

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR NEW DELHI – 110 029
(Hospital Store)**

Ltd. Tender 124/H/Rubber Stamp/2015-16

**Subject : Purchase of Rubber Stamps & Name Plates in different areas/wards/
Departments of Main Hospital - reg.**

Sealed quotations are invited by post/per bearer on the following Terms & Conditions--reg.

Terms & conditions:

1. The quotations should reach this office on or before **12.04.2016 up to 12.30 P.M.** duly sealed marked **Ltd. T. No. 124/H/Rubber Stamp/2015-16.** 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 CHARAGES WILL BE CONSIDERED.
3. TENDER SHOULD INVARIABLY 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 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 INCLUDING E.M.D./BID SECURITY 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 WOULD BE SUMMARILY REJECTED.

4. The tender rates should be kept open/valid for a period of six months from the date the tenders are opened.
 5. The delivery of supply should be done within **15 days**. If the delivery is not effected within **15 days** from the date of issue of **Letter of Intent/Work/Supply Order**, the Director, AIIMS, New Delhi will have the right to impose penalty as under:
 - a) First extension for month or part thereof _____ @2%.
 - b) Second extension for an additional month _____ @ 3% or part thereof.
 - c) In case of non-supply beyond two months _____ @ 7.5%
- Or
- d) 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.
 6. 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.
 7. EACH TENDER SHOULD BE ACCOMPANIED WITH AN EMD/BID SECURITY AMOUNTING TO **Rs. 2,000/-** BY WAY OF FDR/DEMAND DRAFT DRAWN IN FAVOUR OF **"DIRECTOR, 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 EMD/BID SECURITY DEPOSITED AGAINST OTHER TENDERS CANNOT BE ADJUSTED OR CONSIDERED FOR THIS TENDER/RATE ENQUIRY. NO INTEREST IS PAYABLE ON EMD/BID SECURITY.

8. In case of non supply of material within the due date i.e. within the date of delivery as mentioned in the supply/work order, 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.
9. The Director, AIIMS, New Delhi shall be the final authority to reject full or any part of the supply which is not conforming to the specification and other terms and conditions.
10. 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.
11. 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. Self attested undertaking is required to be submitted by the vendor in this regard.
12. The quantity shown in the tender can be **increased or decreased** to any extent depending upon the actual requirement.
13. The tenderers must quote rates including cartage, labor charges etc. on FOB, AIIMS, New Delhi basis.
14. The tenderers must submit the samples of each item to the Stores Officer, (Hosp.) between **3.00 P.M to 4.00 P.M.** before submitting the tender. The list of samples submitted duly acknowledged should invariably be attached with the technical bid. **Those tenders received without sample will be summarily rejected and no correspondence will be entertained in this regard.**
15. 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.
16. SELECTION WILL BE MADE PURELY ON SAMPLE AND QUALITY BASIS. SAMPLES WILL BE GIVEN IN ORIGINAL PACK ONLY.
17. Tender by Tele-fax/telegram/fax/e-mail will not be accepted.
18. The price charged for the Stores/equipments, under the reference by the supplier shall not even 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.

19. The Vendor should enclose the copy of **Vat Registration**.

The tenders will be opened on **12.04.2016 at 3.00 P.M.** in the office of Stores Officer (Hospital), AIIMS, New Delhi-110029 in presence of the tenderers, who are present.

FOR DIRECTOR

To,

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029.
(HOSPITAL STORES)**

Annexure-I

Ltd. Tender No. 124/H/Rubber Stamp/2015-16

Sub : Purchase of different size of Rubber Stamps for different areas/wards of Main Hospital – reg.

Specification & Price Bid Format

Sr. No.	Specification of item	Size/Code	Rates per unit (in Rupees)		VAT (if any)	Amount per unit including VAT
			For Stamps	For Refilling		
1.	Computerized Bilingual Polymer Stamp (Ordinary) - 200 Nos. Approx.	Each Line up to 3"	@ per line	N/A		
		Each Line more than 3"	@ per line	N/A		
2.	Self Inking Rubber Stamp (TRODAT Make) - 200 Nos. Approx.	Small (1.5" x 0.50")		N/A		
		Medium (1.75" x 0.75")		N/A		
		Large (2.25" x 1.00")		N/A		
3.	Pre Ink Rubber Stamp - 500 Nos. Approx.	Size 0 (45 x 8 mm)				
		Size 2 (47 x 17 mm)				
		Size 3 (60 x 20 mm)				
		Size 4 (60 x 30 mm)				
		Size 5 (80 x 20 mm)				
		Size 6 (48 x 48 mm)				
		Size 7 (70 x 40 mm)				
4.	Self inking date stamp with matter (Bank Dater/ Diary Stamp) TRODAT Make	Standard Size		N/A		
5.	Office Stamp (Ordinary)	Standard Size		N/A		
6.	Self inking Number/Date Stamp (six digit)	Standard Size		N/A		
7.	Self Inking - Pocket Rubber Stamp (SHINY	S - 722		N/A		

	Make) – 200 Nos. Approx.	S - 723		N/A		
8.	Name Plats - 100 Nos. Approx.					
	a) Acrylic (3 mm)	Per square inch		N/A		
	b) Clear/Reverse (3 mm)	Per square inch		N/A		
	c) ACP (3 mm)	Per square inch		N/A		
	d) Steel (1 mm)	Per square inch		N/A		
	e) Brass (1 mm)	Per square inch		N/A		

Date : _____

Signature : _____

T. No. 124/H/Rubber Stamp/2015-16

Check List of Certificates/Documents required to be submitted in the Techno-Commercial Bid Part-I

The tenderer are advised to submit the following certificates under the category of “**Vital documents**” invariably along-with Techno-Commercial 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. 07)
- Non-black listing/non-debarring declaration (Clause No. 11)
- Samples (Clause No. 14)
- Fall Clause declaration (Clause No. 18)
- Vat Registration (Clause No. 19)