

**TENDER FOR RATE CONTRACT FOR SUPPLY &
PRINTING OF STATIONERY ITEMS FOR
ALL INDIA INSTITUTE OF MEDICAL
SCIENCES, VIJAYPUR, JAMMU-184120**

**NIT Ref No: AIIMS/JMU/RC/SERVICES/2024/1
Dated: 20th SEPTEMBER, 2024 (FRIDAY)**

NIT Document can be downloaded from following websites:

- <https://www.eprocure.gov.in/epublish/app>
- <https://www.aiimsjammu.edu.in/>

Note : If any Bidder cannot download the tender documents from the above websites. They may collect the Hard copy of the Tender Documents from Procurement Section



Address to:

Officiating Deputy Director (Administration)

All India Institute of Medical Sciences, Vijaypur, Jammu-184120

Office Address: 6th Floor, Academic Block, AIIMS, Vijaypur, Jammu-184120

ALL INDIA INSTITUTE OF MEDICAL SCIENCES. VIJAYPUR, JAMMU-184120

**TENDER FOR RATE CONTRACT FOR SUPPLY & PRINTING OF
STATIONERY ITEMS FOR ALL INDIA INSTITUTE OF MEDICAL
SCIENCES, VIJAYPUR, JAMMU-184120**

CRITICAL DATE SHEET

1.	Date of Issue/Publishing	20/09/2024 Time 12.00 Hrs (Friday)
2.	Number of Covers	02 (Two)- Cover-I (Technical Bid) and Cover-II (Financial Bid)
3.	Bid Document Download Start Date	20/09/2024 Time 14.00 Hrs ((Friday)
4.	Place of Submission of Bid Documents	Tender Box, Placed at Procurement Section, 5 th Floor, Academic Block, AIIMS, Vijaypur, Jammu-184120
5.	Bid Submission Start Date	20/09/2024 Time 14.00 Hrs (Friday)
6.	Pre-Bid Meeting (For any query related to tender)	26/09/2024 Time 11.00 Hrs (Thursday) Physically Pre-bid meeting at Committee Room, Procurement Section, 5 th Floor, Academic Block, AIIMS, Vijaypur, Jammu-184120
7.	Bid Submission End Date	14/10/2024 Time 17.30 Hrs (Monday)
8.	Date and Time of Opening of Technical Bids (Cover-I)	15/10/2024 Time 12.00 Hrs (Tuesday)
9.	Date of Opening of Financial Bids (Cover-II)	19/10/2024 Time 11:00 Hrs (Saturday)
10.	Estimated contract value	Approximately Rupees 70,00,000/- (Rupees Seventy lakhs only) per annum
11.	Tender Process Fee (Non-refundable) Not exempted	Rs. 1000/- (Rupees One Thousand only)
12.	EMD (Earnest Money Deposit)	Rs. 2,10,000/- (Rupees two Lakhs ten thousand only)
13.	Performance Bank Guarantee	5% of Estimated Contract Value
14.	Bid Validity	180 days from the date of publication
15.	Contract detail Mobile No E-mail id	Officiating Deputy Director (Administration) 9419364999 ddaiimsjammu@gmail.com
16.	Location	6 th Floor, Academic Block, AIIMS, Vijaypur, Jammu-184120
17.	Method of Selection	Least Cost (L1) basis financial bid would be opened only of bidders qualifying technical bid

Note: The Applicants are requested to read the Tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the Applicants.

Any query related to the tender can be mailed to ddaiimsjammu@gmail.com

Bids for the tender will be accepted through offline in Tender Box only.

**Sd/-
Officiating Deputy Director (Administration)
AIIMS Vijaypur, Jammu**

TENDER NOTICE

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024

Tender for Rate Contract for Supply & Printing of Stationery Items for AIIMS, Vijaypur, Jammu-184120 (J&K)

Notice Inviting Tender

Bids /Proposals are invited on behalf of “**The Executive Director & CEO**”, AIIMS, Vijaypur, Jammu, in the **Two Bid System (i.e., Technical Bid and Financial Bid)** from eligible Publishers /Printers online, through **CPP portal** <https://www.eprocure.gov.in/epublish/app> and website of AIIMS, Vijaypur, Jammu <https://www.aiimsjammu.edu.in/> for supply and printing of stationary items.

Tender No.	Description	Estimated tender cost	EMD (INR)
Tender Reference No AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024	Supply & Printing of Stationery Items for AIIMS, Vijaypur, Jammu	Rs. 70,00,000/-	Rs. 2,10,000/-

Tenderer needs to deposit the EMD Amount as mentioned above in the form of FDR/Bank Guarantee in Favor of “The Executive Director & CEO, AIIMS, Vijaypur, Jammu”, payable at Jammu and its legible Hard copy of EMD, in sealed envelope should be submitted along with prequalification documents in the Technical Bid Envelope, before the closing date of Submission of Bid in the Box kept in the Committee Room of Procurement Section, 5th Floor, Academic Block, AIIMS Vijaypur, Jammu-184120 (J&K)India.

Bidders can download the complete set of bidding documents from the CPP portal: <https://www.eprocure.gov.in/epublish/app>. The tender notice and tender document are also available on our website of AIIMS, Vijaypur, Jammu: <https://www.aiimsjammu.edu.in/>

Bidders have to submit the bids offline by uploading all the requisite documents through above mentioned websites.

Important: The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. The bid should not be conditional. Failure to furnish all information required by the bidding document or submission of a bid not as per required bidding may result in rejection of the bid. The Bidder shall bear all costs associated with the preparation and submission of the bid, and the Client will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The Executive Director, AIIMS Vijaypur, Jammu, reserves the right to accept or reject any quotation in full or part thereof without assigning any reason.

**Sd/-
Officiating Deputy Director (Administration)
AIIMS Vijaypur, Jammu**

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

Instructions to Bidders

Clarification on Bidding Documents

The prospective Bidder may seek clarification about bidding documents via email or during the pre-bid meeting, which shall be held on the scheduled date as mentioned in the Tender Document and CPP Portal. The clarification of the queries will be uploaded on the website of AIIMS, Vijaypur, Jammu, for Bidders' information. Bidders are required to consider all the clarifications/amendments while preparing their bid proposals. Therefore, bidders are requested to visit the website on regular basis to check for necessary updates. These changes can be incorporated up to 7 days before the last date of bid submission.

Amendments in Bidding Documents

At any time till 7 days before the deadline for submission of bids, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document through amendment. All amendments will be submitted offline, along with a technical bid. The client shall not be responsible for notifying the amendments to individual bidders. All amendments by the client, till 7 days before the deadline for submission of bids, shall be binding on the participatory bidders.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

Two Bid System Terms & Conditions

The required hard copies of respective bids shall be submitted separately in sealed envelopes, and both bids will be submitted in one outer envelope before the closing dates of the bids as per the instructions given in this Tender Enquiry. The participating Bidder shall submit all requested bid documents (i.e. Technical and Financial Bid) duly signed and scanned copies in the tender box. If any of the requested document's scanned copies are not found submitted on the tender box by the Bidder, their bid is liable for rejection. Please study this tender very carefully and fill it out accordingly.

Validity of Tender & Period for Rate Contract:

The validity of the Bid tender Document shall be for 180 days after the acceptance and issue of Notification of award/conclusion of the Rate Contract Agreement in the Format given in **Annexure-VIII**; the rates shall be valid for two-year period extendable further for a period of two years on a yearly basis as per mutually agreed similar terms & conditions.

All rows & columns in the prescribed format should be filled and not left blank, or they may be struck as not applicable. Each document should be serially numbered and duly signed by the bidder with the firm's rubber stamp on each page. **In the absence of any documents, the tender may be rejected.**

The tender shall be submitted in 02 (Two) parts, one single outer envelope and 02 inner envelopes (Technical Bid and Financial bid will be sealed separately in separate envelopes inside) and submitted offline in the tender box: -

1. **Technical Bid:** Technical bids of pre-qualified tenders shall be opened.

2. **Financial Bid:** The Financial Bids of bidders who qualify at the Technical Bid Stage will be opened after that.

- Hard copies of documents to be submitted on or before the closing date:
- **Serial Number of submitted documents should be in sequence as mentioned below:**
- **Hard Copies of Undertakings (A, B, C & D below) should be submitted in a sealed envelope in original in the Tender Box kept in the Committee Room of Procurement Section, 5th Floor, Academic Block, AIIMS, Vijaypur, Jammu-184120 (J & K) India, on or before the Closing date of Bid Submission.**
 - A. Original copy of Undertaking for acceptance of all Terms & Conditions mentioned in this Tender on Non-Judicial Stamp Paper worth Rs. 500/- as per Annexure-II, duly attested by Notary.
 - B. Original copy of Undertaking for Criminal Liability on Non-Judicial Stamp Paper worth Rs. 500/- as per Annexure - III, duly attested by Notary.
 - C. Original copy of Integrity Pact on Non-Judicial Stamp Paper worth ₹ 500/- as per Format given in Annexure - IX
 - D. Tenderer needs to deposit the EMD Amount as per the above-mentioned document, in the form of FDR/Bank Guarantee in favour of "The Executive Director & CEO, AIIMS Vijaypur, Jammu", payable at Jammu and legible scanned Hard copy of EMD in a sealed envelope should be submitted along with prequalification documents in the Technical Bid Envelope before the Date of Submission of Bid in the Box kept in the Committee Room of Procurement Section, 5th Floor, Academic Block, AIIMS, Vijaypur, Jammu-184120.
- Signed & scanned copy of the Technical bid "**Annexure-IV.**"
- Signed and scanned copy of duly filled PFMS Form of AIIMS Vijaypur, Jammu, in the format given in **Annexure-X**
- Signed and scanned valid copy of Firm/Company Registration/Incorporation Certificate.
- Signed and scanned copy of GST Registration and proof of latest quarter GST returns filed by the participating Bidder Company.

- Signed and scanned copy of PAN Card in the name of firm/company.
- Signed and scanned copy of CA certificate for Income Tax return of the firm/company for the last three financial years (**i.e. Financial Year- 2021-22, 2022-23 and 2023-24**)
- Legible scanned copies of the CA Certificate for Audited Balance Sheet and Profit & Loss account for any two years of the last five Financial Years (excluding the **COVID-19 period**) duly certified by the Chartered Accountant/Company Secretary must be submitted. The Annual Turnover of the Bidder company for participating in this tender must exceed **Rs. 1.5 Crore**. For this purpose, a scanned copy of the letter duly certified by the Chartered Accountant/Company Secretary, clearly mentioning the above any two of the five FY's Annual Turnover Figures, must be submitted for necessary references by the Bidder.
- List of Name of the Organizations and their contact details where the same nature of Items have been previously supplied by bidder to any INI/Government Hospital/Institute/PSU's/Other reputed Institutions in India in the **Last Three Financial Years (FY 2021-22,2022-23 and 2023-24)** must be submitted. If any Bidder will not submit the list of the above information with respect to the items asked in this Tender enquiry of the requested FYs, their bid is liable for rejection.
- Signed and attested legible scanned copies of at least three Numbers of **Previous Purchase Order Copies** which they have supplied to various reputed INI/Government Hospitals/Institutions/PSU's/Other reputed Hospitals/Institutions in India in the last Three Financial Years in Chronological Order from **FY- 2021-22,2022-23 and 2023-24**) clearly showing the Financial value of PO Amount for Technical bid evaluation purpose.
- Signed & scanned copy of the authorization Letter in the name of the Authorized Person allowed by the Proprietor / Owner to sign the documents on behalf of the owner/proprietor. Scanned copy of Declaration in case of manufacturer or Scanned & Attested copy of current contract/Authorization – between manufacturer and distributor /bidder as the case may be in the format given at **“Annexure-XIII”**. Declaration/authorization from the manufacturer should be submitted for every quoted item /Stationery.
- The stationery should provide conformity to Indian Standards (IS 1848, IS 13892) whichever applicable.
- Only those bidders who qualify for the Technical Bid Stage after evaluation of the above-mentioned Qualification documents, submitted in the Tender Box as per A, B, C & D shall be considered for Technical Evaluation and shall be intimated separately.

NOTE:-

The original copies of first Four documents i.e. Bid Security Form, Undertaking for Acceptance of Terms & Conditions, Criminal Liability undertaking, Integrity pact shall be submitted in physical form in the Tender Box kept in the Committee Room of Procurement Section, 5th Floor, Academic Block, AIIMS, Vijaypur, Jammu-184120 (J&K) India on or before the Closing of the bid submission date, displayed in Tender document in a sealed envelope superscripted as “Technical Bid”.

Note: All above documents shall also be submitted in the Tender Box serially and page numbered legibly. bid with the absence of any document will invite rejection of bid, and no further communication in any form shall be entertained, i.e., the above documents are mandatory for qualification to the next stage of the bid.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

Tender for Rate Contract for Supply & Printing of Stationery Items at AIIMS, VIJAYPUR, JAMMU-184120 (J&K)

(Fill and submit the Financial Bid in the Format of Financial Bid in the format given at "Annexure-V" in "Financial Bid" on Tender Document)

1. Rates for the main item/articles/stationary should be quoted in the given format "**Annexure-V**".
2. All quoted rates should include everything, viz. Freight Charges, Packing Charges, Forwarding & Insurance Charges, Transportation & Octroi up to F.O.R, GST, etc. **Quoted Price means that all such expenses have been taken into account by the Bidder and are included in the Quoted Offered Price.**
3. The supply of items/articles/stationery will be brand new, and the bidder should make it in good condition to the respective stores at their own cost up to F.O.R. to AIIMS Vijaypur. Jammu.
4. The L-1 for each requested item in the Schedule of Requirement at "Annexure-I" will be determined on the item/articles/stationary unit cost.
5. The rates should be quoted in Indian Rupees in figures as well as in words only.
6. For any query related to this tender should be mailed to **email ID of the Officiating Deputy Director (Administration) of AIIMS, Vijaypur, Jammu on email ID: ddaaiimsjammu@gmail.com**

Sd/-
(The Executive Director & CEO)
AIIMS Vijaypur, Jammu

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

GENERAL TERMS AND CONDITIONS

1. Pre-qualified Bidders are required to submit the **samples** of participating items/articles/stationery clearly tagged/marked with their company name, participating Tender Item No. in good packing along with the List of Sample Items submitted on their letterhead to the concerned Stationery store section as directed by AIIMS Vijaypur, Jammu **on or before OPENING OF THE TECHNICAL BID AS PER SCHEDULE OF TENDER DOCUMENT**. Non-submission of samples will form the grounds for non-acceptance of the bid. No separate communication will be sent regarding the submission of samples. Failure to arrange for a sample demonstration on the given date may lead to cancellation of the bid. The bidder shall bear the cost of such sample demonstration. The L-1 approved Supplier's Agencies approved Items Samples will kept at General Store till the validity to Rate Contract + 3 Months period by AIIMS Vijaypur, Jammu if the Technical Bid Evaluation Committee desires and feels for keeping such samples for future references at AIIMS Vijaypur, Jammu.
2. **Selection shall be purely on a quality and sample basis.**

ELIGIBILITY CRITERIA:

- To be eligible, the Manufacturing Company/ Firm/Authorized Dealer/Distributor should fulfil the Eligibility Criteria mentioned in the Technical Qualification Bid Criteria under the **Two Bid System Terms and Conditions** above.
- The bidder should submit an undertaking for acceptance of Terms & Conditions "**Annexure- II**" to the effect that they have the necessary infrastructure to supply the item/articles/stationery as and when required by the indenter.

The tender shall also be rejected if:

1. A firm submits Conditional tender;
2. More than one type of rate is quoted for one product.
3. Requisite documents authentic and legible scanned copies are not submitted.
4. For participating in this tender, the Tenderer is required to submit the Technical Bid and other required documents properly filled, and their legible scanned copies must be submitted in the tender document and the required hard copies, as per the instructions given in NIT above, must be submitted before the closing date of Bid, in a sealed envelope mentioning the tender ID and contact details of the participating firm and dropped in the Tender Box kept in the Committee Room of Procurement Section, 5th Floor, Academic Block, AIIMS, Vijaypur, Jammu-184120 (J & K) India. The bidders are at liberty to be present or may participate offline at the time of various tendering events as per the scheduled dates mentioned in the tender document, subject to their eligibility on various stages of Bid Process Management basis. The bidder should quote only one rate for each item as **Price per unit + Tax in% (if any) + Other applicable Expenses=INCLUSIVE OF ALL (PER UNIT)**. If taxes are not quoted separately, then it will be deemed that the rates quoted are inclusive of all taxes & nothing will be extra payable. Rates quoted should be in words and in figures. No correspondence in this regard will be entertained at a later date.

5. **F.O.R** quoted in the tender will be treated as final for all purposes.

6. Applicability of Anti-Profitteering Rule under GST Act 2017:-

No item should be quoted at a price more than the M.R.P. by any supplier agency to AIIMS Vijaypur, Jammu. The MRP is required to be clearly mentioned on each of the supplied items/it's packaging in their offered pack size. **(IF APPLICABLE)**

7. Fall Clause:

If at any time during the execution of the contract, bidder reduces the sale price or sells or offers to sell item/articles/stationery, as are covered under the contract, to any person/organization including the purchaser or any department of Central Government or any department of AIIMS, Vijaypur, Jammu/PSUs at a price lower than the price chargeable under the contract during the Current Financial Year, he shall forthwith notify The Executive Director & CEO AIIMS, Vijaypur, Jammu.

8. PERFORMANCE SECURITY DEPOSIT:

PERFORMANCE SECURITY DEPOSIT @ 5% of total contract value for 27 Months period):-The successful Bidder will be liable to deposit 5% amount of total contract value on each occasion in favour of "The Executive Director & CEO AIIMS, Vijaypur, Jammu" by way of "Performance Bank Guarantee in the format given at "Annexure-VII. Receipt" from nationalized/Commercial Scheduled Bank, refundable after expiry of the tenders/or after the completion of 51 months or more period against each Purchase Order in case of supply of item/articles/stationery.

9. Supply orders will be placed from time to time during the tenure of the contract, as per actual requirement, in which the exact quantities required on each occasion, together with the date of delivery, shall be specified in the purchase order.

10. No guarantee can be given as to the minimum quantity which will be demanded against this contract, but the supplier will supply such quantity as may be ordered by the Purchase Officer during the tenure of the contract.

11. The Competent Authority of AIIMS, Vijaypur, Jammu or his nominee reserves the right to reject any or all tenders, including the lowest quotation, which does not conform to the specification and other terms and conditions. No correspondence in this regard will be entertained.

12. The Competent Authority of AIIMS, Vijaypur or his nominee reserves the right to invite, at his sole discretion, separate Rate quotations/Inquiries to effect purchase outside this contract in the event of any urgent demand arising in AIIMS Vijaypur, Jammu, where no stock is held or otherwise.

13. DELIVERY OF THE SUPPLIES/STORES:-

Delivery of stores shall be **F.O.R. to AIIMS Vijaypur, Jammu**. The AIIMS Vijaypur, Jammu, is not liable for payments on account of freight/taxes/expenditures, which are to be paid inclusively by the suppliers. The delivery period should not exceed **4 Weeks (i.e. 30 Days), but in an emergency, the delivery period may be reduced to 2 Weeks (i.e. 14 days) as per the discretion of AIIMS, Vijaypur, Jammu Authority and the firm** is bound to supply the items within DOD (Date of delivery) period.

The approved rate contract holders should supply all their ordered items within the Date of the Delivery period as per Supply Order Terms and Conditions. These terms should be strictly adhered to. In case they fail to supply the item within the DOD period, the reminder letter will not be issued in any circumstances, and a penalty will be imposed as detailed in Penalty Clause with Sr.no.14. The item would be arranged either through local purchase or from an open market under the Risk Purchase Clause without any information in this regard. The total amount shall be recovered from the firm's pending dues. If such instances are repeated 3 times, necessary Administrative Action shall be initiated as per AIIMS, Vijaypur, Jammu procedure, which may lead to debarring of the firm for future subsequent tenders (for the period of 3 years).

14. PENALTY ON DELAYED SUPPLY:-

The period of delivery is to be strictly followed by the Supplier Agency as per the time period communicated through the Purchase/Supply Order through e-mail/hard copy/ through speed post. The penalty @ 0.50% per week will be levied on the item's supply order value and deducted from the payment Bill. The maximum penalty will be 10% against the Delayed/Undelivered item/articles/stationery of the value of the Purchase Order.

Supply timings to Supply items/articles/stationary to the General(Stationery Store) of AIIMS Vijaypur, Jammu:

Supplier Agency expected to give prior intimation to "The Store In-charge /Store Officer" (Hospital) Preferred Timing for supplies:

- Timing 09.30 AM to 5.00 PM (on each working day from Monday to Friday) & Timing 9:00 AM to 1:00 PM (on Saturday). (except on Gazetted Holidays)
- For urgent/emergency items, the day and timing shall be decided based on mutual understanding.

15. MARKING:

Each packing shall be marked with the nomenclature of the Forms/Stationery.

16. After the opening of tenders:

No change/alteration, on plea of clerical or typographical error, in rates or other terms in the tender will be permitted under any circumstances. Withdrawal of the complete tender can be allowed, but in such cases, the earnest money deposit shall be forfeited in full. Partial withdrawal (with respect to one or more items quoted) will not be allowed under any circumstances.

17. RATE-REVISION:-

Successful bidders shall not be entitled to any rate-revision of price for any reason except Govt. levies, which become applicable after the finalisation of the rate contract along with adequate documentary proof thereof.

18. INSPECTION OF THE PREMISES:-

The Competent Authority of AIIMS, Vijaypur, Jammu or his nominee reserves the right to inspect the firms participating in the tenders by officers appointed by The Director AIIMS, Vijaypur, Jammu. They can carry out an inspection of the premises to assess the capacity/capability/eligibility of the firm to make supplies on the basis of rate-contract and to ensure that the bidder is following good practices. The decision of the Director shall be final in this regard.

19. INSPECTION OF SUPPLIES:-

Inspection will be done by the duly constituted committee and or authorised representatives in AIIMS, Vijaypur, Jammu premises at the designated place. The Consignee Receipt & Acceptance Certificate will be issued to the supplier Agency by the constituted committee and this needs to be submitted with the payment claim of the supplier agency on each occasion when the Order is placed. Firm debarred by any Govt./Govt. undertaking to participate in the Rate-Contract will not be considered for the award of the Rate-Contract during the period of debarment.

20. DISPUTES AND ARBITRATION:-

All disputes or differences arising during the execution of the contract shall be resolved by the mutual discussion, failing which the matter will be referred to a mutually appointed Arbitrator for Arbitration and settlement of disputes in accordance with the Arbitration & Conciliation Act 1996 or its subsequent amendment whose decision shall be binding on the contracting parties.

21. Non-blacklisting/non-debarring certificate:

The manufacturer shall furnish a non-blacklisting/non-debarring certificate that the firm has not been blacklisted in the past by any government/Private institution. The manufacturer has to give an affidavit on non-judicial stamp paper of **Rs.500/-**duly attested by a notary that there is no vigilance/CBI/ FEMA case pending against the manufacturer and the firm has not been blacklisted/ debarred in the past by any Govt. or Private Organization.

A declaration by the proprietor of the firm, in case the firm is a proprietorship firm, on non-judicial stamp paper worth Rs. 500/-duly attested. An attested copy of the partnership deed duly registered by the Registrar of Firms in the case of the partnership firm. An attested copy of an article of the memorandum with the constitution of the firm and guidelines, in case of the private limited firm, with name, photo & signatures of all Directors.

22. PAYMENTS:

Final Payments will be made only after the completion of the supplies as per terms and conditions and specifications against the respective Tender/Purchase/Supply Order in the designated place of Hospital or Hospital Stores duly approved on satisfactory inspection and acceptance of items/articles/stationary. However part supply and part payment will be allowed as per the terms and conditions given in the supply order.

Each successful supplier agency must submit the required PFMS details with the requested supportive documents, duly signed and with attested copies, in the format in Annexure-X.

1. On Receipt of Delivery at Consignee Site: 100% payment of the Ordered Consumable Items Value shall be paid preferably within one month period on receipt of Ordered Consumable Items at AIIMS, Vijaypur, Jammu (i.e. Consignee) in Good condition and upon the submission of the following documents:-

- Triplicate duly signed and stamped Original copies of supplier's invoice showing TIN No. of the Firm, Contract Agreement Number of AIIMS, Vijaypur, Jammu, PO Number of AIIMS, Vijaypur, Jammu, Ordered Consumable Items description, Quantity Supplied, Approved Unit price, Tax and Total claimed Amount.
- Copy of Delivery Challan of supplied Items,
- Two copies of the packing list identifying the contents of each package supplied by the Supplier Agency.
- Performance Bank Guarantee of 5% of Total bid value from any scheduled Nationalized/Commercial bank valid up to 27 months in favor of "The Executive Director & CEO, AIIMS Vijaypur, Jammu", payable at Jammu. Consignee Receipt and Acceptance Certificate (CRAC) issued by the respective Store Department after Preliminary Inspection of Supplied Items.
- Final Acceptance Certificate in original issued by the authorized Inspection and Final Acceptance Committee of AIIMS, Vijaypur, Jammu, to the Supplier Agency after successful Acceptance of Supply.

23. OTHERS:

Technical Evaluation Committee/Procurement Committee and other committees as constituted by the Competent Authority of AIIMS, Vijaypur, Jammu will decide regarding approval of samples, Rates, and Quantities required to be procured (i.e. increase/decrease in either side as indicated in Annexure-I) for different categories of items as per requirement of AIIMS, Vijaypur, Jammu and conduct the necessary Inspection during receipt of supply. The decision of the Director will be final and binding to all parties. No bidder/or his representative shall bring or attempt to bring any political or other outside influence to bear upon any superior authority or hospital functionaries to further his business interest. In doing so, the tender of the concerned bidder will be rejected without assigning any reason.

24. Exclusive right:

The Competent Authority of AIIMS, Vijaypur, Jammu, has the full and exclusive right to accept or reject, increase or decrease order quantity, any or all the tenders without assigning any reasons and also to cancel the supply at any time without assigning any reason.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

Schedule of Requirement

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1

Dated: 20th SEPTEMBER, 2024**Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120 (J & K)**

The quantities of item/items as per the decision of “The Executive Director & CEO”, AIIMS, Vijaypur, Jammu will be increased/decreased on either side as per the actual requirement of AIIMS, Vijaypur, Jammu during the currency of this Rate Contract. The prospective Tenderers are advised to read carefully the following special terms and conditions required for mandatory compliance as per AIIMS, Vijaypur, Jammu requirement before participation:-

1. The quantities intimated in this Schedule of Requirement approximate the estimated quantities needed to be consumed in the AIIMS, Vijaypur, and Jammu in two years.
2. The Estimated Quantities may vary on either side, i.e. increase or decrease and the decision of the Executive Director & CEO, AIIMS, Vijaypur, Jammu, shall be final and binding to all parties.
3. Each Tenderer will deposit/provide samples of each participating item to be tested for desired quality standards as per norms to the Stationery Stores Department of AIIMS, Vijaypur, Jammu, along with a Sample submission Letter. In case samples are unavailable during the Technical Bid Evaluation as per AIIMS, Vijaypur, Jammu, Bids would be automatically rejected on the grounds of non-submission of the Samples.
4. Each supply / new lot number will be tested for compliance with quality parameters on each occasion during the currency of the Rate Contract. Only on Qualifying the desired Quality Parameters examined and approved by the Technical Expert Committee and nominated by the Executive Director & CEO, the supply will be accepted at AIIMS, Vijaypur, Jammu.
5. Failure of adequate supply within the stipulated supply time period communicated through the Purchase Order to L-1 Tenderer by AIIMS, Vijaypur, Jammu, on two occasions/failure on the quality parameter of supplied item ,will automatically enforce penal action in the form of blacklisting of principal manufacturer/bidder for 5 years and the desired items shall be procured from the open market as per the satisfaction of AIIMS, Vijaypur, Jammu Expert Technical Committee, Nominated by The Executive Director to meet the urgent requirement of the Institute on the cost of the L-1 Rate offered by the Vendor and the same will be recovered from his Outstanding Bills/Performance Security Deposit by AIIMS, Vijaypur, Jammu.
6. Under rare circumstances, some of these items may not be asked for / ordered for less than the annual demand due to unforeseen conditions/changes in technology/changes in work protocols, and the decision of the Competent authority in this regard shall be final and binding to all the parties. AIIMS, Vijaypur, Jammu will not pay any amount to any Tenderer against replacement of item/items, and those Tenderer who do not carry out the replacement intimated by AIIMS, Vijaypur, Jammu in writing well in advance, substandard lot shall be treated as the loss to AIIMS, Vijaypur, Jammu and the amount for substandard quality lot shall be rejected/recovered from the pending Bills/Performance Security Deposit of the Tenderer to indemnify the Institute.

S.NO	Item Name	Specification	Tentative Quantity required
1.	Forms	70 GSM, Paper Size-A4, Single side, single colour printing	20000 pads
2.	Forms	70 GSM, Paper Size-A4, Double side, single colour printing	25000 pads
3.	Forms	100 GSM, Paper Size-A4, Single side, Multi Color printing	250 pads
4.	Forms	100 GSM, Paper Size: A4, White Sheet, Double side, Multi Color printing	200 pads
5.	Forms	90 GSM, Paper Size: A4, White Sheet, Double side, Multi Color printing, 100 pages	200 pads
6.	Forms	150 GSM, Paper Size: Legal, White Sheet, Double side, Multi Color printing	20,000 forms
7.	Letter Head	Letter Head (Excel Bond/Royal Executive bond paper), Paper Size-A4, 100 GSM, Single side, Multi color printing	100 pocket folders (each pocket folder contain 100 sheet)
8.	Logbook	150 GSM , Maplitho paper, folding with inside file clip, Size- 18" x 12", Double side, Single Colour printing	2500 Nos.
9.	Patient case file folder	Patient case file folder for IPD (300 GSM, matt paper, inside lamination & paper clip fixed), Size-20"x12", Double side, Multi color printing	10000 Nos.
10.	Radionuclide Therapy Follow-up booklet (Front page)	Cover pages 100 GSM (22+4), Inner page-75 GSM, Paper Size-A5, Double side, single colour printing	200 booklet of 22+4 pages
11.	Patient attendants pass	Patient attendants pass , 200 GSM card sheet (white),9x6cm with serial number, single side, single colour printing	4000 Nos.
12.	Patient visitor pass	Patient visitor, pass , 200 GSM card sheet (Yellow),9x6cm with serial no., single side, single colour	4000 Nos.
13.	Drug prescription slip	Drug prescription slip-60 GSM, 4.5 x 6", single side, single colour printing	5000 pads
14.	Indent Book	60 GSM - Indent, Book of 200 sheets (set of 1white + 1 colors each), perforation and twin numbering, size-Legal, Single side, single colour	500 Nos.
15.	Attendance Register (Staff)	Attendance Register (Staff) -70 GSM, 120 sheets with hard binding, thread sewing, with page no., size- 8.5" x 13", Double side, single colour printing	150 Nos.
16.	Attendance Register (Students)	70 GSM, Attendance Register (Students) 72+4 pages, cover page-300 GSM matt paper, center pin, with page number, size- 8.5" x 11", double side, single colour printing	100 Nos.
17.	Register – 200 numbered pages, legal size	Register - 200 numbered pages, 70 GSM, with hard bound, thread sewing, size-legal, double side, single colour printing	2550 Nos.
18.	Register - 400 numbered pages, legal size	Register - 400 numbered pages, 70 GSM, with hard bound, thread sewing, size-legal, double side, single colour printing	2000 Nos.
19.	Register - 200 numbered pages, A3 size	Register - 200 numbered pages, 70 GSM, with hard bound, thread sewing size- A3, Double side, Single colour printing	800 Nos.
20.	Register - 400 numbered pages, A3 size	Register - 400 numbered pages, 70 GSM, with hard bound, thread sewing, paper size- A3, Double side, single colour printing	800 Nos.

21.	Register - 200 numbered pages, A4 size	Register - 200 numbered pages, 70 GSM, with hard bound, thread sewing size- A4, Double side, Single colour printing	800 Nos.
22.	Register - 400 numbered pages, A4 size	Register - 400 numbered pages, 70 GSM, with hard bound, thread sewing, paper size- A4, Double side, single colour printing,	800 Nos.
23.	Register- 400 numbered pages, 18 X 12 inches	Register- 400 numbered pages, 90 GSM with hard bound, thread sewing, paper size 18 X 12 inches,double side, colour printing, Landscape	150 Nos.
24.	Register- 400 numbered pages, 18 X 12 inches	Register- 400 numbered pages, 90 GSM with hard bound, thread sewing, paper size 18 X 12 inches, double side, colour printing, Landscape	10 Nos.
25.	Register- 400 numbered pages, 20 X 14 inches	Register- 400 numbered pages, 90 GSM with hard bound, thread sewing, paper size 20 X 14 inches, double side, colour printing, Landscape	50 Nos.
26.	Ruled registers- 400 pages,21x33	Ruled registers- 400 pages, 70 GSM, Stitched & Hard bound, size-21 x 33 cm, double side, single colour printing	1400 Nos.
27.	Ruled registers- 200 pages,21x33	Ruled registers- 200 pages, 70 GSM , Stitched & Hard bound, size-21 x 33 cm, double side, single colour printing	1000 Nos.
28.	Medico Legal Case sheet	Medico Legal Case sheet, self carboned, white paper A3, 60 GSM, set of 9 sheet (3+3+3), size- A3, single side, single colour printing	150 pads
29.	Medical Certificate of cause of death -Form no. -4	Medical Certificate of cause of death -Form no. -4 Self carboned, white sheet, paper size A4, 60 GSM, set of 2 sheet, Single side, single colour printing	110 pads
30.	Death Information – Form no. 2	Death Information – Form no. 2, self carboned, white paper, A4, 60 GSM, set of 2 sheet with perforation,Single side, single colour printing	110 pads
31.	Intimation of MLC	Intimation of MLC -Self carboned, white paper A4, 60 GSM, set of 2 sheet,Single side, single colour printing	150 pads
32.	Intimation of MLC death case	Intimation of MLC death case-Self carboned, white paper A4, 60 GSM, set of 2 sheet, Single side, single colour printing	110 pads
33.	Death Summary Of CFM	Death Summary of CFM-A3 size, White paper, 70 GSM, Double side, single-colour printing	1000 Nos.
34.	ICU Chart	ICU Chart, , Paper Size-A2, 80 GSM, 23”x18”, Single side, single colour	500 Nos.
35.	Lab Entry Register	(1) Size:-8inches X 11.5 Inches, (2) No. of Pages-101 Sheets (pages Nos. 1-100 to be stamped) (To include the definitions as the first page of register) Paper: (1)Cover leaves:-Hardcore binding with cloth / rexim corners with end. (2) Text:- 95 GSM Super sunshine/ ledger paper (light green color) Printing: (1) Cover:1+0 color (2) Text Fabrication: Stitching with good quality hard-case binding on 8 inch side (Landscape) Note: Rows of the table on the left side of the page should be aligned with the rows of the table on the right side.	40 Nos.
36.	Blood Component requisition form	Blood Component requisition forms- A4 size, 90 GSM, white sheet, single side, Coloured, 100 pages	1000 pads
37.	ICU chart (specific)	white sheet, 11 x 13 inch, single side, single color	2000 Nos.
38.	Antenatal card (OBGY)	200 GSM card (color), A4 size, double side, single color printing.	5000 Nos.
39.	Oral polio vaccination card (CFM)	200 GSM card (color), A5 size, double side, single color printing with sl. No.	2000 Nos

40.	White Files	multicolor printing, inner both side pockets, 350GSM, SBS Cardsheet	
41.	Diary	A5 size, 80 GSM (to be customized)	As per requirement
42.	Office file	Single (any) color printing yellow, magenta, blue or green)	As per requirement
43.	Bar Code Roll	Ribbon – 110 mm, 300 mtr Labels – 50 mm x 25 mm x 2 (double)	As per requirement
44.	Mid/End Semester/pre Prof. Examination answer sheet (20 pages)	White paper 70 gsm Size 20.9x26.7 cm	7000 Nos
45.	Practical Exam answer sheet (06 pages)	White paper 70 gsm Size 20.9x26.7 cm	7000 Nos
46.	Continuation/Supplementary sheet (04pages)	White paper 70 gsm Size 20.9x26.7 cm	9500 Nos
47.	Miscellaneous (including the following but not limited to)	<ul style="list-style-type: none"> • Posters, • Flex boards • Banners, • Certificates • Pamphlets • Brochures • Answer Booklet with Barcode • Answer Booklet with OMR • Business/Visiting Card • Flyer • Magazine • Grade Sheet/Mark Sheet • Bill Book • Leaflet • Invite (Envelope) • Invite (Inside) • Sticker (Circular) • Sticker (Rectangular) • Module • Manual • SOPs • Degrees with Variable data 	As per requirement

Note: All Tenderers should quote item/items with following approved standards and shelf life:-

1. Substandard and rejected items must be replaced within 15 days time by the approved Supplier Agency if any such intimation is received from AIIMS, Vijaypur, Jammu, in writing.
2. All the above-mentioned items/articles/stationery are to be customised as per the requirement of the user department and are subject to change and Qty and variety of forms/register may please increase/decrease according to the requirement of the Institute.
- 3.
4. The finish type (matt/glossy) of the paper to be decided by the user department.
5. Each pad of forms should contain 100 forms.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

UNDERTAKING

FOR COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS TENDER DOCUMENT

(To be executed on Rs. 500/-Non-judicial Stamp Paper duly attested by Public Notary)

TENDER ID: AIIMS/JMU/RC/PRINTING STATIONERY ITEMS/2024/1

E-Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120 (J&K)

To

The Executive Director & CEO

AIIMS, Vijaypur, Jammu-184120 (J&K), India

1. I/We, the undersigned, hereby submit my /our tender for the Registration of a firm /company for the supply of items/articles/stationery on a two-year rate contract basis.

2. I/We undertake that once the tender is decided, the Performance Security @ 5% of the Order Value on each Occasion for Ordered Items will be furnished by the undersigned/ Approved Firm within 30 Day time to AIIMS, Vijaypur, Jammu by way of FDR/Performance Bank Guarantee for the Period of 27 months in favour of "The Executive Director & CEO, AIIMS, Vijaypur, Jammu, payable at Jammu and AIIMS, Vijaypur, Jammu will not pay any interest against our Performance Security Deposit.

3. I/We have noted that overwritten entries shall be deleted unless duly cut, re-written, duly signed and sealed (No thumb impression should be affixed).

4. I/ we certify that I/we have gone through and agree to the terms & conditions mentioned herein and undertake to comply with them and supply the Stationery to the Director, AIIMS, and Vijaypur, Jammu, during the validity of this tender & rate contract.

5. The decision of The Executive Director & CEO, AIIMS Vijaypur, Jammu or his nominee as regards the quality and kind of the articles supplied by our firm shall be final and binding on me. In case our supplies are found to be of inferior quality, AIIMS, Vijaypur, Jammu reserves the right to get a replacement free of cost or destroy the same if we fail to replace and if our firm repeats the same mistake three times, will be removed from the list of the vendors at AIIMS, Vijaypur, Jammu and debar our firm for future from AIIMS, Vijaypur, Jammu Tenders participation for three years period. I/we agree that in case of failure to supply the material within the stipulated date of delivery in the Purchase order, AIIMS, Vijaypur, Jammu reserves the right to arrange the same from the market/other source at my/our risk and cost. This will be recovered from our pending bill and even from the performance security deposit already submitted by us.

6. I/ we shall submit the samples of the items quoted as and when required and in case I/ we fail to do so, the Institute can forfeit the earnest money deposited by me/ us, and my/our quotations may not be considered for this tender.

7. The articles shall be of the best quality and of the kind per the institution's requirement. The decision of the Director, AIIMS, Vijaypur, Jammu, India (hereinafter called the said officer) as regards the quality and kind of article

shall be final and binding on me. I/we certify to change any article on being found of inferior quality, it shall be replaced by me/us free of cost within 15 days to prevent inconvenience.

8. I/We undertake to respect the Anti-Profiteering Rule under the GST Act 2017 of Govt. of India. I will mandatorily pass on the benefit due to the reduction in the rate of tax to the AIIMS, Vijaypur, Jammu, by way of commensurate reduction in our prices. And if I/we are found to be a defaulter for following the above-mentioned rule (i.e. passing all the benefits of GST Tax Regime price reductions to AIIMS, Vijaypur, Jammu), the AIIMS, Vijaypur, Jammu have the right to initiate necessary action deemed fit as per GST Act 2017 against our firm.

9. I/ we shall execute an agreement on Non-judicial Stamp paper of Rs.500/- (Rupees Five Hundred only) in case my/our tender is accepted and an agreement will be executed by me within 15 days of the intimation of acceptance of Rates for the tender failing which, my/ our EMD Security Deposit will be forfeited and firm's name will be removed from the list of vendors at the AIIMS, Vijaypur, Jammu.

10. The undersigned certifies that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection to any of the content of the tender document, and I undertake not to submit any complaint/ representation against the tender document after the submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of the tender.

11. I/We undersigned hereby bind myself/ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES. VIJAYPUR, JAMMU-184120 (J&K) INDIA to supply the approved awarded items in the approved prices to AIIMS Vijaypur, Jammu, during the Rate Contract period under this contract.

12. I/We hereby undertake to supply the items during the validity of the tender as per directions given in the supply order within the stipulated period. If I/We fail to supply the stores in the stipulated period, AIIMS, Vijaypur, Jammu, has full power to compound or forfeit the Performance Security deposit.

13. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the tendering firm or manufacturer.

14. I/We undertake that the rates quoted by me when approved and selected by the Director, AIIMS, Vijaypur, Jammu, will be valid for **two years from the date of approval of the rate contract in the format given in Annexure-IX** or till extended as mutually agreed upon similar terms and conditions. I undertake to supply the item/articles/stationery within 30 days.

15. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.

16. I/We undertake that the items supplied are as per the sample/catalogue/technical literature description.

17. I/We undertake that the quoted rates are not higher than those approved by any other Government institutions in India for the same items during the current financial year.

18. An affidavit regarding No CBI inquiry/FEMA/Criminal proceeding/Black listing is pending or going on against the manufacturer/Bidder firm is also enclosed. I undertake that I will not submit any irrelevant documents with the tender, and in doing so, I will not have any objection if my tender is rejected on that ground.

19. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other INIs/Govt. of India/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the stores at prices and rates that do not exceed those mentioned in the price bid.

20. I/we also declare that in case of a change of Indian Agent or for any other change, dissolution solvency, etc., in the organization, we would take care of the smooth supplies and have provided written confirmation for the same.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

Affirmation

I/We pledge and solemnly affirm that the information submitted in the Tender Bid documents is true to the best of my/our knowledge and belief. I/We further pledge and solemnly affirm that nothing has been concealed by me/us, and if anything adverse comes to the notice of the purchaser during the validity of the Rate Contract period on approved items awarded to us for supply to AIIMS, Vijaypur, Jammu against this Tender Enquiry, the Executive Director & CEO, All India Institute of Medical Sciences, Vijaypur, Jammu (India) will have full authority to take appropriate action deemed fit against our firm.

I/We hereby declare that our quoted prices against this Tender Enquiry are not higher than prices offered by us to any other INIs/Govt. Institutions/Other Institutions as per prevailing market prices, and we are liable for passing all the benefits of GST in terms of cost reduction on account of various tax factors to AIIMS, Vijaypur, Jammu, as per the provisions of GST Act 2017. If any time AIIMS, Vijaypur, Jammu gets the information that we have supplied items at higher prices in comparison to other institutes on the basis of prevailing applicable prices; we are undertaking that we are liable for refunding and depositing back such difference amount to AIIMS, Vijaypur, Jammu from our side without any question.

We also undertake that the Department of Commerce or Ministry/any other Department has not debarred/blacklisted our firm as to the best of our knowledge. If any such debarment/blacklisting comes to the notice of AIIMS, Vijaypur, Jammu. Authorities during the execution of Supplies against this Tender Enquiry, AIIMS, Vijaypur, Jammu, have the right to reject our proposal and take appropriate action as deemed fit against our firm as per prevailing applicable Rules & Regulations.

Signature of Bidder (Name of Bidder)

With seal of firm
Place.....
Date.../...../.....

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

CRIMINAL LIABILITY UNDERTAKING

(To be executed on Rs.500/-Non-judicial Stamp Paper duly attested by Public Notary)

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024
Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120

I.....S/o.....
Resident of.....
.....Do

solemnly pledge and affirm: -

1. That I am the proprietor / partner / authorized signatory of

M/s.
That my firm has not been declared defaulter by any Govt. Agency and that NO case of any nature, i.e. CBI/FEMA/Criminal/Income Tax/GST Blacklisting, is pending against my firm.

Name & Signature

Seal of the participating Bidder Company

Affirmation/Verification

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024
Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120

TECHNICAL BID DOCUMENTS

(MANDATORY DOCUMENTS NEED TO BE SUBMITTED IN TENDER BOX)

(Submitted in Tender Box duly Signed, Stamped and scanned copy of following Technical Bid Documents including Pre Qualification Check List in Technical Bid Document of Tendering Solution)

S. NO.	NAME OF DOCUMENT'S LEGIBLE SCANNED COPIES REQUIRED TO BE SUBMITTED*	YES	NO	Remarks
(1)	Hard copies of documents to be submitted on or before closing the bid: (Absence of the any documents tender may be rejected). Serial Number of submitted documents should be in sequence as mentioned below-			
A	Bid Security Form annexed at Annexure - XII			
B	Original copy of Undertaking for acceptance of all Terms & Conditions mentioned in this E-Tender on Non Judicial Stamp Paper worth of Rs. 500/- as per Annexure-II duly notarized.			
C	Original copy of Undertaking for Criminal Liability on Non Judicial Stamp Paper worth of Rs. 500/- as per Annexure-III , duly attested by notary public.			
D	Original copy of Integrity Pact on Non Judicial Stamp Paper worth of ₹ 500/- as per Format given at Annexure-IX			
E	Hard/Scanned copies of documents to be submitted on or before closing date as per tendering in the Sealed Envelope super scribing "Technical Bid" with Tender ID or its Scanned copy must submitted in "Technical Bid" as below: Copies of Technical Literature/Catalogues for each item quoted duly put code number (if any) of items as per tender item list given in Schedule of Requirement (Annexure-I) on each catalogue/literature document must submitted in the Technical Bid Envelope/submit in technical Bid in the tender box. Non submission may lead to non-consideration of the bid for that item.			
(2)	Technical Bid Documents needs to be submitted on tender box "Technical Bid Document" by the Bidder:			
I	The scanned copies of the above said documents (A, B, C& D) shall also be submitted along with the offline tender document in the Tender Box of AIIMS Vijaypur, Jammu			
II	Signed and scanned copy of valid Company Registration/Incorporation.			

III	Signed and scanned photocopy of proof of latest Quarter GST returns filed by the participating company.			
IV	Signed and scanned copy of PAN Card of the firm/company.			
V	Signed and scanned copy of CA Certificate of Income Tax return of the firm/company for the last financial years (i.e. for Assessment Financial Year- 2021-22, 2022-23 and 2023-24).			
VI	Legible scanned copies of CA certificate of Audited Balance Sheet and Profit & Loss Account for any two years in last five (05) Financial Years (excluding COVID-19 period) duly certified by the Chartered Accountant/Company Secretary must require to be submitted. The Annual Turnover of the Bidder company for participating in this tender must be Rs. 1.5 Crore . For this purpose a scanned copy of Letter duly certified by the Chartered Accountant/Company Secretary for clearly mentioning any two of five FY's Annual Turnover Figures must submit for necessary references by the Bidder.			
VII	List of Name of the Organizations and their contact details where the same nature Items previously supplied by him as asked in Schedule of Requirement in Annexure-I against this tender Enquiry by any interested bidder for Bidding items to any INIs/Government Hospital/Institute/PSU's/Other reputed Institutions in India in Last Three Financial Years (i.e. 2020-21, 2021-22 and 2022-23) must require to be submit. If any Bidder will not submit the requested List of above requested information in respect of Items asked in this E-Tender enquiry of the requested FYs, there bid is liable for rejection.			
VIII	Signed and attested legible scanned copies of at least three Numbers of Previous Purchase Order Copies supplied to various reputed INI/Government Hospitals/Institutions/ PSU's/Other reputed Hospitals/Institutions in India in last Three Financial Years in Chronological Order from FY- 2020-21, 2021-22 and 2022-23 clearly showing the Financial value of PO Amount for Technical bid evaluation purpose.			
IX.	Signed & scanned copy of the authorization Letter in the name of Authorized Person allowed by Proprietor / Owner to sign the documents in case the owner/proprietor is not signing the tender document.			
X.	Signed and scanned copy of duly filled PFMS Form of AIIMS, Vijaypur, Jammu in the format given at Annexure-X			
XI.	Signed and Scanned Check list of Technical Bid required documents as per Annexure-4 must submit in the respective Technical Bid Document in the Tender Box of AIIMS, Vijaypur, Jammu by the Bidder.			
XII	Signed & Legible scanned copy of the Technical bid " Annexure-IV "			
	If the any of the above all desired document's from (1) A, B, C &D, 1,2,3,4,5,6,7,8,9,10,11,12,13 and 14 legible scanned copies has not been submitted by the any participating Bidder, his bid will be liable for rejection.			

Name & Signature Seal of the participating Bidder Company with Date

***Note : (✓) in applicable column. [For office use only]**

Bid is Accepted/Rejected.....

Signature ----- With name & Date

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024
 Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120

FINANCIAL BID

(Submitted duly Signed, Stamped and scanned copy of Financial Bid in the Financial Bid in the Tender Box)

1. The quantities mentioned below in this tender against each item are only indicative/tentative in nature.
2. It is being rated contract Purchase orders will be placed in piecemeal as per time-to-time requirement

Sl. No.	Item Name	Specification	Print	Estimated Qty.	Price	GST %	GST Amt.	Price Including GST (F+H=I)	Total Price inclusive of all on F.O.R. destination basis (in Rs.) (E x I=J)	Printing Colour	Binding Type
A	B	C	D	E	F	G	H	I	J	K	L
1.	Forms	70 GSM, Paper Size-A4, Single side, single colour printing	Single side	20000 pads						Single	Pad of 100 sheets
2.	Forms	70 GSM, Paper Size-A4, Double side, single colour printing	Double side	25000 pads						Single	
3.	Forms	100 GSM, Paper Size-A4, Single side, Multi Color printing	Single side	250 pads						Multi	

4.	Forms	100 GSM, Paper Size: A4, White Sheet, Double side, Multi Color printing	Double side	200 pads						Multi	
5.	Forms	90 GSM, Paper Size: A4, White Sheet, Double side, Multi Color printing, 100 pages	Double side	200 pads						Multi	200 pads
6.	Forms	150 GSM, Paper Size: Legal, White Sheet, Double side, Multi Color printing	Double side	20,000 forms						Multi	20,000 forms
7.	Letter Head	Letter Head (Excel Bond/Royal Executive bond paper) , Paper Size-A4, 100 GSM, Single side, Multi color printing	Single side	100 pocket folder (each pocket folder contain 100 sheet)						Multi	Packet folder of 100 sheets
8.	Log Book	150 GSM Maplitho paper, folding with inside file clip, Size- 18" x 12", Double side, Single Colour printing	Double side	2500 Nos.						Single	Nos.
9.	Patient case file folder	Patient case file folder for IPD (300 GSM, matt paper, inside lamination & paper clip fixed), Size-20"x12", Double side, Multi color printing	Double side	10000 Nos.						Multi	Nos.
10.	Radionuclide Therapy Follow-up booklet (Front page)	Cover pages 100 GSM (22+4), Inner page-75 GSM, Paper Size-A5, Double side, single colour printing	Double side	200 booklet of 22+4 pages						Single	Booklet of 22+4 pages
11.	Patient attendants pass	Patient attendants pass , 200 GSM card sheet (white),9x6cm with serial number, single side, single colour printing	Single side	4000 Nos.						Single	Nos.
12.	Patient visitor pass	Patient visitor, pass , 200 GSM card sheet (Yellow),9x6cm with serial no., single side, single colour	Single side	4000 Nos.						Single	Nos.

13.	Drug prescription slip	Drug prescription slip-60 GSM, 4.5 x 6", single side, single colour printing	Single side	5000 pads						Single	Pad of 100 sheets
14.	Indent Book	60 GSM - Indent, Book of 200 sheets (set of 1 white + 1 colors each), perforation and twin numbering, size-Legal, Single side, single colour	Single side	500 Nos.						Single	Nos.
15.	Attendance Register (Staff)	Attendance Register (Staff) - 70 GSM, 120 sheets with hard binding, thread sewing, with page no., size- 8.5" x 13", Double side, single colour printing	Double side	150 Nos.						Single	Nos.
16.	Attendance Register (Students)	70 GSM, Attendance Register (Students) 72+4 pages, cover page-300 GSM matt paper, center pin, with page number, size- 8.5" x 11", double side, single colour printing	Double side	100 Nos.						Single	Nos.
17.	Register - 200 numbered pages, legal size	Register - 200 numbered pages, 70 GSM, with hard bound, thread sewing, size- legal, double side, single colour printing	Double side	2550 Nos.						Single	Nos.
18.	Register - 400 numbered pages, legal size	Register - 400 numbered pages, 70 GSM, with hard bound, thread sewing, size- legal, double side, single colour printing	Double side	2000 Nos.						Single	Nos.
19.	Register - 200 numbered pages, A3 size	Register - 200 numbered pages, 70 GSM, with hard bound, thread sewing size- A3, Double side, Single colour printing	Double side	800 Nos.						Single	Nos.

20.	Register - 400 numbered pages, A3 size	Register - 400 numbered pages, 70 GSM, with hard bound, thread sewing, paper size- A3, Double side, single colour printing	Double side	800 Nos.						Single	Nos.
21.	Register - 200 numbered pages, A4 size	Register - 200 numbered pages, 70 GSM, with hard bound, thread sewing size- A4, Double side, Single colour printing	Double side	800 Nos.						Single	Nos.
22.	Register - 400 numbered pages, A4 size	Register - 400 numbered pages, 70 GSM, with hard bound, thread sewing, paper size- A4, Double side, single colour printing	Double side	800 Nos.						Single	Nos.
23.	Register- 400 numbered pages, 18 X 12 inches	Register- 400 numbered pages, 90 GSM with hard bound, thread sewing, paper size 18 X 12 inches, double side, colour printing, Landscape	Double side	150 Nos.						Double	150 Nos.
24.	Register- 400 numbered pages, 18 X 12 inches	Register- 400 numbered pages, 90 GSM with hard bound, thread sewing, paper size 18 X 12 inches, double side, colour printing, Landscape	Double Side	10 Nos.						Double	10 Nos.
25.	Register- 400 numbered pages, 20 X 14 inches	Register- 400 numbered pages, 90 GSM with hard bound, thread sewing, paper size 20 X 14 inches, double side, colour printing, Landscape	Double Side	50 Nos.						Double	50 Nos.

26.	Ruled registers- 400 pages, 70 GSM, Stitched & Hard bound, size-21 x 33 cm, double side, single colour printing	Double side	1400 Nos.							Single	Nos.
27.	Ruled registers- 200 pages, 70 GSM, Stitched & Hard bound, size-21 x 33 cm, double side, single colour printing	Double side	1000 Nos.							Single	Nos.
28.	Medico Legal Case sheet, self carboned, white paper A4, 60 GSM, set of 9 sheet(3+3+3), size-A4, single side, single colour printing	single side	150 pads							Single	Pad of 100 sheets
29.	Medical Certificate of cause of death -Form no. -4 Self carboned, white sheet, paper size A4, 60 GSM, set of 2 sheet, Single side, single colour printing	Single side	110 pads							Single	Pad of 100 sheets

30.	Death Information – Form no. 2	Death Information – Form no. 2, self carboned, white paper, A4, 60 GSM, set of 2 sheet with perforation, Single side, single colour printing	Single side	110 pads						Multi color	Pad of 100 sheets
31.	Intimation of MLC	Intimation of MLC -Self carboned, white paper A4, 60 GSM, set of 2 sheet, Single side, single colour printing	Single side	150 pads						Single	Pad of 100 sheets
32.	Intimation of MLC death case	Intimation of MLC death case-Self carboned, white paper A4, 60 GSM, set of 2 sheet, Single side, single colour printing	Single side	110 pads						Single	Pad of 100 sheets
33.	Death Summary Of CFM	Death Summary of CFM-A3 size, White paper, 70 GSM, Double side, single colour printing	Double side	1000 Nos.							
34.	ICU Chart	ICU Chart, , Paper Size-A2, 80 GSM, 23"x18", Single side, single colour	Single side	500 Nos.						Single	Nos.
35.	Lab Entry Register	(1) Size:-8inches X 11.5 Inches, (2) No. of Pages-101 Sheets (pages Nos. 1-100 to be stamped) (To include the definitions as the first page of register) Paper: (1) Cover leaves:-Hardcore binding with cloth / rexim corners with end. (2) Text:-95 GSM Super sunshine/ ledger paper (light green color) Printing: (1) Cover:1+0 color (2) Text Fabrication: Stitching with good quality hard-case binding on 8 inch side (Landscape) Note: Rows of the table on the left	Single side	40 Nos.						Single	Nos.

		side of the page should be aligned with the rows of the table on the right side.									
36.	Blood Component Requisition form	Blood Component requisition forms- A4 size, 90 GSM, white sheet, single side, Coloured, 100 pages	Double side	1000 pads							Pads
37.	ICU chart (specific)	white sheet, 11 x 13 inch, single side, single color	Single side	2000 nos'							Nos.
38.	Antenatal card (OBGY)	200 GSM card (color), A4 size, double side, single color printing.	Double side	5000 nos'							Nos.
39.	Oral polio vaccination card (CFM)	200 GSM card (color), A5 size, double side, single color printing with sl. No.	Double side	2000 nos'							Nos
40.	White Files	multicolor printing, inner both side pockets, 350GSM, SBS Cardsheet		As per requirement							Nos
41.	Diary	A5 size (to be customized)		As per requirement							Nos
42.	Office file	Single (any) color printing yellow, magenta, blue or green)		As per requirement							Nos
43.	Bar Code Roll	Ribbon – 110 mm, 300 mtr Labels – 50 mm x 25 mm x 2 (double)		As per requirement							Nos
44.	Mid/End Semester/pre Prof. Examination answer sheet (20 pages)	White paper 70 gsm Size 20.9x26.7 cm		7000							Nos
45.	Practical Exam answer sheet (06 pages)	White paper 70 gsm Size 20.9x26.7 cm		7000							Nos

46.	Continuation/Supplementary sheet (04pages)	White paper 70 gsm Size 20.9x26.7 cm		9500							Nos
47.	Miscellaneous (including the following but not limited to)	<ul style="list-style-type: none"> • Posters, • Flex boards • Banners, • Certificates • Pamphlets • Brochures • Answer Booklet with Barcode • Answer Booklet with OMR • Business/Visiting Card • Flyer • Magazine • Grade Sheet/Mark Sheet • Bill Book • Leaflet • Invite (Envelope) • Invite (Inside) • Sticker (Circular) • Sticker (Rectangular) • Module • Manual • SOPs • Degrees with Variable data 		As per requirement							Nos

All quoted unit rates should be inclusive of everything viz. Freight Charges, Packing Charges, Forwarding & Insurance Charges, Transportation & Octroi up to FOR, GST etc. Quoted Price means that all such expenses have been taken into account by the Bidder and are included in the Quoted Offered Price.

1. The Bidder will quote firm rates inclusive of all Taxes & expenditures up to F.O.R. to AIIMS, Vijaypur, Jammu basis.
2. L1 will be decided on each Item-wise Unit Rate inclusive of all bases.
3. Please read and understand all terms and conditions of this tender before applying carefully.
4. Qty and variety of forms/register may please increase/decrease according to the requirement of the Institute.

Name(s) & Signature of Authorized person of the Bidder Company with seal Name of the Firm Date...../...../.....

Place.....

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120

TERMS & CONDITIONS OF SUPPLY ORDER'S

1. The store should be supplied strictly per the supply order and the approved specifications/samples.
2. The supply should be made between 9.30 am to 5.00 pm on any of the working days (**Monday – Friday**) and 9.30 am to 1.00 pm on (**Saturday**). Part supply will be entertained only in exceptional cases with prior approval of the competent authority. However, in case, due to any reason, part supply has been made, the payment will be made only after the completion of the complete supply.
3. Supplier must ensure that every challan is to be submitted in the concerned store along with the supplies. The number and date of delivery challan must be indicated on the bill.
4. Triplicate bills duly, receipted on appropriate revenue stamp affixed, be submitted in the name of the Executive Director CEO, AIIMS, Vijaypur, Jammu, in respective stores.
5. The bill should be in printed form, having printed bill number, GST/TIN Number, as well as D.L. No. (Where applicable) and AIIMS, Vijaypur, Jammu GST No. is also needed to be clearly Printed on your Invoice presented for Payment for compliance of GST Act 2017.
6. The Executive Director & CEO, All India Institute of Medical Sciences, Vijaypur (India) reserves the right to extend the delivery period subject to the imposition of a penalty of 0.50% per week for delayed supply subject to a deduction of a maximum of 10% LD/Penalty of the value of delayed items as per order as per Penalty Clause given in General Terms and Condition Section.
7. All rejected items/stationery shall be at the risk of the supplier and must be removed immediately within 15 Days of receiving written intimation from AIIMS, Vijaypur, Jammu.
8. In case it is a computer-generated bill, it must have the seal of the firm affixed on it.

Yours faithfully,

Name(s) & Signature of Authorized person of the Bidder Company with seal

Name of the Firm, Date.../...../.....,

Place.....

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1

Dated: 20th SEPTEMBER, 2024

Annexure-VII

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024

Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120

PERFORMANCE SECURITY BANK GUARANTEE FORMAT

**To,
Executive Director & CEO
All India Institute of Medical Sciences
Vijaypur, Jammu-184120 (J&K)**

WHEREAS _____(Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no _____dated: __/__/____to supply (Equipment/Stores and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee from the nationalized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of. (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 15 (fifteen) months from the date of satisfactory installation of the Equipment/Stores in the User Department at AIIMS Vijaypur, Jammu i.e. up to ----- (indicate date).

(Signature with date of the authorized officer of the Bank)
Name and designation of the
officer Seal, name & address of the Bank and address of
the issuing Branch, including Telephone No. & Email ID

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024
Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120

ANNUAL RATE CONTRACT AGREEMENT FORMAT

(Form for Entering into Rate Contract with the Qualified Tenderer on Non-Judicial Stamp Paper worth of Rs. 500/- Notarized)

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024

Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120

This agreement is made at Vijaypur on/...../..... between The Executive Director & All India Institute of Medical Sciences (AIIMS) Vijaypur, Jammu-184120 (J&k) India (hereinafter called ‘Client’ which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the First Part.

AND

M/s..... (herein after called the ‘Agency’ which expression unless repugnant to the context shall mean and include its successors- interest assigns etc.) of the Second Part.

WHEREAS the ‘Client’ is desirous to engage the ‘Agency’ for Supply of approved in response to Purchaser’s Tender ID No.....and subsequent Amendment/Corrigendum/NOA (if any issued) to AIIMS, Vijaypur, Jammu as per the terms and conditions stated below: -

Brief particulars of the Consumable/Stores/Goods/Items, which rates are approved and accepted by the AIIMS Vijaypur, Jammu (First Party) and shall be supplied/ provided by the supplier Agency (Second Party) is asunder:

Brief particulars of the item/articles/stationery and services which shall be supplied/ provided by the supplier are as under:

Tender Item No.	Item Name	Specification	Unit Name	Unit Price	GST	Unit Price With GST E+F=G
A	B	C	D	E	F	G

Any other additional services (if applicable) and cost thereof: Total value (in figure).....
(In words)

1. The Rate Quoted by Supplier Agency (Second Party) and accepted and approved by AIIMS, Vijaypur, Jammu (First Party) for above said Items/Stationery/Articles shall remain valid for period for Two years, extendable for the further period of two years on mutually agreed similar terms and conditions. No claim of the Second Party for an increase of the rates of the above-mentioned items during the currency of this Rate Contract shall be entertained by the First Party.
2. The Second Party is liable and ensures that the supplied Items/Stationery/Articles are brand new and supplied in good condition to the respective stores by the bidder, whether imported or indigenous items at their own cost & risk up to F.O.R. at AIIMS Vijaypur, Jammu. The Second Party should arrange a replacement of damaged, substandard items free of cost to AIIMS Vijaypur, Jammu, on an immediate basis.
3. The Second Party shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ies without the prior written consent of the First Party (The Executive Director, AIIMS Vijaypur, Jammu). If it is found that the firm has given a sub-contract to another Agency, the contract shall stand cancelled & the performance security deposit of the Second Party shall be forfeited by the First Party.
4. The First Party shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the Second Party in the course of their performing the duties to this office in connection with the purchase order/supply order for supplying/installation/commissioning of ordered Stationery/Items/Articles at AIIMS Vijaypur, Jammu.
5. The Second Party will not request to First Party for an increase in quoted price and change in quality of the product during the validity of the Rate Contract period.
6. Fall Clause: If at any time during the execution and currency of this Rate Contract, the Second Party or his Manufacture/Distributor/Dealer 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 Vijaypur, Jammu Hospital/PSUs at a price lower than the price chargeable under the contract during the Current Financial Year, the Second Party shall forthwith notify First Party (i.e. The Executive Director, AIIMS Vijaypur, Jammu), and the necessary difference amount about such reduction or sale or offer of sale to the purchaser (First Party) 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 First Party by the Bidder or First Party will deduct the difference Amount from the pending bills/Performance Security Deposit to recover the loss to the Government.
7. Inspection of Supplies: -Inspection of Items supplied by the Second Party will be done by the duly constituted committee nominated on behalf of the First Party by the Director, AIIMS Vijaypur, Jammu and or his authorized representatives in AIIMS Vijaypur, Jammu premises at designated place as per applicable Terms & Condition of this e-Tender.
8. Payments: - The First Party will make Payments to the Second Party only after the completion of the supplies as per terms and conditions and specifications against the respective e-Tender/Purchase/Supply Order in the designated place of Hospital or Stationery Stores duly approved on satisfactory inspection, acceptance in good condition against the pre- receipted bills in triplicate along with authentic delivery challans, NEFT/RTGS Details etc. The GST and any other Taxes of Statutory bodies should include in the Payment Claim Bill of the Supplier Agency, and the Agency will solely liable for necessary Tax Deposition to the concerned Statutory Department as per applicable

rules and AIIMS, Vijaypur, Jammu will release Claim Payment after, due deduction of applicable TDS on prevailing Tax rules and LD (if any) to Supplier Agency after satisfactory acceptance of supplied Items/Articles/Stationery preferably through NEFT/RTGS.

9. Law Governing the Contract and Jurisdiction: -The contract Governed under Contract Act 1872 and instructions thereon from the government of India. The Court of Samba/Jammu shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.
10. Performance Security, Deposit: -The successful Bidder, will be asked to deposit 5% of the Total Contract Value on each occasion in favor of “The Executive Director, AIIMS, Vijaypur, Jammu” in the form of FDR/BG from nationalized/Commercial Bank. If the Bidder is interested in depositing Performance Security in the form of a Bank Guarantee, it will be refundable after receipt of acceptance of the quality certificate and/or Consumption Certificate of the supplies from the User Department Head to the Vendor without paying any interest on the deposited amount by AIIMS, Vijaypur, Jammu. The Performance Security Deposit Instrument shall be valid for minimum period of 27 months or more. The performance Security shall be forfeit in case of contraventions of any of the terms and conditions of the tender contract.
11. Exclusive right to First Party (The Director, AIIMS, Vijaypur, Jammu, India). The Director, AIIMS, Vijaypur, Jammu, India, has the full and exclusive right to accept or reject, increase or decrease order quantity or cancel the supply at any time without assigning any reason during the currency of this Rate Contract Period.
12. THIS AGREEMENT will take effect from the Day of..... Two Thousand and shall be valid for **two years** and shall be extended for further period of 02 years on yearly basis on mutually agreed similar terms and conditions.

<p>Signature of the authorized Official</p> <p>Name of the Official _____</p> <p>Stamp / Seal of the 'Agency' SIGNED, SEALED AND DELIVERED</p> <p>By the Said _____</p> <p>Name on behalf of the 'Agency' in presence of _____</p> <p>Witness 1: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>Witness2: _____</p> <p>Name: _____</p> <p>Address: _____</p>	<p>For and on behalf of the “The Executive Director, AIIMS, Vijaypur, Jammu”</p> <p>Signature of the authorized Officer Name _____</p> <p>of the Officer _____</p> <p>By the said _____</p> <p>_____ Name on behalf of the “The Executive Director & CEO, AIIMS Vijaypur, Jammu” in presence of _____</p> <p>Witness1: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>Witness2: _____</p> <p>Name: _____</p> <p>Address: _____</p>
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ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024

Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120

PRE-CONTRACT INTEGRITY PACT

(Form for Integrity Pact on Non-Judicial Stamp Paper worth of ₹ 500/- need to be printed and submitted by the Interested Bidder Company along with their Pre-Qualification Documents and its scanned copy is needed to be submitted in the Pre- Qualification Document in the tender box)

General information regarding Pre-Bid Pre-Contract Agreement (i.e. Integrity Pact):

This pre-bid pre-contract Agreement (here in after called the Integrity Pact) is made on day of the month of 20...., between, on one hand, the Executive Director @ CEO, ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) Vijaypur, Jammu, India (hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Party

and
M/s.....

Represented
by.....

...

M/sDesignation..... (herein after called the "BIDDER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Party.

WHEREAS the BUYER proposes to Procure Stationery items under Rate Contract at All India Institute of Medical Sciences Vijaypur, Jammu and the BIDDER is willing to offer/has offered the same and

WHEREAS the BIDDER is a Private Company/Public Company/Government Undertaking/PSU/Partnership Firm, constituted in accordance with the relevant law in the matter and the BUYER (i.e. AIIMS, Vijaypur, Jammu) is an Autonomous Institute under Ministry of Health & Family and Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY) performing its functions in Healthcare.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the BUYER to finalize a Bidder Company for supply of requested Items at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDER to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures:

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Commitments of the BUYER :

The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by the BUYER, the proceedings under the contract would not be stalled.

Commitments of BIDDER:

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or dis favour to any person in relation to the contract or any other contract with the Government. BIDDER shall disclose the name and address of agents and representatives in India.

BIDDER shall disclose the payments to be made by them to agents / brokers or any other intermediary, in connection with this bid/contract.

The BIDDER further confirms and declares to the BUYER that the BIDDER has not engaged any individual or firm or company, whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

The BIDDER, either while presenting the bid or, during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

The BIDDER shall not use improperly, for the purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above. If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest / stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term "relative" for this purpose would be as defined in Section 6 of the Companies Act 1956.

The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

Previous Transgression:-

The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Security Deposit in the Contract that the provisions of Sanctions for violation shall be applicable for forfeiture of Performance Security Deposit in case of a decision by the BUYER to the forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

No interest shall be payable by the BUYER to the BIDDER on Earnest Money Deposit/Performance Security Deposit for the period of its currency.

Sanctions for Violations:-

Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

Forfeiture of the Security Bid Bond (in pre-contract stage) and/or Performance Security Bond (after the contract is signed) stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason thereof.

To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

To encash the advance bank guarantee and performance bond/ warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

To debar the bidder from participating in future bidding processes of the Government of India for minimum period of five years, which may be further extended at the discretion of the BUYER.

To recover all sums paid in violation of this pact ,by BIDDER(s) to any middleman or agent or broker with a view to obtaining the contract.

In cases where irrevocable Letters of Credit have been received in respect of any contract signed by BUYER with the BIDDER, the same shall not be opened. Forfeiture of Performance Security Deposit in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

The BUYER will be entitled to take all or any of the actions of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

Applicability of Fall Clause:

If at any time during the execution of the contract, the Contractor/Manufacture/Distributor/Dealer reduces the sale price or sells or offers to sell such stationery 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 Vijaypur, Jammu Hospital/PSUs at a price lower than the price chargeable under the contract during the Current Financial Year, he (Bidder) shall forthwith notify Director, AIIMS, Vijaypur, Jammu (Buyer). 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 stationery 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 Vijaypur, Jammu by the Bidder or AIIMS Vijaypur, Jammu (Buyer) will deduct from the pending bills/Performance Security Deposit to recover the loss to the Government.

Facilitation of Investigation:

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination

Law and Place of Jurisdiction:

The laws of the Government of India shall govern this contract. The Court of Samba/Jammu shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

The courts at Vijaypur, Jammu District will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other than Vijaypur, Jammu District court shall have jurisdiction in the matter.

Other Legal Actions: -

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the existing law in force, relating to any civil or criminal proceedings.

<p>Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions. The parties hereby sign this Integrity Pact at on: or and on behalf of the Bidder</p> <p>Signature of the authorized Official</p> <p>Name of the Official</p> <p>Designation of the Official</p> <p>Stamp / Seal of the Bidder</p> <p>SIGNED, SEALED AND DELIVERED on behalf of the Bidder in presence of</p> <p>Witness1:</p> <p>Name:</p> <p>Address:</p> <p>Witness2: Name:</p> <p>Address:</p>	<p>For and on behalf of the Buyer</p> <p>-Sd-</p> <p>For and on behalf of the “The Executive ED & CEO AIIMS, Vijaypur, Jammu</p>
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Validity: -

The validity of this Integrity Pact shall be from date of its signing and extend up to two years or the complete execution of the Rate Contract Agreement to the satisfaction of both the BUYER and the BIDDER/Seller. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the Signing of the Contract Agreement with successful Bidder.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024
Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120

VENDOR PFMS REGISTRATION FORM

S. No.	Head Name	Details
1.	Vendor Name	
2.	Father/Husband/Owner Name	
4.	PAN Number (a copy of PAN Card in the name of Firm must enclose)	
5.	Aadhaar Number	
6.	TAN Number	
7.	GST	
8.	Service Tax No.	
9.	Address 1	
10.	Address 2	
11.	Address 3	
12.	City	
13.	State	
14.	Country	
15.	District/Tehsil	
16.	Pin Code	
17.	Mobile No.	
18.	Phone No.	
19.	Email ID	

20.	Bank Name	
21.	IFSC Code	
22.	Account Number (a cancelled Cheque copy must enclose)	

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024

Annexure-XI

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1 Dated: 20th SEPTEMBER, 2024

Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120

GOVERNMENT OF INDIA AND GOVERNMENT

Form GST REG-06 Certificate of Provisional Registration

1.	GSTIN	01AAAGA2469J1ZS
2.	PAN	AAAGA2469J
3.	Legal Name	ALL INDIA INSTITUTE OF MEDICAL SCIENCES VIJAYPUR
4.	Trade Name	ALL INDIA INSTITUTE OF MEDICAL SCIENCES VIJAYPUR
5.	Registration Details under existing law Act	Registration Number
(a)	Service Tax Registration Number	

This is a Certificate of Provisional Registration issued under the provisions of the Act.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

Bid Security Declaration Form

Date...../...../..... Tender No.....

To (insert complete name and address of the purchaser)

I/We The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am / We breach any obligation under the bid conditions, because I/We

a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid, or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder, or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Date onday of (Insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid)

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1

Dated: 20th SEPTEMBER, 2024

Annexure-XIII

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-184120

TENDER REFERENCE No: AIIMS/JMU/RC/SERVICES/2024/1

Dated: 20th SEPTEMBER, 2024

Tender for Rate Contract for Supply & Printing Stationery Items at AIIMS, Vijaypur, Jammu-184120

MANUFACTURER AUTHORIZATION FORM

To,
The Executive Director & CEO
AIIMS, Jammu- 184120

Dear Sir,
Ref. Your E-Tender document No. __, dated: ____/____/____

We,
1) Who Are proven and reputable manufacturers of *(name and description of Equipment/ Stores offered in the tender)* having factories at _____, hereby authorize

M/s _____ (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred E-Tender tender which are manufactured by us.

2) We further confirm that no supplier or firm or individual other than Messrs. *(name and address of the above agent)* is authorized to submit a tender, process the same further and enter a contract with you against your requirement as contained in the above referred E-Tender Enquiry documents for the above Equipment/Stores manufactured by us.

3) We also hereby confirm that we would be responsible for the satisfactory execution of contract placed on the authorized agent for the contract period for supplied equipment to AIIMS Jammu.

4) We also confirm that the rate quoted by our authorized agent shall not exceed the rate which we would have quoted on direct participation.

Yours faithfully,
[Signature with date, name and designation] for and on behalf of M/s
[Name & address of the manufacturers]

Note: -

1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.
2. Original letter's scanned copy may be uploaded and handed over as and when directed.