



# ALL INDIA INSTITUTE OF MEDICAL SCIENCES Bathinda, Punjab



Email: [procurement@aiimsbathinda.in](mailto:procurement@aiimsbathinda.in)

Ph.No.0164-2867505

## Rate Contract

For

Supply of Medical Books for

Central Library at

All India Institute of Medical Sciences (AIIMS),  
Bathinda

Ref No.	: AIIMS/BTI/Tender/29
Published Date	: 16 Sep 2021 03:00 PM
Bid Document Download / Sale Start Date	: 20 Sep 2021 12:00 PM
Clarification Start Date	: 20 Sep 2021 03:00 PM
Clarification End Date	: 28 Sep 2021 03:30 PM
Bid Submission Start Date	: 20 Sep 2021 12:00 PM
Bid Submission End Date	: 12 Oct 2021 02:00 PM
Bid Opening Date	: 13 Oct 2021 03:30 PM

Tender documents may be downloaded from institute's web site [www.aiimsbathinda.edu.in](http://www.aiimsbathinda.edu.in) (for reference only)

All India Institute of Medical Sciences (AIIMS), Bathinda, an apex healthcare institute established by an Act of Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites Online bids in two bid system for Rate Contract for Supply of books for central library at the Institute initially for a period of two years and may be extended maximum for one year on satisfactory performance. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

## Chapter I- Instruction to bidders

1. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> .
2. The complete bidding process in online. Bidders should be in possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to AIIMS Bathinda through e-mail: [procurement@aiimsbathinda.in](mailto:procurement@aiimsbathinda.in) on or before end date of clarification as per critical date sheet.
3. **Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.**
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. **Bid Security:** A Bid Security Declaration should be submitted with technical bid in place of Bid Security/EMD as per Office Memorandum No. 9/4/2020-PPD dated 12 Nov 2020 by Ministry of Finance, Government of India.
6. **The Hard Copy of original document in respect of earnest money deposit etc. must be delivered to the AIIMS, Bathinda on or before last date/time of Bid Submission as mentioned above. The bid without EMD will be summarily rejected.**
7. **Purchase Preference to Local Suppliers**  
In pursuance of Government of India Order No. P-45021/2/2017-B.E.-II dated 15/06/2017 purchase preference shall be given to local suppliers in all procurements undertaken in the manner specified hereunder and the procurement shall be made as per terms and conditions contained in the said order.
  - (a) In procurement of goods in respect of which the Nodal Ministry has communicated that there is sufficient local capacity and local competition, and where the estimated value of procurement is Rs. 50 lakhs or less, only local suppliers shall be eligible. If the estimated value of procurement of such goods is more than Rs. 50 lakhs, the provisions of sub-paragraph b or c, as the case may be, shall apply.
  - (b) In the procurements of goods which are not covered by paragraph (a) above and which are divisible in nature, the following procedure shall be followed:
    - i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.
    - ii) If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly.

In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.

(c) In procurements of goods not covered by subparagraph (a) above and which are not divisible, and in procurement of services where the bid is evaluated on price alone, the following procedure shall be followed:

i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.

ii) If L1 is not from a local supplier, the lowest bidder among the local suppliers will be invited to match the L1 price subject to local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L1 price.

iii) In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

(d) **Minimum local content:** The minimum local content shall ordinarily be 50% till the Nodal Ministry prescribes a higher or lower percentage.

**Margin of Purchase Preference:** The margin of purchase preference shall be 20%. The Local supplier who's quoted price falls in the margin of purchase preference desirous of claiming benefit of the Order No. P-45021/2/2017-B.E.-II dated 15/06/2017 shall submit an undertaking within 7 days of opening of financial bid, that he would be ready to supply the product at L1 price. In case of non-receipt of the same, he would not be given purchase preference.

## **Chapter-II- Conditions of Contract**

### **General Terms and Conditions**

**Subject: - Notice inviting bids for Rate Contract of Books for central library at All India Institute of Medical Sciences, Bathinda**

#### **1. Parties:**

The parties to the contract are the contractor (the tenderer to whom the work have been awarded) and the AIIMS through Administrative Officer, All India Institute of Medical Sciences, Bathinda for and on behalf of the Executive Director, AIIMS, Bathinda.

2. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals and tenders received after due dates shall not be entertained. The Institute shall not be responsible for any postal delay and delay in receipt of the offer. Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent. Delayed / Late Bids will not be accepted, at any circumstances.

3. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.

4. The Publisher's/principals offering for the Rate Contract may furnish the name and address of their local authorized distributor / dealer, so that the copies of orders can be endorsed to them for expeditious supply. In such cases where local dealers/stockiest has been nominated by

the principal, the bills raised by them against our purchase order will be accepted.

5. Any addition and deletion of authorized dealership / distributorship shall be intimated to the undersigned immediately on authorization of a new party.
6. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of AIIMS Bathinda ([www.aiimsbathinda.edu.in](http://www.aiimsbathinda.edu.in)). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
7. Printed & bound current price list for 2021-22 (Both hard copy and soft copy) duly signed & certified by authorized signatory must accompany the tender. Photocopy of the price list and price list in spiral binding will not be accepted. The price list which is in CD may be downloaded and a copy may be supplied to this office duly signed and sealed by authorized signatory.
8. The bidders are required to mention tax rate applicable on each category otherwise rates will be treated as inclusive of all taxes.
9. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.
10. Trade discount along with certificate certifying that higher discount is not given to any other Department/Organization/Institution than offered should be enclosed with Financial Bid.
11. In case of discrepancy between unit price & total price, the unit price shall prevail.
12. The percentage of discount quoted by each firm in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders.
13. A Certificate to be given by the tenderer that the price list supplied is the only one in circulation.
14. Where contract (RC) for supply of books imported (Subject to custom duty and foreign exchange variations) and/or locally manufactured (Subject to excise duty and other duties & taxes), the percentage of price should be specifically stated along with the selling rates of foreign exchange element taken into account in the calculation of the price list of the imported books.
15. In case of supply of books made through valid authorized dealer, their name & mail address may be declared / indicated in the tender.
16. Authorization certificate in respect to foreign firms duly self-attested and showing validity period may be submitted.
17. Enlistment under Rate Contract with this Institute does not ensure business of any quantum, whatsoever. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.

**18. DOCUMENTS COMPRISING THE BID:**

The bids prepared by the bidder shall comprise of (1) Technical Bid and (2) Financial Bid:

**Technical Bid:** -To qualify in the Technical Bid the firm should have the minimum eligibility criteria

as under and the firm in this regard must submit the following documents in support of their eligibility criteria: -

- (a) Valid registration certificate of the firm of the Govt./State Govt.
  - (b) Duly filled format of Technical Bid as per Chapter –IV.
  - (c) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
  - (d) Price list of the items from the Principal.
  - (e) Authorization Certificate from the principal must be attached by Local Authorized Dealer.
  - (f) PAN number with document
  - (g) GST No. with document
  - (h) The bidder shall be a publisher/ Distributors /Agents (Certificate of authorization must be attached).
  - (i) **Financial Status:** - The average annual turnover from similar jobs, of the quoting firm should not be less than **50 Lacs** in the **last three consecutive years**. Copies of profit & loss account and balance sheets duly authenticate by a Chartered Accountant for the last three years should be enclosed.
  - (j) The technical bid should be accompanied by ~~bid security declaration~~
  - (k) Copy of Income Tax Return Acknowledgement for last Three years.
  - (l) Copy of PAN Card / Service Tax Registration.
  - (m) Copy of GST registration certificate.
  - (n) Registration with Excise Department, Govt. of India. The industries situated in excise free zones will be exempted from registration provided they produce the copy of appropriate notification.
  - (o) Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients.
  - (p) The bidder must have experience of execution of similar work in at least 3 Govt. Medical College for last three years. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years from 03 institutions to this effect must be submitted along with the offer.
  - (q) The concerned firm/company whose product has been declared as of spurious or plagiarised quality and any criminal cases is filled and depending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted / banned / debarred firms / company by any central / state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid.
  - (r) Brochure, original book catalogue with detailed specification of the product offered, if relevant.
- Financial Bid:** The financial bid shall contain:
- (a) Price Bid Form [As per Chapter - VII] – Price must be quoted as per format specified, failing which tender shall be summarily rejected.

#### **19. Signing of Tender:**

Individual signing the tender or other documents connected with contract must specify whether he sign as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed

by the partners of the firm.

(c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

20. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, AIIMS, Bathinda may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

21. The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

22. BID PRICES:

(a) It should be submitted in form given in **Chapter VII**. The price quoted will be exclusive of taxes and inclusive of all applicable charges (i.e. packing, forwarding, postage and transportation) at F.O.R. AIIMS, Bathinda and shall be fixed and final. Taxes, as applicable will be extra, which will be separately quoted in the bid, at the time of payment Income Tax or any other Tax payable shall be deducted at source.

(b) The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the Institute.

(c) The rate quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

25. **TECHNICAL EVALUATION:**

(a) Detailed technical evaluation shall be carried out by Purchase Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

(b) The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion / presentation.

(c) Financial bids of only those bidders who qualify the technical criteria will be opened provided all other requirements are fulfilled.

(d) AIIMS Bathinda shall have right to accept or reject any or all tenders without assigning any reasons thereof.

26. **FINANCIAL EVALUATION:**

(a) The financial bid shall be opened of only those bidders who are found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The Institute shall inform the date, place and time for opening of financial bid.

(b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, amount in words shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

(c) The AIIMS Bathinda does not bind itself to accept the lowest bid or any bid and reserves the right

of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. AIIMS Bathinda, reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

**27. AWARD OF CONTRACT: PLACEMENT OF ORDER:**

The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technical, commercially and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder. L1 will be decided on individual item basis.

**28. Opening of Tender:** The tenderer is at liberty either himself or to authorize not more than one representative to be present. At the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

**29. Right of acceptance:**

The AIIMS, Bathinda reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The AIIMS Bathinda reserve the right to reject any or all tenders/ quotations or all offers received in response to the tender or cancel or withdraw the tender notice without as signing any re as on the re of and also does not bind it self to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

**30. Delivery:**

Delivery of goods shall be made by the supplier within 30 days of placing of purchase order, however, in case of emergent requirement he has to supply the required quantity of goods within 1 weeks of placing of order also. In few cases the items are to be delivered at a very short notice i.e. within 24 hours.

**31. Liquidated Damages**

Supply of material will have to be completed within 30 days or period mentioned in the purchased order. The liquidated damages charges @ 0.5% per week of the value of that part of the goods that, as a consequence of the delay, shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value. If the supplier unable to supply more than 80% quantity of ordered books, the supplier will have to give valid reason for non-compliance of remaining order. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

**32. Risk Purchase**

If successful tenderer fails to supply books within the stipulated delivery date or books supplied other than specification specified in our NIT, AIIMS Bathinda reserves the right procure same or equivalent books from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the books from alternative source will be recovered from the Security Deposit / Bank Guarantee and Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and/ or Bank Guarantee and Pending Bills, the same may be recovered if necessary by due legal process.

**33. The Payment clause:**

The bill in triplicate may be sent to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items(s).

No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work.

The contractor shall submit the bill only after supply of the books to the satisfaction of the AIIMS Bathinda, on receipt of a pre-receipted bill invoice from the Contractor the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for books rejected

**34. Performance Security:**

The successful tenderer will be required to furnish a Performance Security Deposit equivalent to **3%** of the value of the contract to be deposited after receiving of award of contract in the form of **Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank** duly pledged in the name of the " **Executive Director, AIIMS Bathinda**" which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. In the event of non-deposition of the same the earnest money will be forfeited.

The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations under the contract.

No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

**35. The technically qualified Bidder who submits the highest discount in financial bid amount shall be declared as successful bidder (H1) and communication to that effect shall be made subject to approval and as decided by the competent Authority.**

**36. Breach of Terms and Conditions:**

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/job without as signing any reason there of and nothing will be payable by AIIMS, Bathinda in that event the security deposit shall also stands forfeited.

**37. Subletting of Work:** The firm shall not assign or sublet the work / job or any part of it to any other person or party without having first obtained permission in writing of AIIMS Bathinda which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

**38. Arbitration:**

If any conflict or difference arises concerning this agreement, its interpretation on payment to the made there-under the same shall be settled out by mutual consultation and negotiation If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Director, AIIMS Bathinda. Such requests shall be accompanied with a panel of names of three persons to act as he sole arbitrator In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

**39. Legal Jurisdiction:**

The agreement shall be deemed to have been concluded in Bathinda, Punjab and all obligations here under shall be deemed to be located at Bathinda, Punjab and Court within Bathinda, Punjab will have Jurisdiction to the exclusion of other courts



**40.Periodicity/ Duration of Contract: The Contract is initially for a period of one year and may be extended till new Rate Contract gets final, if required**

**Chapter - III**  
**Other terms & conditions of the Contract**

1. The successful firm will be required to do the work / job for the period of contract from the date of award the contract AIIMS, Bathinda shall, however, reserve the right to terminate the contract at any time without assigning any reason.
2. The items will have to be supplied at AIIMS, Bathinda. No transportation/ cartage charges will be provided for the same.
3. The firm may supply the required books as per unit price mentioned in the pricelist.
4. The books should be securely packed to avoid damages etc. in transit.
5. All India Institute of Medical Sciences (AIIMS), Bathinda shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.
6. In case a proposal is accepted the supplier/principal will have to sign an agreement deed with us on a non-judicial stamp of appropriate value while entering into rate contract.
7. The firm should have availability of a responsible person on call on all working days between 09:00 Hrs to 17.00Hrs.
8. The books shall be delivered at the AIIMS, Bathinda should be the latest edition of it available and if due for reedition need to be mentioned at time of delivery.
9. Orders shall be issued for tentative annual requirement on actual need basis. Bills in triplicate for the books supplied by the selected firm(s), should be raised for payment. Payment shall be released after it is ensured that the quantity and quality of books supplied are to the entire satisfaction of this office and accepted. If any book is found to be defective, or misprinted or missing pages, the same shall be replaced immediately, for which no extra payment shall be made by AIIMS, Bathinda.
10. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired books even on short notice to AIIMS, Bathinda.
11. In case the print of books supplied are not in conformity with the standard given in tender or the supplies are found defective at any stage the books shall immediately will be taken back by the supplier and will be replaced with the tender quality books, without any delay. The Purchase Committee reserves all right to reject the books if the same are not found in accordance with the

required description / specifications and liquidates damages shall be charged. Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same.

12. **Discount:** The Discount which will be offered by the publisher/authorized distributors on the publisher's price list for the contract year may be mentioned. Firms must offer a flat discount rate on all books instead of separate discount on different books Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
13. **GST:** The rate of GST should be mentioned clearly.
14. **Authorization Letter:** Authorization letter from the publisher for the current financial year should be submitted along-with quotation, failing which quotations will not be considered.
15. The AIIMS, Bathinda reserves the right to place an order for supply of any book mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/ un a void able situation.
16. The all Books should be good condition and latest edition and original copy published by the publisher (not pirated).
17. The Supplier shall supply all the ordered books within the period (20 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order. If the supply is not received within the stipulated time, the Director, AIIMS, Bathinda reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the concerned officer at least four days before supply date expires.
18. All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof
19. The Supplier shall append the declaration on the bill that - Only the latest editions of the books etc. have been supplied
20. The actual prices of Publications have been charged without any handling/postage charges.
21. These are not remaindered titles/ damaged books with missing pages.
22. The Indian/Low priced editions of these publications (if foreign) are not available in India.
23. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
24. Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty that may deem fit.
25. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.
26. All books carry a discount as per the agreed terms.
27. This order should be acknowledged within 7 days from this date.
28. If a book is ordered from abroad, we should be informed accordingly before sourcing it.
29. The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of AIIMS, Bathinda should be consulted

beforehand if vendors intend to supply hardback editions, if the ordered paperback edition is not available.

30. The Supplier shall supply all the ordered books within the period (20 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order.
31. This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
32. Librarian should certify on the invoice that the prices quoted there in are the publisher's current prices. And, enclose the stamped price proof along with the invoice.
33. Payment will be made within 45 days from date of receipt of the invoice.

**Disclaimer:**

The near relatives of employees of AIIMS, Bathinda are prohibited from participation in this tender. The near relative for this purpose are defined as:

- (a) Members of a Hindu undivided Family.
- (b) Their spouses
- (c) The one related to the other in the manner as father, son(s), Son's wife (daughter-in-law), daughter(s) and daughter's husband (sons-in-law) brother (s) and brother's wife, sister(s) and
- (d) Sister's husband, brother(s)-in-law.

**Special Conditions:**

- (a) Freight, insurance charges, if any will be borne by the supplier, Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of books by the purchaser for resupply. The defective supply will have to be replaced by the supplier within 10 days without additional freight / transport charge.
- (b) GST and other Govt. levies will be paid extra as applicable by the supplier.
- (c) Delivery of goods will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute from railway / road transport.
- (d) Payment of the bill will be made preferably after receipt of the books in satisfactory condition.
- (e) No revision in rate (on higher side) will be accepted during contract period.
- (f) Order will be placed as per requirement, irrespective of value of the order.
- (g) Supply should be made in full against the order and shortage will be procured from other publisher/dealer on the risk and cost of the original supplier.
- (h) Supply should be made from of the latest available edition in the market
- (i) While submitting the tender document, the tenderer should sign on each page of the tender document.
- (j) The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.

**Inspection:**

- (a) AIIMS, Bathinda shall have the right to inspect to confirm their conformity to the NIT Specifications at no extra cost to the AIIMS, Bathinda.
- (b) AIIMS, Bathinda right to inspect, where necessary, reject the books after the arrival at the final destination shall in no way be limited or waived by reason of the books having previously been

inspected, and passed by AIIMS, Bathinda prior to the goods shipment.

- (c) The Director, AIIMS Bathinda shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
- (d) No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two (02) weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

**Executive Director,  
AIIMS, Bathinda**

Chapter - IV

**TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.**

(Tenderer may use separate sheet wherever required)

S.No.	Details of the Firm / Bidder	Page No.	Remarks
1.	Name & Address of the Publisher/Authorized Distributor		
2.	Whether the Firm is located in Bathinda (Punjab). (Yes/No)		
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
5.	Details of the cost of the Tender documents (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees..... )		
6.	Copy of Registration of firm		
7.	Copy of GST Registration		
8.	Copy of PAN/TAN Card		
9.	Authorization certificate from the publisher/principal		
10.	Authorization certificate for Distributors/Dealer		
11.	Certificate for NoDeviation		
12.	Certificate for Price Justification		
13.	Non Blacklisting Certificate		
14.	Copy of Income Tax Return for last 3 years		
15.	Whether each page of NIT and its annexure have been signed and stamped		
16.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
17.	List of quoted companies and category as mentioned in Chapter -V		
18.	Have you previously supplied these items to any government/private organization? If yes, attach the relevant proof. (Also provide an affidavit that you have not quoted the price higher than previously supplied any government institute)		

19.	Proof average turnover of the quoting firm which should not be less than Rs. one (01) crore only continuously for the preceding last three years		
20.	GST Registration No.		
21.	TIN No. with Proof		
22.	Whether copies of authenticated balance sheet for the past three years enclosed		
23.	Name and Mobile Number of a Key person, who can be contacted at any time The person should be capable of taking orders and making arrangement for supply of the desired items.		
24.	Any other information important in the opinion of the tenderer		

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.
- In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

### **Undertaking**

1. That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspections by the AIIMS, Bathinda. I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

## **NON BLACKLISTING CERTIFICATE**

*[To be submitted on letterhead]*

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by AIIMS Bathinda and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and AIIMS Bathinda may imposed any action as per NIT rules.

Date :  
Place :

Name :  
Business Address :  
Signature of Bidder :  
Seal of the Bidder :

**CERTIFICATE OF PRICE JUSTIFICATION**

*[To be given on letter head]*

**NIT No.:**

I/We, M/s. \_\_\_\_\_ certify that the rates provided are our best rates and we have not given these books to any Government Department/PSU/Institution for lesser than these rates in last one year.

SIGNATURE AND STAMP OF THE BIDDER



## **CERTIFICATE OF NO DEVIATION**

*[To be given on letter head]*

**NIT No.:**

I/We, M/s \_\_\_\_\_ hereby certify that notwithstanding any Contrary indication/conditions else where in our offer documents ,I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of AIIMS Bathinda's tender specification, either technical or commercial ,and I/We agree to all the terms and conditions mentioned in AIIMS Bathinda's tender specification with associated amendments & clarification

*[Signatures of the Bidder with Name, Designation & Company's Seal]*

## FORMAT FOR PUBLISHER'S AUTHORISATION

Dated:

To,  
The Executive Director,  
All India Institute of Medical Sciences (AIIMS)  
Bathinda, Punjab

Reference: Ref No. \_\_\_\_\_ for Rate Contract for Supply of books for  
central library

Subject: Manufacturer's Authorization Letter

Dear Sir,

Ref. Your NIT No \_\_\_\_\_, dated \_\_\_\_\_

We, \_\_\_\_\_ who are proven and  
Reputable publishers of \_\_\_\_\_ (name and description of the Items  
/Category offered in the \_\_\_\_\_ Quotation) having office at \_\_\_\_\_  
\_\_\_\_\_, hereby authorize Messrs. \_\_\_\_\_ (name and address of the agent) to submit a  
Quotation, process the same further and enter into a Rate Contract with you against your requirement as contained  
in the above referred Quotation Form for the above books published by us.

We also hereby confirm that we would be responsible for the satisfactory execution of supply contract placed on  
the authorized dealer.

We also confirm that the price quoted by our dealer shall not exceed than that which we would have quoted  
directly.

Yours faithfully,

[Signature with date, name and designation]

For and on behalf of Messrs. \_\_\_\_\_

[Name & address of the manufacturers]

**Note:-**

1. This letter of authorization should be on the letter head of the publishing firm and should be signed by a person competent and having the power of attorney to legally bind the publisher.
2. Original letter may be enclosed with Quotation Form during submission in the sealed cover.

## FORMAT FOR DISTRIBUTOR'S AUTHORIZATION

Dated:

To,  
The Executive Director,  
All India Institute of Medical Sciences (AIIMS)  
Bathinda, Punjab

Reference: Ref No. \_\_\_\_\_ for Rate Contract for Supply of books for central library.

Subject: Distributor's Authorization Letter

Dear Sir,

With reference to above mentioned Rate Contract, we wish to inform you that our below mentioned distributor is authorized to receive orders, to make the supplies, to raise the invoices for products manufactured/ marketed by [**Name of Manufacturer**] and collect the payments thereof on our behalf.

1. Name of the firm :
2. Complete Address :
3. Contact Person :
4. Contact No.: :
5. Email ID: :

You are kindly requested to place your valuable orders and to make payment directly to our authorized distributor for prompt supply.

This authorization will remain valid for whole contract period.

[Signature with date, name and designation]

For and on behalf of Messrs. \_\_\_\_\_

[Name and address of Manufacturer]

**Note:-**

1. This letter of authorization should be on the letterhead of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.
2. Original letter may be enclosed with Quotation Form during submission in the sealed cover.

**Chapter – V**

**Department wise list of books required**

<b>DEPARTMENT OF ANATOMY</b>					
<b>S. No</b>	<b>TITLE</b>	<b>PUBLISHERS</b>	<b>EDITION</b>	<b>Year</b>	<b>No of Copy</b>
1	Atlas of human anatomy- Netter	Saunders's Elsevier	5	2010	1
2	Gray's anatomy the anatomical basis of clinical practice - Susan Stading	Churchill livingstone	41	2015	1
3	Last's anatomy regional and applied 720 pages-R.M.H. McMinn	Churchill livingstone	8	1994	1
4	Essential of human anatomy (volume 1,2,3) -A.K.Dutta	Current books international	10	2018	2
5	the developing human clinically oriented embryology- Keith L. morre	Saunders	8	2007	1
6	Colour atlas of clinical embryology Keith L. morre	W.B. saunders	1	1994	1
7	Histology A text and atlas- Michael H. ross	Lippincott Williams	6	2018	1
8	Clinical neuroanatomy ( clinical neuroanatomy for medical students)- Snell	Lippincott Williams and wilkins	7	2010	1
9	Lee mc Gregor's Synopsis of surgical anatomy -G. Decker	CRC press	12	1996	1
10	Cunningham practical manual anatomy ( all 3 volumes)- Rachel koshi	McMinn	16	2016	1
11	Difiore's atlas Histology -Victor P Eroschenko	Wolter Kluwer	13	2017	1

**DEPARTMENT OF PHARMACOLOGY**

<b>S. No</b>	<b>TITLE</b>	<b>PUBLISHERS</b>	<b>EDITION</b>	<b>YEAR</b>	<b>No of Copy</b>
1	Essentials of medical pharmacology - Tripathi KD	Jaypee	8	2018	2
2	pharmacology and pharmacotherapeutics -Satoskar	Elsevier India	26	2020	2
3	Sharma and Sharma's Principles of pharmacology	Hyderabad paras medical publisher	3	2017	2
4	Practical manual of experimental and clinical pharmacology Bikash Medhi	Jaypee brothers	2	2017	2
5	Fundamentals of experimental Pharmacology	Hilton & Company	7	2019	2
6	Advanced Pharmacology -Bikash Medhi	Academa Publisher	2	2019	1
7	Goodman and Gilman's the pharmacologic basic of therapeutics	Mc Graw Hill Education	13	2017	1
8	Lippincott illustrated reviews	Lippincott Williams	7	2018	1

	Pharmacology -Karen Whalen	and Wilkins			
9	Rang and Dale's Pharmacology	Elsevier	9	2018	2
10	basic and clinical pharmacology	Mc Graw Hill Education	15	2021	2
11	A Complete Textbook of Medical Pharmacology Volume I &II	APC Books	2	2017	1
12	MCQS in Pharmacology	Jaypee brothers	14	2020	1
13	Medical Pharmacology	CBS publishers and distributors	7	2021	2

### DEPARTMENT OF GENERAL MEDICINE

S. No	TITLE	PUBLISHERS	EDITION	YEAR	No of Copy
1	Davidson's principles and practice medicine	Elsevier	23	2018	2
2	the washington manual of medical therapeutics	CCH, Wolter Kluwer business	36	2019	1
3	Oxford's handbook of clinical medicine	OUP India	10	2017	1
4	API textbook of medicine	Association of physician India	11	2019	2
5	Kumar and Clark's clinical medicine		10	2020	1
6	Leo Schamroth An introduction to ECG	Wiley India exclusive	8	2013	1
7	The ECG made easy _ John R Hampton	Elsevier	9	2019	1
8	The Hutchison clinical methods	saunder's ltd	23	2012	3
9	bedside clinics in medicine- kundur	KSP (CBS EXCLUSIVE)	8	2019	2
10	manual of practical medicine-alagappan	J.P brothers	6	2017	1
11	oxford handbook of clinical medicine	oxford university press	10	2017	1
12	medicine prep manual for under graduate- k feorge mathew	Elsevier	6	2019	1
13	washington manual of critical care	Lippincott William and wilpin	3	2017	1
14	practical guidelines on fluid therapy- Sanjay Pandey	DR Sanjay Pandey	2	2017	1
15	chest x ray made easy Elsevier	Elsevier	4	2015	1

### DEPARTMENT OF MICROBIOLOGY

S. No	TITLE	PUBLISHERS	EDITION	YEAR	No of Copy
1	REVIEW OF MEDICAL MICROBIOLOGY- MURRAY	ELSEVIER	1	2005	1
2	CHATTERJEE -PARASITOLOGY PROTOZOOLOGY AND HELMINTHOLOGY	CHATTERJEE MEDICAL PUBLISHERS	1	2009	4
3	ANANTHANARAYANA AND PANIKER'S TEXTBOOK OF MICROBIOLOGY WITH MCQ BOOK - KANUNGO	ORIENT BLACK SWAN PVT LTD	10	2017	4
4	BAVEJA PRACTICAL MICROBIOLOGY FOR MBBS	AVICHAL PUBLICATION CO.	4	2018	4
5	TEXTBOOK OF MICROBIOLOGY-	AVICHAL	6	2018	4

	BAVEJA	PUBLICATION CO.			
6	PRACTICAL MICROBIOLOGY FOR UNDERGRADUATE MEDICAL STUDENT (PB)-PARIJA	AHUJA PUBLICATION	1	2018	4
7	COLLEE - MACKIE AND MCCARTNEY PRACTICAL MEDICAL MICROBIOLOGY, 14 /E	ELSEVIER	1	1996	1

### DEPARTMENT OF BIOCHEMISTRY

S. No	TITLE	PUBLISHERS	EDITION	YEAR	No of Copy
1	Harper's illustrated Biochemistry - Murray , R. K.	Mc Graw Hill	31st	2009	4
2	TEXTBOOK OF MRDICAL BIOCHEMISTRY-DINESH PURI	ELSEVIER	4	2018	4
3	AN INTRODUCTION TO PRACTICAL BIOCHEMISTRY - PLUMMER , D.T	TATA MC GRAW HILLS EDUCATION PVT LTD. NEW DELHI	3	2017	2
4	Textbook of Medical Biochemistry - Dr.S.K. Gupta	Arya Publishing Company (APC)	2nd	2019	4
5	CASE ORIENTED APPROACH TOWARD BIOCHEMISTRY - NAMRATA CHHABRA SAHIL CHABBRA	JAYPEE BROTHERS	1	2013	2
6	Practical Biochemistry Principle and technique- Wilson and Walker	CAM Bridge university press, U.K.	5th	2002	2
7	MANUAL OF PRACTICAL BIOCHEMISTRY -SK GUPTA,ANJU JAIN	Arya Publishing Company (APC)	4	2021	2
8	Practical clinical Biochemistry -methods and interpretations Ranjna chawla	Jaypee Brothers	4	2014	2
9	Textbook of Biochemistry for Medical students- DM Vasudevan	Jaypee Brothers	9	2019	3

### DEPARTMENT OF COMMUNITY & FAMILY MEDICINE

S. No	TITLE	PUBLISHERS	EDITION	YEAR	No of Copy
1	Davidson – Social work in Health care A handbook for Practice Part I	ROUTLEDGE	1	1990	1
2	Thomas H. Hassard – understanding biostatistics,	MOSBY	3	1991	1
3	Celentano – Gordis e[pidemiology	ELSEVIER	6	2018	1
4	Rothman -modern epidemiology, 3E (pb)	WOLTER KLUWER	3	2008	1
5	Sathe - Epidemiology and management healthcare	VORA	5	2018	1
6	Kishore - National health program of India National policies and legislation R	CENTURY	13	2019	1
7	Willioms atlas of occupational health	ARNOLD	1	2014	1

	and disease				
8	Park -Park's Textbook Of preventive and social medicine	BHANOT	26	2021	4
9	Birn- Textbook of global health	OXFORD	4	2017	1
10	Guest - Oxford handbook of public health practice	OXFAM	3	2013	1
11	Rajendra P. Gupta - Digital Health (Truly transformation )	WOLTER KLUWER	1	2021	1
12	Gallin - Principles and Practice of clinical research	ELSEVIER	4	2017	1
13	Jagadeesh - Biomedical Research From Ideation To Publication	WOLTER KLUWER	2	2009	1
14	Rajendra P. Gupta - Health care Reforms in India	ELSEVIER	1	2016	1

### DEPARTMENT OF PATHOLOGY

S. No	TITLE	PUBLISHERS	EDITION	YEAR	No of Copy
1	ROBBIN AND COTRON PATHOLOGIC BASIS OF DISEASE	Elsevier	10	2020	3
2	BETHASDA SYSTEM OF REPORTING CERVICAL CYTOLOGY	SPLINGER	3	2015	1
3	Dacie and Lewis Practical Hematology	Elsevier science	12	2016	1
4	KWATHALKAN	JAYPEE BROTHERS	2	2018	1
5	De Gruchy's Clinical hematology in Clinical Practice	Willey	7	2018	1
6	Tejinder Singh' textbook and Atlas of hematology	Arya publisher	4	2018	1
7	HARSH MOHAN PATHOLOGY PRACTICAL BOOK	JAYPEE	3	2013	4
8	HARSH MOHAN TEXTBOOK OF PATHOLOGY	JAYPEE	8	2019	4
9	POCKET CAMPANION TO ROBIN AND CORTRAN PATHOLOGIC BASIS OF DISEASE	ELSEVIER	8	2014	1

### DEPARTMENT OF GENERAL -SURGERY

S. No	TITLE	PUBLISHERS	EDITION	YEAR	No of Copy
1	LOVE AND BAILEY SHORT PRACTICE OF SURGERY	CRC PRESS	27	2018	2
2	CLINICAL METHODS S DAS	DAS PUBLICATIONS	12	2019	2
3	FAUQNHARSON TEXTBOOK OF OPERATIVE GENERAL SURGERY	CRC PRESS	10	2014	1
4	CLINICAL EXAMINATION- HAMILTON AND BAILEY	CRC PRESS	19	2016	1
5	THE WASHINGTON MANUAL OF SURGERY	WOLTER KLUWER	8	2020	1
6	HAMILTON'S BAILEY EMERGENCY SURGERY	JAYPEE	13	2000	1
7	ZOLLINGER'S ATLAS OF SURGICAL	MC GRAW HILL	10	2016	1

OPERATION					
<b>DEPARTMENT OF FORENSIC MEDICINE &amp; TOXICOLOGY</b>					
S. No	Title	Publisher	EDITION	Year	No. of copy
1	Textbook of Forensic Medicine And Toxicology	Elsevier	6	2014	2
2	The Essentials of Forensic Medicine and Toxicology	Jaypee Brothers	34	2017	4
3	Essentials of Forensic Medicine and Toxicology	Avichal Publishing Company	1	2017	1
4	Forensic Medicine and Toxicology for MBBS	Avichal Publishing Company	1	2019	2
5	A Textbook of Medical Jurisprudence and Toxicology	Lexis Nexis	26	2021	1
6	Modern Medical Toxicology	Jaypee Brothers	4	2013	1
7	Principles of Forensic Medicine & Toxicology	Jaypee Brothers	2	2017	1
8	NACPFMT's Practical Medicolegal Manual : Medical Ethics, Clinical Forensics & Toxicology Vol-1	Paras Medical Publisher	1	2019	1
9	Handbook of Forensic Medicine and Toxicology	New Central Book agency	1	2013	2
10	Text. of Medical Jurisprudence Forensic Med and Toxicology ( for classrooms & courtrooms)	CBS Publishers	8	2019	2
11	Review of Forensic Medicine & Toxicology	Jaypee Brothers	4	2018	2
12	Textbook of Forensic Medicine and Toxicology	Jaypee Brothers	2	2010	2
13	Forensic Medicine & Toxicology	Academic Publishers	5	2017	1
14	Practical Record Book of Forensic Medicine & Toxicology	Red Flower Publication	1	2019	2
15	Forensic Medicine & Toxicology-Theory, oral & Practical	Academic Publishers	5	2015	2
16	Practical Aspects of Forensic Medicine: A Manual For Undergraduates And General Practitioners	Jaypee Brothers	1	2010	2
17	Manual of Practical Forensic Medicine & Toxicology	Jaypee Brothers	5	2021	1
18	Simpson's Forensic Medicine	CRC Press	14	2019	1
<b>DEPARTMENT OF PHYSIOLOGY</b>					
S. No	Title	Publishers	Edition	YEAR	No. of copy
1	Guyton and Hall Textbook of Medical Physiology, International Edition	Elsevier	14	2020	1
2	Guyton & Hall Textbook of Medical Physiology, South Asia Edition	Elsevier	3	2013	3
3	Ganong's Review of Medical Physiology	McGrawHill	26	2019	2



4	Bijlani Understanding Medical physiology	Jaypee	4	2010	1
5	Lippincott Illustrated Reviews: Physiology	Wolters Kluwer	1	2018	1
6	Hutchisons Clinical Methods: An Integrated approach to clinical practice	Elsevier	24	2017	1
7	Bates's guide to physical examination & history taking, South Asian edition	Wolters Kluwer	1	2019	1
8	CL Ghai Textbook of practical Physiology	Jaypee	9	2018	1

**Chapter – VI**

**List of quoted company (ies) and category(ies)**

<b>S. No.</b>	<b>Company(ies)</b>	<b>Category(ies)</b>
<b>1.</b>		

**Note:**

- 1. Authorization(s) for quoted company (ies) must be attached by the distributor with the technical bid.**
- 2. Category (ies) are required to mentioned on Authorizations for which a distribut or is authorized to supply.**

## Chapter - VII

## Financial Bid

To

The Director,  
All India Institute of Medical Sciences,  
Bathinda

Sir,

I/We M/s. \_\_\_\_\_ wish to submit our Rate Contract for supply of library books for central library at AIIMS Bathinda on following rates.

## Books for library:

S. No.	Particulars of Books	Indian /Foreign publication	% of discount quoted by the firm on their printed price list	
			In Figures	In Words
1.				

Note: GST rate on each category

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the contract form.

We have carefully read the terms and conditions of the contract and are agreed to abide by these in later and spirit.

Date:

Signature \_\_\_\_\_

Name &amp; Address of the Firm \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

**FORMAT OF BID SECURITY DECLARATION**

(On Bidders Letter head)

I / We, the authorized signatory of M/s....., participating in the subject tender No. .... for the item / job of ....., do hereby declare:

(i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(ii) That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of All India Institute of Medical Sciences, Bathinda for a period of one year from the date of committing such breach.

Signature and Seal of Authorised Signatory of bidder

Name of Authorized Signatory .....

Company Name .....