

Rate Contract

For

OT Disposables

at

**All India Institute of Medical Sciences (AIIMS),
Jodhpur**

NIT No.	: Admn/RC/09/2015-AIIMS.JDH
NIT Issue Date	: 28 th November, 2015
Last Date of Submission	: 04 th January, 2016
Pre-Bid Meeting	: 07 th December, 2015



All India Institute of Medical Sciences, Jodhpur

Basni Phase – II, Jodhpur – 342 005, Rajasthan

Phone: 0291-2012984, Email: aoadmin@aiimsjodhpur.edu.in

Website: <http://www.aiimsjodhpur.edu.in>

Chapter I- Instruction to bidders

Notice Inviting Bids

Subject: - **Procurement of OT Disposables for a period of one year.**

All India Institute of Medical Sciences (AIIMS), Jodhpur, Rajasthan, an apex healthcare Institute being established by Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed bids for purchase of OT Disposables on Rate Contract Basis as per the list enclosed at "**Chapter V**" for a period of one year. The estimated yearly consumption of the OT Disposables is expected around **Rs. 1.5 Crore**. Interested parties may send their tender in sealed cover addressed to the Administrative Officer, **All India Institute of Medical Sciences, Basni Phase - II, Jodhpur** superscripted with the words "**Rate Contract for supply of OT Disposables**" and complete in all respects should be dropped in the tender box up to **04:00 pm on 04th January, 2016**. The Quotations will be opened on the same day at 03:30 PM at Conference Hall, Medical College, All India Institute of Medical Sciences, Jodhpur. The tenders received after the scheduled date and time will be rejected out-rightly.

2. The tender is in two - bid system i.e. Technical & Financial contains specification and allied Technical details and the Price Schedule of the various items detailed in "**Chapter VI**". The technical bid will be opened on the designated date by the Purchase Committee. The financial bid containing the rate of various items will be opened on a suitable date, to be intimate later by the Purchase Committee in respect of those who qualify the terms and conditions of the technical bid.
3. The technical bid and the financial bid should be sealed by the bidder in separate covers super-scribed "**Technical bid for supply of OT Disposables**" and "**Financial Bid for supply of OT Disposables**". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Rate Contract for Supply of OT Disposables**". The 'Technical Bid' will be analyzed and 'Financial Bid' of only those firms who are found eligible in 'Technical Bid' will be opened in due course and the eligible firms would be intimated there of accordingly.
4. Tenders submitted without following Two-Bid system procedure as mentioned above would be summarily rejected.

Schedule of Tender

Last date and time of receipt of tender	:	04 th January, 2016 at 03:00 PM
Amount of Earnest Money Deposit	:	Rs. 30,000/-
Date & time of opening of Tender Venue	:	04 th January, 2016 at 04:00 PM at Conference Hall, Medical College, AIIMS, Basni Phase-II, Jodhpur-342005.
Pre Bid Meeting	:	07 th December, 2015 at 03:00 PM at Conference Hall, Medical College, AIIMS, Basni Phase – II, Jodhpur

4. Tender document may be downloaded from this Institute's official website "<http://www.aiimsjodhpur.edu.in>".
5. The Parties interested for any clarification, kindly visit AIIMS Jodhpur in person by **07th December, 2015 at 03:00 PM** in **Pre Bid Meeting**.

Administrative Officer

Chapter-II- Conditions of Contract

General Terms and Conditions

Subject: - **Notice Inviting Bids for OT Disposables for All India Institute of Medical Sciences, Jodhpur**

1. Parties :

The parties to the contract are the contractor (the tenderer to whom the work have been awarded) and the AIIMS through Administrative Officer, All India Institute of Medical Sciences, Jodhpur for and on behalf of the Director, AIIMS, Jodhpur.

Only manufacturer and their authorized distributor are allowed to participate in this tender with following terms & conditions:

- (i) If a manufacturer is submitting a bid then he may authorized a local distributor for Supply, Bill and Collection of payment. In this regards a certificate must be attached [As per format attached] along with Technical Bid.
- (ii) If a distributor is participating in this tender then he will be allowed to submit valid Manufacturer Authorization Certificate as per format attached.

2. Earnest Money:

Earnest money by means of a Bank Demand Draft of **Rs 30,000/- (Rs. Thirty Thousand only)** may be enclosed with the quotation (Technical Bid). It is also clarified that the quotations received without earnest money will be summarily rejected. The DD may be prepared in the name of "**All India Institute of Medical Sciences, Jodhpur**".

- a) No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the institute in respect of any previous work will be entertained.
- b) Tender shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the AIIMS.
- c) The Tenders without Earnest Money will be summarily rejected.
- d) The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI) are exempted to submit the EMD (copy of registration must be provide along with)
- e) No Claim shall lie against the AIIMS in respect of erosion in the value or interest on the amount of EMD.
- f) The EMD, in case of successful bidders shall be refunded on submission of performance security.
- g) The EMD, in case of unsuccessful Bidders shall be retained by the Purchaser, upto a maximum period of 6 months from the date of opening of the Bids or till the finalization of the tender, whichever is later. The bid security shall be refunded to the unsuccessful tenderers on written request. No interest will be payable by the AIIMS authorities on the EMD.

3. Tender Fee:

Tender fee will be Non-refundable amount of Rupees One thousand (Rs. 1000/-) only and the tenderer shall deposit a separate Bank Draft in favor of "**All India Institute of Medical Sciences,**

Jodhpur" along-with tender Document (Technical Bid). **The tenders submitted without tender cost shall liable to be rejected summarily.**

4. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
5. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
6. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of AIIMS Jodhpur (<http://www.aiimsjodhpur.edu.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.

7. DOCUMENTS COMPRISING THE BID:

The bids prepared by the bidder shall comprise of (1) Technical Bid and (2) Financial Bid:

Technical Bid: - To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria: -

- (a) Duly filled format of Technical Bid as per Chapter – IV.
- (b) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- (c) Manufacturer Authorization Certificate must be attached by Bidder.
- (d) **Financial Status:** - The average annual turnover from similar jobs, of the quoting firm should not be less than **1 crore** in the last three consecutive years. Copies of profit & loss account and balance sheets duly authenticate by a Chartered Accountant for the last three years should be enclosed.
- (e) The technical bid should be accompanied by Demand draft of **Rs. 1000/- (non-refundable) against tender fee** and Demand Draft of **Rs. 30,000/- (Rupees Thirty Thousand only) for EMD.**
- (f) Copy of Income Tax Return Acknowledgement for last Three years.
- (g) Copy of PAN Card / Service Tax Registration.
- (h) Copy of Sales tax / VAT registration certificate.
- (i) Registration with Excise Department, Govt. of India. The industries situated in excise free zones will be exempted from registration provided they produce the copy of appropriate notification.
- (j) Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients.
- (k) The bidder must have adequate experience of execution of similar work in Govt. offices / PSUs / Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.

- (l) The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted / banned / debarred firms / company by any central / state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid.
- (m) Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.

Financial Bid: The financial bid shall contain:

- (a) Price Bid Form [As per Chapter - VI] – Price must be quoted as per format specified, failing which tender shall be summarily rejected.

8. Signing of Tender :

Individual signing the tender or other documents connected with contract must specify whether he sign as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

- 9.** A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, AIIMS, Jodhpur may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

- 10.** The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

11. BID PRICES:

- (a) It should be submitted in form given in **Chapter VI**. The price quoted will be exclusive of taxes and inclusive of all applicable charges (i.e. packing, forwarding, postage and transportation) at F.O.R. AIIMS, Jodhpur and shall be fixed and final. Taxes, as applicable will be extra, which will separately quoted in the bid, At the time of payment Income Tax or any other Tax payable shall be deducted at source.
- (b) The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the Institute.

- (c) The rate quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

12. TECHNICAL EVALUATION:

- (a) Detailed technical evaluation shall be carried out by Purchase Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- (b) The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion / presentation.
- (c) Financial bids of only those bidders who qualify the technical criteria will be opened provided all other requirements are fulfilled.
- (d) AIIMS Jodhpur shall have right to accept or reject any or all tenders without assigning any reasons thereof.

13. FINANCIAL EVALUATION:

- (a) The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The institute shall inform the date, place and time for opening of financial bid.
- (b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
- (c) The AIIMS Jodhpur does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The AIIMS Jodhpur reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

14. AWARD OF CONTRACT: PLACE MENT OF ORDER

- (a) The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technical, commercially and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.

15. Opening of Tender:

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

16. Validity of the bids:

The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.

17. Right of acceptance:

The AIIMS, Jodhpur reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The AIIMS Jodhpur reserve the right to reject any or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

18. Delivery:

Delivery of goods shall be made by the supplier within 30 days of placing of purchase order, however, in case of emergent requirement he has to supply the required quantity of goods within 1 weeks of placing of order also. In few cases the items are to be delivered at a very short notice i.e. within 24 hours.

19. Liquidated Damages

Supply of material will have to be completed within 30 days or period mentioned in the purchased order. The liquidated damages charges @ 0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of relevant goods. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

20. Risk Purchase

If successful tenderer fails to supply material within the stipulated delivery date or material supplied other than specification specified in our NIT, AIIMS Jodhpur reserves the right to terminate contract for that item(s), forfeiture of security deposit and to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit / Bank Guarantee and Pending Bills of the existing firm and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and / or Bank Guarantee and Pending Bills, then same may be recovered if necessary by due legal process.

21. The Payment clause:

The bill in triplicate may be sent to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items(s).

No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work.

The contractor shall submit the bill only after supply of the material to the satisfaction of the AIIMS Jodhpur, on receipt of a pre-receipted bill invoice from the Contractor the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods rejected.

22. Performance Security:

The bidder shall require to submit the performance security after receipt of award of notification, in the form of irrevocable Bank Guarantee (BG) / or Fixed Deposit Receipt (FDR) issued by any Scheduled Bank for an amount in multiplication of 10,000/- (Rupees Ten Thousand only) per awarded item, subject to maximum Rs. 2,00,000 (Rupees Two Lakh only).

The security deposit of successful bidders will be kept for the period of one and half year from the date of award of the contract and shall be refunded without any interest on it within 15 to 90 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.

The security deposit can be forfeited by the Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.

23. FORCE MAJEURE:

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

24. Insolvency etc:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Jodhpur shall have the power to terminate the contract without any prior notice.

25. Breach of Terms and Conditions:

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Jodhpur in that event the security deposit shall also stands forfeited.

26. Subletting of Work:

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Jodhpur, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

27. Right to call upon information regarding status of work:

The AIIMS, Jodhpur will have the right to call upon information regarding status of work / job at any point of time.

To assist in the analysis, evaluation and computation of the bids, the Purchase Committee of AIIMS, Jodhpur, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

28. Fall Clause:

If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or act of the Central or State Govt. or by the tenderer himself, the tenderer shall be morally and statutorily bound to inform AIIMS, Jodhpur immediately about such reduction in the contracted prices. The AIIMS, Jodhpur is empowered to unilaterally effect such reduction as is necessary in rates in case the tenderer fails to notify or fails to agree for such reduction of rates. In case of any enhancement in Excise Duty/Custom Duty due to statutory Act of the Govt. after the date of submission of the tenders and during the tender period, the additional excise duty/custom duty so levied will be allowed to be charged extra as separate item without any change in price structure of the drugs approved under the tender. For claiming the additional cost on account of the increase in excise duty/custom duty, the tenderer should produce letter from the concerned excise authorities indicating his commitment for the supply made to the AIIMS, Jodhpur on account of the increase in excise duty/custom duty.

29. Arbitration:

If any conflict or difference arises concerning this agreement, its interpretation on payment to the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Director, AIIMS Jodhpur. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

30. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Jodhpur, Rajasthan and all obligations hereunder shall be deemed to be located at Jodhpur, Rajasthan and Court within Jodhpur, Rajasthan will have Jurisdiction to the exclusion of other courts.

31. Periodicity / Duration of Tender:

The rate contract is initially for a period of one (01) year and may be extended till new rate contract gets final. AIIMS Jodhpur shall, however, reserve the right to terminate the contract at any time without assigning any reason.

32. Other Conditions:

The successful firm will be required to do the work / job for a period of one year from the date of award the contract. AIIMS, Jodhpur shall, however, reserve the right to terminate the contract at any time without assigning any reason.

The job will be entrusted on the basis of all-inclusive rate contract on as is where is and competitive rates basis.

33. The items will have to be supplied at AIIMS, Jodhpur. No transportation/ cartage charges will be provided for the same.

34. All India Institute of Medical Sciences (AIIMS), Jodhpur shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.

35. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS), Jodhpur while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled at the discretion of competent authority and performance security shall be stand forfeited.

36. The firm should have availability of a responsible person on call on all working days between 09:00 Hrs to 18.00 Hrs.

37. OT Disposables shall be supplied from manufacturers holding up to date Good Manufacturing Practices (GMP) Certificate issued by the appropriate licensing authority. A copy of the certificate shall be produced by supplier with technical bid.

38. The OT Disposables shall be delivered at the AIIMS, Jodhpur with remaining shelf-life of at least 75% of the stipulated total shelf-life from the date of manufacturing of that product.

39. If the Local Authorized Dealer of any Manufacturing Company is participating in this Tender, he will allowed to be submit the Manufacturer's Authorization Certificate, Manufacturer's Companies duly certified Audited Accounts, Copy of Income Tax Return for Last Three Financial Years. Rest document like Affidavit, EMD, TIN No., VAT No., Registration Certificate and Average annual turnover of Rs. 1 Crore for last three consecutive year, shall be submitted by Local Authorized Dealer / Firm of his own.

40. Order shall be issued for tentative annual requirement on actual need basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made by AIIMS, Jodhpur.
41. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to AIIMS, Jodhpur.
42. In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The Purchase Committee reserves all right to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.
43. The Specification of the item needed is mentioned in Technical Bid (Chapter - V). The payment would be made for actual supply taken and no claim in this regard should be entertained.
44. If a tendering Firm/Agency/Company decides to withdraw from the bidding before the financial bids are opened, the AIIMS, Jodhpur shall forfeit the EMD deposited with the technical bid.
45. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender failing which the tender will not be considered. The tendered must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues must be attached with the tender in original failing which tender may be ignored.
46. The rate quoted by firm should be final and written in ink or typed against each item and should not be overwritten.
47. Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same.
48. The AIIMS, Jodhpur reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/unavoidable situation.
- 49. Disclaimer:**
The near relatives of employees of AIIMS, Jodhpur are prohibited from participation in this tender. The near relative for this purpose are defined as:
(a) Members of a Hindu undivided Family.
(b) Their spouses

(c) The one related to the other in the manner as father, son(s), Son's wife (daughter-in-law), daughter(s) and daughter's husband (sons-in-law) brother (s) and brother's wife, sister(s) and sister's husband, brother(s)-in-law.

50. The Purchase Committee of AIIMS, Jodhpur shall go into all aspects including cost factors of OT Disposables and then decide for awarding of the tender, by quoting lower rates in respect of items, a firm does not become entitled to awarding the contract in its favor of those item(s). In order to get selection / consideration in the panel of two or three vendors for awarding of contract (in case the contract is to be awarded to more than one vendor), the criteria of selection for awarding contract will be calculating / comparing the rate of items consumed by the AIIMS, Jodhpur throughout the year and as per the requirement in view of quality, as deemed fit by the Purchase Committee. The firm has to provide samples for the items for evaluation of Purchase Committee when required. The committee will reject the quotations of the bidders whose quotation will not found of quality required by AIIMS, Jodhpur. AIIMS, Jodhpur reserves the right to accept/ reject any quotation either in part or full without assigning any reason thereof, or award the contract to different supplier(s), for different item(s), if feasible after considering the credentials, manufacturing, capability, quality and distribution rights of the item(s). The firm are, therefore, requested to attach their credentials in regard to supply of items and experience in the field, distribution rights and their annual turnover.

Special Conditions:

- (a) Freight, insurance charges, if any will be borne by the supplier, Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser for resupply. The defective supply will have to be replaced by the supplier within 10 days without additional freight / transport charge.
- (b) VAT and other Govt. levies will be paid extra as applicable by the supplier.
- (c) Delivery of goods will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute from railway / road transport.
- (d) Payment of the bill will be made after receipt of the goods in satisfactory condition and inspection by the concern Committee.
- (e) No revision in rate (on higher side) will be accepted during contract period.
- (f) Order will be placed as per requirement, irrespective of value of the order.
- (g) Supply should be made in full against the order and shortage will be procured from other supplier on the risk and cost of the original supplier.
- (h) Supply should be made from the latest batch of production with maximum life period & original packing.
- (i) While submitting the tender document, the tenderer should sign on each page of the tender document.
- (j) The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
- (k) AIIMS Jodhpur reserves the right to conclude more than one rate contract for the same item.
- (l) AIIMS Jodhpur has the option to renegotiate the price with the rate contract holder.
- (m) AIIMS Jodhpur reserves the right to cancel rate contract for any or all items without assigning any reason thereof.

Inspection:

- (a) AIIMS, Jodhpur shall have the right to inspect and/or to test the goods to confirm their conformity to the NIT Specifications at no extra cost to the AIIMS, Jodhpur.
- (b) AIIMS, Jodhpur right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by AIIMS, Jodhpur prior to the goods shipment.
- (c) The Director, AIIMS Jodhpur shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
- (d) No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two (02) weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

Sample/Demonstration:

The tenderers may be required to place samples of the OT Disposables (without indicating price, clear marking of firm / agency name in each of item) when required by the Purchase Committee and Concerned Department of All India Institute of Medical Sciences (AIIMS), Jodhpur for quality evaluation and in case all the expenses will be borne by the tenderer. Purchase will be done only after the approval of the quality of the product by the Competent Authority. If required failing which their bids/offer shall be rejected.

The firms are intimated that they should get ready for demonstration and only one-week time will be provided for arrangement of demonstration and no request for extending time for demonstration will be entertained. Failure to demonstrate, their offer will be summarily rejected.

Documents:

- (a) All pages of the Tender should be numbered and indexed.
- (b) The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the AIIMS, Jodhpur in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the AIIMS, Jodhpur in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.
- (c) The bidder shall provide a list of major Government and Private Institutions where its relevant bid item has been supplied during last one year.

Administrative Officer

Chapter - IV Contract Form

TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.

(Tenderer may use separate sheet wherever required)

S.No.	Details of the Firm / Bidder	Page No.	Remarks
1.	Name & Address of the Tenderer/ Concern		
2.	Whether the Firm is located in Jodhpur (Rajasthan). (Yes/No)		
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4.	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
5.	Details of the cost of the Tender documents (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
6.	Whether each page of NIT and its annexure have been signed and stamped		
7.	Whether Bidders have quoted for each and every item mentioned in Chapter V (Yes/No) (If NO, then please attach a list of quoted items with make and complete specification along with the Technical Bid without indicating price)		
8.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
9.	Manufacturer Authorization Certificate		
10.	Distributor's Authorization Certificate		
11.	Non Blacklisting Certificate		
12.	Certificate for No Deviation		
13.	Certificate for Price Justification		
14.	Last Income Tax Certificate		
15.	Copy of VAT/CST/ST Registration		
16.	Drug License (If applicable on any item given in technical bid)		
17.	Quality Assurance Certificate (Please specify)		
18.	Have you previously supplied these items to any government / private organization? If yes, attach the relevant proof. (Also provide an affidavit that you have		

	not quoted the price higher than previously supplied any government institute)		
19.	Proof of average annual turnover of the quoting firm, which should not be less than Rs. One (01) Crore only continuously for the preceding last three years.		
20.	Permanent Account Number		
21.	Sale Tax Registration No.		
22.	TIN No. with Proof		
23.	Whether copies of authenticated balance sheet for the past three years enclosed		
24.	Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items.		
25.	Any other information important in the opinion of the tenderer		

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the document(s) are kept.
- In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

Undertaking

1. That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspections by the AIIMS, Jodhpur. I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

FORMAT FOR MANUFACTURER'S AUTHORISATION

To,
 The Director,
 All India Institute of Medical Sciences (AIIMS) Jodhpur
 Industrial Area, Basni, Phase - IInd, Jodhpur (Raj.)

Reference: NIT No. Admn/RC/___/2015-AIIMS.JDH, Dated: ___/___/___ for Rate Contract for Supply of OT Disposables.

Subject: Manufacturer Authorization Certificate

Dear Sir,

Ref. Your NIT No _____, dated _____
 We, _____ who are proven and reputable manufacturers of _____ (name and description of the Items offered in the Quotation) having _____ factories at _____, hereby authorize Messrs. _____ (name and address of the agent) to submit a Quotation, process the same further and enter into a Rate Contract with you against your requirement as contained in the above referred Quotation Form for the above items manufactured by us.

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 into a Rate Contract with you against your requirement as contained in the above referred Quotation Form for the above items manufactured by us.

We also hereby confirm that we would be responsible for the satisfactory execution of supply contract placed on the authorized agent.

We also confirm that the price quoted by our agent shall not exceed than that which we would have quoted directly.

Yours faithfully,

[Signature with date, name and designation]

For and on behalf of Messrs. _____

[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 may be enclosed with Quotation Form during submission in the sealed cover.

FORMAT FOR DISTRIBUTOR'S AUTHORIZATION

Dated:

To,
The Director,
All India Institute of Medical Sciences (AIIMS) Jodhpur
Industrial Area, Basni, Phase - IInd, Jodhpur (Raj.)

Reference: NIT No. Admn/RC/___/2015-AIIMS.JDH, Dated: ___/___/___ for Rate Contract for Supply of OT Disposables.

Subject: Authority Letter

Dear Sir,

With reference to above mentioned Rate Contract, we wish to inform you that our below mentioned distributor is authorized to receive orders, to make the supplies, to raise the invoices for products manufactured/marketed by [Name of Manufacturer] and collect the payments thereof on our behalf.

1. Name of the firm :
2. Complete Address :
3. Contact Person :
4. Contact No.: :
5. Email ID: :

You are kindly requested to place your valuable orders and to make payment directly to our authorized distributor for prompt supply.

This authorization will remain valid for whole contract period.

[Signature with date, name and designation]

For and on behalf of Messrs. _____

[Name and address of Manufacturer]

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 may be enclosed with Quotation Form during submission in the sealed cover.

NON BLACKLISTING CERTIFICATE*[To be submitted on letterhead]*

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by AIIMS Jodhpur and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and AIIMS Jodhpur may imposed any action as per NIT rules.

Date :
Place :

Name :
Business Address :
Signature of Bidder :
Seal of the Bidder :

CERTIFICATE OF NO DEVIATION

[To be given on letter head]

NIT No.:

I/We, M/s_____ hereby certify that notwithstanding any contrary indication / conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of AIIMS Jodhpur's tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in AIIMS Jodhpur's tender specification with associated amendments & clarification

[Signatures of the Bidder with Name, Designation & Company's Seal]

CERTIFICATE OF PRICE JUSTIFICATION

[To be given on letter head]

NIT No.:

I/We, M/s. _____ certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

SIGNATURE AND STAMP OF THE BIDDER

Chapter – V

Technical Bid

List of OT Disposables

S. No.	Item Name	Specification	Recommended Companies
1	Abdominal Drain	16 to 36 Fg (16, 18, 20, 24, 28, 32, 36), Quote Separately	All can apply
2	Absorbable Hemostatic Compressed Gelatin Sponge	Single Packs	All can apply
3	Asepto Syringe	Single	All can apply
4	Bone wax	Box of 12 Foils	All can apply
5	Biopsy Gun Size	16 & 18 G, Length 16 & 26 cm Quote Separately	All can apply
6	CVP manometer set		Romsons, Polymed, Vygon
7	Endoloop for Laparoscopic Surgery	1 Box = 12 Pieces	All can apply
8	Guedel's oropharyngeal airway with Colour Coded Bite	Sizes 000, 00, 0, 1,2,3,4, Quote Separately	Romsons, Polymed, Covidien
9	Hassan trocar	10 mm Disposable	All can apply
10	ICD Catheter	16 to 32 Fr., Quote Separately	Romson, Polymed, Vygon
11	K90 Catheter	Urinary	All can apply
12	Liga Clips –	Size 300, 1 Box=18 Cartridges	All can apply
13	Liga Clips –	Size 400, 1 Box=18 Cartridges	All can apply
14	Liga Clips (Vascular Clips)	Size 200, 1 Box=36 Cartridges	All can apply
15	Oxidized Cellulose gel sponge (Packs)	(Box of 12 Foils) 2 x 3"	All can apply
16	Oxidized Cellulose gel sponge (Packs)	(Box of 12 Foils) 4 x 8"	All can apply
17	Oxidized Cellulose gel sponge (Packs)	(Box of 12 Foils) 2 x 14"	All can apply
18	Prolene Mesh	7.5 x 15 cm, Box of 3 Foils	JnJ, Bard, Covidien
19	Prolene Mesh	15 x 15 cm, Box of 6 Foils	JnJ, Bard, Covidien
20	Prolene Mesh	20 x 30 cm, Box of 1 Foil	JnJ, Bard, Covidien
21	5MM Helical Titanium Tacker For Mesh Fixation With 30 Tacks.		All can apply
22	5MM Absorbable Tacker with For Mesh Fixation With 15 / 30 Tacks.		All can apply
23	Skin Incision Marker Thick / Thin		All can apply
24	Skin Stapler	1 Box = 6 Pieces	All can apply
25	Suction catheter	6F to 18F, Quote Separately	Polymed, Vygon, Romson
26	Suprapubic Catheter Set	No 16 FG	All can apply
27	Synthetic Cast (Fibre Glass)	3 Inches	All can apply
28	Synthetic Cast (Fibre Glass)	4 Inches	All can apply
29	Synthetic Cast (Fibre Glass)	5 Inches	All can apply
30	Tracheostomy tube holder		All can apply
31	Tracheostomy tube size	3.5, 4, 4.5, 5, 5.5, 6, 6.5, 7, 7.5, 8.0, 8.5, 9.0, 10.0 mm, Quote Separately	All can apply
32	Tummy Syringe (Plastic)	Single	All can apply
33	Umbilical catheters	All Sizes, Quote Separately	Polymed, Vygon, Arrow, B. Braun, Cook
34	Umbilical catheters	3 Fr., Polyurethane	Polymed, Vygon, Arrow, B. Braun, Cook
35	Umbilical catheters	3.5 Fr., Polyurethane	Polymed, Vygon, Arrow, B. Braun, Cook
36	Umbilical catheters	4 Fr., Polyurethane	Polymed, Vygon, Arrow, B. Braun, Cook
37	Umbilical catheters	5 Fr., Polyurethane	Polymed, Vygon, Arrow, B. Braun, Cook

S. No.	Item Name	Specification	Recommended Companies
38	Umbilical catheters	8 Fr., Polyurethane	Polymed, Vygon, Arrow, B. Braun, Cook
39	Underwater Seal Drainage Bag		All can apply
40	Vacuum Drain	14 Fg	All can apply
41	Vacuum Drain	16 Fg	All can apply
42	Vacuum Drain	12 Fg	All can apply
43	Vacuum Drain	18 Fg	All can apply
44	Vacuum Drain (MiniVac)	6 & 8 Fg, Quote Separately	All can apply
45	Yankauer Suction catheter		All can apply
46	Camera Cover Sterile		All can apply
47	Disposable Plastic Apron		All can apply
48	Ayur's Spatula		All can apply
49	Negative suction chest drainage bottle, System	One bottle	All can apply
50	Negative suction chest drainage bottle, System	Two bottles	All can apply
51	Negative suction chest drainage bottle, System	Three bottles	All can apply
52	PDB Balloon (for laparoscopic hernia surgery)	Pack of 1 PC	All can apply
53	Suture Needles	Half circle 19mm	All can apply
54	Suture Needles	Half circle 21mm	All can apply
55	Suction Rectal Biopsy Cannula		All can apply
56	Abrahams Pleural Biopsy Needle		All can apply
57	Copes Pleural Biopsy Needle		All can apply
58	BSS OT pack	500 mg	All Can Apply
59	Collagen Grannules		All Can Apply
60	Collagen Sheet		All Can Apply
61	Folley ballon 3 way Adult	16,18,20,24 Fr., Quote Separately	Sterimed, Romson, Bardia
62	Silicon Montgomery T-Tubes		Romson, BOSTON MEDICAL PRODUCTS, Medtronic, Invotec
63	Corrugated Rubber Drain		All can apply
64	Corrugated Drainage Sheet		All can apply
65	Rectal Catheter	22 to 26 Fr., Quote Separately	All can apply
66	Rectal Catheter	12 to 20 Fr., Quote Separately	All can apply
67	Salem sump tube / irrigation tube		Sterimed, Romson, Devon
68	Silicone Folley Ballon Catheter 2 Way	Adult 22 Fr.	Sterimed, Romson, Bardia
69	Silicone Folley Ballon Catheter 2 Way	Pediatric 8 to 10 Fr., Quote Separately	Sterimed, Romson, Bardia
70	Silicone Folley Ballon Catheter 3 Way	Adult 16 to 24 Fr., Quote Separately	Sterimed, Romson, Bardia
71	Intra Uterine Insemination [IUI] Catheter		Devon, Sterimed, Romson
72	Karman Cannula Plain		All can apply
73	Nelaton Catheter	20 to 24 Fr., Quote Separately	Sterimed, Romson, Devon
74	Nelaton Catheter	6 to 18 Fr., Quote Separately	Sterimed, Romson, Devon
75	Suprapubic Cystomy Cath. Sets [Rdiao opeq Ethyl vinyl acetate catheter & steel needle with obturator]	8F, 10F, 12F, 14F, 16F * 20 cm Length, Quote Separately	Devon, Cook, Biorad
76	Thoriac Trocar Catheter	8 to 36 Fr., Quote Separately	Sterimed, Romson, Devon
77	Tiemann Cath [Male & Female]	8F, 10F, 12F, 14F, 16F, 18F, 20F, 22F, 24F * 40 cm length, Quote Separately	All can apply
78	Disposable Scalpel Handle		All can apply
79	Disposable monopolar cautery pencil		Covidien, Alen, 3M
80	Reusable monopolar cautery pencil		Covidien, Alen, 3M
81	Bipolar cautery pencil (reusable)		Covidien, Alen, 3M

S. No.	Item Name	Specification	Recommended Companies
82	Clamp for Colostomy Bag		Holister, B. Braun, Sterimed, Coloplast, Convatec
83	Tissue Glue for Surgical Wounds	Iso Pentyl (Amyl) 2- Cyanoacrylate	Ethicon, B. Braun, Condord Drugs
84	Mid urethral sling mesh	Maximum size 12 cm with inside out technology	All can apply

Chapter - VI

Financial Bid

Format for Financial Bid

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

S. No.	Item Name	Specification	Make	A Price / Unit (Exclusive of TAX, INR)	B Pack Size	A*B Total Price (Exclusive of TAX, INR)	TAX %	MRP

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.

Note: Financial Bid Format must be submitted by Bidder also in Excel (*.xls / *.xlsx) Format written on Compact Disk (CD) as a Soft Copy with Financial Bid.

Authorized signatory of the bidder with seal.