



All India Institute of Medical Sciences, Bhubaneswar

Sijua, Post: Dumuduma, Bhubaneswar - 751 019

No : J-11044(003)/2013/S&P

Date : 25.09.2013

Sealed Tender Call Notice for Printing of quarterly News Letter, DHAULI.

**ADVERTISEMENT**

The Institute has invite quotations for "*Printing of quarterly News Letter, DHAULI*" for AIIMS, Bhubaneswar as per specifications and terms and conditions mentioned in Annexure to this advertisement. The said quotation should reach the Institute latest by **10 Oct 2013 (03.00 PM)** and the technical bid will be opened on the same day at 03.30 PM in the Board Room of AIIMS, Bhubaneswar in the presence of the bidder or their authorized representative at the scheduled date and time.

Administrative Officer



# All India Institute of Medical Sciences

(A Statutory body under aegis of Ministry of Health and Family Welfare, Govt. of India)

Sijua, Dumduma – Post, Bhubaneswar (Odisha) -751019

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## TENDER

Tender for **Newsletter publishing**

for

All India Institute of Medical Sciences, Bhubaneswar

NIT No. : / / /2013-AIIMS.BBSR.

NIT Issue Date: 25<sup>th</sup> September 2013

Last Date of Submission: 10<sup>th</sup> October 2013

**All India Institute of Medical Sciences, Bhubaneswar**

**SHORT QUOTATION CALL NOTICE**

**Sub: Inviting sealed Quotation for the printing of quarterly Newsletter, DHAULI, AIIMS, Bhubaneswar.**

Sealed Quotations are invited for printing of the publication of quarterly Newsletter, DHAULI, AIIMS, Bhubaneswar, in the book form as per specifications and other terms & conditions given below:

**I. Technical Specifications**

1. Size: DEMI ¼ size
2. Cover and inner pages: 220 GSM Art board, Multicolour printing, both sides.
3. Binding: staple pin binding.
4. Cover design & page making has to be done by the successful bidder, with the contents provided.
5. One colour hard copy for proof reading.
6. No. of copies: 350
7. Pages: 20,24,28,32 pages, depending on the contents.
8. Published four issues per year: January, April, July, October

**II. Eligibility**

1. The firm must be a registered dealer under the OVAT Act, 2004 and Income-Tax Act
2. The bidder must produce sales tax clearance certificate issued by the Sales tax Department.
3. Each quotation paper must be accompanied with pay order / bank draft (in case of outstationed firms) for Rs. 1,000.00 (Rupees one thousand) only as earnest money issued by any nationalized bank in favour of "AIIMS, Bhubaneswar" payable at Bhubaneswar, which shall be refunded without any interest to the unsuccessful bidders after work order is placed with the selected bidder.

**III. Time for submission of tender papers**

1. Sealed quotation paper containing two separate envelopes – (1) Technical bid and (2) Financial bid shall be submitted by **10<sup>th</sup> October 2013** (3.00 PM) Quotation should be sealed and super scribed with tender number and name "**Sealed quotation for the printing of quarterly Newsletter, Dhauli, AIIMS, Bhubaneswar**", and addressed to:

**Administrative Officer  
All India Institute of Medical Sciences, Bhubaneswar  
Sijua, Patrapada,  
Bhubaneswar-751019, Odisha**

2. The sealed quotations should reach the Institute, latest by **10<sup>th</sup> October 2013** (3.00 PM) and the technical bid will be opened on same day at 03:30 PM in the board room of AIIMS, Bhubaneswar in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled

date and time. No quotation paper or additional information/ enclosures shall be entertained after due date/ time is over.

3. The date of opening of the financial bid of the firms who qualify in the technical bid shall be hosted in the website of the Institute.

#### **IV. Terms & Conditions:**

1. **Rate:** Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at AIIMS, Bhubaneswar, Odisha, Inclusive of all the Charges, with break-ups as:
  - ☐ Page making and DTP services
  - ☐ One colour copy print for proof reading
  - ☐ Printing 350 copies of the newsletter
  - ☐ VAT /CST as applicable and other charges if any.
  - ☐ Total Cost (F.O.R at AIIMS Bhubaneswar)
  - ☐ The quotation paper should also contain rate per copy (inclusive of all taxes) and also cost of the total lot (inclusive of all taxes).

**Note: The price bid will be rejected if rate quoted in any currency other than INR. Payment will be made only in INR. Lowest bidder will be decided based on total cost.**

2. **Validity:** The quoted rates must be valid for a period for 120 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.
3. **Delivery:** All the goods ordered shall be delivered within 7 days from the date of issuing supply order. All the aspects of DTP, printing & safe delivery, shall be the exclusive responsibility of the supplier. If the supplier fails to deliver the goods 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 at the discretion of Director.
4. **Performance Security:** The supplier shall require to submit the performance security in the form of irrevocable Bank Guarantee (BG) / or Fixed Deposit Receipt (FDR) issued by any Nationalised Bank for an amount of which is equal to the 10% of the order value and should be kept valid for a period of 30 day beyond completion of all the contractual obligation.
5. **Payment Term:** 100% payment of the total order value shall be released after the successful delivery of the ordered goods against the supply order.
6. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of the document signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
7. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.

8. After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer
9. Conditional bid will be treated as unresponsive and it may be rejected.
10. The Institute reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder.
11. Applicable Law:

The contract shall be governed by the 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.

Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Bhubaneswar/Cuttack, Odisha, India only.

☐ The Arbitration shall be held in accordance with the provisions of the Arbitration and conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar/Cuttack. The decision of the Arbitrator shall be final and binding on both the parties.

Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

**Annexure-I**

Inviting of sealed quotations for publishing of the quarterly Newsletter of AIIMS, Bhubaneswar

**TECHNICAL BID**

Name of Firm/Contractor/Supplier	
Complete Address & Telephone No.	
Name of Proprietor/Partner/Managing Director/Director.	
Phone & Mobile No.	
Name and address of service centre nearby Bhubaneswar.	
Whether the firm is a registered firm Yes/No (attached copy of certificate)	
PAN No. (enclose the attested copy of PAN Card)	
Service Tax No. (enclose the attested copy of Service Tax Certificate)	
VAT No. (enclose the attested copy of VAT Certificate)	
Whether the firm has enclosed the Bank Draft/Pay Order/Banker's cheque of Rs.5,000/- as Earnest Money Deposit.	
Whether the Firm/Agency has signed each and every page of Tender/NIT	
Please provide full list of consumables.	
Any other information including previous installation	

Authorized signatory of the bidder with seal.

## **Annexure-II**

### **Format for Financial Bid**

(To be submitted on the letterhead of the company / firm)

Cost breakup for 350 copies:

	20 pages	24 pages	28 pages	32 pages
DTP charges				
Charges for one color hard copy (for proof reading)				
Printing charges				
Any other charges (binding / stapling)				
CST/VAT				
<b>TOTAL COST</b>				
Additional cost for 50 more copies				

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.