

**Cost Rs.500/-**

**EXAMINATION SECTION  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
NEW DELHI – 100 029**

(Schedule - A)

No. F. AIIMS/Exam.Sec./04-2013

Ansari Nagar, New Delhi – 110 029

Dated the

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject:- **Rate Contract for purchase of Ball Pens for the period of two years.**

The Examination Section of AIIMS invites sealed quotations from manufactures of pen (Two Bids System) for purchase of Ball Pen (special) as per specification detailed below:

Sl.No	Description of the Articles	Specification	Quantity	Remarks
1.	<b>Pen Length</b>	Standard size	2,00,000 Nos.  (Two Lakhs per year Approx.)	Cost effectiveness can only be checked after tender/ quotations are received
2	<b>Pen Body</b>	Plastic		
3	<b>Ink colour</b>	<b>Black &amp; Red</b>		
4	<b>Refill ink Quantity</b>	Full refill ( <b>Separate Rate</b> )		
		Half refill ( <b>Separate Rate</b> )		
5	<b>Ball Point size</b>	0.8mm		
6	<b>Pen Body Shape</b>	Round body without grip		
7	<b>Pen Colour</b>	Transparent		
8	<b>Quality of Ink</b>	Non-Smugging and quick dry		
9	<b>Other Features</b>	Disposable, with labels on pens and packing		
10	<b>Packing Mode</b>	5 Pens in a pack 25 pens containing 5 sets of 5 pens each 100 pens containing 4 packets of 25 pens each		
11	<b>Packing material</b>	Standard plastic packing in corrugated box		

1. Tender should be addressed to the Assistant Controller of Examination, All India Institute of Medical Sciences, Ansari Nagar, New Delhi – 110 029 and submitted at Examination Section, AIIMS under sealed cover failing which the tender shall be rejected. Terms and conditions for supply should invariably be indicated. The rates shall be quoted by the tenderer on separate sheets failing which the tender(s) will be rejected.
2. Conditional quotations will not be considered for acceptance.
3. The quotation(s), duly sealed, as per specifications mentioned above should reach the Examination Section, AIIMS, Ansari Nagar, New Delhi -110 029 on or before 28<sup>th</sup> July, 2013 upto 03.00PM and same will be opened at 28.07.2013 at 04.00PM.

4. TENDER SHOULD INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:

- PART - I :- TECHNO-COMMERCIAL BID IN ONE SEALED COVER
- PART – II :- PRICE BID/FINANCIAL BID IN ONE SEALED COVER

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OUTERCOVER INDICATING THEREON :-

- i) Name of the firm \_\_\_\_\_
- ii) Due date for submission of the Tender: \_\_\_\_\_

NOTE:-

A) TENDERS SUBMITTED WITHOUT FOLLOWING TWO –BID SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.

**Techo-Commerical Envelope should contains:**

- a) Profile of the Company
- b) Sample of the Pen
- c) Tender document duly signed
- d) Necessary certificate

**Financial Bids Envelope will contains:**

- a) Schedule-C stating the rate of pen.

5. The vendors are also requested to be present at the time of opening of quotations i.e. on 28<sup>th</sup> July, 2013 at 04.00PM in the Examination Section, AIIMS, New Delhi – 110 029.

ASSTT. CONTROLLER OF EXAMS.

## (Schedule - B)

### TERMS & CONDITIONS

1. Turnover should not be less than the 70 Lakhs per year during the last three years.
2. The vendor will have to get the sample approved by the Examination Section, before supply of the required material.
3. The pens are required to be supplied duly packed to the Examination Section, AIIMS, as per specification within 15-20 days after placement of supply order.
4. The bidder submitting tender would be considered to have accepted all the terms and conditions. No inquires either verbal or written shall be entertained in this regard having effect on the contract.
5. **The bidder is required to submit the tender duly signed and stamped on all pages.**
6. **The bidder is required to quote their rates on Schedule-C provided with the tender.**
7. Tender document by Tele-fax/telegram/fax/e-mail will not be accepted.
8. Rates should be quoted strictly as per the specifications.
9. If the bidder provide false statements on any information, their quotation/tender will not be considered and it shall be deemed to have been rejected.
10. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard.
11. Rates for only the best quality ball pen (as per our specifications) should be quoted. On no account rates of different qualities i.e. A, B, C & D should be quoted. The items that have been quoted as per different qualities (in contravention to the specifications) will not be considered at all.
12. One sample of Ball Pen as per specification should be submitted with Techno-Comm. Bid.
13. The tenders/quotations received without sample will be summarily rejected and no correspondence will be entertained in this regard.
14. Selection will be made purely on the basis of the sample vis-a-vis specification and terms & conditions of tender.
15. Quotations received after the last date of submission or without adhering to the above instructions will be outrightly rejected.
16. In case of delay in supplying the material as per specifications and Terms & Conditions within the stipulated time limit, 5% of the amount from the bill will be deducted as penalty for first time. If delay is one week for the delay beyond 7 days. The security amount will be forfeited and decision of Sub-Dean (Exams) in this regard will be binding & final.
17. In case the lowest quote does not fulfil the terms and conditions of the rate inquiry. AIIMS reserves the right to reject/cancel the supply order and award it to the next lowest quote at the rates quoted by the first lowest quottee.
18. Charges for packing & delivery will be included in cost of pen.
19. The bidder shall be manufacturer of pen.
20. The successful Tenderer shall furnish the Performance Security within 15 days of issue of Award Letter for due performance of the contract. The Performance Security should be for an amount of **Rs.10,000/- (Rupees Ten thousand only) payable in the shape of FDR/Bank Guarantee from any Nationalized Bank in favour of Director, AIIMS, New Delhi** and it shall be valid for 26<sup>th</sup> month from the date of issue of Rate Contract, failing to furnish performance security in time would entail cancellation of the contract and removal of name of the firm from the list of contractors.
21. TIN/VAT/PAN/Service Tax certificate shall be submitted with the technical commercial bid.
22. The price charged for the said service, under reference, by the supplier shall in no case exceed the lowest price at which the supplier provide the services of same identical description to any other person/organization/Institution during the currency of the contract as per fall clause adhered by D.G.S. & D. if at any time, during the said period the approved vendor reduces the said prices of such service to any other person/organization/Govt. Institution /Co. Operative Store at price lower than the quoted price, he shall forthwith notify such reduction to the Director, All India Institute of Medical Sciences and the charges payable for said services after the date of coming into force of such reduction shall stand correspondingly reduced and should attach an undertaking on affidavit as per enclosed format, otherwise quotation shall be summarily rejected.

**SCHEDULE – C**

**QUOTATION FOR SUPPLY OF BALL PENS (SPECIAL)**

**FOR THE EXAMINATION SECTION, AIIMS, NEW DELHI – 110 029.**

1. Name and address of the firm :
  
2. Telephone No./Fax No. & E-mail address :
  
3. Rate :

Sl.No	Features	Specification	Rates per Unit (Rs./P) (Full refill)	Rates per Unit (Rs./P) (Half refill)	VAT @ as extra (Rs./Ps)
1.	<b>Pen Length</b>	Standard size			
2.	<b>Pen Body</b>	Plastic			
3.	<b>Ink Colour</b>	<b>Black &amp; Red</b>			
4.	<b>Ball Point size</b>	0.8mm			
5.	<b>Pen Body Shape</b>	Round body without grip			
6.	<b>Pen Colour</b>	Transparent			
7.	<b>Quality of Ink</b>	Non-Smuggling and quick dry			
8.	<b>Other Features</b>	Disposable, with labels on pens and packing			
9.	<b>Packing Mode</b>	5 Pens in a pack 25 pens containing 5 sets of 5 pens each 100 pens containing 4 packets of 25 pens each			
10.	<b>Packing material</b>	Standard plastic packing in corrugated box			

**TERMS & CONDITIONS:**

All terms and conditions as mentioned in the tender document are acceptable to the firm.

Encl:- Sample of the pen

Signature.....

Seal :

# ALL INDIA INSTITUTE OF MEDICAL SCIENCES

ANSARI NAGAR, NEW DELHI-110029

## (EXAMINATION SECTION)

Tender are invited on behalf of Director, AIIMS, New Delhi as per details given below:

Sl. No.	Tender Notice No.	Purpose	Details
1.	AIIMS/Exam. Sec./04-2013	Procurement of pen on rate contract basis from manufacturers of pen as per specification.	Cost of tender document is <b>Rs. 500/-</b> payable through D.D. in favour of <b>Director AIIMS, New Delhi</b> payable at <b>New Delhi.</b>

The tender addressed to **Asstt. Controller of Examinations, Examination Section, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029** shall reach to the address on or before **28.07.2013** at **3.00 p.m.**

The detailed tender document with specifications and terms and conditons are available on website [www.aiimsexams.org](http://www.aiimsexams.org) and <http://tenders.gov.in>

**ASSTT. CONTROLLER OF EXAMS**