



Short Term Tender Notice For Award of Rate Contract for Printing & Supply of Annual Report

Short Term Tender No. 259 Stores/2017-18/Printing/Annual Report/01 Dated: 10.07.2017

Sr. No.	Description	Start Date & Time
1.	NIT No. 259	Stores/2017-18/Printing/Annual Report
2.	NIT issue date	10 th July 2017
3.	Pre-bid Meeting	18 th July 2017 at 03:00 PM
4.	Venue	Central Store Department , 1 st floor, Medical College Building, AIIMS, Saket Nager, Bhopal-462020
5.	Last Date of submission	28 th July 2017 at 02:00 PM
6.	Opening of Technical bid	28 th July 2017 at 03:00 PM
7.	EMD Amount	Rs. 6,000/- (Rupees Six Thousand only)



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

साकेत नगर भोपाल (मध्यप्रदेश) – 462020

Saket Nagar, Bhopal (M.P.) – 462020

Website : www.aiimsbhopal.edu.in

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 Annual Report. The estimated value will be approximately **Rs. 2.8 lakhs**. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

S. No.	Description	Total estimated value	EMD (in Rs.)
01	Tender for Printing & Supply of Annual Report	2,80,000	6,000

(Refer Technical Specifications as per “Annexure – “I”)

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

“Store Officer”

Central Store Department

1st Floor, Medical College Building,

Saket Nager AIIMS Bhopal-462024 (MP)

The sealed Tender should reach the Institute, latest by 28th July, 2017 at 02:00 PM and it will be opened on same day at 03:00 PM in the Office of the “Store Department, 1st Floor, Medical College Building, AIIMS, Bhopal in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.

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, VAT registration with TIN number and GST Registration etc.
4. An affidavit on non-judicial stamp paper of Rs.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 books and it should be supported with documents. Self-attested copy of at least one order by any Government Department/ Semi Govt. or PSU having value for about Rs.3 lakhs should be attached.
6. The Income –Tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

साकेत नगर भोपाल (मध्यप्रदेश) – 462020

Saket Nagar, Bhopal (M.P.) – 462020

Website : www.aiimsbhopal.edu.in

7. The Annual Reports will have to be supplied on destination basis to the Institute site, hence transportation/ cartage charges will be not be applicable.
8. The average annual turnover of the bidder must be at least Rs. Twenty Lakhs for the last three financial years. Please enclose self-attested copy of audited final account of last 3 years.
9. Each page of this Tender document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned therein.
10. 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.

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:

- A) **Plate Making:** Printers must have Full-fledged Platemaking Unit with pasting table and Printing down Frame at their premises. Computer to Plate (CTP) system is desirable.
- B). **Printing Machines:** (a) The Applicant Printer must have 3 (three) offset printing machines of the following specifications
(b) 2 (Two) Machine- 4 (four) colors Sheet Fed Offset Printing machine of not less than 19”×25” size.
- C) **Binding Machinery and Equipment:**
 - (a) 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.
 - (b) 2 (two) wire stitching machines out of which one machine should be capable of stitching spine of 1”.
 - (c) 1 (one) Perfect Binding machines
 - (d) 2 cutting machines of not less than 36”size
- D) **Storage Space:** The press should have sufficient (100 sq. meter minimum) space for the safe storage of paper and printed forms.

1. 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 Annual Report**" and "**Financial Bid for Printing & Supply of Annual Report**". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Tender for Printing & Supply of Annual Report**".

2. Earnest Money Deposit: The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 6,000/- (Rupees Six Thousand 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.



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

साकेत नगर भोपाल (मध्यप्रदेश) – 462020

Saket Nagar, Bhopal (M.P.) – 462020

Website : www.aiimsbhopal.edu.in

- a) 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.
 - b) 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.
 - c) 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) 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.
- 3. Tender Fee:** Free download from the site of www.aiimsbhopal.edu.in
- 4. The firm should be located in Bhopal (M.P) only.**
- 5. "PRE –BID Meeting" with the intending bidders shall be held on 18th July 2017 at 03:00 P.M. onwards at Central Store Department, 1st floor, Medical College Building, AIIMS Bhopal**
- 6. Rate:** Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at AIIMS, Bhopal, Inclusive of all the Charges, with break-ups as:
Basic Cost
VAT/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 – “III”, In case of any discrepancy, rate quoted in words shall be considered as valid.**
- 7. Taxes:** Any taxes if payable should be clearly mentioned otherwise no taxes/charges will be paid by the Institute.
- 8. Opening of Tender:** 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 ignored. 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.
- 9. 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 is extendable for further period of one year.



अखिल भारतीय आयुर्विज्ञान संस्थान ALL INDIA INSTITUTE OF MEDICAL SCIENCES

साकेत नगर भोपाल (मध्यप्रदेश) – 462020

Saket Nagar, Bhopal (M.P.) – 462020

Website : www.aiimsbhopal.edu.in

10. Quality of Printing: The firm will be entirely responsible for printing of high quality of Annual report. The printer should replace the rejected/ damaged stores within 10 days, failing which legal action will be taken as deemed fit by the Institute.

11. 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 terms, conditions etc. of their original tender.

12. 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 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.

13. 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.

14. 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 Rs. 100/- (Rs. One Hundred only) within 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.

15. 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 Annual report ordered shall be **delivered within 10 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.

16. 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 60 days from the delivery and inspection of ordered materials by the Inspection Committee of AIIMS, Bhopal.



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

साकेत नगर भोपाल (मध्यप्रदेश) – 462020

Saket Nagar, Bhopal (M.P.) – 462020

Website : www.aiimsbhopal.edu.in

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.

17. 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.

18. Payment Term: The Bill in triplicate addressed to the Director, AIIMS may be sent to the Stores Officer, Central Stores for settlement after satisfactorily delivery of the printed Annual report. The bill should have full particulars of the Annual report 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.

The Tenderer shall submit the bill only after satisfactorily delivery of the Annual report 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.

19. 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.

20. Legal Jurisdiction: Any disputes are subject to exclusive jurisdiction of competent court and forum in Bhopal, India only.

21. 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.

22. Right of Rejection: The Director AIIMS Bhopal reserves the right to reject any or all Bids without assigning any reason.

**Sr. Administrative Officer
AIIMS, Bhopal**



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

साकेत नगर भोपाल (मध्यप्रदेश) – 462020

Saket Nagar, Bhopal (M.P.) – 462020

Website : www.aiimsbhopal.edu.in

Annexure – I

Technical Specification

1. Description: Multicolor and Black & white Printing
2. Approximate No. of pages in each Annual Report: English: 300.
Hindi : 300.
3. Size: A4.
4. Method of Printing: Offset printing.
5. Art work and Design: i) To be prepared by the Printer under guidance of this office.
ii) Art work for various charts and graphs will be prepared by the Printer and got approved.
6. Style of binding: Perfect Binding.
7. Paper and its quality: i) For inside text color pages: Art paper of 130 GSM
ii) For front & back covers: Art Paper of 250 GSM.
iii) Lamination: Cover Pages in matte finish lamination.
8. Translation in Hindi **version will have to be carried out by the Agency at his own cost by a competent translator. Google translation is strictly prohibited.**
9. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
10. The report 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.
11. CD of English & Hindi of the whole material must be provided to the Institute.
12. The Tenderer will attach or submit sample of such printing in a sealed cover separately for verification by Committee.

Tender for Printing & Supply of Annual Report

Annexure-II

(In Separate sealed cover-I super scribed "Technical Bid" for Annual Report)

S.No.	Details of the Tenderer / Bidder	Page No.	Remarks
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 one 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 years		
9.	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
10.	Whether each page of Tender its annexure have been signed and stamped by the Tenderer		
11.	Copy of VAT/CST/GST Registration		
12.	Permanent Account Number		
13.	TIN No.		
14.	Any other information important in the opinion of the tenderer		

Date: _____ Name : _____
Place: _____ Business Address : _____
Signature of Bidder : _____
Seal of the Bidder : _____

Tender for Printing & Supply of Annual Report

Financial Bid Annexure – III

(In Separate sealed cover-II super scribed “Financial Bid” for Annual Report)

To,
Store Officer,
AIIMS Bhopal

Sir,

1. I/Wesubmitting my/our rates Against the tender **No. 259 Stores/2017-18/Printing/Annual Report/01 Dated: 10.07.2017** for **Printing & Supply of Annual Report** of AIIMS Bhopal **Due On 28th July, 2017 up to 02.00 PM**
2. 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.
3. I/We hereby offer to print and supply the Annual Report as per specification and rate quoted below:-

S. No	Particulars	Approx. Number of Books	Rate in Rs. (per page) (Exclusive of TAX)	Percent age of VAT/ GST as may be applicable	Cost Per Page	Total Price (Inclusive of TAX) on Destination Basis (3x6)
1	2	3	4	5	6	7
	Printing of Annual report Bilingual in Hindi & English inclusive of Translation, Designing, Page layout, 20% multicolor, 80% black & white. Hard & soft copy for proof reading, Cover pages in multicolor, Perfect Binding and supply to Destination. As per technical specification shown in Annexure-I					
1	In Hindi Language (Each Book will contain approximately 300 Pages)	300 Books				
2	In English Language (Each Book will contain approximately 300 Pages)	300 Books				
3	Cover Page Front & Back (Multi-color For Hindi & English Both)	300x2 Pages				
Total in Rs.						

(In words Rs.....)

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.
3. **Quantity mentioned above is tentative, it may increase or decrease as per requirement.**
4. **A very high quality of printing is required.** The work done in slipshod manner will not be accepted.
5. Translation in Hindi version will have to be carried out by the Agency at his own cost by a competent translator. **Google translation is strictly prohibited.**
6. **CD of English & Hindi both version of the complete matter must be provided to the Institute.**
7. **In case of increase or decrease in pages, payment will be made on actual number of pages basis at above rate only.**

Date _____

Place _____

(Signature of Authorized Person) _____

(Name) _____

Name of Firm/Company/Agency _____

Mobile No. _____

Email: _____