

# **ALL INDIA INSTITUTE OF AYURVEDA**

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**

Tender No.: M-50/60/2024-AIIA

Dated: 05 Aug 2024

**Tender Documents of Rate Contract for printing and supply of Multi-color printed self-adhesive labels (on gumming sheet) 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	Multi-colour printed self-adhesive labels (on gumming sheet).	500000	₹ 2,50,000/-
<b>Rupees Two Lakh Fifty Thousand Only.</b>			

### 3. SCHEDULE OF TENDER

Sl. No.	Activity Description	Schedule	
a.	Tender No.	<b>M-50/60/2024-AIIA</b>	
b.	Availability of Tender Document	The tender document can be downloaded from the AIIA web site <a href="http://www.aiaa.gov.in">http://www.aiaa.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	<b>05.08.2024</b>	<b>19:00 hrs</b>
d.	Bid submission start date	<b>07.08.2024</b>	<b>11:00 hrs</b>
g.	Bid submission end date	<b>16.08.2024</b>	<b>15:00 hrs</b>
h.	Bid opening date	<b>16.08.2024</b>	<b>15:30 hrs</b>
i.	Minimum Validity of tender offer	120 days from the date of opening of technical bid	
j.	Services/Product to be offered	Multi-colour printed self-adhesive labels (on vinyl sheet).	
k.	Tender Document fee	<b>NIL</b>	

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@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.**

  
**(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 envelopes should be super-scribed **“Technical and Financial Bid for Multi-colour printed self-adhesive labels (on gumming sheet).”**
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 labels as and when required on receipt of written notice. The supply should be made within a period of one week.
10. The bidder shall have submit PBG for a period 14 months. If agreement is extended in future, the PBG validity will also be required to extended.
11. Size of the label may vary as per size of container.

### 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.

**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.



## 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

क्र.सं. S. No.	प्रिंटिंग सामग्री का नाम Name of Printing material	दर का मात्रक Unit of rate	दर जी. एस. टी. के साथ (.रु) (Rate Including GST ₹)
1.	Multi-color printed self-adhesive labels (on gumming sheet).	Per Square 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.



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:		<b>VENDOR SIGNATURE WITH SEAL</b>
<b>Note:</b> All related self-attested documents also enclosed with this form		

