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**MAULANA AZAD INSTITUTE OF DENTAL SCIENCES
(AN AUTONOMOUS ORGANISATION OF GOVT.OF NCT OF DELHI)
MAMC COMPLEX, NEW DELHI- 110002.
PURCHASE BRANCH**

**Notice Inviting e-Tenders for entering into Rate Contract for Printing of OPD Cards
& Folders.**

e-Tender I.D. Number

e-Tenders are invited for Printing of OPD Cards and Folders as per approved Design required for use in MAIDS. Detailed Programme alongwith Terms & Conditions is as under: -

- | | |
|--|---|
| 1) Estimated Cost | : Rs.8 Lac per year. |
| 2) Validity of Rate Contract | : Upto 31 st March 2015. |
| 3) Date of release of e-Tenders | : From 04:30 P.M. on 8 th Jan., 2014. |
| 4) Last date & time of submission of the e-Tenders and EMD | : Upto 01:30 P.M. on 29 th Jan., 2014. |
| 5) Opening of Pre-qualification Bids & EMD | : At 2:30 P.M. on 29 th Jan. 2014. |
| 6) Date of opening of Price Bids | : To be intimated later. |

EMD of Rs.15,000/- valid upto 31st May 2015 is required to be deposited in the form of FDR/Bank Guarantee in the name of Director-Principal, MAIDS till Bid Submission End date & time. It shall also be scanned and submitted online.

Sample physical copy of OPD Cards & Folders can be obtained from Room No. 08, Ground Floor, MAIDS building.

IN CASE ANY CLARIFICATIONS PERTAINING TO THIS TENDER ARE REQUIRED, PLEASE CONTACT THE PLANNING & PURCHASE BRANCH OF MAIDS, ROOM NO. 08, BETWEEN 02:00 P.M. TO 04:00 P.M. ON ANY WORKING DAY PERSONALLY OR TELEPHONICALLY ON PHONE NOS. 011-23233884 EXTN. 1053/1054 OR MOBILE NO. 9654700986.

Three Bid Tender Systems is to be followed as under:-

A. Fees / EMD:

Submission of EMD of Rs.15,000/- in Physical Form in the Office of the Director – Principal, MAIDS, Room no. 08, Ground floor upto 1:30 P.M. on 29th Jan., 2014. EMD shall remain valid upto 31st May 2015. Scanned copy of the EMD shall also be uploaded online.

B. Pre-Qualification Bid & Technical Bid :-

Essential documents to be submitted are:-

- a) Attested photocopy of PAN Card of the Firm/Individual participating in Tender.
- b) Company information in Annexure-I
- c) An Undertaking on “Non-Judicial” Stamp paper of Rs.50/- duly attested by Notary Public on prescribed Performa (Annexure-II)
- d) An Affidavit on Non-Judicial Stamp Paper of Rs.50/- on prescribed Performa (Annexure-III)
- e) Copy of VAT Registration / Services Tax Registration with the Government.

In absence of any of these documents, the Tender will be rejected outright. Serial Number of the submitted documents should be in sequence as mentioned above. These shall also be scanned and submitted online.

PHYSICAL COPIES OF THESE DOCUMENTS MAY BE SUBMITTED IN THE PLANNING & PURCHASE BRANCH, ROOM NO. 08, MAIDS BUILDING BY CLOSING DATE & TIME OF SUBMISSION OF TENDERS.

Sample physical copy of the O.P.D. Card Folder with U.V. Coating & Cards in three Colors may be submitted to determine that these meet the prescribed Specifications of paper etc.

Copies of all Pre-qualification documents and EMD shall also be scanned and uploaded online alongwith their specifications i.e. details of paper etc. The Technical Evaluation Committee shall examine whether samples are as per our specification or not. **Bids shall be rejected if samples are not submitted / approved.**

Specification of OPD card Folder and three cards to be printed and supplied may be seen in Annexure – IV.

C. Price Bid:-

Rate of the Printed OPD Folder and three Colored Printed Cards shall be quoted in Annexure V online only. U.V. coating is to be done on front page of OPD Folders only.

Taxes to be charged shall be given in percentage only.

General Terms & Conditions:-

1. The supplies of the Printed OPD Cards & Folders will be for Maulana Azad Institute of Dental Sciences, MAMC Complex, Bahadur Shah Zafar Marg, New Delhi-110002. The rates should be quoted for F.O.R. destination (Without Taxes).
2. **The validity of the quotation will be 120 days from the closing date. The Rate Contract for Printing of OPD Folders & three Color cards shall remain valid upto 31st March 2015.** The Tenderer is bound to print & supply OPD Cards & Folders during the validity of Rate Contract at the approved rates.
3. The Supply period of Printed OPD Cards & Folders shall be five weeks (35 days) from the date of issue of Supply Order. These shall have to be printed on specified type of Papers and as per our approved Design with U.V. Coating on front page of Folders.
4. Penalty of 1% of the value of Order per week for delayed supply shall be deducted subject to a maximum of 10% of the total value of the order from the Bill raised by the Supplier or from the Security Money deposited.

In case of defective supply, the same shall have to be replaced by the firm within one week failing which the Security Money/EMD Money deposited by the firm shall be forfeited and action may be taken against the firm as per Rules.

5. **Payment shall be made on receipt of full quantities of the ordered OPD Cards & Folders. No payment shall be made for Part Supply or in advance.**
6. **The Tenderer should quote alongwith the Tender, his Permanent Account Number of Income Tax Department and VAT Registration No./Service Tax Registration in bold letter, on the body of first page of their Quotation as well as Mobile Number and e-mail address.**
7. The decision of the Technical and Price Evaluation Committee constituted by the Institute regarding approval of quality & rates will be final and binding.
8. **The Tenderer will quote firm rates. No variation shall be allowed during the validity of Rate Contract i.e. upto 31st March 2015.**

9. After the opening of Tenders, there will be no Correspondence between the firm and Institute till the Tenders are finalized.
10. **THE DIRECTOR-PRINCIPAL. MAULANA AZAD INSTITUTE OF DENTAL SCIENCES, NEW DELHI HAS THE FULL AND EXCLUSIVE RIGHT TO ACCEPT OR REJECT ANY OR ALL THE TENDERS AND ALSO TO CANCEL THE SUPPLY ORDER AT ANY TIME WITHOUT ASSIGNING ANY REASON.**
11. Bills raised from Delhi address shall only be entertained.
12. In case of any disputes, only Delhi Courts jurisdiction shall be applicable.

Information shall be provided by the Tenderers alongwith the Tenders as follows:-

1. Name of the Proprietor / Authorized Signatory:
2. Name of the Participating Firm / Company :
3. Postal Address :
4. Email address :
5. Telephone nos. :
6. FAX no. :
7. Mobile no of Authorized Signatory :
8. PAN number of the Firm / authorized signatory :
9. VAT Registration Number :
10. Service Tax Registration Number :
11. Bank Account details for ECS payment:
 - a) **Beneficiary Name** :
 - b) **Bank name & Branch Address:**
 - c) **Account number** :
 - d) **IFSC code** :

Seal of the Firm.....
Mobile No.....
PAN No.....
e-mail

UNDER TAKING (To be executed on Rs.50/- Stamp Paper)

To

The Director-Principal,
Maulana Azad Institute of Dental Sciences,
New Delhi-110 002

Sir,

1. The undersigned certify that I/we have gone through the terms and conditions mentioned in the Tender Form and undertake to fully comply with them. I have no objection to any of the condition of the tender document. I undertake not to submit any complaint/representation against the tender document after expiry of submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance for the period ending **31st March 2015.**
2. I/We undersigned hereby bind myself /ourselves to Director-Principal, MAIDS to supply the various items for Maulana Azad Institute of Dental Sciences, New Delhi, or on behalf of the President of India during the period under Contract as per rates quoted by us and negotiated / finalised by the MAIDS.
3. The OPD Folder & Cards to be supplied shall be as per prescribed specification and of the best quality and kind as per the requirement of the Institution. The decision of the Director-Principal, Maulana Azad Institute of Dental Sciences, New Delhi (Hereinafter called the Purchaser) as regard to the quality shall be final and binding on me/us.
4. Bid Security deposited by me in the form of FDR/Bank Guarantee in the name of the Director-Principal, New Delhi has been deposited in Purchase Branch of MAIDS and shall remain in the custody of the Director-Principal till the validity period of the Rate Contract plus two months.
5. I/We shall forfeit to the Director-Principal, MAIDS the Security money in case of any delay occurs on my part or I or my agent fails to supply the OPD Cards & Folders of the desired specifications within the specified period of supply of goods.
6. In case of the Printing of the Folders approved in my favour got printed from any other source due to delay or non-supply, the extra amount paid may be deducted from the Security submitted by me.
7. The conditions contained herein shall form part of the Agreement.

- 8. If I/We fail to supply the stores in stipulated period the hospital has full power to forfeit the Security Money.
- 9. I/We declare that no legal/financial irregularities/cases are pending against the proprietor/partner of the tendering firm or manufacturer.
- 10. I/We undertake that the rates quoted by us when approved and the Rate Contract by the Director-Principal, Maulana Azad Institute of Dental Sciences, New Delhi-2 will be valid upto 31st March 2015, I undertake to supply the OPD Cards & Folder within five weeks from date of Supply Order. I undertake to supply the ordered goods within stipulated period and if I fail to supply order during the stipulated period, the necessary action can be taken by the Director-Principal, Maulana Azad Institute of Dental Sciences, New Delhi as per Terms & Conditions of Tender Document.
- 11. I/We undertake that the items supplied shall be as per sample/catalogue/technical literature description approved by the MAIDS.

Affirmation

I/we pledge and solemnly affirm that the information submitted in tender documents are 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 comes to the notice of purchaser during the validity of tender period, Director-Principal Maulana Azad Institute of Dental Sciences will have full authority as he deems fit, which may amount to rejection of tender without assigning any reason and forfeiting the Bid Money.

Signature

(Name of Tenderer)

Seal of the Firm.....
Mobile No.....
PAN No.....
e-mail

Place.....
Date.....

AFFIDAVIT ON CRIMINAL LIABILITY

CRIMINAL LIABILITY UNDERTAKING ON RS.50/- Stamp Paper

IS/o Sh
Resident of (Address).....
do solemnly pledge and affirm :-

1. That I am the proprietor/Partner/Director of the M/s.....
.....
2. That no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against the firm at the time of submission of Tender.

Signature of the Tenderer/Manufacturer
Rubber Stamp of Tenderer

Mobile No.....
PAN No.....
e-mail

Technical Bid Format

Printing of O.P.D. cards folders with three cards as per approved design and specifications

Tender ID:

Name of the Tenderer:

| Sl. No. | Work with specification | Quantity required | Sample submitted (Yes/NO) |
|---------|---|---------------------|---------------------------|
| 1 | Printing of O.P. D. card Folders as per sample and specifications as under:- A4 Size (Folded) A3 Size (Open), 300GSM Art Card with Lamination, Four Colours Printing (Front & Back), Two Pocket Inner side size 3.5" X 8", (Two side pasting one left Pocket & one Right Pocket) U.V. Coating on Front page of the Folder. | 60,000 to 70,000 | |
| 2 | Printing of Color Cards as per Sample and Specifications:- Paper: 13Kg Art Card Single Color Printing Green color Size 8" X 10" | 60,000 to 70,000 | |
| 3 | Printing of color cards as per sample and specification:- Paper: 13Kg Art Card Single Color white Size 8" X 10.5" | 60,000 to 70,000 | |
| 4 | Printing of color cards as per sample and specification:- Paper: 13Kg Art Card Single Color Yellow Size 8" X 11" | 60,000 to 80,000 | |

Price Bid Format
Printing of O.P.D. Folders with three color Cards as per approved Design and Specifications

(To be submitted online only)

Tender ID:

Name of the Tenderer:

| Tender Inviting Authority: Director Principal, MAIDS | | | | | | |
|---|--|----------|---------------------------------------|------------------------|-----------------|---|
| Name of Work: Printing of OPD cards & folders | | | | | | |
| Contract No. F.2(1)/14-Plg./MAIDS/ | | | Tender ID : 2014_MAIDS_50564_1 | | | |
| Bidder Name: | | | | | | |
| PRICE SCHEDULE | | | | | | |
| (This BOQ template must not be modified/replaced by the Bidder and the same should be uploaded after filling the relevant columns, else the Bid is liable to be rejected for this tender. Bidder are allowed to enter the Bidder Name and values only) | | | | | | |
| Sl. No. | Item Description | Units | Basic Price (without Taxes in Rs.) | Tax rate in percentage | Tax rate in Rs. | Total Amount (inclusive of all taxes in. Rs.) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Printing of O.P. D. card Folders as per sample and specifications as under:- A4 (Folded) A3 Size (Open), 300GSM Art Card with Lamination , Four Colours Printing (Front & Back), Two Pocket Inner side size 3.5" X 8", (Two side pasting one left Pocket & one Right Pocket) U.V. Coating on Front page of the Folder. | Per Unit | | | 0.00 | 0.00 |
| 2 | Printing of color cards as per sample and specification:- Paper: 13Kg Art Card Single Color Printing Green color Size 8" X 10" | Per Unit | | | 0.00 | 0.00 |
| 3 | Printing of color cards as per sample and specification:- Paper: 13Kg Art Card Single Color Printing white Size 8" X 10.5" | Per Unit | | | 0.00 | 0.00 |
| 4 | Printing of color cards as per sample and specification:- Paper: 13Kg Art Card Single Color Printing Yellow Size 8" X 11" | Per Unit | | | 0.00 | 0.00 |
| ***Total in Figures | | | | | | 0.00 |
| ***Total in Words | | | | | | Rupees only |

Note:- U.V. Coating shall be done only on the Cover page of OPD Folder.

Name : _____
Mobile no. : _____
Address : _____
PAN No. : _____