

ALL INDIA INSTITUTE OF AYURVEDA(AIIA)

**GAUTAMPURI, SARITA VIHAR, MATHURA ROAD, DELHI
110076 (India)**

Website: www.aiaa.gov.in

Email: central-store@aiaa.gov.in

Phone Number 011-26950401-2206

Tender No.: Z-50/111/2021-AIIA

Dated: 31 May,2022

**Tender document for rate Contract to supply of
HAWAN SAMAGIRI to All India Institute of
Ayurveda (AIIA)-DELHI .**

Notice Inviting Tender

Chapter-I

The Director, AIIA, Delhi invites quotation under Single Bid System from reputed distributor of the items listed in Annexure I of bid document. The supplier shall have to supply these items on rate contract basis and supply will be made as per requirement of the Institute.

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

| Item No. | Name & Description | Qty. | Rate per Unit (in ₹) | Tentative cost (in ₹) |
|----------|--------------------|------|-------------------------|--------------------------|
| 1 | As per Annexure I | - | - | 6,00,000 |

For further details please refer **Annexure-I (List of Items)**.

3. SCHEDULE OF TENDER

| Sl.No. | Activity Description | Schedule | |
|--------|----------------------------------|---|-------------------|
| a. | Tender No. | Z-50/111/2021-AIIA | |
| 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 | 01.06.2022 | 18:00 hrs. |
| d. | Bid submission start date | 01.06.2022 | 18:30 hrs. |
| e. | Pre-bid meeting | 06.06.2022 | 15:00 hrs. |
| f. | Seeking clarification end date | 08.06.2022 | 15:30 hrs. |
| g. | Bid submission end date | 14.06.2022 | 15:00 hrs. |
| h. | Bid opening date | 14.06.2022 | 15:30 hrs. |
| i. | Minimum Validity of tender offer | For Entire Contract Period | |
| j. | Services/Product to be offered | As per Annexure I | |
| k. | Tender Document fee | NIL | |
| l. | Performance Security | 3% of the bid amount after award of contract. | |

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 upto 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@aiia.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. **Terms of Delivery:** Goods shall be delivered by the supplier on monthly/quarterly basis as per the requirement of the Institute.
3. Instructions for transportation of domestic goods including goods already imported by the supplier under its own arrangement. The supplier will arrange transportation of the ordered goods as per its own procedure up to Consignee Site (i.e. AIIA, DELHI, GAUTAMPURI, SARITA VIHAR, DELHI-110076).
4. **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 and rate cannot be quoted beyond Maximum Retail Price(MRP).
5. Bidders are required to quote strictly as per specification of the items.
6. **Terms of Delivery of Products, Penalty/Liquidation Damage:**
 - I. Delivery of goods shall be for AIIA DELHI. The AIIA DELHI is not liable for payments on account of Freight/Taxes/Expenditures which are to be paid inclusively by the suppliers.
 - II. The firm will be bound to supply the required items within **2 Days** from the date of receipt of order. Thereafter suitable action as deemed fit, will be initiated. The period of delivery strictly to be followed by the Supplier Agency as per time period communicated through Purchase/Supply Order through e-mail/hard copy through speed post. The penalty of .5% of the value of order per day for delayed supply of the order. Maximum delay of **3 Days**. No supplies will be entertained thereafter, and it will be treated as withdrawal by the bidder for which action will be taken as per institute rule and other relevant rules/guidelines issue by Government in this regard. Partial supplies will not be accepted/allowed at AIIA DELHI.

7. **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. Any cost incurred for carry out the inspection/testing etc, shall be borne by Supplier Agency. The supplied goods will be accepted by Institute on approval of the Committee. In case of rejection of items by Committee, supplier shall have to collect the rejected items within period of 3 days.

Bidders shall be responsible for all statutory compliance required for storage/supply and distribution of various items under contract.

8. **Taxes, Duties, Incidental Services and Warranties:** Supplier shall be entirely responsible for all taxes, duties, fees, levies, incidental Services.

9. **Terms and mode of payment:**

- 8.1. 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.

- 8.2. 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.

- 8.3. 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.

- 8.4. 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.

- 8.5. Bidders shall have to quote for all the items. Quotation for selected items/partial quotation will not be accepted.

10. **PACKING & MARKING OF SUPPLIES:** The firm shall supply the goods to stores dept with proper packing and marking for transit so as to be received at destination free from any loss or damage. The stores supplied by the bidder should strictly conform to the labelling provisions laid down under the latest Drugs & Cosmetic Rules or other applicable statutory provisions.

11. **Dedicated contact Details :** All suppliers have to provide a dedicated contact person details for any communication regarding order and supply.

12. **Evaluation Criteria :** Evaluation will be based on total cost quoted for all items and L1 will be decided accordingly.

13. **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 anytime without assigning any reason.

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

1. Signed and scanned valid copy of Firm/Company Registration.
2. Signed and scanned copy of GST Registration.
3. Signed and scanned copy of PAN Card in the name of firm/company.
4. Signed copy of Geographical presence of Delhi/NCR.
5. Signed declaration regarding non blacklisting.

ITEMS LIST

| S.No | Item name | Quantity |
|------|-----------------|------------|
| 1 | Hawan samagri | 200 kg |
| 2 | Navgarh Samidha | 200 pkt |
| 3 | Kapoor | 40 kg |
| 4 | Lobhan | 7 kg |
| 5 | Kala til | 40 kg |
| 6 | Jau | 40 kg |
| 7 | Guggal | 7 kg |
| 8 | Jaifal | 4 kg |
| 9 | Jabitri | 7 kg |
| 10 | Agarbati | 75 pkt |
| 11 | Cotton | 15 kg |
| 12 | Match box | 25 pkt |
| 13 | Til ka tail | 40 ltr |
| 14 | Panch mewa | 8 kg |
| 15 | Ghee | 150 kg |
| 16 | Gandhak | 7 kg |
| 17 | Aam ki lakdi | 400 kg |

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 Tenderer will be fully responsible for the safe arrival of the Equipment/Goods at the consignee site in good condition .
3. 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.

| ALL INDIA INSTITUTE OF AYURVEDA DELHI | | |
|--|---------------------------|-----------------------------------|
| PUBLIC FINANCIAL MANAGEMENT SYSTEM(PFMS) | | |
| PFMS UNIQUE CODE: | | |
| VENDOR REGISTRATION FORM | | |
| Sl.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: | | VENDOR SIGNATURE WITH SEAL |
| Department Name: | | Forwarded by HOD/In-charge |
| Note: <i>All related self-attested documents also enclosed with this form</i> | | |