

**DR. RAJENDRA PRASAD CENTRE FOR OPHTHALMIC SCIENCES  
AIIMS, ANSARI NAGAR NEW DELHI – 110 029**

Tender/SRE No. 15/RPC/GSK/15-16

Dated: 22.7.2015

**Subject: Purchase of Misc General Items for Dr. R. P. Centre.**

Sealed quotations are invited by Post/per bearer for following Terms & Conditions--reg.

1. The quotations should reach this office on or before **04.08.2015 up to 11:30 A.M.** duly sealed marked Ltd. Tender/SRE No- **15/RPC/GSK/15-16**. All quotations should be type written. Quotations written in pencil will not be entertained.
2. RATE QUOTED MUST INCLUDE ALL TYPES OF TAXES AND OTHER POSSIBLE EXPENSES. NO OTHER CHARGES WILL BE CONSIDERED.
3. TENDER SHOULD INVARIABLY BE SUBMITTED IN SINGLE BID 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: \_\_\_\_\_
4. The accredited agent or sole representative quoting on behalf of their manufacturer/principals must attach authority letter from their manufacturer/principals of their letter Head.
5. The tender rates should be kept open/valid for a period of six months from the date the tenders are opened.
6. If the delivery is not effected on due date, the Director, AIIMS, New Delhi will have the right to impose penalty as under:
  - First extension for month or part thereof \_\_\_\_\_@2%
  - Second extension for an additional month \_\_\_\_\_@ 3% of part thereof.
  - In case of non-supply \_\_\_\_\_@ 7.5%

**Or**

  - In case of default institute will have the right to procure the ordered item from open market /another party at their own risk and expenses under risk purchase clause.
7. Handwritten quotations shall be accepted at the bidder's risk. In case of any discrepancy in the figures, the rate mentioned in words will only be considered.
8. EACH TENDER SHOULD BE ACCOMPANIED WITH AN EMD/BID SECURITY AMOUNTING• TO **Rs 5,000/-** BY WAY OF FDR/DEMAND DRAFT DRAWN IN FAVOUR OF "**CHIEF, DR. RPC. AIIMS, NEW DELHI**", FAILING WHICH THE TENDER SHALL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED. CASH/CHEQUE IS NOT ACCEPTABLE AT ALL. **THE TENDERERS ALREADY HAVING SUCH SECURITIES DEPOSITED WITH THE INSTITUTE ARE EXEMPTED.** NO INTEREST IS PAYABLE ON EMD/BID SECURITY.
9. In case of non supply of material within the due date i.e. within the date of delivery, the Director AIIMS , New Delhi will have the right to impose penalty like forfeiture of performance security and removal of the name from the list of the contractor and resort to risk purchase in full or part thereof at his/her direction, his/her decision shall be final and binding.

10. The Director, AIIMS New Delhi shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
11. No payment shall be made for rejected material. the tenderer would remove rejected items within one week of the date of rejection at their own cost replace immediately In case these are not removed, these will be disposed off in a manner as deemed fit by the authorities at the risk and responsibility of the suppliers without any further notice.
12. The firm has not been blacklisting in the past by any government/ Private institution and there is no Vigilance/CBI case pending against the firm supplier.
13. The quantity shown in the tender can be **increased or decreased** to any extent depending upon the actual requirement.
14. The tenderers must quote rates including freight, insurance, cartage, labor charges etc. on FOB, AIIMS, New Delhi basis.
15. Samples of the items with lab. test report in original packing, duly labeled (Printed) and sealed having date of manufacturing date of Expiry, manufactured by with batch No. Wherever applicable, should be submitted to Stores Officer, (RPC) alongwith the tender, the list of samples submitted duly acknowledged should invariably be attached with the Quotation.
16. The court of Delhi will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other the court shall have jurisdiction in the matter.
17. SELECTION WILL BE MADE PURELY ON SAMPLE/QUALITY BASIS. SAMPLES SHOULD BE GIVEN IN ORIGINAL PACK ONLY.
18. Tender by Tele-fax/telegram/fax/e-mail will not be accepted.
19. The price charged for the Stores/ equipments, under the reference by the supplier shall in no event exceed the lowest price at which the supplier the Store/equipment of same identical description to any other person /organization. Institution during the period. If at any time, during the said period the supplier reduced the said prices of such/Stores/equipment or sales such stores to any other person/organization/Institution at 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.
20. The Vendor should enclose the copy of Vat Registration.
21. Generally, the date of delivery for supply of items will be 30 to 45 days from the date of issue of the supply order, but in exigency the same can be reduced upto 2 weeks depending upon the situation/requirement.

**The quotations/tenders will be opened at 11.30 AM on 04.8.2015 in the office of Stores Officer, Room No. 180, Dr. R.P. Centre, AIIMS, New Delhi-110029 in the presence of the tenderers, whosoever are present.**

**STORES OFFICER (RPC)**

**Annexure-1****DR. RAJENDRA PRASAD CENTRE FOR OPHTHALMIC SCIENCES  
AIIMS, ANSARI NAGAR NEW DELHI – 110 029.****SRE No.15/RPC/GSK/15-16**

<b>Sr. No.</b>	<b>Nomenclature</b>	<b>Approx. Requirement</b>
	Wired Hand Held Microphone For announcement in OT Standard Make ISI marked	02 Nos.
	VGA Cable 15 mtr. VGA Cable 20 Mtr. RF Cable 20 Mtr.	1 No. 1 No. 1 No.
	External DVD Writer for Photography Section	01 No.
	Mouse for computers	50 Nos.
	Norton Antivirus (10 user pack)	06 Packs

**Check List of Certificates/ Documents required to be submitted in the Bid**

The tenderer are advised to submit the following certificates under the category of **“Vital documents”** invariably along-with Bid. If these documents are not submitted/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

- EMD (Clause No-08)
- Non-black listing/non-debarring declaration (clause No-12)
- Sample (Clause No- 15)
- Fall Clause (Clause No- 19)
- Vat registration ( Clause No- 20)

**STORES OFFICER (RPC)**