



अखिल भारतीय आयुर्वेद संस्थान  
**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)  
(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)  
Website: [www.aiia.gov.in](http://www.aiia.gov.in)

Email: [asst-storeofficer@gmail.com](mailto:asst-storeofficer@gmail.com)

Contact No. : (011) 26950401 (Ext. 2206)

Tender No. S-20/10/2024-AIIA

Dated.13.11.2024

**Subject: Notice inviting tender for supply of various Lab items and Elisa Kits for All India Institute of Ayurveda (AIIA), New Delhi**

1. All India Institute of Ayurveda, New Delhi is an autonomous organization under the Ministry of AYUSH, Government of India, invites sealed tenders in two bid system i.e. technical bid and financial bid from reputed, experienced OEM/ authorized distributor for supply of various lab items and Elisa test kits. The details of the items are mentioned in annexure 1

Sl.No.	Item description	Amount
1	Lab items and Elisa Kits(Annexure I)	₹ 10,00,000/-

2. Tender schedule:

S. No.	Activity Detail	Schedule	
1.	Tender No.	<b>S-20/10/2024-AIIA</b>	
2.	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="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>	
		Date	Time
3.	Date of Publishing of Tender	13/11/2024	18:30 hrs
4.	Seek Clarification End Date	18/11/2024	09:00 hrs
5.	Bid Submission Start Date	18/11/2024	09:30 hrs
6.	Bid submission end date	09/12/2024	15:00 hrs

7.	Bid opening date	09/12/2024	15:30 hrs
8.	Bid Validity	90 days from the date of opening of technical bid	
9.	Bid offer Validity	One Year from the date of opening of technical bid	
10.	Tender Fees	NIL	
11.	EMD	EMD declaration	
12.	Performance Security	5% of the awarded tender value	

### **Term & Conditions**

#### **1. Preparation and Submission of Tender:**

- The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "Technical Bid for Supply of various Lab items and Elisa Kits" and "Financial Bid for Supply of various Lab items and Elisa Kits". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Tender for Supply of various Lab items and Elisa Kits**".
- All the sealed envelopes should also indicate clearly the name and address of the bidder.
- Contents of all the inner envelopes must be tied / bound securely.
- All the bids in sealed format only will be accepted.
- **DOCUMENTS COMPRISING THE BID:** The bids prepared by the bidder shall comprise of (1) Technical Bid and (2) Financial Bid:

- I) 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) Duly filled format of Technical Bid as per Annexure – I.
  - (b) Bidder must be a legal entity i.e. proprietorship firm/ partnership firm/ Company. Copy of documents related to it should be attached.
  - (c) The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt or black listed by any Govt. body. Bidder should upload undertaking to this effect with bid.
  - (d) Wherever Authorized Distributors/ service provider is submitting the bid, authorization form, Certificate from OEM, Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.
  - (e) Copy of Certificate of ISI / ISO
  - (f) The bidder must have experience of 03 years of providing similar type of services to any Central / State Govt. Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid document in support of having supplied same products during each of the financial year.
  - (g) For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
    - a. Contract copies along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.
    - b. Execution certificate by client with contract value.

- c. Any other document in support of contract execution like Third Party Inspection release note, etc.
- (h) Bidders shall submit the annual financial turnover for the last three years, ending on 31<sup>st</sup> March of the previous financial year. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant/ Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

**II) Financial Bid:** The financial bid shall contain:

- Price bid must be quoted as per format specified in **Annexure-III** ; failing which tender shall be summarily rejected.
2. **Bid security Declaration:** Bidders must submit the duly signed in bid security declaration document attached in **Annexure-II** in their own letter head.
  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. If cutting, overwriting found, rates 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. Only technically qualified bidders will be considered for financial evaluation. Financial bid opening date and time will be intimated to technically qualified bidders only.
  8. 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.
  9. 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.
  10. **Opening of Tender:** The tenderer is at liberty either himself or 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.
  11. **Evaluation of the Tender:** The financial evaluation would be done for each item separately. AIIA Delhi will award the contract for each item separately to the lowest responsive tenderer for that item.
  12. **Quality of goods:** The firm will be entirely responsible for quality of supplied goods/ materials. The

supplier should replace the rejected/ damaged stores within 10 days, failing which penalty will be imposed by the Institute.

- 13. Validity:** The quoted rates must be valid for a period for one year from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bids liable to be rejected. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

- 14. Delivery of goods:** All the goods ordered shall be delivered within 30 days from the date of issuing purchase order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

If the supplier fails to deliver the goods on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10 % of the total order value.

- 15.** If at any time during the currency of the contract, the supplier encounters conditions hindering timely supply of the goods, the supplier shall promptly inform the AIIA, Delhi for extension of the delivery schedule accordingly. On receiving the supplier's communication, the AIIA, Delhi shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

- 16. Performance Security:** The successful tenderer will be required to furnish a Performance Security Deposit of 5% of total order amount in the form of Demand draft or Fixed Deposit Receipt (FDR) or irrevocable Bank Guarantee (BG) from any Nationalized/ Scheduled Bank duly pledged in the name of the "The Director All India Institute of Ayurveda, New Delhi". Performance Security will be discharged after completion of contractor's performance obligations under the contract.

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.

**17. Inspection:**

- AIIA, Delhi shall have the right to inspect and/or to test the goods for their conformity to the NIT Specifications at no extra cost.
- The Director, AIIA, Delhi shall be the final authority to reject full or any part of the supply which is not conforming to the specification and other terms and conditions.
- No payment shall be made for rejected Stores. Rejected items must be removed by the supplier within two 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.

- 18. Payment Term:** Invoice in triplicate should be sent to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items. Payment shall be made

within 15 from satisfactory delivery of the ordered items. No interest will be paid for any delay in payment.

No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work. The Contractor shall submit the bill only after satisfactorily delivery to AIIA, Delhi. The case of issuing sanction and passing of bill for payment will be initiated on receipt of GST Invoice from the L1 vendor. No payment will be made for goods rejected.

19. **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 AIIA Delhi, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
20. **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 reject the bid at any stage without assigning any reason thereof and nothing will be payable by AIIA Delhi in that event the EMD shall also stands forfeited.
21. **Insolvency etc:** In the event of the firm being adjudged insolvent or having receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIA, Delhi shall have the power to terminate the contract without any prior notice.
22. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
23. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the technical bid.
24. The quantity of item given in the tender is tentative, which may be increased or decreased as per the institute's requirement.
25. Bidder shall submit a copy of the tender document and corrigendum/addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender document.
26. After due evaluation of the bid(s), AIIA Delhi will award the contract to the lowest evaluated responsive tenderer individual item wise. Conditional bid will be treated as unresponsive and it may be rejected.
27. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

28. AIIA, New Delhi reserve the right to accept the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. AIIA, Delhi reserves 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 assigning any reason thereof and alsodoes not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained

29. Applicable Law:

- The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.
- Any disputes are subject to exclusive jurisdiction of competent court and forum in Delhi, only
- The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Delhi. The decision of the Arbitrator shall be final and binding on the both parties.
- Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

**Dr Shivakumar Harti**  
**(Additional Professor)**



**Annexure – I**

**Technical Specification**

S.No.	Item Description	Unit	Req. Qty	Specification
1	Lympho Prep	Vial	1	
2	1X RBC Lysis Buffer	Vial	1	
3	Antibodies	Vial	1	
4	Fluorescent tagged Hu CD14 CD19 and CD25	Vial	2	
5	GHRL Elisa kit	Kits	2	80 well each
6	ApoB Elisa kit	Kits	4	96 well each
7	Human Melatonin ELISA Kit	Kits	2	96 test per kit 8 well X 12 strips
8	TNF alpha IL 1 beta	Kits	3	
9	IGE	Kits	5	96 test per kit
10	TOXO IgG	Kits	2	96 test per kit
11	TOXO IgM	Kits	2	96 test per kit
12	CMV IgG	Kits	2	96 test per kit
13	CMV IgM	Kits	2	96 test per kit
14	Rubella IgG	Kits	2	96 test per kit
15	Rubella IgM	Kits	2	96 test per kit
16	HERPES IgG	Kits	2	96 test per kit
17	HERPES IgM	Kits	2	96 test per kit



**Bid Security Declaration by the Bidder**  
(To be submitted on the letter head of the company / firm)

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

*ML*



**Annexure III**

**Financial Bid**

**Tender for supply of various Lab items and Elisa Kits for All India Institute of  
Ayurveda (AIIA), New Delhi**

(To be submitted on the letterhead of the company / firm)

S. No	Name of the item(s) quoted for	Per Unit Rate in INR. (B)	GST (C)	Amount (D) = (B)+(C)
1				
2				
3				

Signature and seal of the firm

**Note:**

1. The Rates should be quoted inclusive of all; viz. Freight, Packing, Forwarding, Insurance, Transportation applicable GST upto the F.O.R. AIIA, Delhi basis.
2. AIIA DELHI will release payment 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.

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**Annexure-IV**

<b>ALL INDIA INSTITUTE OF AYURVEDA DELHI</b> <b>PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)</b>		
<b>PFMS UNIQUE CODE:</b>		
<b>VENDOR REGISTRATION FORM</b>		
<b>S. No.</b>	<b>Head Name</b>	<b>Details</b>
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	
<b>DATE:</b>		
<b>PLACE:</b>		<b>VENDOR SIGNATURE WITH SEAL</b>
<b>Note:</b> <i>All related self-attested documents also enclosed with this form</i>		

*ms*