



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
SAKET NAGAR, BHOPAL-462020, INDIA
www.aiimsbhopal.edu.in**

LIMITED TENDER ENQUIRY

Invitation of quotations for printing & supply of Hospital Stationary.

On behalf of the Director, AIIMS Bhopal, the Medical Superintendent is inviting sealed quotations from the Empanelled Printing Agencies for printing and supply of Hospital Stationary in the prescribed format given at Annexure-I. required for the use of various Departments at AIIMS Bhopal Hospital, Saket Nagar, Bhopal-462 020 (MP), India.

You are therefore requested to submit your quotation in sealed Envelope to the Office of the Medical Superintendent by 10/02/2017 till 2 P.M. in Annexure-1 (Financial Bid).

The samples of the forms/requisitions etc shall be provided to L1 agency with work order.

Medical Superintendent

TERMS AND CONDITIONS

- 1 **Validity of Rates:** The rates shall be valid;for **one year** from date of award of work. Any request to increase the rates for any items(s), during the currency of the contract, will not be considered. **The contract may be extended ;for a period of 1 year based on performance** with the mutual consent of both the parties on the same rates, terms and conditions.
- 2 **Order quantity:** During the currency of the contract period, orders for printing of stationary will be given based on hospital requirements as and when basis on the same rates, terms& conditions.
- 3 **Performance Security Deposit:-** The L-1 Printing Agency is liable to deposit **10 %** amount of order value as Performance Security within 15 Days from the date of Notification of Award issued by AIIMS Bhopal in favor of “Director, AIIMS Bhopal” by the way of FDR/Bank Guarantee/Demand Draft valid for 3 months from the date of the supplies completion. Performance security shall be returned on acceptance of the supplies.
- 4 **Forefeiture of the Performance Security:** In the event of breach/violation or contravention of any terms and conditions by the firm/agency, the said Performance Security shall be forfeited. Performance Security will be discharged after completion of all obligations as per the terms and conditions of the contract. If the Agency fails or neglects any of his obligations under the contract, AIIMS Bhopal reserves the right to forfeit either whole or any part of Performance security furnished by the bidder as a penalty for such failure.
- 5 **Specifications of Printing Work:** The printing work should be carried in accordance with the specification and with the approved specification/samples (if any). The printer will be required to submit a proof copy within 10 days from the date of handing over the draft matter for printing
- 6 **Supply/Delivery Period:** After the final proofreading, the printing job shall be completed within a period of 30 days of receipt of final proof copy. A delay of more than 30 days will invite cancellation of the supply order and blacklisting of the such defaulter Agency for the participation in AIIMS Price Quotations/LTE/Open Tenders etc., for a period of 5 Years.
- 7 **Penalty:** -If the L-1 Printing agency fails to complete the printing job as per the specifications mentioned in the order within the period mentioned in the printing work order, the printing agency liable to pay LD @0.5% of the order value per week or part thereof subject to a maximum 2.5 %.
- 8 **Increase/Decrease in Quantity:-** The Quantity can be increased or decreased either side as per actual requirement and Director, AIIMS Bhopal reserve the right to order in the staggered supply manner during the concurrency of the Rate Contract Period.

- 9 **Payment:** The firms will submit the printed materials as per the work order along with the Bills. The payment will be released after certification and acceptance of the work completed by the firm. Payments shall be made against Invoice/Bills in the name of “Director, AIIMS Bhopal, Saket Nagar, Bhopal” in triplicate duly signed by an authorized signatory along with copy of Supply Challan and Test/Quality Reports of supplied items/Stores (if applicable). It shall be submitted to the dealing StoreKeeper along with supplies. The payments shall be released after due Inspection and Final Acceptance of the supplied items by the committee nominated by competent Authority for this purpose.
- 10 The Institute, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. If the firm fails to rectify the deficiencies or fails to comply with directions/ instructions of the Institute, the contract is liable to be terminated. The Institute further reserves the rights to suo motu terminate the contract at any point of time without giving any prior notice.
- 11 **Fall Clause:-** Prices charged for supplies the above items by the supplier should in no event exceed the lowest prices at which he offers to sell or sells the stores of identical description to any other State Government/DGS&D/Public Undertaking during the period of the contract. 2. If at any time during the period of contract, the prices of tendered items is reduced or brought down by any law or Act of the Central or State government, the supplier shall be bound to inform the Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on the lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates afterwards. 3. If at any time during the period of contract, the supplier quotes the sale price of such goods to any other State Govt./DGS&D and Public Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable for the items supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation. Any deviation in the material and the specifications of the accepted terms may be liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction / specifications specified in the Purchase order and demonstrate at their own cost.
- 12 **Subletting of Work:-**The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing from AIIMS Bhopal, which will be at liberty to refuse if it thinks fit. The tender is not transferable. One tenderer shall submit only one tender.

- 13 Order for Printing stationary will be placed on requirement basis. As and when there will be required, the printing order will be placed by the Institute and the firm will print and supply the material as per requirement of the Institute.
- 14 The Institute will make no advance payment. Payment will be released only after it is ensured that the items are in order and quality of items supplied is to the entire satisfaction of the Institute.
- 15 The Institute will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Institute.
- 16 The firm shall submit sample paper of each item proposed to be printed along with the bid showing there on make of paper and the GSM.
- 17 The Institute may depute a team of officers to the Press of the bidder to adjudge their capability and to verify the claims furnished by the bidder.
- 18 The Institute reserves the right to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the Financial Bid will not be entertained.

19 Dispute Resolution

1. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director AIIMS Bhopal.
2. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
3. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of the contract, the Service Provider shall not be entitled to suspend the work/service to which the dispute relates to account of the arbitration and payment to the Service Provider shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bhopal.

- 20 **JURISDICTION OF COURT:** The courts at BHOPAL shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

I/We have read & understood the terms and conditions of the tender. I/We undertake that I/we are quoting the rates only after having seen the samples of the items and having understood the printing requirements of these items at AIIMS Bhopal.

(Signature of Owner/Authorized Representative)

Date:

Place:

Financial Bid)

(Strictly in the format given below only in sealed Envelope on the Letterhead of the Printing Agency superscripted as “Financial Bid for Hospital Printing Stationery”)

Tender Enquiry No.AIIMS Hospital/2016-17/Printing/LTE-01 Dated:25/01/2017

Sl.No.	Paper quality	Paper size	Print	Qty.Req.	Rate per sheet		Binding Type
					White sheet	Color sheet	
1	60 GSM	A4	Single Side	1000 to 1 lakh sheet			Pads of 100 sheets
	60 GSM	A4	Double Side	1000 to 1 lakh sheet			
2	70 GSM	A4	Single Side	1000 to 1 lakh sheet			
	70 GSM	A4	Double Side	1000 to 1 lakh sheet			
3	80 GSM	A4	Single Side	1000 to 1 lakh sheet			
	80 GSM	A4	Double Side	1000 to 1 lakh sheet			
4	100 GSM	A4	Single Side	1000 to 1 lakh sheet			
	100 GSM multi color	A4	Single Side	1000 to 10000 sheets			
5	150 GSM card sheet	A4	Single Side	1000 to 10000 sheets			
	150 GSM card sheet	A4	Double side	1000 to 10000 sheets			
6	200 GSM card sheet	A4	Single Side	1000 to 10000 sheets			
	200 GSM card sheet	A4	Double side	1000 to 10000 sheets			
7	200 GSM card sheet	A5	Single side	1000 to 5000 sheets			

8	Booklet of 16 +4 pages 80 GSM binding, center pin /side stitching.	A4	Double Side	100 to 1000 Books			Book Type
9	Critical Care -Data sheet 70 GSM /double punch and folding	18'' X 23''	Double Side	10000 sheets			
10	Letter Head (Excel Bond/Royal Executive Bond Paper) 100 GSM- multi color	A4	Single Side	50 Pads			(Pouch pad- 100 sheets)
11	60 GSM with perforation(pad of 100 sheets)	Legal Size	Single Side	10000 sheets			Pad
12	60 GSM	A5	Single Side	20000 sheets			Pad
13	60 GSM Prescription slip	14 cm x 11 cm	Single Side	1000 to 1 lakh sheets			Pad
14	60 GSM Registration Slip	14 cm x 11 cm	Single Side	1000 to 1 lakh sheets			Pad
15	Patient file folder 300 GSM with lamination/clip	12'' x 10''	Double Side	1000 to 10000 folders			
16	90 GSM patient- education pamphlet (multi color)	A4	Double Side	5000 to 10000 sheets			
17	Booklet of 8+4 pages 80 GSM binding, center pin/ side stitching (b w)	A4	Double Side	100 to 1000 Books			
18	Booklet of 48(b w) +4 pages 80 GSM binding, center pin /side stitching,cover 170 GSM pasting/multi color	A5	Double Side	100 to 1000 Books			
19	100 GSM, book of 100 sheets (set of 1 white and 1 color sheet 50 GSM) with sl. No. and perforation	A5	Single Side	100 Books			

20	50 GSM, 200 sheets (set of 1 white and 3 color sheets) in a book with perforation and SI. No.(Indent Book)	Legal size	Single Side	250 Books		
21	50 GSM, 200 sheets (set of 1 white and 1 color sheet) in a book with perforation and SI. No. (Cash Receipt)	A5	Single Side	100 Books		
22	Attendance Register (Staff) 80 GSM, 120 sheets with hard binding, thread sewing	13'' x 8.5''	Double Side	100 Books		
23	Attendance Register (Students) 80 GSM, 72+4 pages with cover 300 GSM, center pin	11'' x 8.5''	Double Side	100 Books		
24	Register - 100 sheets, 70 GSM with hard binding, thread sewing	A4	Double Side	1 to 10 Books		
25	Register - 100 sheets,70 GSM with hard binding, thread sewing	A3	Double Side	1 to 10 Books		
26	Register - 200 sheets, 70 GSM with hard binding, thread sewing	A4	Double Side	1 to 10 Books		
27	Register - 200 sheets, 70 GSM with hard binding, thread sewing	A3	Double Side	1 to 10 Books		
28	Equipment Log Book. 150 GSM 9'' x 12'' maplitho- single color, folding with inside clip	A4	Double Side	1000 Nos.		
29	Sticker for BMW bags 5'' x 7.5''	4'' x 5''		20000 Nos		
30	Labels for BMW container	5'' x 7.5''		20000 Nos		

- 1 **Evaluation of Financial Bids:** The financial bids will be evaluated by the Tender Evaluation Committee on the basis of comprehensive price offered by the bidder.
- 2 **Rates shall be FOR.** The taxes if any shall be mentioned separately.
- 3 **The L1 shall be decided on lowest price including taxes.**

(Signature of Owner/Authorized Representative)
Date and Place