

TENDER NOTICE

ALL INDIA INSTITUTE OF AYURVEDA, NEW DELHI

Tender No.AIIA/C.Store/2018-19/hospital/01

TENDER FOR

“Rate contract for Laundry items”

Tenders are invited from Individual/Firm/Agency/Company/Dealer for rate contract for Laundry items at the All India Institute of Ayurveda, New Delhi. The tender document along with terms and conditions is attached. A demand Draft of Rs 1000/- (Rupees One Thousand Only) has to be attached with the technical bid as processing fees. The tender, complete in all respects must reach the Institute on or before **01.10.2018 latest by 05:30 PM** or must be dropped in the tender box placed at the at the Office of AIIA, New Delhi located at, Delhi Mathura Road, SaritaVihar, GautamPuri, New Delhi, Delhi 110076. Incomplete tender in any respect or conditional tender shall be summarily rejected. The Director, AIIA, New Delhi reserves the right to reject any or all the tenders without assigning any reason thereof.

Date:

Director

Schedule of Tender

Sl. No.	Details	Date	Time
1.	Notification of Tender	01.09.2018	
2.	Pre-Bid Conference	12.09.2018	3.30pm
3.	Last date for submission of Tender	01.10.2018	5.30pm
4.	Opening of Tender	03.10.2018	2.00pm
5.	Opening of Tender (Price Bid)	Will be informed to technically qualified tenderers at least 03 days in advance.	

INVITATIONTOTENDER

(Non-Transferable)

Tender for "Rate contract for Laundry items" installed at All India Institute of Ayurveda, New Delhi

Ref: Tender No.AIIA/C.Store/2018-19/hospital/01

1. Sealed Tenders in the prescribed format (attached) are invited from reputed Individual/Firm/Agency/Company/Dealer for **"Rate contract of Laundry items "**in two bid system i.e.
 - i. Technical bid
 - ii. Price bid
2. Tenderer should attach processing fees in the form of Demand Draft of RS 1000/- in favor of 'Director, All India Institute of Ayurveda, New Delhi payable at 'New Delhi along with Technical Bid of the Tender Document.
3. The completed tender is required to be submitted along with the E.M.D mentioned in Annexure-III in the form of demand draft drawn in favor of 'Director, All India Institute of Ayurveda, New Delhi' payable at 'New Delhi'. The EMD in the form of DD should be kept with the Technical Bid.
 - i. The Technical Bid will be opened on **03.10.2018 at 2.00pm** in the Conference hall of the Institute, in presence of tenderers or their authorized representatives, if present.
 - ii. The EMD amount without interest will be returned to the unsuccessful tenderer within 30 days from the award of the Contract.
4. The Tender must be submitted in the prescribed formats only for 'Technical bid' and 'Price bid' together with its enclosures as asked for.
5. The Tenderer, with prior appointment on any working days, may visit the office of the Institute to get familiarized with the nature, specification and scope of work in case of required work. The Tenderer may contact Office of the Hospital Administration, AIIA for this purpose.
 - i. By submitting the tender, Tenderer shall be deemed to have fully familiarized with all the requisite conditions and obligations under which the tenderer has to perform. The Institute will not be responsible for any postal delay. Any tender received after the above mentioned date and time shall not be considered.
 - ii. However, in the event of any unforeseen circumstances, the tender may be opened at a later date and the same would be notified on Institute website **www.aiia.co.in**
6. Tenders which are not submitted in the prescribed formats and/or without requisite document and incomplete in any manner shall not be considered. Tenderer should submit the Tender duly signed on each page with the rubber-seal of respective Individual/Firm/Agency/Company/Dealer indicating status of the signatory.
 - i. Tender with additional or counter clauses/items and/or any additional conditions if incorporated, will be liable for rejection and Institute will not be bound to give any explanation for such rejections.
7. **The Rate Contract shall be initially for a period of 01 year and with a provision to extend for period of 01 year or more at a time on the same terms and conditions with mutual consent provided the service is found satisfactory.**
8. **Sealing and Marking of Bids:**
 - i. The Technical bid (Annexure-IV) along with all the documents mentioned in the check list should be placed in one sealed envelope super scribed as "TECHNICAL BID". The Price bid should also be kept in a separate sealed envelope super scribed as "PRICE BID" (Annexure-VI). Both the envelope should then be placed in one single, sealed envelope super scribed as TENDER FOR "Rate Contract of Laundry items" and should be addressed to Director, All India Institute Of Ayurveda, New Delhi. The tenderer's name with complete mailing address and telephone number should be indicated on the outer envelope.
 - ii. Both the inner envelope super scribed as 'TECHNICAL BID' and 'PRICE BID' should have the name and address of the tenderer so that if required, they may be returned to the tenderer without opening them.
 - iii. If the outer and inner envelopes are not sealed and marked as required, the Institute will assume no responsibility for the bid's misplacement or premature opening.

- iv. If for any reason, it is found that the Technical Bid reveals the Price Bid details in any manner whatsoever, or the Price Bid is enclosed in the envelope super scribed as "Technical Bid", the Bid document will be summarily rejected in the first instance itself.
9. At any time prior to the deadline for submission of Tender, the Institute may, if necessary, modify the tender document. Such amendment will be binding and will be notified on Institute's website **www.aiia.co.in**. The prospective tenderers are requested to keep a close watch on Institute website for amendments, if any which takes place after issuing the tender. Any change in tender document shall be displayed on Institute's Website **www.aiia.co.in** .
10. A pre-bid conference will be held on **12.09.2018 at 3:30 PM** in the Conference Hall of the Administrative Building of AIIA, New Delhi for which all the tenderers are advised to attend. Any doubt regarding the tender document, technical specification and the terms and conditions of the contract may be clarified in the pre-bid conference.
11. Tenders shall be kept valid for a period of at least 180 (One Hundred and Eighty) days from the date of opening.
12. The Authorities of AIIA, New Delhi reserve the right to accept or reject any or all the offers or apportion the work amongst different tenderers in any manner as they may choose to, without assigning any reason whatsoever and their decision shall be final and binding on all concerned.

**DIRECTOR
AIIA, NEW DELHI**

Enclosures:

- a. Annexure – I: Check list of the documents to be provided with technical bid.
- b. Annexure – II: Terms and Conditions.
- c. Annexure – III: Details of Drafts.
- d. Annexure – IV: Technical Bid and Scope of Work.
- e. Annexure – V: Declaration Regarding Blacklisting/Debaring for Taking Part in Tender.
- f. Annexure – VI: Price Bid.
- g. Annexure – VII: Check Report
- h. Annexure – VIII: Template

**DIRECTOR
AIIA, NEW DELHI**

Annexure-I

Check List of the documents to be provided with Technical Bid

The enclosures have to be attached in the serial order as mentioned hereunder:

Sl. No.	Documents/ Certificate	Yes/No
1.	Technical Bid (Annexure-IV).	
2.	Demand Draft of Processing Fees as mentioned in Annexure-III (non-refundable).	
3.	Demand Draft of EMD as mentioned in Annexure-III.	
4.	Photocopy of the Certificate for the Status of the Individual/Firm/Agency/Company/Dealer (as applicable)	
5.	Photocopy of the Certificate issued by Competent Authority as a proof of proprietary(in case of proprietorship firm)	
6.	Photocopy of the Certificate issued by Competent Authority as a proof of partnership(in case of partnership firm)	
7.	Photocopy of Balance Sheet with Profit & Loss Account for financial year 2015-16. (duly attested by Chartered Accountant).	
8.	Photocopy of Income Tax return for the financial year 2016-17 and Service Tax Return for the financial year 2016-17.	
9.	Photocopy of appropriate PAN Card and GST registration certificate	
10.	Photocopy of Sales Tax Registration Number. (Required for purchase of Goods only)	
11.	Photocopy of Service Tax Registration Number. (Required in case of Service, Not required in case of purchase of Goods)	
12.	Self-certified declaration regarding blacklisting/debarring and Insolvency for taking part in Tender (Annexure-V)	
13.	<p>Signed copy of the following tender documents.</p> <ul style="list-style-type: none"> a) Copy of Tender Notice. b) Copy of Invitation to tender (all pages). c) Copy of Check List (Annexure-I) d) Copy of Terms & Conditions (all pages). (Annexure-II) e) Copy of details of Demand Drafts (Annexure-III) f) Copy of Scope of work (all pages). (Annexure-IV) g) Copy of Technical Bid (all pages) in sealed envelope (Annexure-IV) h) Copy of Declaration regarding Black listing/Debarring and Insolvency. (Annexure i) Copy of Price Bid (all pages) (Annexure VI) j) Copy of Check Report (Annexure – VII) <p>All the pages are required to be signed with rubber seal of tenderer.</p>	
14.	Any other document.	

Note: The technical bid shall be summarily rejected if these documents are not attached.

**DIRECTOR
AIIA, NEW DELHI**

TENDER FOR "Rate Contract for Laundry items"**TERMS AND CONDITIONS**

1. The tenderer shall abide by scope of work enclosed in Annexure-IV.
2. The tenderer shall submit a copy of the tender document and addenda thereto, if any, with each page signed and rubber sealed to confirm the acceptance of the entire-terms and conditions of the tender.
3. The tender of any tenderer, who has not complied with one or more of the conditions of pre-qualification criteria and / or fail to submit the required document in prescribed format as mentioned / required / or conditional tender are liable to be summarily rejected.
4. The Institute reserves the right to accept or reject any or all the offers or apportion the work amongst the different tenderers in any manner as it may deem fit without assigning any reason whatsoever and its decision shall be final and binding on all concerned.
5. All the items shall be delivered within a period prescribed in the order.
6. The bill will be raised on quarterly basis and will be submitted in triplicate.

7. Liquidated Damages (LD):

If the contractor fails to deliver the items within the stipulated time frame penalty shall be levied as per Institute norms decided by the competent Authority.

8. Legal

Any dispute with regard to the meaning, effect or interpretation of any terms and conditions shall be referred to Director, All India Institute of Ayurveda, New Delhi who would act as the sole Arbitrator and proceedings of such arbitration shall be conducted in accordance with the provision of the Indian Arbitration Act, 1940 or any statutory modification thereof. The venue of Arbitration shall be New Delhi. In case of litigation, if any and the cause of action shall be deemed to have been arisen in New Delhi only.

9. Performance Security:

- i. To ensure due performance of the contract, performance security is to be obtained from the successful bidder awarded the contract. Performance security is to be obtained from every successful bidder irrespective of its registration status, etc. Performance security should be for an amount of 5-10% (ten percent) of the value of the contract. Performance security may be furnished in the form of an account payee Demand Draft or bank guarantee from a commercial bank in an acceptable form safeguarding the Institute's interest in all respects.
- ii. Performance security should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations by the contractor.
- iii. Bid security will be refunded to the successful bidder on receipt of performance security.

10. Important Note – No Deviation Clause

Any deviation in terms and conditions or the form of price bid inclusive / exclusive of taxes, levies, surcharges, and additional head for charges shall be discussed in pre bid conference. The Institute authorities shall modify the tender document if required in the light of discussion. However, any bid technical/price stipulating additional conditions or deleting the conditions mentioned in the tender shall be summarily rejected.

**DIRECTOR
AIIA, NEW DELHI**

UNDERTAKING

I/We have read all the terms and conditions of the tender and agree thereupon.

Place: _____

Signature: _____

Date: _____

Name: _____

Rubber seal of Tenderer:

Annexure-III

Details of Demand Drafts

Sl.No.	Particulars	DD number	Dated	Bank Name	Amount (₹)
1.	Processing Fees				Rs 1000/- (One Thousand Only)
2.	Earnest Money Deposit (EMD)				Rs 5,000/- (Five thousand Only)

Place: _____

Signature: _____

Date: _____

Name: _____

Rubber seal of Tenderer:

Scope of Work

Following items are required under the rate Contract

S.no.	Items Required	Approx. Qty for 1 year In KG/ltr
1	Detergent Ultra	730kg
2	Detergent Builder	639kg
3	Oxidized Oil stain Remover	110ltr
4	Emulsifier for oil	73ltr
5	Disinfectant + Stain Remover	1679ltr
6	Neutrilizer	511kg

DIRECTOR
AIIA, NEW DELHI

Technical Bid

Ref: Tender No.AIIA/C.Store/2018-19/hospital/01

Important Instructions:

1. Fill up the specifications in this document format only. **Rendering of other format will lead to disqualification.**
2. It will be the sole discretion of AIIA, New Delhi to accept or reject tenders in case of deviations, if any, from the technical specification.
3. Any misleading information, whether intentional or unintentional will lead to disqualification.

TENDERFOR "Rate contract for Laundry items"

1. Name of the Tenderer- Individual/Firm/Agency/Company/Dealer: _____
2. Address : _____

3. Telephone No.(O) _____(M) _____
4. Email id: _____
5. Status of Tenderer (Individual/Firm/Agency/Company/Dealer) _____
6. PAN Number _____ (Photocopy enclosed) GST Number _____
7. Sales Tax Registration Number _____ (Photocopy enclosed).
8. Service Tax Registration Number _____ (Photocopy enclosed).

Date: _____

Place: _____

Signature:

Name: _____

Rubber seal of Tender

SELF-CERTIFIED DECLARATIONS FOR TAKING PART IN TENDER

- a. Regarding blacklisting / debarring
- b. Insolvency

1. I / We _____ (Tenderer) hereby declare that the Individual/Firm/Agency/Company/Dealer, namely M/s _____ has not been declared as **insolvent**.

AND

2. I / We _____ (Tenderer) hereby declare that the Individual/Firm/Agency/Company/Dealer, namely M/s _____ has not been **blacklisted or debarred** in the past by Union / State Government or Organization from taking part in Government tenders in India.

OR

2. I / We _____ (Tenderer) hereby declare that the Individual/Firm/Agency/Company/Dealer, namely M/s _____ was **blacklisted or debarred** by Union/ State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is expired and now the Individual/Firm/Agency/Company is entitled to take part in Government tenders.

In case the above information is found to be false I / We are fully aware that the tender/contract will be rejected/cancelled by Director, All India Institute of Ayurveda, New Delhi, and EMD shall be forfeited.

In addition to the above the Director, All India Institute of Ayurveda, New Delhi will not be responsible to pay the bills for any completed/partially completed work.

Self-certification: _____

Name: _____

Address: _____

Rubber seal of Tenderer:

