अखिल भारतीय आयुर्विज्ञान संस्थान

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**

मंगलगिरी, गुंटूर (आंध्र प्रदेश) 522503

Mangalagiri, Guntur District (Andhra Pradesh) – 522503

website: <https://www.aiimsmangalagiri.edu.in/>

**NIQ No. : AIIMS/MG/Stores/Shifting of Departments /40**

**Dated: 23/03/2021**

**Sub**: - “**NIQ for Shifting of Departments of Anatomy, Physiology, Biochemistry, Directors Office & Consultants Office, Except furniture (table, Chair and Wardrobe) in former DDA room (with attached washroom) from Siddhartha Medical College to AIIMS Mangalagiri.”**

**Notice Inviting Quotations**

On behalf of Director, AIIMS Mangalagiri**,** invites quotation with price bid and other documents from eligible /Firms/Companies/Authorized Agents/Distributors/ Dealers/Supplier Agencies on mutually agreed terms and conditions for “**NIQ for Shifting of Departments of Anatomy, Physiology, Biochemistry, Directors Office & Consultants Office, Except furniture (table, Chair and Wardrobe) in former DDA room (with attached washroom) from Siddhartha Medical College to AIIMS** The Particulardetails given at Schedule of Requirement.

**Schedule of Requirement:-**

|  |  |
| --- | --- |
| **S.No** | **Particulars** |
| **1.** | Transporting of Furniture, Lab equipments, Computer, Air conditioners, CC TVs, Almarahs, Printers, files of departments of Anatomy, Physiology, Bio chemistry, Directors Office & Consultants Office including dismantling, Packing, Loading, unloading and Installing at the designated places for Complete work. |

***Note****: Bidders are advised to contact Shri O.V Nageswara rao (consultant) for assessment of the goods/equipments to be shifted and the successful bidders shall liaison with him and Shri Appaji (Sr.store Officer) for initiating and completing the shifting process.*

**1. Technical Bid Documents:-**

**Technical Bid Documents Copies duly signed and page numbered required to be accompanied with Technical Bid Envelope as follows:-**

1. **Mandatory Documents**:
2. **Undertaking for acceptance of Terms & Conditions of AIIMS Mangalagiri** against theNIQ should be printed on the Official Letter Head of participating Bidder Company, duly signed and Stamped and accompany with Technical Bid Document as per **Format** **given at Annexure-II**.
3. GST registration certificate is mandatory.
4. If you have experience of packing and shifting works provide a work order of any institutions/Firms.

**2.** **Financial Bid Documents:-**

1. **Price Basics:** Unit base price should be inclusive of GST and all applicable Expenses up toF.O.R. at AIIMS Mangalagiri basis.
2. **Price Validity:** The quoted prices should remain valid for the **180 days** period at AIIMSMangalagiri against this NIQ.
3. **Price Quotation Format:** Price should be quoted in the “**Financial Bid” format given at Annexure-I strictly** by the interested Supplier Agency.

**Terms and Conditions:**

1. The firm should be registered under GST,
2. Relevant Experience in Packing and Moving.
3. The price shall inclusive of packing and shifting loading& unloading related materials.
4. The Dismantling, Packing, Shifting and Installing of equipments/ materials such as Furniture, Computers, Printers, Air conditioners, CC TVs, lab equipments etc should be done by the firm.
5. If any equipment/material is damaged under the shifting Process the firm should be responsible and the value of the equipment/material shall be deducted from the Bill amount.
6. If necessary insurance shall be provided for sensitive materials/items.
7. Transportation vehicles should have valid documents/certificates as per RTA norms.
8. Transported materials should be placed or Installed at AIIMS Mangalagiri campus according to the directions of the departments.
9. The work should be done within 7 days after the issuance of the work order.
10. The firm shall verify the items to be transported personally and quote accordingly.

Both the above sealed envelopes to be kept in another big outer envelope superscripted as “**NIQ for Shifting of Departments of Anatomy, Physiology, Biochemistry, Directors Office & Consultants Office, Except furniture (table, Chair and Wardrobe) in former DDA room (with attached washroom) from Siddhartha Medical College to AIIMS Mangalagiri.”** in sealed condition for the supply ofitem/items detailed given in the Schedule of Requirement.

The sealed NIQ should reach in the Office of Sr.S.O, AIIMS Mangalagiri, First floor, Dharmasala Building, Room No. 111 or 110 ,Mangalagiri, Guntur-522503 on or before at  **30/ 03 /2021, till 15.00 hrs**. duly sealed & clearly superscripted “**NIQ for Shifting of Departments of Anatomy, Physiology, Biochemistry, Directors Office & Consultants Office, Except furniture (table, Chair and Wardrobe) in former DDA room (with attached washroom) from Siddhartha Medical College to AIIMS Mangalagiri.”** All quotationsshould be type written or written with indelible ink, duly signed, stamped and page numbered.

All over writing and erased entries will not be considered and treated as deleted entries from the quotations. The Bids received after the due date and time, shall be liable for rejection.

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**Senior Store Officer**

**For and on behalf of Director**

**AIIMS Mangalagiri**.

**(Submit in firm letter Head)**

**Annexure-I**

**Financial Bid (Price Quotation)**

**(Strictly in the format given below only in sealed Envelope in the Letter head of the Supplier Agency superscripted at “Financial Bid”)**

“**NIQ for Shifting of Departments of Anatomy, Physiology, Biochemistry, Directors Office & Consultants Office, Except furniture (table, Chair and Wardrobe) in former DDA room (with attached washroom) from Siddhartha Medical College to AIIMS Mangalagiri.”**

**Quotation Reference No. of the NIQ No. AIIMS/MG/Stores/Shifting of Departments/40**

**Dated: …../…../2021**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **0S.**  **No.** | **Description of Particulars** | **Price in Rs.** | **GST%** | **Total amount Including GST and all in Rs.** |
| ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
| 1 | Transporting of Furniture, Lab equipments, Computer, Air conditioners, CC TVs, Almarahs, Printers, files of departments of Anatomy, Physiology, Bio chemistry, Directors Office & Consultants Office including dismantling, Packing, Loading, unloading and Installing at the designated places for Complete work. |  |  |  |

**Name(s) & Signature of the Bidder with Stamp/Seal**

Name of the Firm ………………………………………………………………………………….

Address of the firm…………………………………………………………………………………

………………………………………………………………………………………………………

GST No……………………………………………………………………………………………..

Contact Details: Cell Nos. …......................... Email Id: ………………………………………….

Authorized Signatory: ……………………………………………………………………………..

**(Submit in firm letter Head)**



Annexure-II

**Undertaking for Acceptance of Terms & Conditions of AIIMS Mangalagiri**

**(Should be printed on the Official Letter Head of participating Bidder Company, duly signed and Stamped and accompanied with Technical Bid Document)**

“**NIQ for Shifting of Departments of Anatomy, Physiology, Biochemistry, Directors Office & Consultants Office, Except furniture (table, Chair and Wardrobe) in former DDA room (with attached washroom) from Siddhartha Medical College to AIIMS Mangalagiri.”**

**To,**

**The Director,**

**AIIMS Mangalagiri,**

**Andhra Pradesh-522503.**

**Sir,**

1. The undersigned certify that I have gone through the terms and conditions mentioned in the NIQ document and undertake to comply with them. I have no objection to any of the content of this NIQ document and I undertake not to submit any complaint/ representation against the NIQ document after submission date and time of the NIQ. The rates quoted by me/us are valid and binding on me/us for acceptance till 3 months.
2. I/We undersigned hereby bind myself/ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES MANGALAGIRI ANDHRA PRADESH, to provide service the approved awarded work in the approved prices to AIIMS Mangalagiri during the period.
3. Proper packing, transporting and un packing or Installing shall be done as per the directions of authorities of respective departments. The decision of the Director, AIIMS Mangalagiri, India (hereinafter called the said officer) as regard to be final and binding on me.
4. Should the said officer deem it on being found to be damaged of any equipment/material/ items, it shall be replaced by me or value of the equipment/material/item can be deducted from the bill amount.
5. I/We hereby undertake to provide the service for shifting of departments during the validity of this NIQ as per directions given in supply order within stipulated period positively.
6. If I/We fail to provide the service for shifting of departments in stipulated period the AIIMS Mangalagiri has full power to compound the loss through imposing penalty as per the Terms and Condition of this NIQ.
7. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the firm.
8. I/We undertake that the rates quoted by me when approved and selected by the Director, AIIMS Mangalagiri will be valid for 3 months from the date of issue of work order.
9. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
10. I/We undertake that the service provided are as per terms and conditions submitted along with Technical Bid..
11. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the best prices quoted by me/us at Market prices. I/we also providing services for shifting of departments, AIIMS Mangalagiri at the prices and rates not exceeding the norms mentioned in the price bid or MRP in any condition.

**Signature of the firm Authorized Signatory with seal of the firm**

**(Authorized Signatory)**

Place ………………

Date

**Affirmation**

I pledge and solemnly affirm that the information submitted in this NIQ Document is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of AIIMS Mangalagiri authority during the validity period. The Director, All India Institute of Medical Sciences, Mangalagiri (A.P.) will have full authority to take appropriate action as he/she may deem fit.

**Signature of the Firm Authorized Signatory with seal of the firm**

**(Authorized Signatory)**

Place ………………

Date