

अखिल भारतीय आयुर्वेद संस्थान  
**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Phone: 011-29948658 Fax: 01129948660

Website: [www.aiia.co.in](http://www.aiia.co.in) Email: [aiianewdelhi@gmail.com](mailto:aiianewdelhi@gmail.com)

F.No.: G.19004/10/02/2017- AIIA Security Procurement /

DATED: 15-03-2017



**LIMITED TENDER FOR SUPPLY OF SECURITY TOOLS AT  
ALL INDIA INSTITUTE OF AYURVEDA, NEW DELHI**

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**Bid Document**

**Non transferrable**

**Price of Bid document: Rs. 200/-**



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**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

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F.NO.:G.19004/10/02/2017- AIIA Security Procurement

DATED: 15- 03-2017

**Tender Notice**

1. Sealed tenders under two bid system i.e. "Technical Bid" & "Financial Bid" are invited from Interested and eligible firms for **Supply of Security tools At All India Institute of Ayurveda, New Delhi**. The Technical & Financial bids should be sealed by the bidder in separate envelopes duly super scribed "**Technical Bid - Supply Of Security tools, and "Financial Bid - Supply Of Security tools,** respectively and both these sealed envelopes are to be put in a bigger envelop which should also be sealed and duly super scribed "**TENDER FOR SUPPLY OF SECURITY TOOLS TO AIIA**. Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. The tender document is not transferable under any circumstances.

02. The complete tender document may be obtained from Admin. Office of AIIA on payment of Rs.200/- in form of Demand Draft/Banker's Cheque (non-refundable) in favour of **The Director, All India institute of Ayurveda, New Delhi**. Detailed terms & conditions of said tender may also be downloaded from the website [www.aiia.co.in](http://www.aiia.co.in) and tender cost may be paid in form of DD/ Banker's cheque (non-refundable) while submitting the tender. Bid will not be accepted without the cost of tender document.

03. Bidders shall have to deposit Earnest Money Deposit (EMD) of Rs 8,000/- payable to The Director, AIIA, and New Delhi. Or Certificate of Exemption from EMD, if applicable.

**Schedule :**

Inquiry No.	:	G.19004/10/02/2017- AIIA Security Procurement
Inquiry Issue Date	:	15th March, 2017
Last date and time of receipt of tenders	:	07 <sup>th</sup> April, 2017, 3:00PM
Price of Bid Document	:	Rs 200/- (Non Refundable)
EMD	:	Rs 8,000/- (Rupees eight thousand only)
Time and place of opening the tenders	:	07 <sup>th</sup> April 2017, 3:30PM Committee Room, All India Institute of Ayurveda, Gautampuri, SaritaVihar, Mathura Road, New Delhi -110076

Director, AIIA

**ALL INDIA INSTITUTE OF AYURVEDA**  
**Gautampuri, SaritaVihar, Mathura Road, New Delhi-110076**

F.NO. G.19004/10/2/2017-AIIA (Security Tools)

DATED: 15-03-2017

**INVITATION OF TENDER FOR SUPPLY OF SECURITY TOOLS AT ALL INDIA**  
**INSTITUTE OF AYURVEDA, NEW DELHI**

Limited Double Bid tenders are hereby invited for supply of Security Tools for AIIA, New Delhi as per terms & conditions mentioned below. The filled tenders along with the entire required document must reach in the office of the undersigned on or before 7<sup>th</sup> April 2017, 03:00 PM.

The Technical & Financial bids should be sealed by the bidder in separate envelopes duly super scribed "Technical Bid - Supply of Security Tools, and "Financial Bid - Supply of Security Tools, respectively and both these sealed envelopes are to be put in a bigger envelop which should also be sealed and duly super scribed

**“TENDER FOR SUPPLY OF SECURITY TOOLS AT ALL INDIA INSTITUTE OF AYURVEDA, NEW DELHI, AGAINST INQUIRY NO.....” DUE ON 7<sup>th</sup> April 2017, 03:00 PM”**

Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. The tender document is not transferable under any circumstances.

**Terms & Conditions:**

1. The tenders received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.
2. The tender should be accompanied with an Earnest Money Deposit of Rs.8000/- (Rupees eight thousand only), only in the form of Demand Draft payable to Director, AIIA, New Delhi. No bank guarantee/ cheque / FDR etc., shall be accepted. In case, firm is exempted or relaxed from EMD clause for any bidder, who bearing the registration with SSI unit/NSIC/ etc. as per GFR, 2005 Provisions, the relevant certificate must be accompanied.
3. Bid securities of the unsuccessful bidders would be returned to them on or before the 30th day after the award of the contract. Bid security would be refunded to the successful bidder along with the payment of the materials supplied.
4. Tender need to be submitted by speed post/registered post or may be dropped in the tender box placed in the Administrative Block, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi-110076
5. Tenders must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative. In case of signing of tender by the authorized representative letter of authorization must be attached with the tender.
6. Rates must be quoted as per the format specified. Taxes extra, if any, must be written separately.

7. No overwriting or cutting is permitted in the rate. If found, the tender shall be summarily rejected.
8. The rates quoted must be valid for 90 days minimum from the date of opening of the tender and silence of any tenderer on this issue shall be treated as agreed with this condition.
9. Becoming L1 will not be the criteria for awarding of purchase order unless the bidder is not complying all terms and conditions. L1 will be decided on the category wise basis. Interested parties may apply for single or both categories. All items in the category should be quoted.
10. Bank account Number/RTGS/NEFT details need to be furnished by the supplier with the tender on the letter head of supplier/firm/agency.
11. The firm/agency must satisfy the following conditions and attach self-attested copy of the same with the tender: -
  - a. The firm shall have valid VAT/ Sales Tax No. and IT PAN.
  - b. The firm should not be black listed by any Govt. Agency/Dept
12. Tenders qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and will be rejected accordingly. Any conditional tender shall be rejected summarily.
13. The supplier may be asked to submit sample of the product(s), which will be evaluated by a technical evaluation committee. The expenditure incurred for demonstrating the items will be borne by the supplier.
14. Guarantee/ Warranty Period- The tenderer must quote for one year onsite service warranty (including all spares, Accessories and labour) from the date of completion of satisfactory installation
15. Firms who will be selected for the award of contract should sign the rate contract and need to furnish the Performance Security Deposit worth of 10% of estimated value of the supply order.
16. Performance security may be furnished in the form of an account payee Demand Draft, fixed Deposit Receipt or Bank Guarantee from a commercial bank in an acceptable form safeguarding the purchaser’s interest in all respects. It should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
17. Delivery Period – 15 days from award of work order.
18. Liquidated Damage: - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 2% per week of the total order value shall be levied subject to maximum of 10% of the total order value.
19. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, AIIA after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand to be terminated and the EMD/Performance Securities of such Firm shall be forfeited to the Government.
20. Payment Terms: Payment will be made only after satisfactory delivery, commissioning and inspection of material by the AIIA, New Delhi.
21. Disputes: -In the event of any dispute or disagreement arising between the Supplier and any other department of AIIA, New Delhi with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, AIIA, New Delhi

whose decision will be final and binding upon the Supplier.

22. AIIA, New Delhi reserves the right to increase or decrease quantity and / or amount of work and Decision of Director, AIIA, New Delhi will be final in this regard.
23. AIIA, New Delhi reserves the right to reject any tender or part or the whole of inviting tender process without assigning any reason. Decision of the AIIA, New Delhi will be final in this regard.

The tenders will be opened at 3.30 PM on 7<sup>th</sup> April, 2017 in the Committee Room, Administrative Block, All India Institute of Ayurveda, Gautampuri, SaritaVihar, New Delhi-110076 in the presence of the tenderers, whosoever are present.

Director All India Institute of  
Ayurveda, New Delhi

- Encl.: 1. Annexure I (Format of technical Bid)
2. Annexure II (Format of Price Bid)
  3. Annexure III (Declaration)
  4. Checklist of the Documents to be attached

**[On the letter head of firm]**  
**ANNEXURE - I (Technical Bid Form)**

To,  
Director,  
All India Institute of Ayurveda,  
New Delhi.

Dear Sir,

1. I/We ..... Submitted the tender for Enquiry No. "TENDER FOR SUPPLY OF **SECURITY TOOLS IN ALL INDIA INSTITUTE OF AYURVEDA, NEW DELHI** AGAINST THE INQUIRY NO. ...." DUE ON ....., 03:00 PM for Supply of .....at AIIA, New Delhi".
2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my tender will be rejected out rightly.
3. I hereby furnish following details of my firm

**GENERAL INFORMATION**

- a) Name of the firm:.....
- b) Address:.....
- c) Telephone No., Working FAX & E-mail: .....
- d) Person responsible for conduct of business/ head of the organization:.....
- e) Valid VAT/ Sales Tax No. ....
- f) IT PAN No.....
- g) Bank account Number/RTGS/NEFT.....
- h) Declaration that the firm has never been black listed/ debarred by any procurement agency/ Govt. Organization in the required format (Annexure-III)

Date\_\_\_\_\_

Place\_\_\_\_\_

(Signature of Authorized Person with seal)

Name

Phone No.....Email:.....

**[On the letter head of firm]  
ANNEXURE - II (PRICE BID  
FORM)**

To,

Director,  
All India Institute of Ayurveda,  
New Delhi.

Dear Sir,

4. I/We ..... Submitted the tender for FOR  
**SUPPLY OF SECURITY TOOLS TO ALL INDIA INSTITUTE OF AYURVEDA, NEW DELHI** against  
enquiry No. ....” DUE ON ....., 03:30 PM for Supply of .....at  
AIIA, New Delhi”.

5. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document tender will be  
rejected out rightly.

6. I/We hereby offer to supply at the following rates.

S.No.	Name	Specifications	Approx Price (in Rs. )	Qty. Required	Amount
A	B	C	D	E	F
<b>Category I</b>					
a.	Hand held metal Detector	Sensitivity adjustment. Light weight and compact size. Sount and LED to draw attention on the operator. Metal, Steel, copper brass, platinum, silver and gold are detected effectively. Compatible battery & in market easy availability		04 (four)	
b.	Walk through metal detector	Heavy strong round panel and self balance.		03 (three)	

		LED bar graph indication as per carried metal. Walk and stop indication Sensitivity adjustment on the switch and control			
c.	Trolley vehicle checking mirror	Adjustable from 600mm to 850mm long. 610mm long and 305mm wide. Weight approx 6 to 7 kg including torch. Heavy duty everyday Commander torch with high intensity beam and disposable D cells		01	
d.	Queue manager	Height 930mm Diameter of base -320mm Belt-2 meters Weight--6-7 kg Colour – blue, black & red		08	
e.	Road Barrier (Road safety comes with water ballast)	Lenth-1050mm Width – 500mm Height – 800mm Water ballast (litre)-25		08	
f.	LED flood Light	100 WAT		02	
g.	Plastic speed bump with Reflector	Dimension-500mm, 375mm, 75mm, with reflector both side		01	

**Material Specification**

1. High quality plastic/ rubber ,wherever applicable -Fresh Polymer of PPCP (Poly Propylene Co- Polymer), made through injection moulded
2. Resistance to UV radiation
3. All Item should be ISO Certified and covered in 1year replacement warranty



Total Amount in figure (Inclusive of all taxes) In Rs. \_\_\_\_\_

Total Amount in words (Inclusive of all taxes) In Rs. \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**(Signature of Authorized Person with seal**

Name

Phone No.....Email:.....

7. All Item should be ISO Certified and covered in 1year replacement warranty

**ANNEXURE III**

**DECLARATION**

Date.....

To,  
The Director,  
AIIA  
New Delhi.

Dear Sir,

Ref.: Inquiry No.....Dated .....

I / We ..... hereby confirm that our firm has not been banned or blacklisted by any government organization/Financial institution/Court /Public sector Unit /Central Government and no police/Vigilance enquiry/criminal case is pending against us.

Signature of Authorized Person.....

Place:

Name.....

Date:

Designation.....

Seal

**Check list of the Documents to be attached**

**Envelope “A” Technical Bid**

The tenderer should submit the following certificates / documents for the items tendered in a separate envelope herein called envelope “A” (Technical Bid). All the documents should be attested by the authorized signatory of the firm with their official seal. The tender shall be liable to be rejected if following documents are not submitted with the envelope “A” (Technical Bid).

S. No.	Name of the Document	Yes/ No
1.	Forwarding letter of the firm.	
2.	Earnest Money Deposit Draft of Rs. 8, 000/- (Rupees eight Thousand), payable to The Director, AIIA, New Delhi. Or Certificate of Exemption from EMD, if applicable	
3.	Cost of Tender (Demand Draft) in case downloaded from Internet	
4.	<b>Annexure I</b> (Technical Bid Format) duly filled and signed by authorized signatory with their official seal	
5.	Self attested Copy of Valid VAT/ Sales Tax No.	
6.	Self attested Copy of IT PAN No.	
7.	Undertaking in the prescribed format ( <b>Annexure III.</b> )	

**Envelope “B” Financial Bid**

1.	<b>Annexure II</b> (Price Bid Format) with all the papers duly filled and signed by authorized signatory with their official seal.	
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**Note:**

All the papers in the document should be attested by the authorized signatory of the firm with their official seal.

Financial Bid will be opened for scrutiny, only when technical bid is found in order.

All prices should be quoted in Indian Rupees (INR) only. Price can be mentioned only upto two digits after decimal.

All prices are inclusive of all taxes, packing, freight charges and duties payable during the contract period. All prices will be including delivery services (unloading and uploading) at stores/ Hospital Premise AIIA.

Both the sealed envelopes (A & B) are to be put in a bigger envelope which should also be sealed and duly superscribed " TENDER FOR SUPPLY SECURITY TOOLS to AIIA.