



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर

INSTITUTE OF NATIONAL IMPORTANCE UNDER MINISTRY OF HEALTH AND FAMILY WELFARE

(स्वास्थ्य और परिवार कल्याण मंत्रालय के अंतर्गत राष्ट्रीय महत्व की संस्थान)

P.T.I., Daburgram, Jasidih, Deoghar, (Jharkhand) - 814142

पी.टी.आई., डाबरग्राम, जसीडीह, देवघर, (झारखंड) - ८१४१४२

Invitation of quotation for Printing of ID-cards for AIIMS Deoghar

Reference No.: AIIMS/Deoghar/Admin /ID-card/ 2022-23/84

Date of Issue: 26th May, 2022

Last Date of Submission: 15th June, 2022 at 04:00 PM.

All India Institute of Medical Sciences, Deoghar

P.T.I. campus, Daburgram, Jasidih, Deoghar: 814142, Jharkhand

Email: procurement@aiimsdeoghar.edu.in

Invitation of quotation for expression of interest for printing and supply of ID- cards for AIIMS Deoghar

Sealed Quotations are invited on behalf of AIIMS, Deoghar for **printing and supply of ID- cards, Ribbons and Metal card holders (Annexure-I)** required for the Institute as per terms & conditions mentioned below. The filled quotations along with the entire required document must reach in the office of the undersigned on or before **15.06.2022 at 04:00 PM**. The **Envelope containing the quotation** must be sealed and **super scribed as under:-**

“QUOTATION FOR PRINTING OF ID-CARDS AT AIIMS DEOGHAR REFERENCE NO.: AIIMS/DEOGHAR/ ADMIN/ ID-CARD /2022-23/84, **DUE ON 15.06.2022 AT 04.00 PM**”

The Quotation should be send to the address:-

Assistant Procurement Officer
AIIMS Deoghar, PTI Campus,
Daburgram, Jasidih,
Deoghar, Jharkhand -814142.

1. Terms & Conditions:

- a) The quotations received **after this deadline or unsealed shall not be entertained** under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. The offer submitted by Fax / email shall not be considered and no correspondence will be entertained in this matter.
- b) Quotations must be in the **enclosed prescribed Performa (Annexure -2) on the letter head of the firm duly signed** by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- c) The supplier should supply all the items as mentioned.
- d) The supply of ID card in 25 pc in block can be printed and supplied for maximum 01 year or total amount of printed ID card, Ribbons and Metal holders not exceeding 2.5 lakh.
- e) Rates must be quoted in Indian rupees.
- f) Rates must be inclusive of all charges (including Freight charges, Insurance, installation, taxes etc.).
- g) **No overwriting or cutting** is permitted in the rate. If found, the quotation shall be summarily rejected.
- h) The **rates quoted must be valid for 90 days minimum from the date of opening of the quotation** and silence of any tendered on this issue shall be treated as agreed with this condition.
- i) **Total cost/amount of smart cards, metal card holder and ribbons will be taken in consideration for L1.** Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.

- j) The firm / agency may satisfy the following conditions and **attach self-attested copy of the same with the quotation:**
- The firm shall have valid GST / Other taxes and IT PAN.
 - The firm should not be black listed by any Government agency/Department.
 - Purchase order of any government institute for similar Instrument & items/Undertaking of supplying the instrument/items to hospital or organization not below these rates on Rs 10/- stamp paper.
- k) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and it will be rejected accordingly. Any conditional quotation shall be rejected summarily.
- l) If any correction required in printed ID Card it should be resolved within 15 days**
- m) **Delivery Period** – within 20 days from final proof reading.
- n) **Liquidated Damage:** - If the supplier fails to deliver the material 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.
- o) **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the AIIMS Deoghar.
- p) **5%** amount from bill will be deducted as security deposit. It will be refunded within three months after satisfactory performance report submitted by the nominated person/ concern Department, for the equipments/ work.
- q) **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Deoghar with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to arbitrator appointed by The Executive Director, AIIMS, Deoghar, whose decision will be final and binding upon the contractor.
- r) AIIMS, Deoghar reserves the right to increase or decrease quantity. Decision of Quantity of items in the AIIMS, Deoghar will be final in this regard.
- s) AIIMS, Deoghar reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of The Executive Director, AIIMS, Deoghar, will be final in this regard.
- t) The envelope containing quotation should be sealed with WAX/TAPE on both sides. The quotation received after due date will not be accepted.

Encl.: Annexure 1 (Specification)

Annexure 2 (Format of price bid)

Reference no: AIIMS/Deoghar/Admin /ID-card/ 2022-23/84

Sn. No.	Name of Item	Specification	Qty. Required
1.	Metal card holder and ¾" printed colour Ribbons	METAL CARD HOLDER <ul style="list-style-type: none"> It should be rust free. Should have good quality metallic finished paint as per the following colors The ribbons should have printed logo of AIIMS Deoghar and "ALL INDIA INSTITUTE OF MEDICAL SCIENCES DEOGHAR" Final printing should be done after final proof reading from the concern department. 	
		i. Red color	500 pc.
		ii. Green color	500 pc.
		iii. Navy blue color	500 pc.
		PRINTED COLOUR RIBBONS	
		I. Red colour	500 pc.
		II. Green colour	500 pc.
		III. Navy blue colour	500 pc.
2.	Smart card	<ul style="list-style-type: none"> Multicolor printing on Laminated card HD Print quality of the photograph and details (Design, photograph & detail will be provided by the institute) QR Code of the detail printed on back of the ID Card Final printing should be done after final proof reading from the concern department 	385 pc.
3.	Smart card in 25 pc block	New smart card is to be printed as and when required in 25 pc block	

[Letter head of firm]**PRICE BID FORM**

To,
Assistant Procurement Officer,
AIIMS, Deoghar.
Jharkhand

Dear Sir,

I/We am/are submitting the quotation for reference "QUOTATION FOR PRINTING OF ID-CARDS AT AIIMS DEOGHAR REFERENCE NO.: AIIMS/DEOGHAR/ ADMIN/ ID-CARD /2022-23/84, **DUE ON 15.06.2022 AT 04.00 PM**" at AIIMS Deoghar.

1. I/We have thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
2. I/We hereby offer to supply at the following rates:

S. no.	Name of Item with specification	Quoted make	Unit Price	GST %	Unit price With GST	Total Qty	Total cost
1	Printed color ribbons						
2	Color Metal card holders						
3	Printed smart card (385pc)						
4	Printed smart card (25pc)						
		Total cost/ amount					
	Total cost/amount (in words)						

Note:-

- The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED.
- Provide the sample of ID-Card, Metal holders and Ribbons for quality approval with the Quotation.

Date:

(Name):

Place:

Name of Firm/Company/Agency:

GSTIN No.:

Phone No:

Email:

(Signature of Authorized Person) _____

Seal: _____