

ALL INDIA INSTITUTE OF AYURVEDA

GAUTAMPURI, SARITA VIHAR, Mathura Road, DELHI 110076
(India)

Website: www.aiia.gov.in

Email: central-store@aiia.gov.in

Phone Number 011-26950401

Tender No.: M-50/92/2022-AIIA

Dated: 13 Aug 2024

Tender Documents of Empanelment of preparation and supply/installation of rubber stamps, name plates, sign boards with stands & angels, flexes banners, stickers etc. in AIIA for All India Institute of Ayurveda (AIIA) - DELHI.



All India Institute of Ayurveda (AIIA)

Notice Inviting Tender

Chapter-I

The Director, AIIA, Delhi invites tender under Single System viz. Technical Bid and Financial Bid from reputed, experienced original manufacturer/authorized distributor of the following item.

2. Description of the item(s) is given below:

Item No.	Name & Description	Qty.	Tentative cost (in ₹)
1	Empanelment of preparation and supply/installation of rubber stamps, name plates, sign boards with stands & angels, flexes banners, stickers etc. in AIIA for for All India Institute of Ayurveda (AIIA) - DELHI	As per tentative Requirement	3,00,0000/-

3. SCHEDULE OF TENDER

Sl. No.	Activity Description	Schedule	
a.	Tender No.		
b.	Availability of Tender Document	The tender document can be downloaded from the AIIA web site http://www.aiia.gov.in or from the procurement portal http://eprocure.gov.in/epublish/app	
		Schedule	Time
c.	Document download start date	13.08.2024	18:55 hrs
d.	Bid submission start date	14.08.2024	10:00 hrs
g.	Bid submission end date	03.09.2024	15:00 hrs
h.	Bid opening date	03.09.2024	15:30 hrs
i.	Minimum Validity of tender offer	365 days from the date of opening of technical bid	
j.	Services/Product to be offered	As per BOQ (Annexure-I)	
k.	Tender Document fee	NIL	

4. **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 (i) Technical Bid and (ii) Financial Bid, i.e. technical bid and financial bid should be in single sealed envelop .

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

Handwritten signature

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.**


(Ranjit Singh)
Store Officer

Chapter- II

Instructions for Bidders

1. Tender has been invited under single systems. Hence all instruction should be followed properly as mentioned in bid document.
2. All envelops should be super-scribed **“Technical and Financial Bid for Empanelment of preparation and supply/installation of rubber stamps, name plates, sign boards with stands & angels, flexes banners, stickers etc. in AIIA for for All India Institute of Ayurveda (AIIA) - DELHI”**
3. All the annexure/declaration and tender documents should be signed by bidders. If these are signed by a representative, an authorization letter issued after tender publishing dated must be attached. **Tender submitted in loose sheet/unsigned shall not be considered.**
4. The pages of tender document to be submitted by bidder should be properly number and an index with proper page number should be attached with the tender document.
5. Rates quoted in respect of tender should be typed only. **Any cutting, overwriting shall not be considered.**
6. The bidder shall quote rates in Indian Rupees (INR). Rates quoted in other currency shall be treated as non- responsive and will be rejected.
7. 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.
8. Contract agreement will be initially for a period of one year which can be extended further for a period two years(year on year basis).
9. Delivery will be required in staggered mode. Bidder shall have to provide the required items as and when required on receipt of written notice. The supply should be made within a period of one week.
10. Specifications and size of the item may vary as per requirement.
11. L1 will be decided on the total value quoted by bidders and in case of tie between two/more bidders L1 will be selected based on largest single order completed by bidder.

Eligibility Criteria for bidder

1. The bidder must have its own set up of printing (Documentary evidence required)
2. Bidder must have 03 years of experience of printing of similar category items.
3. Signed and scanned valid copy of Firm/Company Registration/Incorporation Certificate.
4. Signed and scanned copy of GST Registration and proof of latest quarter GST returns filed copies by the participating Bidder Company.
5. Signed and scanned copy of PAN Card in the name of firm/company.
6. Bidder shall have to submit undertaking that their firm is not blacklisted or in liquidation.

Payment Terms and Conditions: The requirement of item is in staggered delivery mode, therefore, payment shall be done on order basis on actual delivery of items.

BOQ

S. No.	Description of Goods/Jobs
1	Computerized stamps special flash self-inking (48*18mm)
2	Computerized stamps special flash (60*20mm) self-inking bilingual
3	Computerized stamps special bilingual (54*32mm) flash self-inking
4	Computerized stamps special bilingual (83*87mm) flash self-inking
5	Computerized stamps Brief flash self-inking stamp (60*20mm)
6	Name Plate Ordinary vinyl bilingual (per Sq. inch)
7	Name Plate acrylic (thickness 5mm) Black or required Colour (per Sq. inch) bilingual
8	Steel Name Plate (per Sq. inch) bilingual
9	Brass Name Plate (per Sq. inch) bilingual
10	Brass Letter (English 1 inch per letter)
11	Brass Letter (Hindi 1 inch per letter)
12	Brass Letter (English 1.5 inch per letter)
13	Brass Letter (Hindi 1.5 inch per letter)
14	Brass Letter (English 2 inch per letter)
15	Brass Letter (Hindi 2 inch per letter)
16	Brass Letter (English 2.5 inch per letter)
17	Brass Letter (Hindi 2.5 inch per letter)
18	Brass Letter (English 3 inch per letter)
19	Brass Letter (Hindi 3 inch per letter)
20	Rectangle Date Stamp self-inking Steel
21	Repairing of Dept. Name Plate & Polish (per Sq. inch)
22	Plastic letter (English, Hindi 1, 1.5 inch per Sq. inch)
23	Sign Board with Stand/angle (English, Hindi per Sq. feet)
24	Flexes/stickers (Hindi/English per Sq. inch)
25	Flexes banners only per Sq. foot
26	Steel Letter Hindi/English 2.5 inch to 8 inch per letter
27	LED Board per Sq. foot
28	Printing of Certificate with Designing(120 GSM paper with glossy finish)
29	Pamphlet Printing(per page)
30	Small Booklet Printing (below 30pages)
31	Colour Label Printing of different sizes(gumming sheet) (per Sq. inch)

Bid Security Declaration by the Bidder

I/we, M/s _____ hereby undertake and accept that if I/We withdraw or modify my/our Bids during the period of validity, or if I/We am/are awarded the contract and I/We failed to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We _____ shall have no objection if I/We am/are suspended for the two years from being eligible to submit Bids for contracts with All India Institute of Ayurveda, New Delhi.

Seal, Name & Address of the Bidder/Authorized person

Telephone No. & Email ID



FINANCIAL Bid

S. No.	Description of Goods/Jobs	Unit Rate	GST	Total Price including GST
1	Computerized stamps special flash self-inking (48*18mm)			
2	Computerized stamps special flash (60*20mm) self-inking bilingual			
3	Computerized stamps special bilingual (54*32mm) flash self-inking			
4	Computerized stamps special bilingual (83*87mm) flash self-inking			
5	Computerized stamps Brief flash self-inking stamp (60*20mm)			
6	Name Plate Ordinary vinyl bilingual (per Sq. inch)			
7	Name Plate acrylic (thickness 5mm) Black or required Colour (per Sq. inch) bilingual			
8	Steel Name Plate (per Sq. inch) bilingual			
9	Brass Name Plate (per Sq. inch) bilingual			
10	Brass Letter (English 1 inch per letter)			
11	Brass Letter (Hindi 1 inch per letter)			
12	Brass Letter (English 1.5 inch per letter)			
13	Brass Letter (Hindi 1.5 inch per letter)			
14	Brass Letter (English 2 inch per letter)			
15	Brass Letter (Hindi 2 inch per letter)			
16	Brass Letter (English 2.5 inch per letter)			
17	Brass Letter (Hindi 2.5 inch per letter)			
18	Brass Letter (English 3 inch per letter)			
19	Brass Letter (Hindi 3 inch per letter)			
20	Rectangle Date Stamp self-inking Steel			
21	Repairing of Dept. Name Plate & Polish (per Sq. inch)			
22	Plastic letter (English, Hindi 1, 1.5 inch per Sq. inch)			
23	Sign Board with Stand/angle (English, Hindi per Sq. inch)			
24	Flexes/banners/stickers (Hindi/English per Sq. inch)			
25	Flexes banners only per Sq. foot			
26	Steel Letter Hindi/English 2.5 inch to 8 inch per letter			
27	LED Board per Sq. foot			
28	Printing of Certificate with Designing (120 GSM paper with glossy finish)			
29	Pamphlet Printing(per page)			
30	Small Booklet Printing (below 30pages)			
31	Colour Label Printing of different sizes(gumming sheet) (per Sq. inch)			

Signature and seal of the firm

Note:

1. The Rates should be quoted inclusive of all taxes; viz. Freight, Packing, Forwarding, Insurance, Transportation applicable GST upto the F.O.R. AIIA, Delhi basis.
2. The Bidder will quote firm rates inclusive of all Taxes & expenditure upto F.O.R. to AIIA DELHI basis. 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.

Annexure-IV

ALL INDIA INSTITUTE OF AYURVEDA DELHI		
PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)		
PFMS UNIQUE CODE:		
VENDOR REGISTRATION FORM		
Sl. No.	Head Name	Details
1.	Vendor Name	
2.	Father/Husband/Owner Name	
3.	Date of Birth	
4.	PAN Number	
5.	GSTIN	
6.	Aadhar Number	
7.	TAN Number	
8.	TIN Number	
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 ID	
21.	Bank Name	
22.	IFSC Code	
23.	Account Number	
DATE:		
PLACE:		VENDOR SIGNATURE WITH SEAL
Note: <i>All related self-attested documents also enclosed with this form</i>		

