



Inquiry No. AIIMS/Pat/Procure/2017/5850

Dated: 04.11.2017

Invitation of quotation for Supply of Tag File at AIIMS Patna

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Patna for supply of **Tag Files** for AIIMS Patna as per terms & conditions mentioned below. The filled quotations along with all required document must reach in the office of the undersigned on or before 13.11.2017 at 15:00 noon. The Envelope containing the quotation **must be sealed and super scribed** as under:-

**“Quotation for Supply, Tag File against Inquiry Dated: 04 /11/2017
Due on 13.11.2017 15:00 noon”**

Terms & Conditions:

1. Quotations need to be submitted to by speed post/registered post or may be dropped in the tender box placed in Administrative Office, Medical College building after obtaining the acknowledgement for the same in the office of Faculty In-charge Procurement , AIIMS Patna.
2. The quotations received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.
3. The interested Companies/Firms/Agencies may send their quotation complete in all respect along with **Earnest Money Deposit (EMD) of Rs. 5,000/-** (Rupees Five Thousand Only) in the form of Demand Draft issued in favour of AIIMS, Patna, drawn on any scheduled bank payable at Patna.
4. Unsealed quotation will be rejected.
5. Quotations must be in the enclosed prescribed Performa and forwarding letter on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
6. Technical specification of the quoted item must be attached in form of original brochure. Make and model must be clearly mentioned. The technical specifications of the goods are attached in Annexure 3.
7. Rates must be quoted as per the format specified in Annexure 1; taxes extra if any must be written separately. The rates must be quoted in figures as well as in words.
8. In general no overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.
9. The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
10. Ceiling amount of this quotation will be within 2.5 Lac.
11. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
12. L1 will be decided for the overall value of quotation and not item items wise.
13. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
14. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
 - a. Firm shall be registered with the Government of Bihar/ Central Government.
 - b. The firm shall have valid GST No. and IT PAN.
 - c. Certificate of non-inclusion in the black list as per given format attached in an Annexure “2” need to be provided on Rs. 100/- stamp paper duly notarized.
 - d. Market standing of minimum 3 Years.

15. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
16. The supplier **must be submit** a sample of the product, which will be evaluated by a Technical evaluation committee. Price bids of only those firms will be opened which qualifies technically as per the recommendation of the committee.
17. The expenditure incurred for demonstrating the items will be borne by the supplier.
18. Delivery, installation and commissioning period – 15 days from award of work.
19. Liquidated Damage: -In the event of the Seller’s failure to supply the stores/goods or conduct trials, installation of equipment, training, etc. as specified in this inquiry, the Buyer may at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered, stores/services mentioned above for every week of delay or part their of a week, subject to the maximum value of the Liquidated Damages being not higher that 10% of the value of delayed stores.
20. Guarantee/Warranty Terms: The equipment’s/Instruments/Materials supplied by result of This Quotation/supply order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained /mentioned against each item in this document/ supply order. The seller guarantees that the said good equipment’s / Instruments would continue to confirm to the description and quality a foresaid for a period of 36 months from the date of delivery/installation of the said equipment’s/Instruments/materials to the buyer.
21. EMD: Quotation received without EMD amount by way of demand draft in favour of AIIMS, Patna will not be considered at all and shall be summarily rejected.
22. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful vendors shall be Returned to them without any interest whatsoever, within 15 to 30 days after conclusion of the contract with successful bidder. The EMD submitted by successful vendor shall be returned to them after the successful supply, installation and commissioning of goods.

Payment Terms:

100% after delivery, installation and commissioning of equipment and submission of following documents by vendors to Finance Accounts Section –

- a. Contingent Bill in triplicate along with supporting vouchers.
- b. Store Receipt Certificate issued by stores.
- c. Installation Report issued by the IT department.

Disputes: -

In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Patna with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, AIIMS Patna whose decision will be final and binding upon the contractor.

AIIMS, Patna reserves the right to increase or decrease amount of work. Decision of Quantity of Equipment and Instruments in the AIIMS, Patna will be final in this regard.

AIIMS, Patna reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, PATNA will be final in this regard.

Encl.:

- | | |
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| <ol style="list-style-type: none"> 1. Annexure 1 (Format of Price Bid) Annexure 2 (Declaration Format) Annexure 3. (Technical Specification) | <p>Faculty-in-charge
Procurement Cell</p> |
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PRICE BID FORM

To,

The Faculty-in-charge
Procurement Cell,
AIIMS Patna

Dear Sir,

1. I/We have submitted the "**quotation for Supply, Tag File for at AIIMS Patna.**" Dated: 04.11.2017 due on 13.11.2017 15:00 noon" for "**quotation for Supply, quotation for Supply, Tag File for at AIIMS Patna**".

2. I/We have thoroughly examined and understood terms & conditions of contract given in the enquiry document.

3. I/We hereby offer to supply the item at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the validity of rate.

Sl. No. (a)	Product with Description	Unit (c)	Quantity required (d)	Price per unit (e)	Taxes (Including all taxes @	Price per Unit (inclusive of all	Total Amount	Total Amount (In Words)
1.	Tag File Specifications as per given in Annexure 3		18000					

(Signature of Authorized Person)

Place:- _____

Name:- _____

Date:- _____

Name of Firm/Company/Agency

(Designation)

Contact Details

AFFIDAVIT

(On Non-Judicial Stamp paper of Rs. 100)

I, _____ Son / Daughter / Wife of Shri _____
resident of _____ Proprietor/Director authorized signatory of the agency/Firm
(M/s _____), do hereby solemnly affirm and declare as follows:

1. I am authorised signatory of the agency/firm and is competent to sign this affidavit and execute this quotation document;
2. I have carefully read and understood entire quotation document including all the terms and conditions of the quotation and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my quotation at any stage Besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director etc. as individual or against legal entity of the Company /Firm/Agency.
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Faculty-in-Charge Procurement Cell, AIIMS, Patna immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such an Agency which is banned/suspended in future during the currency of the Contract with you.
6. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the quotation document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.

(Signature of the Bidder) Date:

Name:

Place:

Seal of the Agency

Designation

Address:

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent

Specification

Material:-Thick heavy duty Coloured board

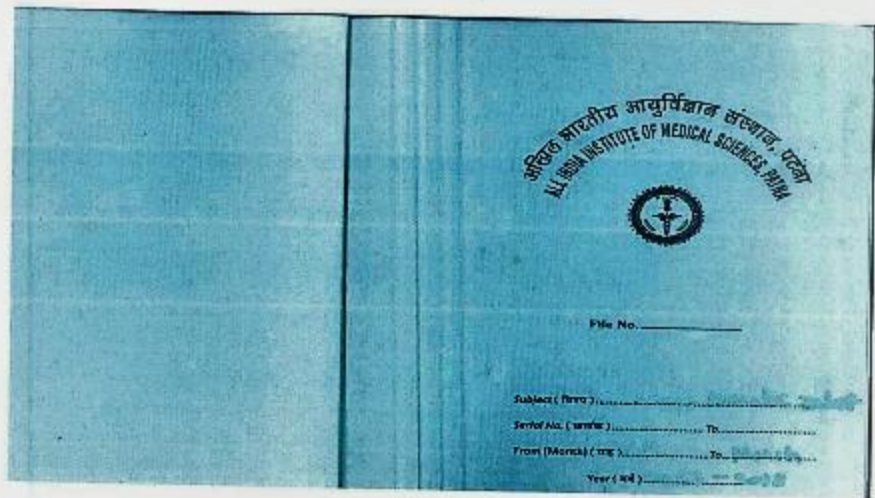
GSM:-530GSM To 570GSM

Eyelet:-Two eyelets on top side for cottom tag,eyelets must covered by metallic cover

Length:-35cm to 38cm

Width:-26cm-28cm

PRINTED WITH MATTER AS BELLOW



S. K. Singh

B. K. Singh