

**DEPARTMENT OF OTORHINOLARYNGOLOGY & HEAD-NECK SURGERY
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANASARI NAGAR, NEW DELHI -110029**

February 1, 2017

Ref. No: Limited Tender Enquiry No. 04/ENT/2016-17/Grant-In-Aid

Dear M/s

A Limited Tender Enquiry is hereby floated/invited for purchasing the following item/equipment (s) required for the Department of Department of Otorhinolaryngology & Head-Neck Surgery, AIIMS, New Delhi: -

Name of the Item/Equipment	Cutting Burs
Quantity	30 Set
Warranty/Guarantee	2 Years Comprehensive Warrenty

Technical Specification

As per enclosed at **Annexure-I**

TERMS & CONDITIONS:

1. The quotations should be addressed to the 'Professor & Head, Department of Otorhinolaryngology & Head-Neck Surgery, AIIMS' and sent by post/courier by **20.02.2017 up to 5.00 P.M.** Quotations should be sealed in an envelope and Reference No. & Name of the Item clearly written on top of the envelope. (i.e. L.T.E No. _____ for the Item '_____'. The submitted quotations will be opened on **20.2.2017 (Monday) at 3.00 P.M.** in the Office of the undersigned, Room No.4057, 4th Floor, Teaching Block, AIIMS.
2. The firm must be registered and having TIN No./ Registration No. **(Please mention TIN/Registration No. on the bids) or else the quotation will be REJECTED.**
3. The bidder is required to submit the **bid in two parts viz:**
 - (a) **Technical Bid in one envelope containing of the following information:**
 - i. Technical descriptions of the quoted model (s)
 - ii. List of all consumables/accessories required for running the equipment
 - iii. Terms & conditions including Warranty/CAMC/Taxes etc.
 - iv. Original catalogues of the quoted model (s)
 - v. Earnest Money Deposit (EMD)
 - vi. All required affidavit/undertaking (s)
 - vii. Principal company authorization letter.
 - (b) **Commercial bid in one envelope containing of the following information:**
 - i. Offered price of the quoted model/s
 - ii. Price list of all consumables/accessories required for running the equipment
 - iii. Post warranty Comprehensive Annual Maintenance Charges (i.e. 3rd to 5th Year)

NOTE: BOTH BIDS SHOULD BE PACKED IN A SEPARATE SEALED ENVELOPE MENTIONING PRICE BID & TECHNICAL BID.

4. The Earnest Money Deposit (EMD) of Rs. 5,000/- (Rs. Five Thousand only) in favour of 'Director, AIIMS, Delhi' in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or a Bank Guarantee in acceptable form from any of the Scheduled Banks should be enclosed with Technical bid. **Submission of EMD is mandatory in acceptable form, failing which their bid will be summarily rejected and no correspondence will be entertained in future in this regard. Any kind of exemptions giving MSME/NSIC in respect of EMD will not be acceptable.**
5. The earnest money of the successful bidder and the unsuccessful bidders will be returned to them without any interest.
6. The offered make/brand should be mentioned on the bid. Relevant literature/original catalogue should also be submitted along with the technical bid, failing which the bid would not be considered.
7. Quotation should be typed/written in ink. No overwriting or erased entries should be there in the quotation. **The rates should be valid for at least six months.**
8. VAT/Sales tax or any other kind of tax(s) must be separately mentioned against each item. In case no sales tax is chargeable, prices must be quoted as **NET PRICE**.
9. **Demonstration:** The Purchaser reserves the right to ask for a free demonstration of the quoted equipment at a pre determined place acceptable to the purchaser for technical acceptability as per the tender specifications, before opening of the Price Bid.
10. **Warranty/Guarantee:** The item must be covered under **2 years comprehensive warranty (Including all spares and labor)** from the date of completion of satisfactory installation of the item. **The warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected.**
11. **Post Warranty CAMC:** The bidders must submit their quote (rates) for CAMC for the next subsequent three years from 3rd to 5th year (including all spares and labor) in their price bid. Failure to comply this condition will entail the rejection of the bids. The cost of the CAMC will be added for ranking/evaluation purpose.

Undertaking (s):

- a) An undertaking should be enclosed with the technical bid to the effect that **'the firm has deposited the VAT/ SALES TAX to the VAT Department for the last period and there is no outstanding/ pending of taxes against the firm'**.
- b) The firm has to submit an undertaking (in the form of an affidavit on Non-judicial stamp paper worth Rs.10/- duly attested by a Notary Public) to the effect that **'they had not been blacklisted in the past by any hospital/organization and they have no vigilance case/CBI FEMA case pending against them/supplier (Principal)'**.
- c) The firm has also to submit an undertaking (in the form of an affidavit on Non-judicial stamp paper worth Rs.10/- duly attested by a Notary Public) to the effect that **'they had not offered/supplied the proposed item to any other hospital/organization/institute at a price lower than the price quoted'**.
- d) The firm has to give an affidavit that **"We hereby certify that if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit by the purchaser in addition to forfeiture of the earnest money"**.

12. Installation and training of equipment will be provided by the company at free of cost and there will no extra charges will be paid.
13. The firm must be able to supply the item at the mentioned place/location within the stipulated time for supply after issuing of the Supply Order.
14. **Payment:** will be made through ECS/RTGS/NEFT after delivery and inspection of working conditions of the item. Please provide the following information on the bill:
 1. Name of the beneficiary
 2. Account No. of the beneficiary
 3. Bank/Branch Name
 4. IFCS code of the Bank/branch
 5. Please print on each page of the bill '**GEID No. GE 11400**'
 6. An undertaking on each page of the bill to the effect that "It is certified that the firm is depositing VAT to the VAT department quarterly and filing the returns in stipulated time and there is no dues of VAT against the firm" **without undertaking the bill will not be process for payment.**
15. The Institute is not authorized to issue **C/D form** against the order placed in Indian Rupees.
16. **If the firm quoted the price in foreign currency, the payment terms will be 100% via bank transfer after delivery and successful installation of item. The firm has to be submitting the 10% performance bank guarantee before releasing the payment.**
17. Commission for Indian Agent, if any and if payable shall be pay in Indian Rupees only.
18. The successful bidder firm has to be deposited a Performance Bank Guarantee @ 10% of the total value of the item, in favour of '**Director, AIIMS, Delhi**' in form of Account Pay DD/FDR/Bank Guarantee should be valid for two additional months on warranty periods, before releasing the payment.
19. It has been advised to all bidder firms that they may please check the Institute web-site www.aiims.edu time to time if any corrigendum issuing regarding this L.T.E.
20. The quantity of items can be increased or decreased in the extent of 25%.
21. The Professor & Head of the Department reserves the right to cancel/reject full or any part of the Limited Tender Enquiry which generally do not fulfill the conditions stipulated in the enquiry.

(Dr. SC Sharma)

Professor & Head

डा. सुरेश सी. शर्मा/Dr. SURESH C. SHARMA
अध्यक्ष एवं विभागाध्यक्ष/Professor & Head
कान, नाक, गला एवं हेड-नेक सर्जरी विभाग
Deptt. of Otorhinolaryngology & Head-Neck Surgery
अ.रा.आ.सं., नई दिल्ली/A.I.I.M.S., New Delhi-110029

(Dr. Rakesh Kumar)

Professor

डा. राकेश कुमार/Dr. RAKESH KUMAR
अध्यक्ष/Professor
कान, नाक, गला एवं हेड-नेक सर्जरी विभाग
Deptt. of Otorhinolaryngology & Head-Neck Surgery
अ.रा.आ.सं., नई दिल्ली/A.I.I.M.S., New Delhi-110029

(Dr. Chirom Amit Singh)

Associate Professor

डा. चिरोम अमित सिंह/Dr. CHIROM AMIT SINGH
अध्यक्ष/Associate Professor
कान, नाक, गला एवं हेड-नेक सर्जरी विभाग
Deptt. of Otorhinolaryngology & Head-Neck Surgery
अ.रा.आ.सं., नई दिल्ली/A.I.I.M.S., New Delhi-110029



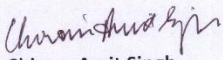
DEPARTMENT OF OTORHINOLARYNGOLOGY AND HEAD-NECK SURGERY
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI-110029

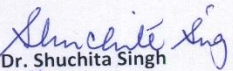
Specifications for burs (Cutting Burs)

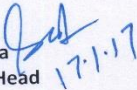
It should be made of surgical grade stainless steel

1. The length of the shaft should be between 4-7cm
2. The shape of the bur head should be round or oval
3. It should be rust-free/ corrosion free
4. All size burs must be compatible with fitted with standard temporal bone dissection drill system
5. The Cutting Burs size 0.5mm, 0.8mm, 1.0mm, 1.2mm, 1.4mm, 1.6mm, 1.8mm, 2.1mm, 2.3mm, 2.7mm, 3.1mm, 3.5mm, 4.0mm, 4.5mm, 5.0mm, 6.0mm, 6.5mm, 7.0mm.
6. Price must be quoted for a set comprising one each piece of above said burs.
7. Demo is must


Dr. Rakesh Kumar
Professor
 डॉ. राकेश कुमार/Dr. RAKESH KUMAR
आचार्य/Professor
कान, नाक, गला एवं हेड-नेक सर्जरी विभाग
Deptt. of Otorhinolaryngology & Head-Neck Surgery
अ.भा.आ.सं., नई दिल्ली/A.I.I.M.S., New Delhi-110029


Dr. Chirom Amit Singh
Associate Professor
& Incharge- Deptt Store
 डॉ. चिरोम अमित सिंह/Dr. CHIROM AMIT SINGH
सह-आचार्य/Associate Professor
कान, नाक, गला एवं हेड-नेक सर्जरी विभाग
Deptt. of Otorhinolaryngology & Head-Neck Surgery
अ.भा.आ.सं., नई दिल्ली/A.I.I.M.S., New Delhi-110029


Dr. Shuchita Singh
Assistant Professor
सहायक आचार्य/Dr. SHUCHITA SINGH
कान, नाक, गला एवं हेड-नेक सर्जरी विभाग
Deptt. of Otorhinolaryngology & Head-Neck Surgery
अ.भा.आ.सं., नई दिल्ली/A.I.I.M.S., New Delhi-110029


Dr. SC Sharma
Professor & Head

डॉ. सुरेश सी. शर्मा/Dr. SURESH C. SHARMA
आचार्य एवं विभागाध्यक्ष/Professor & Head
कान, नाक, गला एवं हेड-नेक सर्जरी विभाग
Deptt. of Otorhinolaryngology & Head-Neck Surgery
अ.भा.आ.सं., नई दिल्ली/A.I.I.M.S., New Delhi-110029