



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA

**INSTITUTE OF NATIONAL IMPORTANCE UNDER MINISTRY OF HEALTH AND
FAMILY WELFARE NEAR GIANI ZAIL SINGH COLLEGE, JODHPUR ROMANA,
DABWALI ROAD-151001**

INVITATION FOR QUOTATIONS FOR CUSTOMIZED OFFICE WALL CLOCK FOR AIIMS BATHINDA

Reference No: AIIMS Bathinda/Proc.Cell/2022/FMT/682

Date of Issue: 03 Feb 2022

Last Date of Submission: 18 Feb 2022, Time 15:00 PM,

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA
NEAR GIANI ZAIL SINGH COLLEGE, JODHPUR ROMANA, DABWALI ROAD-
151001**

Email: procurement@aiimsbathinda.in

INVITATION FOR QUOTATIONS FOR CUSTOMIZED OFFICE WALL CLOCK FOR AIIMS BATHINDA

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Bathinda for supply of customized office wall clock at AIIMS, Bathinda as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach in the office of **The Procurement Cell, First floor, Administrative block, Medical Collage building, AIIMS, Bathinda-151001, Punjab on or before Dated 18 Feb 2022 Due on 15:00PM**. The Envelope containing the quotation would please be sealed and super scribed as under:

1. Terms & Conditions:

1. Quotations need to be submitted **by speed post/registered post** or may be submitted by hand directly to **The Procurement Cell, First floor, Administrative block, Medical Collage building, AIIMS, Bathinda-151001, Punjab** after obtaining the acknowledgement for the same from the office of the Procurement Cell, AIIMS Bathinda.
2. The envelope containing quotation should be sealed with wax/tape on both sides. The quotations received unsealed or after the deadline shall not be entertained under any circumstances whatsoever. In case of postal delay, the Institute will not be responsible. The offers submitted by fax/email shall not be considered and no correspondence will be entertained in this matter.
3. Quotations must be in the **enclosed prescribed Performa (Annexure –1) on the letter head of the firm duly signed** by the Proprietor/ Partner/ Director or their authorized representative. In case of signing of quotation by the authorized representative, letter of authorization must be attached with the quotation.
4. The supplier should supply all the items.
5. Rates must be quoted in Indian Rupees in figures as well as in words. Rates must be quoted as per the format specified, taxes extra if any must be written separately.
6. **Rates must be inclusive of all charges (including transportation, battery, freight charges, Insurance, taxes, etc.)**
7. In general, no overwriting or cutting is permitted in the rate. If found, the quotations shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.
8. 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 it will be rejected accordingly. Any conditional quotation shall be rejected summarily.
9. The rates quoted must be valid for 90 days minimum from the date of opening of the quotation and silence of any tenderer on this issue shall be treated as agreed with this condition.
10. Becoming L1 will not be the criteria for awarding of purchase order unless the rates and quality are reasonable & justified.
11. **The supplier may be asked to submit a sample of the product, which will be evaluated technically and to ensure quality of the product at AIIMS, Bathinda.** Price bids of only

those firms will be opened which qualifies technically as per the recommendation of the committee. The **bid** to be submitted by the **Bidder shall** consist of **2 (two) parts**: - **Part - I** ... The **bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes, clearly mentioned on envelope)** and put in one outer cover. **L1 will be awarded only after satisfying the quality criteria and desired specifications by the authority.**

12. The expenditure incurred for demonstrating the items will be borne by the supplier.
13. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/ agency.
14. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
 - a) The firm shall have valid GST No. and PAN No.
 - b) Certificate of non-inclusion in the black listed by Govt/Department as per given format attached in Annexure-2 Rs. 100/ - stamp paper duly notarized.**
 - c) Purchase order of any Govt. Institute.**
15. Market standing of minimum 3 Years.
16. **Delivery Period** – 20 days from the award of work.
17. **Liquidated Damage:** -In the event of the Seller's failure to supply the goods/services as specified in this inquiry, the Buyer may at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered goods/services mentioned above for every week of delay or part thereof, subject to the maximum value of the liquidated Damages being not higher than 10% of the value of delayed goods.
18. **Guarantee/Warranty Terms:** The materials supplied by result of this Quotation/supply order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained /mentioned against each item in this document/ supply order. The seller guarantees that the said materials would continue to conform to the description and quality aforesaid for a period of 36 months from the date of delivery of the said materials to the buyer.
19. **Payment Terms: Payment will be only made after satisfactory delivery/ commissioning of material and after inspection by the authority at AIIMS Bathinda.** 100% payment will be done only after delivery and submission of following documents by vendors to Finance Accounts Section-
 - a) Contingent Bill in triplicate along with supporting vouchers.
 - b) Store Receipt Certificate issued by stores.
 - c) Inspection Report issued by the concerned department if applicable.
20. **Disputes:** In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Bathinda with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to the Director, AIIMS Bathinda whose decision will be final and binding upon the contractor.
21. AIIMS, Bathinda reserves the right to increase or decrease amount of work. Decision of the

AIIMS Bathinda on Quantity be final in this regard.

22. AIIMS, Bathinda reserves the right to reject any quotation or part or whole of the quotation process without assigning any reason. Decision of the AIIMS, BATHINDA will be final in this regard.

Enclosures:

1. Annexure-1 ((Price-Bid Form with List of Items /Specifications).
2. Annexure-2 (Declaration Certificate.)

Chairman
Procurement Cell,
AIIMS, Bathinda

[Letter Head of Firm]
PRICE BID FORM

To,
The Chairman, Procurement Cell,
AIIMS, Bathinda51001,Punjab.

Dear Sir,

1. I/We..... am/are submitting the quotation for Reference No: _____ de on _____Time: PM” for “Supply of Customized Wall Clock” in AIIMS Bathinda.
2. I/We thoroughly examined and understood terms & conditions of contract given in the enquiry document.
3. I/We hereby offer to supply at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the validity of the rate contract.

Sl.	Item	Qty	Unit Price	Taxes	Total Price in Rs.
1	Office wall clock 300x300 mm size	200			
2	Office wall clock 400x400 mm size	100			

Specifications:

1. The office wall clock dial will be round.
2. The name of institute and logo should be present over the dial.
3. The wall clock should have a battery.

Date:

(Name):

Place:

Name of Firm/Company/Agency:

GSTIN No:

Phone No:

Email:

(Signature of Authorized Person)

DECLARATION

Date.....

To,

The Chairman,
Procurement Cell,
AIIMS, Bathinda-151001, Punjab.

Dear Sir,

Reference No.: _____ Due on _____ PM.

I / We hereby confirm that our firm has not been banned or black listed by any government organization/Financial institution/Court /Public sector Unit/ Central Government.

Signature of Authorized Person.....

Name.....

Designation.....

Seal

Place:

Date: