



अखिल भारतीय आयुर्विज्ञान संस्थान

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

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Saket Nagar, Bhopal (M.P.) – 462020

Website : www.aiimsbhopal.edu.in

Award of Rate Contract for Printing & Supply of Exam Answer Sheets for AIIMS Bhopal

Short Term Tender No:Stores/2019-20/Printing/ Exam Answer Sheets /01 Dated: 04/06/2019

Sr. No.	Description	Start Date & Time
1.	NIT No.	Stores/2019-20/Printing/ Exam Answer Sheets
2.	NIT issue date	04/06/2019
3.	Pre-bid Meeting	10/06/2019 at 03:00 PM
4.	Venue :	ALL INDIA INSTITUTE OF MEDICAL SCIENCES, Central Stores Department, 3rd Floor, Hospital Building, Saket Nagar, Bhopal (M.P.) -462020
5.	Last Date of submission	25/06/2019 at 02:00 PM
6.	Opening of Technical bid	26/06/2019 at 03:00 PM
7.	EMD Amount In FDR	₹.7,500/- (Rupees seven Thousand Five Hundred Only)

Seal & Sign of the Bidder



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All India Institute of Medical Sciences (AIIMS), Bhopal, an apex healthcare institute being established by an Act of Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed quotations for Printing & Supply of Exam Answer Sheets. The reputed Printers /Printing press are requested to quote your best offer along with the complete details of specifications, terms & conditions.

S. No.	Description	Total estimated value	EMD (in ₹)
01	Tender for Printing & Supply of Exam Answer Sheets , (Refer Technical Specifications as per “Annexure – “I”)	₹3,72,939/-	₹7,500/-

Quotation should be sealed and superscripted with tender number and address to:

“Sr. Procurement cum Stores officer ”
ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
Central Stores Department,
3rd Floor,
Hospital Building, Saket Nagar,
Bhopal -462020

The sealed Tender should reach the Institute, latest by 25/06/2019 at 02:00 PM and it will be opened on same day at 03:00 PM in the Office of the “Central Store Department, 3rd Floor, Hospital complex, AIIMS, Bhopal in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.

A. Qualification Criteria: Self attested copies of following documents should be enclosed for verification at the time of evaluation of qualification criteria. Non submission of required document will disqualify the Tenderer

1. The applicant printer must be registered with **local/municipal body** or should have a **License/Registration** to run the press (of all the premises where the machineries etc. are installed) issued by concerned local Govt. body or Declaration before the Police Commissioner/Magistrate for running /having a press.
2. The applicant printer should have ownership documents in support of all equipment's, Printing and binding machines.
3. The applicant printer should have PAN number issued by Income Tax Department and GST Registration etc.
4. An affidavit on **non-judicial stamp paper of ₹.100/-** stating that no case is pending against the Printer under copyright act and the Printer has never been blacklisted by any Government/Semi Government/Government Undertaking or by any Autonomous organization.
5. The applicant Printer must be in existence for the **last 5 (Five) years** out of which must have at least 3 (three) years' experience in printing of exam Answer sheets and it should be supported with documents. Self-attested copy of at least **03 Work Order** by any Government Department/ Semi Govt. or PSU having value for/above ₹. **4 lakhs** should be attached.
6. The Income –Tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
7. The Exam Answer Sheets will have to be supplied on FOR destination basis to the Institute site, hence transportation/ cartage charges will be not be applicable.

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8. **The average annual turnover of the bidder must be at least ₹. 25 Lakhs for the last three financial years. Please enclose self-attested copy of audited final account of last 3 years Certified from the CA**

9. Each page of this Tender document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned therein, after due evaluation of the bid(s) AIIMS, Bhopal will award the contract to the lowest evaluated responsive tenderer. Conditional bid will be treated as unresponsive and it may be rejected.

B. Printing Agency must own the following which will be verified by the Committee of AIIMS Bhopal if considered necessary.

1. **Minimum criteria for Printer is as under:**

1. **Plate Making:** Printers must have Full-fledged Plate making Unit with pasting table and Printing down Frame at their premises. Computer to Plate (CTP) system is desirable.
2. **Printing Machines:** (a) The Applicant Printer must have 3 (three) offset printing machines of the following specifications 2 (Two) Machine- 4 (four) colors Sheet Fed Offset Printing machine of not less than 19"×25" size
3. **Binding Machinery and Equipment:**
 - 3 1 (one) automatic Folding machines of not less than 30" size capable of performing 3 (three) folds or 2 (two) semi-automatic Folding machines of not less than 30" size each capable of performing 3 (three) folds
 - 4 2 (two) wire stitching machines out of which one machine should be capable of stitching spine of 1"
 - 5 1 (one) Perfect Binding machines
 - 6 2 cutting machines of not less than 36" size
 - 7 The press should have sufficient (**100 sq. meter minimum**) space for the safe storage of paper and printed forms.

C. Earnest Money Deposit: The bidder shall be required to submit the Earnest Money Deposit (EMD) In FDR for an amount of ₹.7,500/- (**Rupees Seven Thousand Five Hundred only**) by way of demand draft only. The demand draft shall be drawn in favour of "**The Director All India Institute of Medical Sciences, Bhopal**". The demand draft for earnest money deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand draft of EMD will be summarily rejected. The EMD, in case of unsuccessful Bidders shall be retained by AIIMS, Bhopal till the finalization of the tender. No interest will be payable by AIIMS, Bhopal on the EMD.

1. Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the respect of any previous work will not be entertained.
2. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
3. The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid).

D. Preparation and Submission of Tender: The tender should be submitted in two parts i.e. **Technical Bid and Financial Bid**. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "**Technical Bid for Printing & Supply of Exam Answer Sheets**" and "**Financial Bid for Printing & Supply of Exam Answer Sheets**". Both Sealed Envelopes should be kept in a main/ bigger

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envelope super-scribed as “Tender for Printing & Supply of Exam Answer sheets”, Short Term Tender No.Stores/2019-20/Printing/ Exam Answer Sheets /01 Dated: 04/06/2019

E. PRE –BID Meeting" with the intending bidders shall be held on 10/06/2019 at 03:00 P.M. onwards at Central Store Department, 3rd Floor, Hospital complex.

1. **Rate:** Rate should be quoted in Indian Rupees (INR) on FOR door Delivery Basis at AIIMS, Bhopal, Inclusive of all the Charges, with break-ups as:

Basic Cost Per page/ sheet

GST

Total Cost (F.O.R. at AIIMS, Bhopal).

The Rates quoted should be indicated in words as well as in figures, as per format specified in Annexure – “II”, In case of any discrepancy, rate quoted in words shall be considered as valid.

Taxes: Any taxes if payable should be clearly mentioned otherwise no taxes/charges will be paid by the Institute.

F. Opening of Tender:

1. **Technical bid :** All the Qualification /documents in annexure –I, shall be enclosed in the Technical Bid envelope
2. **The technical Bid will opened and evaluated by the committee:** The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification. The late received tenders by the AIIMS, Bhopal will be rejected. Further, the AIIMS, Bhopal does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
3. **Financial Bid:** The financial Bid of only technically qualified bidders shall be opened and for which dated will be announced separately.

G. General Terms & Conditions :

1. **Contract Period:** The contract for printing will be initially for a period of **01 (One Year) subject to satisfaction of the All India Institute of Medical Sciences (AIIMS), Bhopal and on mutual consent of both parties it will be extendable for further period of one year.**
2. **Quality of Printing:** The firm will be entirely responsible for printing of high quality of **Exam Answer sheets** The printer should replace the rejected/ damaged stores within **10 days**, failing which legal action will be taken as deemed fit by the Institute.
3. **Validity:** The quoted rates must be valid for a period for **180 days** from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any rates/ terms, conditions etc. of their original tender.
4. **Authority of person signing document:** - A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such

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other and if, on enquiry, it appears that the person so, signing had no authority to do so, the AIIMS, Bhopal may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

a. **Award of Contract:** - The authority will award the contract to the successful bidder/Contractor whose bid has been determined to be in full conformity to the bid document and has been determined as the lowest evaluation bid.

b. **Signing the Contract:-** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein **on a non-judicial stamp paper of ₹. 100/- (Rs. One Hundred only)** within **15 (fifteen days)** of the issue of the Letter of acceptance of BID. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

5. **Performance Security:** The successful tenderer will be required to furnish a Performance Security Deposit of **10%** of tender amount in the form of Fixed Deposit Receipt or Bank Guarantee from any Commercial Bank duly pledged in the name of the "**All India Institute of Medical Sciences, Bhopal**". Performance Security will be discharged after **90 days** from the delivery and inspection of ordered materials by the Inspection Committee of AIIMS, Bhopal.

6. **Delivery:** The firm must provide **proof copy within 10 days** from the date of providing the printing material to the firm. All the copies of **Exam Answer sheets** ordered shall be **delivered within 21 days** from the date of **receipt of corrected proof pages**. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.
Delivery Challan in triplicate will be sent along with supply. If the supplier fails to provide the corrected proof/ deliver the ordered materials on or before the stipulated date, then a penalty at the rate of **0.5% per week of the total order value shall be levied subject to maximum of 10 % of the total order value.**

7. **Liquidated Damage:** 0.5% of Contract Value per week of delay or part thereof on delayed supply of the quoted price. Once maximum 10% of Contract value of delayed supply is reached, Purchaser may consider termination of the contracts for goods not supplied

In Case of Staggered deliveries, under the dispatch Instructions the second supply will come under LD preview immediately after scheduled date.

8. **Performance security:** The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.

9. **Arbitration:** The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Bhopal. The decision of the Arbitrator shall be final and binding on the both parties.

10. **Payment Term:** The Bill in triplicate addressed to the Director, AIIMS may be sent to the, Central Stores Department for settlement after satisfactorily delivery of the printed **Exam Answer sheets**. The bill should have full particulars of the **Exam Answer sheets** and reference of challan. Challan with acknowledgment of recipient will be attached to the bill.No Payment shall be made in advance nor shall the loan from any financial institution is recommended on the basis of the order of award of printing job.

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- 11.** The Tenderer shall submit the bill only after satisfactorily delivery of the **Exam Answer sheets** to the satisfaction of the AIIMS, Bhopal. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted bill invoice from the Contractor. No payment will be made for goods rejected.
- 12. Breach of Terms and Conditions:** An agreement shall be signed with the successful bidder. All terms and conditions are part of the Contract/Agreement and any noncompliance shall be deemed as breach of the Contract/Agreement. In case of breach of any terms and conditions as mentioned above, the Competent Authority will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by AIIMS, Bhopal in that event the EMD shall also stands forfeited.
- 13. Fall Clause:** If at any time during the execution of this award of Rate Contract, the printer /Printing press 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 Hospital/PSUs at a price lower than the price chargeable under the contract during the Current Financial Year, he shall forthwith notify the institute., 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.
- 14. Force Majeure:** The supplier shall be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure
For purpose of this clause, “Force Majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, was or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event
- 15. Risk Purchase:** Purchase should be on identical terms of the original contract such as mode of tender, specification, terms of payment, inspection authority, conditions regarding liquidated damages, arbitration etc. The intention is that the terms of new contract should not be more onerous or more liberal than those of the original contract except to the extent of the time of supply.
The risk purchase must be effected under the same or as nearly as practicable in the circumstances similar conditions of competition as the original purchase, so that it is made at lowest market rate. The defaulter should not be excluded where the contract is broken by delay in supply. If the defaulter submits a tender it must be considered. He is entitled to an opportunity to minimize his loss. When repurchase is effected by a limited tender enquiry, the defaulter must also be addressed. Where the quotation of the defaulter is the lowest, he should be called upon to furnish a security deposit to ensure against the second default. The amount of security also can be enhanced in suitable cases where the defaulter's quotation and the next best quotation indicates that the loss is more than 10 percent subject to the defaulter accepting these special terms. He has the first claim for consideration and if he is excluded, it would end in a risk of being denied the risk purchase extra expenditure exceeding his offer.
- 16. Legal Jurisdiction:** Any disputes are subject to exclusive jurisdiction of competent court and forum in Bhopal, India only.

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- 17. Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.
- 18. Right of Rejection:** The Director AIIMS Bhopal reserves the right to reject any or all Bids without assigning any reason.
- 19. Debarring:** In case of breach of any terms and conditions as mentioned above, the Competent Authority will have the right to debar the Bidder at any stage to participate in any tender Process in the Institute for 03 years .
- 20.** A very high quality of printing is required. The work done in slipshod manner will not be accepted.
- 21.** The **Exam Answer sheets** is required to be printed as per the specimen to be provided /approved by the Institute providing adequate space/scope for box-tables, diagrams etc.
- 22. Sample of Exam Answer sheets The Tenderer will attach or submit sample of such printing in a sealed cover separately for verification by Committee**

**Sr. Procurement Cum Stores Officer
AIIMS, Bhopal**

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Tender for Printing & Supply of Exam answer Sheets

Annexure-I

(In Separate sealed cover-I super scribed “Technical Bid” for supply and printing of **of Exam Answer Sheets**)

S.No.	Details of the Tenderer / Bidder	Yes /No	Page No.	Remarks
1	2	3	4	5
1	Name & Address of the Tenderer/ Bidder			
2	Whether the Firm is located in Bhopal(M.P) (Yes/No)			
3	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization			
4	License / Registration to run the press			
5	Ownership documents of printing machine & binding machines (A) Plate Making- (B) Printing Machine - (C) Binding Machinery and Equipment - (D) Storage Space –			
6	Affidavit Regarding Not Blacklisted			
7	Copy of At-least three work order by any Government Department / Semi Government Department/PSU for a value about Rs. 3 lacks during last three years			
8	Annual Financial report of Turnover for last three year			
9	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: in ₹: (Rupees.....)			
10	Whether each page of Tender its annexure have been signed and stamped by the Tenderer			
11	Copy of CST/GST Registration			
12	Permanent Account Number			
13	Any other information important in the opinion of tenderedr			

Place.....

Date :/...../2019

(Signature of Authorized Person).....

(Name).....

Name of Firm/Company/Agency.....

Mobile No:.....

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Financial Bid

Annexure – II

(In Separate sealed cover-II super scribed “Financial Bid” for (Exam Answer Sheets)

To,
Director ,
AIIMS Bhopal

I, I/We.....submitting my/our rates Against the tender No.

Sr.No	Description	Paper Size	No of Pages	GSM	HSN Code	Req. Qty.	Unit name	Per copy cost in ₹	GST %	Per copy cost including GST	Total Cost in ₹.
1	2		3	4	5	6	7	8	9	10	9
1	Printing of Main Exam Copy valuation Sheets Perforation, Numbering : numbering on each page Bar coding : Bar Coding on 1st and last page (6bar code on each copy), duly stiched	A-4	24 Pages Ruled	80 GSM		9000 No's					
2	Printing of Supplementary Copy Numbring : Numbering on each page, Perforation, Duly Stiched	A-4	8 Pages ruled	80 GSM		9000 No's					
3	Printing of Practical copy , Color: matter in single color Black, Numbering: : Page numbering on each page, duly stiched	A-4	8 Pages ruled	80 GSM		1500 0 No's					
4	Printing of Supplementary copy, Page numbering on each page, duly stiched	A-4	8 Pages ruled	80 GSM		1500 0 No's					
5	Printing of Main Exam Copy Numbering : numbering on each page	A-4	16 Pages ruled	80 GSM		1500 0 No's					

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duly stiched										
Total Cost in ₹										

In words Rs.....)

I/We thoroughly examined, understood and accept the terms & conditions given in the enquiry document, failing which I understand that my quotation will be rejected out rightly.

I/We hereby offer to print and supply the Annual Report as per specification and rate quoted below:-

I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.

No other charges would be payable by the Institute.

Quantity mentioned above is tentative, it may increase or decrease as per requirement.

A very high quality of printing is required. The work done in slipshod manner will not be accepted.

Place..... Date :/.../2019

(Signature of Authorized Person)....., (Name).....

Name of Firm/Company/Agency.....Mobile No:.....

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