lakh for during previous Three Financial Years (i.e. for FY 2013-14, 2014-15 and 2015-16) of the participating firm must submitted online.



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- XI. Legible copy of valid Company Incorporation/Firm Registration along with address, contact details must submitted online.
- XII. Legible copy of the authorization from proprietor / owner to sign the documents in case the owner/proprietor is not signing the tender document.
- XIII. Self Attested and stamped Check list of Technical Bid required documents as per **Annexure-IV, & V.**

Only those bidders who qualify the Technical Bid Stage after evaluation of above said Technical Bid documents found in their “Technical Bid” online as per above shall be considered and after PQ Evaluation, the PQ Qualified Bidders only be intimated for Technical Evaluation separately.

2. **The samples of Wall Calendar, Table Top Calendar & Diaries items with proper tags in sealed envelope should be submitted separately so as to reach the Central Stores, 1st Floor, Medical College, AIIMS Bhopal before closing time of the Bid as per Schedule of Tender. Without samples tender will not be evaluated and shall be rejected.**
 - I) Stamped, Self Attested copies of List of the participating items without indicating prices (i.e. un-priced list of participated items) interested by the Bidder for quote as per the Schedule of Requirement given in “**Annexure-I**”.
 - II) Stamped, Self Attested copy of Declaration in case of manufacturer & Attested copy of current contract/Authorization – between manufacturer and distributor /bidder. If applicable.
 - III) Declaration / authorization from the manufacturer should be submitted for every quoted item. However, if the bidder is quoting more than one item of the same make, single authorization mentioning the name of items from the manufacturer is sufficient. If applicable.
 - IV) Complete contact details of the bidder should be mentioned on envelop.
 - V) Bidder should furnish a list of orders executed by them for identical/similar stores for any Government Hospital /Govt.Institution of India/PSUs, with legible self attestedcopies thereof, in the last three years must accompany.
 - VI) Catalogue, Brand/Make, Technical Details of requested Wall Calendars, Table Top Calendars and Diaries of the quoted Manufacturing Company for evaluation of Technical Features and Quality of Quoted Items must accompany.
 - VII) The supplier should arrange for a demonstration of theWall Calendars, Table Top Calendars & Diaries (if directed by AIIMS Bhopal Authorities), preferably within the Administration premises. Failure to arrange for a demonstration on the given date may lead to cancellation of the bid. Cost of such demonstration shall be borne by the bidder.
 - VIII) Signed and Scanned Check list of Technical Bid required documents as per “Annexure-IV” must uploaded in the respective Technical Bid Documents Slot in the e-Tendering solution.



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NOTE:-

The original copies of first Four Documents i.e. EMD (DD/FDR/Bank Guarantee), Tender Cost Fee (DD/Banker's Cheque), Undertaking for Acceptance of Terms & Conditions and Criminal Liability undertaking shall be submitted along with all other Mandatory requested Document's Self Attested Copies duly Signed, Stamped and Page Numbered in the submitdesired Hard Copies in the Tender box kept in the Office of the Stores Officer, Medical College, AIIMS Bhopal, Saket Nagar-462 020 (MP) and also uploaded on e-tender solutions serially. E-bid with absence of any document will invite rejection bid and no further communication in any form shall be entertained. i.e. above documents are mandatory for qualification to next stage of the bid.

Name of E-Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

Tender shall not be accepted if the bidder fails to submit requested documents as per the List Mentioned under the heading "Technical Bid".

Important Note:-Only those bidders who qualify the Technical Bid Stage shall be considered for Financial.



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II FINANCIAL BID

Rates for the items should be quoted in the given format “**Annexure-VI,**” by the Bidder Agency.

The rates should be quoted in Indian Rupees in figure as well as in words only.

- I) All quoted rates should be inclusive of freight charges, packing charges, forwarding & insurance Charges, Transportation, applicable Taxes and other expenses for supply of items up to F.O.R. AIIMS Bhopal etc. The supply of Goods/Stores/Articles will be made in good conditions to the respective stores by the bidder at their own cost upto F.O.R. to AIIMS Bhopal. Quoted Price means each and every expenditure for supply of items up to F.O.R. has been taken on account by the Bidder during Quoting his price on “Financial Bid” of this Tender, AIIMS Bhopal will not pay any extra Amount beyond the accepted Price of L-1 to any Bidder.
- II) No increase in quoted price and change in quality of product will be allowed during the validity of tender period.
- III) Bidder will quote firm rates inclusive of all Taxes & expenditure upto F.O.R. to AIIMS Bhopal basis. No condition like discount in price, free goods/ incentives will be accepted towards finalization of the tenders. Rates should be according to a unit e.g. per Wall Calendar, Per Table Top Calendar and per Diary Basis and not in any other form. Quoting of rates in variation to the prescribed unit will authorize the Competent Authority to cancel the quotation without any information to the bidder.
- IV) No item should be quoted with price more than the M.R.P. The prices should be quoted strictly in accordance with unit/quantity mentioned in the Financial Bid format.
- V) **Fall Clause:** If at any time during the execution of the contract, the Contractor/Manufacturer/Distributor/Dealer reduces the sale price or sells or offers to sell such stores, as are covered under the contract, to any person/organization including the purchaser or any department of Central Government or any department of AIIMS Bhopal/PSUs at a price lower than the price chargeable under the contract during the Current Financial Year, he shall forthwith notify Stores Officer, The necessary difference amount about such reduction or sale or offer of sale to the purchaser and the price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced and deposited to AIIMS Bhopal by the Bidder or AIIMS Bhopal will deduct from the pending bills/Performance Security Deposit to recover the loss to the Government.
- VI) The applicable MP VAT/Taxes shall be deducted from the Suppliers Agency’s Bill and shall be deposited to the respective Statutory Authority by AIIMS Bhopal.
- VII) The L-1 will decide on each of requested floated unit item basis.

For any enquiry on this tender please email: stores@aiimsbhopal.edu.in

**(Stores Officer)
AIIMS Bhopal**

GENERAL TERMS AND CONDITIONS



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- A. Bidders are required to submit the samples of quoted requested Wall Calendar, Table Top Calendar & Diaries items as per the requirement schedule in a sealed envelope properly tagged and superscripted. In the tender box placed in the office of the Stores Officer before closing date and time of the bids i.e.and 13.00 hrs. Non-submission of samples will invite rejection of the bid.
- B. The Technical Evaluation of submitted Wall Calendar, Table Top Calendar & Diaries Items Samples shall carried out by the Committee Nominated by the Director/Stores Officer in the presence of Bidder/his authorized Representative at AIIMS Bhopal. The date and time of “Technical Evaluation of submitted Wall Calendar, Table Top Calendar & Diaries items Samples” shall be communicated to the “Pre-Qualified” Bidders only separately by the AIIMS Bhopal.
- C. Tenders should be quoted only by the actual manufacturer or their authorized distributors or dealers of a particular firm. It should submit a current authority letter in support of the same from the actual manufacturer/printing agency. The bidder is responsible for the supply of stores. If the supplier withdraws rights of distribution from the bidder during validity period of rate contract, Stores Officer has right to cancel the eligibility of the bidder and accept the candidature of new coming authorized distributor. For supplying items at approved rates new coming firm may have to deposit the EMD.
- D. The bidder should submit an undertaking for acceptance of Terms & Conditions “**Annexure-II**” to the effect that they have necessary infrastructure for supply the approved Wall Calendar, Table Top Calendar & Diaries items as and when required by the indenter.

The Director, AIIMS Bhopal has full authority to take into account the performance of manufacturer/authorized dealer or distributor/bidder and they should submit a latest performance certificate from any other Govt. Hospitals/Institutions/PSUs to testify the proper dealing & performance of the participating Tenderer for similar nature supply works.

DELIVERY OF THE SUPPLIES/STORES: -

- I. Delivery of stores shall be **F.O.R to AIIMS Bhopal**. The AIIMS Bhopal is not liable for payments on account of freight/taxes/expenditures, which are to be paid inclusively by the suppliers.
- II. The firm will be bound to print and supply the ordered Wall Calendar, Table Top Calendar & Diaries items within 30 days/period as mentioned in the Purchase Order. Thereafter suitable action as deemed fit, will be initiated. The AIIMS Bhopal will recover the general damages or extra expenditure incurred in the risk purchase at the risk and cost of bidder and amount paid in excess shall be deducted from their pending bills. The above shall be in addition to forfeiture of Bid Security and black listing of the firm depending upon the circumstances of the default/merit of the case.
- III. LD/Penalty/Performance Security Forfeiture/Blacklisting:- If the supplier Agency fail to supply the Ordered Items within the specified period as mentioned in the Tender/Purchase Order, a penalty of 1% per week (maximum up to 5% for 5 weeks) of the total Order value of Purchase Order shall be deducted and recovered from the pending Bill/Performance Security of the Supplier Agency in lieu of recover to loss to Govt. in first Occasion . If firm is repeating the same mistake in another Occasion, his Contract will be terminated without any clarification and his deposited Performance Security shall be forfeited in total as recovery to loss to Govt.



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and firm will be declared “Blacklisted” for participating AIIMS Bhopal Tenders for the Period of “Three Financial Years”.

- IV. Part/Partial supply will not be accepted. For non-supply or part/partial supply, EMD/Performance Security Deposit will be forfeited in full with reference to Clause mentioned above.

INSPECTION OF SUPPLIES:-

- I) Inspection will be done by the duly constituted committee and or authorized representatives in AIIMS Bhopal premises at designated place. The Consignee Receipt Certificate and Final Acceptance Certificate will be issued to the supplier Agency by the constituted committee and this needs to be submitted with the payment claim of the supplier agency on each occasion when the Order is placed.
- II) No payment shall be made for rejected material. The Tenderers would remove rejected items within one week of the date of rejection at their own cost and replace the same immediately. In case these are not removed, these will be disposed of in a manner as deemed fit by the authorities at the risk and responsibility of the suppliers without any further notice. The Director, AIIMS Bhopal reserves the right to impose penalty as mentioned above, as deemed fit, to resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and binding.

PAYMENTS: -

Payments will be made only after the acceptance of the supplies as per terms and conditions and specification against the supply order in the designated place of Central Stores AIIMS duly approved on satisfactory inspection, acceptance in the concerned department in good condition against the pre-receipted bills in triplicate along with delivery challans, Consignee Receipt Certificate and Final Acceptance Certificate.

OTHERS:-

Technical Evaluation Committee/Procurement Committee and other committees as constituted by the Director will decide regarding approval of samples and rates and quantities required to be procured (i.e. increase/decrease in either side as indicated in Annexure-I) as per requirement of AIIMS Bhopal basis. Decision of the Director will be final and binding to all parties.

PACKING & MARKING OF SUPPLIES:-

The firm shall supply the stores with proper packing and marking for transit so as to be received at destination free from any loss or damage. The supplies shall be ordered in staggered manner usually quarterly.

DISPUTES AND ARBITRATION: -

All disputes or differences arising during the execution of the contract shall be resolved by the mutual discussion failing which the matter will be referred to an Arbitrator who will be appointed by the Director, AIIMS Bhopal for Arbitration for settlement of disputes in accordance with Arbitration & Conciliation Act 1996 or its subsequent amendment, whose decision shall be binding on the contracting parties.



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THE CONTRACT: -

The rates approved shall remain **valid for initial one year period** and shall be extendable for further another year on mutual agreement basis. The laws of the Government of India shall govern this contract. The Court of Bhopal shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

PERFORMANCE SECURITY DEPOSIT (for 15 Months):-

The successful Bidder will liable to deposit 10% of value of the Contract/Purchase Order as Performance Security Deposit in favour of “Director, AIIMS Bhopal” by way of “Performance Bank Guarantee in the format given at “Annexure-X”/Fixed Demand Receipt” from nationalized/Commercial Bank refundable after expiry of the tenders/or after the completion of 1 years period + 3 months (valid for i.e.15 months) in case of Printing and supply of Wall Calendar, Table Top Calendar & Diaries items to AIIMS Bhopal.No dues certificate from the concerned departments/authorities. Security Deposit/EMD is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect.

No bidder/or his representative shall bring or attempt to bring any political or other outside influence to bear upon any superior authority or hospital functionaries to further this business interest. In doing so, tender of the concerned bidder will be rejected without assigning any reason.

Exclusive right: The Director, AIIMS Bhopal, India.

The Director, AIIMS Bhopal, India has the full and exclusive right to accept or reject, increase or decrease order quantity, any or all the tenders without assigning any reasons and also to cancel the supply at any time without assigning any reason.

For any enquiry on this tender please email: stores@aiimsbhopal.edu.in

**(Stores Officer)
AIIMS Bhopal**

Please see annexure enclosed: - Annexure-I to X



Schedule of Requirement

Name of E-Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

The quantities of item/items as per the decision of Director/Stores Officer, AIIMS Bhopal will be increase/decrease as per the actual requirement of AIIMS Bhopal during the currency of this Rate Contract. The prospective Tenderers are advised to read carefully following special terms and conditions required for mandatory compliance as per AIIMS Bhopal requirement before participation:-

1. The Quantities intimated in this Schedule of Requirement are an approximation.
2. The Estimated Quantities will vary, either increase or decrease and the decision of the Director/Stores Officer AIIMS, which shall be final and binding to all parties.
3. **Each Tenderer should submit Two sets of samples of each of type of Wall Calendar, Table Top Calendar & Diaries in sealed envelope superscripted the tender Id and name as suggested above before closing date time of this Tender. The two sets of samples required due to one will use for testing and second will use for future comparing of the supplies. In case of non- availability of samples, during the Technical Bid Evaluation as per AIIMS Bhopal, Bids would be automatically rejected on the ground of non-submission of the Samples. The technical qualification of the bid shall be determined on the basis of the quality and technical specifications mentioned in the bid document.**
4. Only on Qualifying the desired Quality Parameters examined and approved by the Technical Expert Committee, Nominated by Director/Stores Officer, the supply will be accepted at AIIMS Bhopal.
5. Failure of adequate supply within the stipulated supply time period communicated through the Purchase Order to L-1 Tenderer by AIIMS Bhopal, on two occasions / failure on quality parameter of supplied item/items will automatically enforce penal action in the form of blacklisting or principal manufacturer for 5 years and the desired items shall be procured from the open market as per the satisfaction of AIIMS Bhopal Expert Technical Committee, Nominated by Director/Stores Officer to meet the urgent requirement of the Institute on the cost of the L-1 Rate offered Vendor and the same will be recovered from his Outstanding Bills/Performance Security Deposit by AIIMS Bhopal.
6. Under rare circumstances some of these items may not be asked for / ordered for less than the annual demand due to unforeseen conditions and the decision of Director/Stores Officer in this regard shall be final.



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Requirement Schedule of Wall Calendar, Table Top Calendar & Diaries

Tentative Quantity and desired Technical Specifications:-

S. No.	Item Name	Required Technical Specifications	Tentative Qty. (in Nos.)
1	Wall Calendar	<ul style="list-style-type: none">• 6 Main Sheets Both Side Printed of the Size of 17.5" X 24"• Multi Colours (Preferably Four colour on both side on all sheets (4+4) cut-flush• Should be Printed on full Gloss Bilt Royal Art Paper Sheet of 170 GSM• Wiro bound on 17.5" side (24 loops on each half) with hard steel hanging rod of 13 guage & 17.5" x 2.5" supporting Strip of 300 Gsm Duplex Board and semicircular die punch• 25 Wall Calendars to be packed in each packet with thick Craft paper	1000
2	Table Top Calendar	<ul style="list-style-type: none">• 12 Main Sheets for 12 months Photo Table Top Calendar printing of the size of 9.50" x 6.50"• Multi Colours (Preferably Four colour on all sheets (4+4) cut-flush• Should be Printed on full Gloss Bilt Royal Art Paper Sheet of 170 GSM• Wire-O Bound, 9.50" Side and semicircular die punch• Supported with Hardboard Ease.• 25 Table Top Calendars to be packed in each packet with thick Craft paper	500
3	Diary	<ul style="list-style-type: none">• Preferred Diary Size should be 23 cm x 17.5 cm• Outer Cover/Title Page:-<ol style="list-style-type: none">a) Printing : in Golden Embossed 2017,b) Logo of the AIIMS Bhopal, andc) tag Line of the Institute, dd) Paper Quality : PU Foam Sheet (Colour as approved by the Director AIIMS Bhopal),• Binding:<ol style="list-style-type: none">a) Stitching with perfect hard board binding with machine.b) Golden Colour clips edges perfectly fixed on top right and bottom right of front cover only.• Information Pages: 20 Pages (Front & Back) i.e. 10 Single Pages<ol style="list-style-type: none">a) Printing in Multi-colour,b) Inside Diary Paper Quality should be 100 GSM	500



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S. No.	Item Name	Required Technical Specifications	Tentative Qty. (in Nos.)
		<p>SSP Paper.</p> <ul style="list-style-type: none">c) Text Size may vary as per the Content.• Phone & Notes Pages & year planner: 8 Pages (Front & Back) i.e. 4 Single Pages,<ul style="list-style-type: none">a) Printed in 2 Colours (1 Special Colour and other Black),b) Paper Quality should be 80 GSM SSP Paper, Tc) The design before printing should be submitted by the Printing Agency to AIIMS Bhopal.• The Colour inset (Separators) for 12 Months should be in place.<ul style="list-style-type: none">a) Printing : Multicolor,b) Paper 100 GSM SSP Paper,c) Lamination: Thermal Matt Coating,d) Content for the Separators as provided by AIIMS Bhopal and to be designed by the Printer,• Inner Pages : 365 Front & back (one date in a page), i.e. 183 Single Pages,<ul style="list-style-type: none">a) Printed in 2 Colours (1 Special Colour and Other Black),b) Paper 80 GSM SSP Paper,c) Institute's Log in water mark and tagline of the Institute in all pages.d) Diary shall consist of sheet separator and short gaps/cuts that distinctly shows separation in months.• Packaging Each Diary is to be supplied in individual transparent plastic cover, of size according to the size of the diary.• While all the diaries is to be supplied as 25 Diary x 1 carton.	

Note: All Tenderers should quote item/items with following approved standards:-

- **Approval of Proof:-** Initially an order for the "Printing of Sample Wall Calendar, Table Top Calendar and Diary 2017" along with the CD of matter will be released to the selected printer. The selected Printer shall furnish the sample of each within 10(ten) working days from the date of release of order. Any delay beyond the above will attract penalty as per the Penalty Clause mentioned in the General Terms and Conditions in this Tender. Any corrections/changes noted and given shall be resubmitted within a week time (a week time for major change and 2 days' time in case of minor changes), for approval. Any number of changes in all terms shall be entertained by the Printer in all circumstances. Printer is bound to make changes as suggested until final approval given in writing by the Institute, based on which an order for "Printing of



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numbers of Wall Calendars, Table Top Calendars and Diaries for 2017” enclosed with sample of final approved versions of the same will be released to the approved Printing Agency by AIIMS Bhopal.

- The Evaluation and selection of the Printing of requested items for approval for next stage will be whole decided by a committee duly constituted based on quality and meeting above mentioned technical requirements.
- L1 will be decided on the basis of price/piece inclusive of all Taxes and Expenditure up to F.O.R. AIIMS Bhopal for each of supplied item. However, AIIMS Bhopal will deduct the applicable MP VAT/Taxes as per applicable rules and deposit directly to the respective statutory authority during release of payment to the party against supply of ordered items.
- The Quantities may increase/decrease in any extent on either side as per actual requirement of AIIMS Bhopal.
- Substandard/ rejected items must be replaced within 1 Week time by the approved Supplier Agency on receiving intimation from AIIMS Bhopal.



Name of E-Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

UNDERTAKING

FOR COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS E-TENDER DOCUMENT

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

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 the tender 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 items 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, India (herein after called the said Officer) as regard to the quality and kind of article shall be final and binding on me.
4. Bid security/Performance security 10% of the cost of the supply value shall be deposited by me in the form of DD/FDR/Bank Guarantee in the name of "The Director, All India Institute of Medical Sciences, Bhopal (India)" as attached herewith and shall remain in the custody of the Director till the validity of the Tender Contract plus three month (i.e. for 15 months).
5. I/We hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated period positively.
6. If I/We fail to supply the stores in stipulated period the AIIMS Bhopal has full power to compound or forfeit the Bid Security/Security Deposit.
7. If I/we fail to supply the Ordered Items within the specified period as mentioned in the Tender/Purchase Order, a penalty of 1% per week (maximum 5% upto 5 weeks) of the total Order value of Purchase Order shall be recovered from our pending Bill/Performance Security in lieu of recovery of loss to Govt. in first Occasion. If we will repeat the same mistake in another Occasion, Director, AIIMS Bhopal will have the right to Terminated our Contract without any clarification and our deposited Performance Security shall be forfeited in total as recovery to loss to Govt. and our firm will declare "Blacklisted" for participating AIIMS Bhopal Tenders for the Period of "Three Financial Years".
8. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the tendering firm or manufacturer.



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9. I/We undertake that the rates quoted by me when approved and selected by the Director, AIIMS Bhopal will be valid for initial one year period from the date of approval of the rate contract in the format given in Annexure-XI or till extended as mutually agreed upon. I undertake to supply the stores within 30 days. I undertake to supply the order within stipulated period and if fail to supply order during the stipulated period the necessary action can be taken by the Director, AIIMS Bhopal.
10. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
11. I/We undertake that the items supplied are as per sample/catalogue/technical literature description.
12. 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.
13. 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.
14. 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. I/we also offer to supply the stores at the prices and rates not exceeding those mentioned in the Financial Bid.

Affirmation

I/We pledge and solemnly affirm that the information submitted in tender documents 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 Bidder

(Name of Bidder Company with Seal)

Place

Date.....



ANNEXURE – III

Name of E-Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

CRIMINAL LIABILITY UNDERTAKING

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

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

.....

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

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

M/s.

2. 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 Bidder Company with Date

Affirmation/Verification



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ANNEXURE-IV

Name of E-Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

CHECK LIST for (MANDATORY SELF ATTESTED SCANNED COPIES OF DOCUMENTS TO BE UPLOADED)

On Slot of E-Tendering Solution

S. NO.	NAME OF DOCUMENT REQUIRED*	YES	NO	Remarks
I	Original copy of EMD Deposit of Rs. 7000/- (Seven Thousand) in the form of DD/FDR/BG in favour of “Director, AIIMS Bhopal”			
II	Original Copy of Tender Document Fee of Rs. 1050/- in the form of DD/Banker’s Cheque in favour of “Director, AIIMS Bhopal”.			
III	Original Signed and Notarized Attested copy of Undertaking as per prescribed format on non-judicial stamp paper worth of Rs. 100/- marked as Annexure-II in the tender document duly attested by Notary Public.			
IV	Original Signed and Notarised copy of Criminal Liability undertaking on non-judicial stamp paper worth of Rs. 100/- as per prescribed format regarding CBI case/FEMA/Criminal case/Income tax case VAT/Sales Tax case/ Black listing not pending against the bidder or manufacturer/firm/company by Drug licensing authority/Statutory Authority marked as Annexure-III in tender Document.			
V	Signed and Self Attested photocopy of TIN Certificate			
VI	Self Attested copies of the Proof of latest Returns of VAT/ST filed by the participating Tenderer as applicable in Financial year 2015-16.			
VII	Signed and Self Attested copy of PAN Card of the firm/company / proprietor issued by Income Tax Department.			
VIII	Signed and Self Attested copy of Income Tax return of the firm/company for Three previous Financial Year (i.e. 2013-14, 2014-15 and 2015-16).			
IX	Signed and Self Attested Copies of average Turnover of Rs. 3 Lakh including Profit and Loss Accounts for three previous Financial Years (i.e. 2013-14, 2014-15 and 2015-16) of the participating firm. The Letter from Company Secretary/Chartered Accountant is also needed to be enclosed.			



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S. NO.	NAME OF DOCUMENT REQUIRED*	YES	NO	Remarks
X	Legible copy of Company Incorporation/Firm Registration along with address, contact details must be submitted online.			
XI	Legible copy of the authorization from proprietor / owner to sign the documents in case the owner/proprietor is not signing the tender document.			
XII	Self Attested and stamped Check list of Technical Bid required documents.			

Signature, Name of Authorized Person of the Bidder with Date & Seal

Contact Cell No. : Email ID :

*Note:(√) in applicable column.

[For office use only] Bid is Accepted/rejected

Signature -----
with name & date

Signature -----
with name & date

Signature -----
with name & date



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Annexure-V

Name of E-Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

TECHNICAL BID

CHECK LIST for (MANDATORY SELF ATTESTED SCANNED COPIES OF DOCUMENTS TO BE UPLOADED)

On Slot of E-Tendering Solution

E-Tender No. & Date	001/AIIMS BHOPAL/PRINTING OF CALENDARS & DIARIES/2016-17/01 Dated 19.12.2016
1. Name of the Printing Agency	
2. Name of the Proprietor/Partners/Directors	
3. Office Address, Contact Phone Number & Email ID	
4. Work Facility Address, Contact Phone Number & Email ID	
5. PAN No.	
6. VAT/Service Tax /TIN No.	
7. Tender Fee of Rs. 1050/- DD/Bankers Cheque No., Date & Issuing Bank in favour of "Director, AIIMS Bhopal"	
8. EMD Amount of Rs. 7000/- by the way of DD/FDR/BG in favour of "Director, AIIMS Bhopal"	
9. Samples of Quoted Wall Calendar, Table Top Calendar and Diary.	
10. Bidder should furnish a list of orders executed by them for identical/similar stores for any Government Hospital /Govt. Institution of India/PSUs, with legible self attested copies thereof, in the last three years must accompany. At least five AIIMS Bhopals Name must filled in this format.	
11. Information regarding availability of following Printing Machines and please mention there model and make, year of installation in your facility.	
a. Drum/Flat Bed Scanner having resolution of 4000 dpi or above.	
b. Colour inkjet/Laser Printer/Digital Printer	
c. Plate making equipment/Plate	



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	Processor & CTP machine	
d.	Availability of Four Colour CPC Machine	
e.	Availability of Four Colour Non CPC Machine	
f.	Binding Facility i.e. Cutting, Wiro Binding etc.	
g.	Any Other Equipments available in Bidder's facility required for Printing works	

Signature, Name of Authorized Person of the Bidder with Date & Seal

Contact Cell No. :Email ID :



ANNEXURE–VI

Name of Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

FINANCIAL BID

(Upload Signed, Stamped and Scanned copy in Financial Bid Document Slot of E-Tendering Solution)

ITEM S. No.	NAME OF THE ITEM (As per the technical Specification given in Schedule of Requirement at Annexure-I)	Basic Price per unit	VAT/ Taxes (in % and Amount in figures on Column (A)	Other Expenditure(if any) on Column (A)	Per Unit Total Price inclusive of all upto F.O.R. $D=(Col A+B+C)$ (in Figures)
		(A)	(B)	(C)	(D)
1.	Wall Calendar				
2.	Table Top Calendar				
3.	Diary				

1. The Rate quoted should be firm excluding VAT/CST on FOR Destination basis.
2. The percentage of VAT/CST is to be indicated separately in the column shown above.
3. L1 will be determined for each item Separately on unit rate basis.
4. According to the M.P. VAT (Amendment) Act 2016 in case invoice value is above 5000/- the VAT will be deducted at source from Invoice and in lieu thereof form 31 will be issued.

Name(s) & Signature of Authorized person of the Bidder Company with seal

Name of the Firm Date..... Place.....



ANNEXURE-VII

Name of E-Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

TERMS & CONDITIONS OF SUPPLY ORDER'S

1. The store should be supplied strictly in accordance with the supply order and with the approved specification/ samples.
2. The supply should be made between 9.30am to 2.30pm on any of the working day and 9.30am to 12.00pm on Saturday. Part supply will be entertained only in exceptional cases with prior approval of competent authority. However in case due to any reason part supply has been made the payment will be made only after the completion of complete supply.
3. Supplier must ensure that every challan is to be submitted in the concerned store along with the supplies. The number and date of delivery challan must be indicated on the bill.
4. Triplicate bills duly, pre receipted on appropriate revenue stamp affixed be submitted in the name of the Stores Officer in respective stores.
5. The bill should be in printed form having printed bill number, VAT/CST/TIN Number.
6. For Wall Calendar, Table Top Calendar and Diary items supply time will be 30 days from the date of issue of Purchase Order.
7. All rejected stores shall be at the risk of the supplier and must be removed immediately.
8. Guarantee/Warranty Certificate must be provided, at the time of supply (if applicable for supplied items).
10. *In case it is a computer-generated bill, it must have the seal of the firm affixed on it.*

Name(s) & Signature of Authorized person of the Bidder Company with seal

Name of the FirmDate..... Place.....



Name of E-Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

EMD BANK GUARANTEE (EMD-BG) FORMAT

Whereas _____
(hereinafter called the “Bidder”) has submitted its quotation dated _____ for the
supply of _____ (hereinafter
called the “Tender”) against the Purchaser’s Tender Enquiry No.
_____. Know all
persons by these presents that we _____ of
_____ (Hereinafter called the “Bank”) having our
registered office at _____ are bound unto
_____ (hereinafter called the “Purchaser) in the sum
of _____ for which payment will and truly to be
made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.
Sealed with the Common Seal of the said Bank this _____ day of _____
20____. The conditions of this obligation are:

- (1) If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the Bidder having been notified of the acceptance of his tender by the Purchaser during the period of its validity (180 Days):-
 - a) fails or refuses to furnish the performance security for the due performance of the contract.
or
 - b) fails or refuses to accept/execute the contract.
or
 - c) if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This EMD Bank Guarantee will remain in force for a period of additional 90 Days (Ninety days) after the period of tender validity (180 Days) i.e. total validity of EMD should be 270 Days (i.e. for Nine Months) from the scheduled date of submission of Bid and any demand in respect thereof should reach the Bank not later than the above date.

Signature of the authorized Office of the issuing Branch of the Bank _____

Name and designation of the Officer _____

Seal, Name & Address of the Bank _____

Address of the issuing Branch with Telephone No. & Email ID _____



Name of E-Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

PERFORMANCE SECURITY BANK GUARANTEE FORMAT

To,

The “Director”,
All India Institute of Medical Sciences (AIIMS) Bhopal
Saket Nagar, Bhopal- 462 020 (MP) INDIA

WHEREAS _____ (Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no _____ dated _____ to supply (Stores) (herein after called “the contract”).

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 15 (Fifteen) months from the date of satisfactory acceptance of Supplies in the User Department at AIIMS Bhopal i.e. up to ----- (indicate date).

.....
(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 issuing Branch,
including Telephone No. & Email ID



ANNEXURE–X

Name of E-Tender: Printing and Supply of Calendars and Diary for AIIMS Bhopal.

ANNUAL RATE CONTRACT FORM

(Form for Entering into Rate Contract with the Qualified Tenderer on Non Judicial Stamp Paper worth of Rs.100/-)

(Address of the Purchaser's/Consignee's office issuing the contract)

Contract No _____ dated _____

(Valid for Two Year from the date of Commencement).

First Party (Purchaser/Consignee)

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

1. Purchaser's Tender Enquiry document

No _____ dated _____
and subsequent Amendment No _____, dated _____ (if
any), issued by the purchaser.

This is in continuation to this office's Notification of Award
No _____ dated _____

Second Party (Supplier Agency)

2. Name & address of the Supplier:

3. Supplier's Bid Ref. No _____
dated _____ and subsequent communication(s)
No _____ dated _____ (if any), exchanged between the
supplier and the purchaser in connection with this tender.

4. In addition to this Annual Rate Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this contract:



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- (i) Schedule of Requirements (SOR);
- (ii) General Terms & Conditions;
- (iii) Technical Specifications & Catalogues ;
- (iv) Tender Form furnished by the supplier;
- (v) Price Schedule furnished by the supplier in its tender;
- (vi) Manufacturers' Authorization Form (if applicable for this tender);
- (vii) Purchaser's Notification of Award

Note:-

Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

- (i) Brief particulars of the Items and services which shall be supplied/ provided by the supplier are as under:

Tender Item S. No.	Name and Brief description of Items	Unit (Per Meter)	Approved Unit Price (Rs.)	Terms of delivery (FOR)

Any other additional services (if applicable) and cost thereof:

Total value (in figure) _____ (In words)

- (ii) Delivery schedule : 30 Days from date of Purchase Order issued

- (iii) Quality Control :-

- (a) As per requested in Technical Specification and approved Samples.

- (iv) Destination and dispatch instructions—AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP)

- (v) Consignee (s)

- (a) Paying authority – Director, AIIMS Bhopal

(Signature, name and address)



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of the Purchaser's/Consignee's authorized official)
For and on behalf of Director, AIIMS Bhopal, Saket Nagar, Bhopal

Received and accepted this contract

(Signature, name and address of the supplier's executive
duly authorized to sign on behalf of the supplier)

For and on behalf of

(Name and address of the Supplier)

(Seal of the supplier)

Date: _____

Place: _____

* * * * *