

ALL INDIA INSTITUTE OF AYURVEDA
Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076

F. No.: G-19004/1/2010-AIIA/Vol.II/4046

Dated: 7/6/19

NOTICE FOR INVITING SEALED QUOTATION FOR PRINTING OF OPD CARD

Scaled quotations are invited from AIIA empaneled printing agencies for printing and supply of OPD Cards for AIIA hospital. The interested empaneled printing agencies may quote their rates in sealed envelope. The quotation document will be available in the website of the Institute www.aiaa.co.in and the same may be downloaded. Sealed Quotation should be put in the Tender Box placed at the Office, Administrative Section, All India Institute of Ayurveda, Gautampuri, Sarita vihar, Mathura Road, New Delhi on or before **18.01.2019** by 2.00 PM. The quotations will be opened on the same day at 03:00 PM in the presence of the firms or their authorized representatives who may like to be present. The tenders received after the stipulated date and time will not be accepted.



Director,
AIIA

ALL INDIA INSTITUTE OF AYURVEDA
Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076

F. No. - **87/MO/4/1/2018-AIIA/Vol.II/4046**

Dated: **16-1-19**

NOTICE FOR INVITING SEALED QUOTATION FOR PRINTING OF OPD CARD

Sealed quotations are invited from AIIA empaneled printing agencies for printing and supply of OPD CARD". The interested printing agencies may quote their rates in sealed envelope. The quotation document will be available in the website of the Institute www.aiaa.co.in and the same may be downloaded. Sealed Quotation should be put in the Tender Box placed at the Office, Administrative Section, All India Institute of Ayurveda, Gautampuri, Sarita vihar, Mathura Road, New Delhi on or before **26.01.2019** by 02:00 PM. The quotations will be opened on the same day at 03:00 PM in the presence of the firms or their authorized representatives who may like to be present. The tenders received after the stipulated date and time will not be accepted. The quotation received after the stipulated date and time will not be accepted.

- (1) The prescribed quotation forms duly completed in all respects with supported documents etc. may be submitted to the Director, AIIA in a sealed cover superscripted as "**SEALED QUOTATION FOR PRINTING OF OPD CARD**" Unsealed or incomplete quotations will be rejected out rightly.
- (2) The submission of quotation shall be taken as an acceptance of the terms and conditions.
- (3) The firms shall be required to furnish financial bid in sealed envelope superscripted as "**FINANCIAL BID FOR PRINTING OF OPD CARD**" for consideration by the Institute. (Refer Annexure 1)
- (4) Any dispute in this regard after opening of sealed quotation; the decision of the Director, AIIA will be final and bounded for all the firms.
- (5) In case of any difference or dispute arises in connection with the contract; all legal proceedings relating to the matter shall be settled within the jurisdiction of New Delhi/Delhi Court only.
- (6) Any attempt on the part of firms or their agents to influence officials of this institute in their favour by personal canvassing will disqualify the tenders.
- (7) Sub-standard, defective articles / papers / printing work will not be accepted. The same is to be rejected and no payment will be made for defected printed jobs by the institute.
- (8) The samples of work and other specifications can be seen in the Institute office during working hours on all working days between 2 to 4 pm. Marginal adjustments in size will be allowed depending on availability of paper with mutual consent in writing to avoid any likely dispute.
- (9) The Galley and Final proof should be got approved from the institute Office before commencing of final printing. Any minor changes made therein for convenient and betterment is to be accommodated without any extra charges.
- (10) No extra charges will be payable for any minor additions/alternations in proofs, if required.
- (11) Composed matter is to be delivered to the institute within 15 days from the date of the delivery of the manuscripts.
- (12) Paper is to be provided by the firm/press and no advance will be given for this work. The sample of paper (both for text and cover) to be used with its full specifications viz. size, brand and poundage is to be furnished with quotations.
- (13) The institute reserves the right to reject any or all quotations without assigning any reason.
- (14) The Institute reserves the right of terminating the contract without assigning any reason during agreed contract tenure for short falls, noticed if any.

Other Terms & Conditions

- I. The selected Firm(s) will be required to supply one sample each of the material being printed for the approval of competent authority. No final printing should be resorted to unless otherwise specifically asked for by the AIIA. The selected Firm shall ensure the delivery of the items in the office of the Institute. No separate charges shall be paid for delivery of printed material.
- II. The selected Firm will also submit soft copy of the printed material in PDF & editable format to this Office for future use and record. The soft and hard copy of the printed material will be the property of AIIA and the Printer will not use the material anywhere else.
- III. Supply should normally be made during the office hours on any working day. The Institute will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.
- IV. Order for items will be placed on requirement basis. No advance payment will be made by the Institute. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the AIIA.
- V. The Institute has the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Institute.
- VI. The Institute reserves the right to reject any /all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
- VII. The tender submitted without the requisite valid documents will be summarily rejected.
- VIII. Printing agency quoting the lowest price for the items will be declared as L1. The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by AIIA.


Director
AIIA

Technical Specifications

S. No.	Name of the item	Quantity (May be increased or decreased)
1.	OPD CARD	160000

Technical specifications of OPD CARD

S. No.	Details	Technical Specification
		<ul style="list-style-type: none">• Size = 09 x 08 inches• Single side printing, single color• English and Hindi Language• 170 GSM, sunshine paper• Serial number on each OPD card left hand upper side (As per sample attached)• Serial number should start from 145001 to 305000• OPD card should be bundled in packs of 100.• After the approval of final printing proof, the delivery should be made within 15 days.

*Information about bidder
(To be submitted by bidder with price bid)*

S. No.	Details	Details to be filled in by Agency/Firm
1	Name of the Agency & Contact Person	
2	Date of incorporation of the Firm. State whether it is Partnership/ Proprietorship (Attach a copy for proof)	
3	Regd. Office/ Business Address of the Agency	
4	Date of registration of firm	
5	PAN No. of the firm/ Company (Attach a copy for proof)	
6	TIN of the Firm (Attach a copy for proof)	
7	Sales Tax Registration No. of the firm (Attach a copy for proof)	
8	Postal Address of Companies with PIN, Phone, Mobile No and e-mail address	
9	No. of years in the current business (Attach a copy for proof)	

Date _____

Place _____

(Signature of Authorized Person) _____

(Name) _____

Name of Firm/Company/Agency _____

Phone No. _____

Email _____

PROFORMA FOR PRICE BID
(To be submitted on Letter Head of the Company)

To,
The Director
AIIA, New Delhi.

Dear Sir,

- (1) I/We..... submitted the quotation (F.NO.....Dated.....)
for Printing of OPD CARD.
- (2) I/We comply with all technical specifications mentioned and thoroughly examined, understood and accept all terms & conditions, failing to which my quotation can be rejected out rightly.
- (3) I/We hereby offer to supply at the following rates: -

S. No	Name of the Item	Quantity	Price per unit exclusive of Tax (in INR)	GST/VAT/other taxes	Total cost per unit (INR)	Total Cost
		A	B	C	D=B+C	E=A X D
1.	OPD CARD	1,60,000				

Note:-Complete material in CD (in editable form) is to be deposited with the AIIA. Final Printing will be done by the printer only after approval of the proof.

Date _____

(Signature of Authorized Person) _____

Place _____

(Name) _____

Name of Firm/Company/Agency _____

Phone No. _____

Email _____