

**ALL INDIA INSTITUTE OF AYURVEDA(AIIA)**  
**GAUTAMPURI, SARITA VIHAR, MATHURA ROAD, DELHI**  
**110076 (India)**

**Website: [www.aiia.gov.in](http://www.aiia.gov.in)**  
**Email: [central-store@aiia.gov.in](mailto:central-store@aiia.gov.in)**

**Phone Number 011-26950401-2206**

**Tender No.: K-12/17/2021-AIIA**

**Dated: 3<sup>rd</sup> November 2022**

**Tender Documents for repairing/stitching of 'SOFA SET, CHAIRS, MATTRESS, at the premises of All India Institute of Ayurveda (AIIA) - DELHI.**

**Notice Inviting Tender****Chapter-I**

- All India Institute of Ayurveda invites quotation from the Inter State bidders for following maintenance/services
- Description of the work is given below:

| S. No.                            | Work Description  |
|-----------------------------------|---|
| 1                                 | Stitching of sofa's Bed Mattress which are made by Rexine cover |
| 2.                                | Washing/cleaning of Sofa sets, Bed Mattress                     |
| 3.                                | Dry-cleaning of Chairs and other items if any                   |
| <b>Tentative Cost</b>             |   |
| ₹ 1,00,000 (Rupees One Lakh Only) |   |

**3. SCHEDULE OF TENDER**

| Si. No. | Activity Description             | Schedule  |         |
|---------|----------------------------------|---|---------|
| a.      | Tender No.                       | K-12/17/2021-AIIA Dated 3 <sup>rd</sup> November 2022   |         |
| b.      | Availability of Tender Document  | The tender document can be downloaded from the AIIA web site <a href="http://www.aiia.gov.in">http://www.aiia.gov.in</a> or from the procurement portal <a href="http://eprocure.gov.in/epublish/app">http://eprocure.gov.in/epublish/app</a> |         |
|         |                                  | Schedule  | Time    |
| c.      | Document download start date     | 04/11/2022  | 18:00hr |
| d.      | Bid submission start date        | 04/11/2022  | 18:30hr |
| e.      | Pre-bid meeting                  | 07/11/2022  | 15:00hr |
| f.      | Seeking clarification end date   | 09/11/2022  | 18:00hr |
| g.      | Bid submission end date          | 21/11/2022  | 15:00hr |
| h.      | Bid opening date                 | 21/11/2022  | 15:30hr |
| i.      | Minimum Validity of tender offer | 120 days from the date of opening of technical bid  |         |
| j.      | Services/Product to be offered   | Providing services of Minor work/repair/maintenance etc.  |         |
| k.      | Tender Document fee              | NIL   |         |
| l.      | Performance Security             | 3% of the bid amount after award of contract.   |         |

- Submission of Tenders:** The bid along with the necessary documents should be dropped in the Tender

Box placed in the reception area of the All India Institute of Ayurveda (AIIA) on any working day/working hours and up to stipulated date and time. The bid document should be under Single bid system.

5. **Clarification on bid documents:** Clarification on bid document may be sought by the bidders as per prescribed schedule over email address [central-store@aiaa.gov.in](mailto:central-store@aiaa.gov.in).

6. **Amendments:** Any amendments/corrigendum related to bid document, for any reason whether in its own initiative or in response to clarification requested by bidders, will be published on website of Institute and on CPPP only. Bidders should check these amendments regularly. AIIA shall not be responsible to notify such amendments/corrigendum to individual bidders.

7. **All India Institute of Ayurveda (AIIA) reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all Bids without assigning any reason. The decision of the Director, AIIA in this regard shall be final and binding on all.**



(Dr. Umesh Tagade)  
Joint Director (Admin)

**Instructions for Bidders**

1. Tender has been invited under Single bid systems. Hence all instruction should be followed properly as mentioned in bid document.
2. All the annexure/declaration and tender documents should be signed by bidders. **Tender submitted in loose sheet/unsigned shall not be considered.**
3. Rates quoted in respect of tender should be typed only. **Any cutting, overwriting shall not be considered.**
4. The bidder shall quote rates in Indian Rupees (INR). Rates quoted in other currency shall be treated as non-responsive and will be rejected.
5. It is responsibility of bidders to ensure timely submission of bids as per given schedule and must be dropped in Tender Box. Bids received after due date will not considered.
6. In event of the above-mentioned date being declared as holiday/closed day for the AIIA, the tender event will be postponed for the next working day.

**General Terms and Conditions**

1. **Period of Contract Agreement:** The rate contract initially will be for a period of 1 year which may be extended for another year on existing rate and terms and conditions on mutual consent of parties.
2. **Tender Prices:** The Bidder shall indicate Price supplies in INR for all the specified components of prices shown therein including the unit prices and total tender prices of the goods and services it proposes to supply against the requirement.
  - a. The Rate quoted for a product should be including all taxes. No additional charge/tax etc. will be paid by AIIA, if claimed by Supplier at later stage.
  - b. Rates quoted will remain valid and fixed for entire bid validity period and/or for extended period. Bidder will not be allowed the change/modify rates during bid validity period.
  - c. Rate quoted should be unit wise as per financial bid format. **(Annexure 1)**
3. Bidder shall be responsible for payment of wages, EPF, ESIC and must ensure all labour laws and other statutory requirement. AIIA shall not be responsible for any such claims.

3. **INSPECTION OF SUPPLIES & ACCEPTANCE:** Inspection will be done by the duly a Committee constituted by Director, AIIA, Delhi and or its authorized representatives in AIIA DELHI premises at designated place in presence of supplier or its representative.
4. **Terms and mode of payment:**
  - Final Payment will be made as per order and quantity supplied by bidder each time. Being a govt. organization, payment will be released through electronic mode/ cheque only. The supplier shall not claim any interest on payments under the contract.
  - Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Supplier at rates as notified from time to time by the Government.
  - The supplier shall send its claim for payment in writing, when contractually due, along with relevant documents etc., duly signed with date, to respective consignees.
  - While claiming payment, the supplier is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.
  - Bidders shall have to quote for all the items. Quotation for selected items/partial quotation will not be accepted.
5. **Dedicated contact Details:** All suppliers have to provide a dedicated contact person details for any communication regarding order and supply.
6. **Evaluation Criteria:** Evaluation will be based on total cost quoted for all items and L1 will be decided accordingly.
7. **EXCLUSIVE RIGHT:** The Director, AIIA DELHI, India has the full and exclusive right to accept or reject, increase or decrease order quantity, any or all the tenders without assigning any reasons and also to cancel the supply at any time without assigning any reason.

**Eligibility Criteria for bidders:** Bidders need to provide the following documents.

1. Bidder must have experience of similar work for a period of at least 3 years. Supporting document should be attached (Work order/work completion certificate).
2. Bidder should have tools, manpower & equipment for desired work. (Submit declaration or payroll sheet)
3. Signed and scanned copy of GST Registration.
4. Signed and scanned copy of PAN Card in the name of firm/company.
5. Signed copy of Geographical presence of Delhi/NCR.
6. Signed declaration regarding non blacklisting by any Govt./PSU/Local body agency.

**Note:** *The bidder need to supply above items on quarterly/monthly basis whereas the quantity mentioned is as per annual requirement of the Institute.*

**Note:**

1. The Rates should be quoted inclusive of all taxes & expenditure - Freight, Packing, Transportation, with applicable GST. The other accessories, if required, for Equipment operational at the AIIA DELHI needs to be supplied at free of cost by the Supplier.
2. The Bidder will quote rates inclusive of all Taxes. The AIIA DELHI will release payment claim against accepted supply after deductions of TDS as per prevailing Tax Rules and LD (If any) as per the Terms & Condition mentioned in the Tender.

**FINANCIAL BID**

| <b>S.NO</b> | <b>ITEM DESCRIPTION</b>                     | <b>UNIT</b>  | <b>RATE/UNIT</b> |
|-------------|---|--------------|------------------|
| 1.          | Stitching Rexine (Liner)                    | Per Inch     |                  |
| 2.          | Additional Rexine Sheet                     | Per Sq. inch |                  |
| 3.          | Washing of Sofa (3 Seater)                  | Per Unit     |                  |
| 4.          | Washing of Sofa (2 Seater)                  | Per Unit     |                  |
| 5.          | Washing of Executive Chair                  | Per Chair    |                  |
| 6.          | Washing of Visitor Chair ( Seat & Backrest) | Per Chair    |                  |
| 7.          | Dry-cleaning of Chair                       | Per Chair    |                  |
| 8.          | Dry-cleaning of Sofa (3 Seater)             | Per Unit     |                  |
| 9.          | Dry-cleaning of Sofa (2 Seater)             | Per Unit     |                  |
| 10.         | Washing of Mattresses                       | Per Unit     |                  |
| 11.         | Dry-cleaning of Mattresses                  | Per Unit     |                  |

| <b>INDIA INSTITUTE OF AYURVEDA DELHI</b>        |   |                                   |
|---|---|-----------------------------------|
| <b>PUBLIC FINANCIAL MANAGEMENT SYSTEM(PFMS)</b> |   |                                   |
| <b>Registration Form</b>                        |   |                                   |
| <b>PFMS UNIQUE CODE:</b>                        |   |                                   |
|   |   |                                   |
| Si. No.   | Head Name   | Details                           |
| 1.  | Vendor/Firm Name  |                                   |
| 2.  | Father/Husband/Owner Name   |                                   |
| 3.  | Date of Birth   |                                   |
| 4.  | PAN   |                                   |
| 5.  | GSTIN   |                                   |
| 6.  | Aadhar Number   |                                   |
| 7.  | TAN   |                                   |
| 8.  | TIN   |                                   |
| 9.  | Service Tax No  |                                   |
| 10.   | Address1  |                                   |
| 11.   | Address2  |                                   |
| 12.   | Address3  |                                   |
| 13.   | City  |                                   |
| 14.   | Country   |                                   |
| 15.   | State   |                                   |
| 16.   | District  |                                   |
| 17.   | Pin Code  |                                   |
| 18.   | Mobile No.  |                                   |
| 19.   | Phone No.   |                                   |
| 20.   | Email address   |                                   |
| 21.   | Bank Name   |                                   |
| 22.   | IFS Code  |                                   |
| 23.   | Account Number  |                                   |
| DATE:   |   |                                   |
| PLACE:  |   | <b>VENDOR SIGNATURE WITH SEAL</b> |
|   |   |                                   |
| <b>Department Name:</b>                         |   | <b>Forwarded by HOD/In-charge</b> |
|   |   |                                   |
| <b>Note:</b>                                    | <i>All related self-attested documents also enclosed with this form</i> |                                   |