

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI - 110029
Research Section**

Limited tender no. 03/LT/Stores/ENT/RK/15-16/RS

Subject: Limited tender for the purchase of "**Burs (Cutting Burs & Diamond Burs)**".

M/s _____

A limited tender is floated/invited for the item required in Otorhinolaryngology and Head-Neck Surgery, AIIMS, New Delhi. The specification of item is enclosed herewith at **annexure-'A'**.

TERMS & CONDITIONS:-

1. **Tender should be addressed to the Dr. Rajeev Kumar, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-29 and submitted to the Office of the Dr. Rajeev Kumar, Room No. 4057, 4th Floor, ENT Office, AIIMS, Ansari Nagar, New Delhi-110029 under sealed cover failing which the tender shall be rejected.**
2. **The sealed quotation, in two bid system, should reach or submit by hand to the office of undersigned in Room No. 4057, 4th Floor, ENT Office, AIIMS, Ansari Nagar, New Delhi-110029 on or before 22.02.2016 upto -12.00 Noon and the quotations will be opened on the same day at 22.02.2016 at 3:00 P.M.**

IN CASE OF THE TENDER DOUMENTS DOWNLOADED FROM THE WEBSITE :-

3. **THE BIDDERS MAY DOWNLOAD THE TENDER DOCUMENTS DIRECTLY FROM THE WEBSITE AVAILABLE AT www.aiims.ac.in, www.aiims.edu. THE BIDDERS SHOULD SPECIFICALLY SUPERSCRIBE, "DOWNLOADED FROM THE WEBSITE" ON THE TOP LEFT CORNER OF THE OUTER ENVELOPE CONTAINING TECHNO COMMERCIAL BID & PRICE BID SEPARATELY. THE TENDERS NOT FOLLOWING THE ABOVE PROCEDURE WILL BE SUMMARILLY REJECTED.**
4. **TENDER SHOULD BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:**
PART-I :- TECHNO-COMMERCIAL BID IN ONE SEALED COVER.
PART-II:- PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN ONE OUTERCOVER INDICATING THEREON:

- i) Reference No. of the Tender _____
- ii) Tender regarding _____
- iii) Due date for submission of the tender: _____
- iv) Due date for opening of the tender _____
- v) Name of the firm _____

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO-COMMERCIAL BID. THE PRE-QUALIFICATION DOCUMENTS AS REQUIRED IN

THE TENDER DOCUMENT SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE:- TENDERS SUBMITTED WITHOUT FOLLOWING TWO BID SYSTEM PROCEDURE AS MENTIONED ABOVE WILL BE SUMMARILY REJECTED.

5. **The tenderers should give rates, showing taxes, if any, and levies, packing forwarding and insurance charges separately giving full breakup details. THE INSTITUTE IS NOT AUTHORIZED TO ISSUE 'C/D FORMS'.**
6. **IN CASE OF IMPORT THE TENDERERS ARE REQUIRED TO QUOTE FOB & CIF VALUE SEPARATELY DULY MENTIONING THE BREAK-UP DETAILS FOR FREIGHT & INSURANCE. THIS CONDITION SHOULD BE STRICTLY ADHERED TO, FAILING WHICH THEIR OFFER WILL BE SUMMARILY REJECTED.**

7. **THE TENDERERS ARE REQUESTED TO SUBMIT THE FOLLOWING INFORMATION INVARIABLE TO MAKE PAYMENT THROUGH RGTS/NEFT. "The payment in pursuance of stores supplied/services rendered/work done will be made through RTGS/NEFT & charge incurred for affecting such electronic transfers will be borne by the vendors. The details of present charges for NEFT/RTGS are as under:-**

<u>NEFT:</u>	Up to Rs. 1 lakh	- Rs. 5/- per transaction
	Rs. 1 lakh and above	- Rs. 25/- per transaction
<u>RTGS:</u>	Up to Rs. 5 lakh	- Rs. 25/- per transaction
	Rs. 5 lakh and above	- Rs. 50/- per transaction

To make payment through above said mode, the vendor/supplier/contracts have to submit the following information invariably:

- i. Name of the Beneficiary
- ii. Account No. of the beneficiary
- iii. IFCS Code of the Bank/Branch

Failing which their quotation is liable to be rejected.

8. **THIS TENDER DOCUMENT IS NON-TRANSFERABLE.**
9. The compliance report of specification should invariably be provided indicating the fulfillment of each parameter of the specifications failing which the offer will be rejected.
10. **The tender rates should be kept open/valid for a period of one year from the date the tenders are opened.**
11. **The tenderer will enclose STRC/VAT registration certificate alongwith their quotation.**
12. **If the delivery is not effected on due date, the Dr. Rajeev Kumar, AIIMS, N. Delhi will have the right to impose penalty as under:**
 - A) First extension for one month or part thereof _____ @2%.
 - B) Second extension for an additional month or part thereof _____ @ 3%
13. In case of non supply of Stores within the due date i.e. within the date of delivery, the Dr. Rajeev Kumar, AIIMS, New Delhi will have the right to impose penalty, 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.
14. The firm should submit authority letter from manufacture/principal, in case of authorized distributor. **Sub-distributors will not be accepted.**

15. Local agents quoting on behalf of their foreign suppliers must attach valid authority letter in their favor. In case of distributor, the firm should be direct distributor from the principal's. **Either the foreign Principals/manufacturers or their authorized Indian Agent should participate in the tender but not both. Also one agent cannot represent two suppliers or quote on their behalf in the same tender. The sub-distributor authority by distributor will not be accepted at all. In case the firm is neither manufacturer nor direct authorized dealer of the manufacturer, such offers will be summarily rejected.**
16. Any other statutory levy imposed by the Govt. of India from time to time will be authorized extra on demand with adequate proof thereof will be paid extra.
17. Force majeure will be accepted on adequate proof thereof.
18. **Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.**
19. **Material confirming to the specifications should be quoted. Original Catalog, Leaflets, literatures with full technical details should invariably be attached alongwith their offer, failing which their offer will be summarily rejected.**
20. The tenderers are required to quote the mode of shipment by Air/Sea/ Airport Parcel and should give separate breakup of freight and Insurance Charges.
21. Supply of equipment means-Installation and Commissioning at site. No separate charges will be paid separately on this account.
22. **Delivery:** The successful bidders should strictly adhere to the following delivery schedule supply, installation & Commissioning should be effected within 6 to 8 weeks from the date of supply order and this clause should be strictly adhere to failing which administrative action as deemed fit under rules will be taken against the defaulter.
23. **SUCCESSFUL TENDERERS WILL HAVE TO FURNISH PERFORMANCE BANK GUARANTEE FOR 10% CONTRACT VALUE FROM ANY SCHEDULED BANK VALID FOR THE WARRANTY PERIOD alongwith the final proforma Invoice.**
24. **Fall clause:**
If, at any time, during the said period, the supplier reduce the said prices of such Stores/Equipment or sales such stores to any other person/organization/Institution at a price lower than the chargeable, he shall forthwith notify such reduction or sale to the Director, All India Institute of Medical Sciences and the price payable for the Stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.
25. Successful tenderers, should give pre-alert intimation prior to shipment notifying both the nominated clearing agents as well as the Institute.
26. The supplier shall furnish a list of organizations where the subject item, in question, has/have been supplied with the period during the last one year and performance certificate from such organization may also be provided.
27. **THE GOODS MUST INVARIABLY BE CONSIGNED THROUGH OUR NOMINATED FREIGHT FORWARDERS INDICATED IN THE SUPPLY ORDER, in case of imported item.**
28. **A) PAYMENT TERMS (IN CASE OF IMPORTS)**
 - 1) Agency Commission will be paid to Indian agents in Indian Rupees, after satisfactory installation of equipment.
 - 2) Letter of Credit will be opened on CIF value, as the case may be, for full amount after deducting the Agency commission/Technical Service Charges.
 - 3) 100% payment shall be released against presentation of shipping documents against a performance Bank Guarantee valid for the Comprehensive warranty period for 10% value from any Scheduled Bank alongwith final proforma Invoice. In absence of Performance Bank Guarantee, 90% payment will be released against presentation of shipping documents & balance 10% payment will be released after satisfactory Installation against Performance Bank Guarantee valid upto warranty period.

B) PAYMENT TERMS (IN CASE OF RUPEE OFFER)

100% PAYMENT WILL BE MADE AFTER SUPPLY,

Payment shall be made through Electronic Clearing System only and the charges shall be deducted from the bill.

29. The firm should submit the undertaking on the letterhead that the firm has not been black listed in the past by any hospital/organization and no vigilance/CBI case is pending.
30. The firm should submit an undertaking on the letterhead as per Fall Clause.
31. If the firm failed to submit the above said documents, the quotation will be out rightly rejected and no further correspondence will be entertained in this regard.
32. The Dr. Rajeev Kumar reserves the right to cancel/reject full or any part of the Limited Tender who failed to meet tender specification & failed to fulfill other tender requirements .
33. The quantity can be increased or decreased to any extent depending upon the actual requirement.
34. The Dr. Rajeev Kumar reserve the right to cancel/reject full or any part of the rate enquiry which generally do not fulfill the conditions stipulated in the rate enquiry.

Dr. Rajeev Kumar

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Annexure-'A'

Limited tender no. 03/LT/Stores/ENT/RK/15-16/RS

Subject: Limited tender for the purchase of "Burs (Cutting Burs & Diamond Burs)"

SPECIFICATIONS

Total Cost Rs. 100000/-

Specifications for burs (Cutting Burs & Diamond Burs)

1. It should be made of surgical grade stainless steel
2. The length of the shaft should be between 4-6cm
3. The shape of the bur head should be round or oval
4. It should be rust-free/ corrosion free
5. All size burs must be compatible with fitted with standard temporal bone dissection drill system
6. 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.
7. The Diamond Burs size 0.6mm, 0.8mm, 1.0mm, 1.2mm, 1.4mm, 1.6mm, 1.8mm, 2.1mm, 2.3mm, 2.5mm, 2.7mm, 3.1mm, 3.5mm, 4.0mm, 4.5mm, 5.0mm, 6.0mm, 7.0mm.
8. Price must be quoted for a each Burr
9. Demo is must

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