अखिलभारतीयआयुर्विज्ञानसंस्थान, मंगलगिरी

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI, ANDHRA PRADESH**

***A CAB under Ministry of Health & family Welfare, Government of India***

**Temp. Office: 1st Floor, Government Siddhartha Medical College, Service Road, NH-16, Gunadala, VIJAYAWADA- 520008, Andhra Pradesh.**

**Tender No. AIIMS MG/Store/Tender/2020-21/01/ADVT Newspaper**

**“TENDER FOR APPOINTMENT OF ADVERTISING AGENCY FOR**

**PUBLISHING ADVERTISEMENT IN NEWSPAPERS ON DAVP RATES/ DIPR**

**RATES FOR NEWSPAPERS (R.C)”**

**DIRECTOR, ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI** invites **Sealed tender** for Appointment of Advertising Agency for publishing advertisement in newspapers for AIIMS Mangalagiri from the empanelled agencies / firms.

1. The salient terms & conditions of the bid are stated below:

|  |  |
| --- | --- |
| **Description**  | **APPOINTMENT OF ADVERTISING AGENCY FOR PUBLISHING ADVERTISEMENT IN NEWSPAPERS.** |
| Tender Start Date |  17 /09 / 2020 |
| Last date and time for submission of Tender |  01 /10 / 2020 3.00 PM |
| Date and time for opening of tender |  01 /10 / 2020 4.00 PM |
| EMD | Rs. 10,000 |
| Time of Supply | Annual Rate contract (ARC) shall be valid for 1 year from the date of P.O; This shall be extendable by one year upon offer by successful Vendors on same terms and conditions |
| Place of Submission of Sealed Tenders | Office of Sr.Store officer, Admin block, 1st Floor, Government Siddhartha Medical College, Service Road, NH-16, Gunadala, VIJAYAWADA-520008, Andhra Pradesh**.** |
| Website for downloading tender Document, Corrigendum, addendums etc. | <http://aiimsmangalagiri.edu.in><https://eprocure.gov.in>  |

**DISCLAIMER**

This Tender is not an offer by the All India Institute of Medical Sciences, Mangalagiri but an invitation to receive offer from vendors/bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officers of the All India Institute of Medical Sciences, Mangalagiri with the vendor/ bidder.

**ABOUT AIIMS**

AIIMS Mangalagiri, Andhra Pradesh, is one of the new AIIMS established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Sathya Suraksha Yajna (PMSSY) with the aim of correcting regional imbalances in quality tertiary level healthcare in the country and attaining self-sufficiency in graduate and postgraduate medical education. PMSSY planned to set up new AIIMS like institutions in underserved areas of the country.

These Institutions are established by an Act of Parliament on the lines of the AIIMS, new Delhi. The All India Institute of Medical Sciences in Mangalagiri which imparts both undergraduate and postgraduate medical education in all its branches and related fields, along with nursing and paramedical training has an objective to bring together in one place educational facilities of the highest order for the training of personnel in all branches of health care activity.

**TENDER FOR APPOINTMENT OF ADVERTISING AGENCY FOR PUBLISHING ADVERTISEMENT IN NEWSPAPERS ON DAVP RATES/ DIPR RATES FOR NEWSPAPERS (R.C)**

Sealed tenders are hereby invited on behalf of the Director, AIIMS Mangalagiri for Appointment of Advertising Agency for publishing advertisement in newspaper from interested and empanelled agencies / firms in the form of Annual rate contract “for publication of advertisements for AIIMS Mangalagiri on DAVP/DIPR rates”. The Rate Contract is extendable for one more year. The contract shall be awarded to bidder who offers the highest discount price on DAVP rates / DIPR, AP Government rates.

**MINIMUM ELIGIBILITY CRITERIA**

1. With an objective to provide low entry barrier to prospective bidders, and with an aim to reduce the overheads, the Minimum eligibility criteria as well as PSD has been rationalized.

The following shall be the minimum eligibility criteria for Technical qualification of bidders engaged in the line of provision of Transport services:

1. Registration: The bidder should be Income tax payer and should be registered with GST Department. It should have a valid INS certificate. Proofs are to be submitted.
2. Turnover: The bidder should have minimum turnover of Rs. 25 lakhs in the Financial Year 2018-19 or a cumulative turnover of Rs.50 lakhs in the financial years 2017-18 and 2018-19 and bidder should be a profitable entity.
3. Experience: The bidder should have minimum experience of 01 year in the field of PUBLISHING ADVERTISEMENTS in newspapers for Government/PSU/Central Autonomous Organizations. An Undertaking in this regard should be submitted.
4. The Vendor should have a main/local office in Vijayawada/Mangalagiri/Guntur and will be willing to attend to jobs from AIIMS, bu visiting the Institute, as and when necessary.
5. Earnest Money Deposit (EMD) of Rs. 10,000 in the form of a Demand Draft/Banker’s Cheque/ Cheque, drawn in favour of the “AIIMS, Mangalagiri” to submit on or before the Last date and time for submission of Tender. No bidder is exempted from EMD. Kindly note that MSME Act is not applicable to AIIMS Mangalagiri.

**PERFORMANCE SECURITY DEPOSIT.**

The successful bidder shall deposit Rs. 10,000/- (Rs. Ten Thousand only) amount as **Performance Security Deposit**/ irrevocable Bank Guarantee for the duration of contract. **As and when a Work-order is placed, the Institute will advise the Vendor to further remit an amount of Rs. 10,000. The additional amount shall be remitted after one month of completion of task/publications of advertisement. This is returnable after one month of successful completion of work.** The successful bidder/ Vendor shall sign a MOU with AIIMS within 20 days of award of work order. Please note that without MoU and without submission of a valid performance guarantee, monthly payment of bill is not possible.

AIIMS, Mangalagiri reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, AIIMS, Mangalagiri in this regard shall be final and binding on all.

**ELIGIBILITY CRITERIA / PRE-REQUISITE FOR BIDDERS/ INSTRUCTIONS TO BIDDERS**

The bidder should be an entity registered/ established in India and operating in India for a minimum period of 1 year as on date of tender application (start-ups are exempted fromthis clause; however, no concessions/tolerance shall be extended to start-ups in cases of performance). The pre-requisites are given in the technical bid document. To support its claim, the bidder shall submit copies of work award certificate. The documentary evidence confirming satisfactory performance must be submitted

The bidder shall be single point of contact with AIIMS Mangalagiri and shall be solely responsible for the execution and delivery of the work.

The Bidder should be registered with appropriate tax authorities such as Income Tax, GST etc. and should submit valid certificates of registration with these authorities.

The agency should not have been blacklisted/debarred by central / state government departments.

At any time before the submission of bids, AIIMS, MANGALAGIRI may amend the tender by issuing an addendum in writing or by standard electronic means.

Even though bidders may satisfy the above requirements, they may be disqualified if they have:

* 1. Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
	2. If confidential inquiry reveals facts contrary to the information provided by the bidder.
	3. If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.

The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents.

Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.

The bidder is required to fill up the entire format as provided in the relevant Annexures of the tender document.

At any time prior to the deadline for submission of bids, the AIIMS, Mangalagiri may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment.

The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.

The Bid should be submitted in the prescribed proforma given in this document and its supporting documents and shall also include the following:

* 1. Profile of the business concern in the proforma prescribed as per Annexure- II
	2. Technical bid along with documentary evidence to prove Minimum eligibility Criteria
	3. Financial bid duly filled in

Prices shall be quoted in Indian Rupees only.

**Modifications and Withdrawal of Bids-** The Bidder may modify or withdraw its bid before the bid’s submission. Kindly note that incomplete bids will be rejected and it might result in forfeiture of EMD.

**Opening and Evaluation of Bids:**

* 1. The AIIMS Mangalagiri will open all bids on the scheduled date and time.
	2. Any effort by a Bidder to influence the AIIMS Mangalagiri in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
	3. Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.
	4. The AIIMS Mangalagiri will award the contract to the Bidder whose bid has been determined to conform to technical parameters of the specific scope of work and one who has offered most competitive rates.

The AIIMS Mangalagiri reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the AIIMS Mangalagiri action.

The “Bidder” as used in this document shall mean the one who has duly signed the tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the Bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.

It will be the sole responsibility of the bidder alone to execute the entire contract on its award. No subcontracting, in any form will be permitted.

The bidder must obtain for himself on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filing the tender and for enteringinto a contract for the execution of the same and acquaint himself with all local laws, regulations and practice.

The Courts of India at Vijayawada/ Guntur will have exclusive jurisdiction to determine any proceeding in relation to this contract.

Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.

**GENERAL TERMS AND CONDITIONS**

1. Conditional Bids shall not be accepted.
2. The period of contract arrangement shall be for oneyear from the date of contract commencement and likely to extend the contract for one more year as decided by the AIIMS, MANGALAGIRI. The Director, AIIMS MANGALAGIRI may terminate the contract at any given time if any serious lapse in performance is noticed during the course of contract.
3. The rates to be approved in the tender shall be valid for the whole of the period of the contract and no enhancement in rates will be allowed for any reason whatsoever, during the contract period of two years, except because of changes in GST rate.
4. Tender should be for “All Inclusive Basis”
5. Once the tender is accepted and the contract is finalized, the contractor will be expected to keep in touch with the AIIMS MANGALAGIRI for further orders throughout the period of the contract and comply promptly.
6. The tender is liable to be disqualified in case of any one or more of the following:
	1. Non- submission in accordance with terms and conditions of the Tender Form.
	2. During validity of the quotation period the tenderer increases his quoted prices.
	3. The tenderer qualifies the Tender with his own conditions.
	4. Receipt of incomplete form including rate schedule.
	5. Receipt after due date and time.
	6. Having not submitted Earnest Money Deposit in the form of Demand Draft and Bank Guarantee.
	7. Information submitted in Technical bid is found to be incorrect or false any time either during the processing of the contract (no matter at what stage) or during the tenure of the contract.
	8. Awardee of the contract qualifies the letter of acceptance of the contract with his own conditions.
	9. The bidder is found to be in arrears or default with regard to payment of dues to any concerned local Government agencies.
	10. Multiple bids being submitted by one party or of common interest are found in two or more tenderers, the parties are liable to be disqualified.
	11. While processing the tender documents, if it comes to the knowledge of the AIIMS, MANGALAGIRI that some of the bidders have formed a cartel resulting indelay/holding up the processing of tender, the tenderers involved in cartel are liable to be disqualified for this contract as well as for a further period of two years.
	12. The bidder is found to have negative net worth on the basis of the audited Balance Sheet/Profit &Loss a/c in any year during the last three years submitted with the tender.
	13. Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
	14. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
	15. If confidential inquiry reveals facts contrary to the information provided by the bidder.

**Note:** The list given above is indicative and not exhaustive, decision of AIIMS MANGALAGIRI in this respect shall be binding and no representation shall be entertained in this respect.

1. The AIIMS Mangalagiri does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all tenders without assigning any reason, whatsoever.
2. Any change in the constitution of the concern of the Contractor shall be notified forthwith by the Contractor in writing to the AIIMS Mangalagiri and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Contractor in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.
3. The normal payment terms are after 30 days of submission of correct bill.
4. At any time before the submission of bids, AIIMS, MANGALAGIRI, may amend the tender by issuing an addendum by standard electronic means and shall be displayed on the AIIMS, MANGALAGIRI website. If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by the AIIMS, MANGALAGIRI.
5. Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of any such instance, their bid (s) is/are liable to be rejected. Bidding though consortium is not allowed.
6. The Director, AIIMS Mangalagiri reserves the right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Director, AIIMS Mangalagiri shall be final. The work can be awarded to one or more agencies if need arises.
7. The selected vendor shall publish the notifications in the daily newspapers in minimum economy size or as per the specification given in the work order issued by AIIMS Mangalagiri, or specified dates in selected dates of newspapers, as specified in the work order(English, Telugu, Hindi, Employment news , etc,)
8. Advertising agency has to make D.T.P of the notification issued by AIIMS for which no additional charges will be paid by AIIMS.
9. Before publishing proof is to be shown and approval to be obtained from the officer in charge of AIIMS, Mangalagiri.
10. A non adherence will lead to non payment of that particular bill as well as other penal actions.
11. **AIIMS will tariff as prescribed by newspapers subject to DAVP rates for newspapers registered under DAVP/DIPR rates for Telugu papers not registered in DAVP but registered in DIPR of AP Government/Telangana Government. The most economical rates shall be offered. AIIMS shall make payments to the selected agency after deducting the discount offered by the agency and adding the applicable taxes. The agency shall submit proof of payment of taxes (GST, etc.) to AIIMS Mangalagiri.**
12. The agency shall produce the copy of publications of all editions along with bill.

**FINAL DECISION-MAKING AUTHORITY**

The Director, AIIMS, Mangalagiri reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the AIIMS, Mangalagiri to the Bidder(s).

**AMENDMENT OF TENDER /SUBMISSION OF MULTIPLE BIDS**

Before the closing date and time for submission of bid, the AIIMS Mangalagiri, at its discretion, may modify the tender document by issuing addendum/corrigendum.

Any addendum/corrigendum thus issued would be a part of the tender document and shall be uploaded on the AIIMS MANGALAGIRI Website ([www.aiimsmangalagiri.edu.in](http://www.aiimsmangalagiri.edu.in))

Tenderer shall neither change nor modify the submitted bidding documents by any amendments nor submit more than one tender during the validity of the tender due date including extensions period of tender due date.

**SUBMISSION OF OFFERS**

Tender bidding methodology- Tender should be submitted in sealed cover

a. Technical Bid

b. Financial Bid

 **DETAILS OF ANNEXURE OF THE BID**

* + 1. **Technical Bid**

Details as sought in **Annexure-II**

The financial information as per **Annexure-III**

Undertaking Regarding de-barred/Blacklisting Status of Bidder as per Annexure-IV

* + 1. **Financial bid**

The financial bid should be filled in the format prescribed as per **Annexure-V.**

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as “Not Applicable”. However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.

**PRICE QUOTATION**

1. The bidder shall indicate the prices/rates as specified in the quotation format.
2. The biddersshould quote their most competitive prices/rates and it should be noted that their quotations would not ordinarily be subject to further negotiations. Negotiations may however, be carried out as per rules and instructions on the subject at the discretion of the AIIMS, Mangalagiri.
3. In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
4. The prices/rates quoted shall be firm throughout for the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision.

**SECURITY DEPOSIT/EMD**

The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.10,000/- by way of demand drafts or Bank Guarantee only. The demand drafts shall be drawn in favour of “AIIMS, Mangalagiri”. The demand drafts or Bank Guarantee for earnest money deposit must be submitted by post/special messenger to the Office of the Sr. Store officer, AIIMS Mangalagiri on or before the closure of the Tender submission date. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without EMD will be rejected.

No bidder is exempted from EMD. Kindly note that MSME Act is not applicable to AIIMS Mangalagiri.

The tenders without EMD shall be summarily rejected.

Earnest money will be returned to unsuccessful bidders without interest after award of contract or letting aside the tender, as the case may be.

Earnest money will be forfeited if the bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.

**ACCEPTANCE OF OFFER**

AIIMS Mangalagiri reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

**STANDARD OF PERFORMANCE**

The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques. It shall apply appropriate advanced technology and safe and effective methods during execution of this Project and shall always act in respect of any matter relating to this agreement, as faithful advisors to the AIIMS Mangalagiri. The Bidder shall always support and safeguard the legitimate interests of the AIIMS Mangalagiri in any dealings with the third party. The bidder shall be liable to pay to the AIIMS Mangalagiri for any financial losses by way of act by the bidder.

**LIST OF REQUIREMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schedule No.** | **Brief Description of goods and services (Related Specifications etc. are in Section-VII)** | **Accounting Unit** | **Quantity** | **Amount of Earnest Money** |
| 1 | Appointment of Advertising Agency | AU | 1 | Rs.10,000.00 (RUPESS TEN THOUSAND ONLY) |

1. Price Validity: 120 days from bid due date.
2. Bidders has to open the link [www.aiimsmangalagiri.edu.in](http://www.aiimsmangalagiri.edu.in), take print out of all the documents available and then sign & stamp each and every paper and submit along with the technical tenders.
3. Period of Contract: - For One year from the date of issue of P.O., with extension.
4. The total cost inclusive of all elements as cited above on AIIMS Mangalagiri, basis should be quoted in the price bid.
5. **RISK PURCHASE:**
6. If the supplier after submission of tender and due acceptance of the same, i.e. after placement of contract fails to abide by the terms & conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to:
	* 1. Forfeiture of the EMD and
		2. Invoke the Security-cum-Performance Guarantee if deposited by the supplier & procure stores from other agencies at the risk & consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier along with other incidental charges, including custom duty, excise duty, taxes, insurance, freight etc.,
7. For all the purpose the award of contract will be considered acceptance of tender and formal contract pending signing of agreement. Supplier has to abide by all the terms and conditions of tender.
8. In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.
9. Bidders has to submit Bank details i.e.
10. Account Name:
11. Account Number:
12. Bank Name:
13. Branch:
14. IFSC Code:

**IMPORTANT CONDITIONS OF CONTRACT:**

1. The Advertising Agency shall publish the advertisement on or within 3 days from the date of receipt of the text from AIIMS Mangalagiri.
2. The Tender should be published in cyclic order in different newspapers.
3. The Tender should be published in minimum possible area/space/font size etc.
4. The Contractor has to submit newspaper cutting as a proof of advertisement published.
5. The advertisement agency shall publish the tenders in the local as well as national newspaper as per the requirement given by AIIMS Mangalagiri. If the agency fails to publish the advertisement in any of the newspaper, then the payment for the complete bill of the concerned tender will not be made.
6. If due to technical or any other reason, the agency is unable to publish the tenders in newspaper, the same should be conveyed to AIIMS Mangalagiri within three days with reason for not publishing the tender failing which supply order will be cancelled and security deposit shall be forfeited. Also, penal action i.e. debarred/black listing shall be taken in due course.
7. The Director, AIIMS Mangalagiri, does not bind himself to accept the lowest or any tender and he reserved the right to reject any offer.
8. Any dispute arising out of or relating to this inquiry shall be deemed to have arisen in Vijayawada and Guntur and is subject to jurisdiction of Vijayawada Court.
9. **A copy of latest DAVP rate card for tender notices in Eenadu, Andhra Jyothi, Sakshi, The Times of India, Hindustan Times, The Hindu, Deccan Chronicle, etc. The rate card should indicate all editions of India.**

**ACKNOWLEDGEMENT**

The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the publication of advertisementin newspapers for AIIMS, Mangalagiri, Vijayawada is to be done as per the terms, clauses and conditions, specifications and other details of the contract. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to in the contract or to evading any of his obligations under the contract.

 ***U N D E R T A K I N G***

I/We have read and understood all the terms and condition of all sections of the bid document. I/we hereby quote for publication of advertisement in newspapersfor AIIMS, Mangalagiri, Vijayawada as per scope of work specified in the bid document and as set forth in the terms and conditions of the contract, which will be binding upon me/us in the event of the acceptance of my/our tender.

Should I/we fail to execute an agreement embodying the said conditions and depositwithin 20 days of the acceptance of my/our bid I may be penalized at the discretion of AIIMS, Mangalagiri.

**Read and accepted**.

 Signature and stamp of the Bidder

 or Authorized signature.

**LIST OF ANNEXURES**

|  |  |  |
| --- | --- | --- |
| **SNO.** | **ANNEXURES** | **DESCRIPTION** |
| 1 | ANNEXURE- I  | Tender Form on the letter head of the Concern/ Firm |
| 2 | ANNEXURE - IA  | Bank guarantee |
| 3 | ANNEXURE - II | Technical bid (part-1 & part-2) |
| 4 | ANNEXURE – III | Financial information of the bidder |
| 5 | ANNEXURE – IV | Affidavit regarding De-Barred/Blacklisting Status of the bidder during FY 2016-17; 2017-18; 2018-19 till date (On Letter Head of Organization) |
| 6 | ANNEXURE- IV  | Price bid |

***ANNEXURE-I***

**TENDER FORM**

(On the letter head of the concern submitting the bid)

To

**The Director (Admin.)**

**AIIMS, Mangalagiri**

**Ref.: Tender No. Dated:**

Sir,

I/We understand that you are not bound to accept the lowest offer or bound to assign any reasons for rejecting our tender.

I/We hereby agree to pay all taxes and levies (as per actuals) GST, VAT, Income Tax, Work Contract Act, Octroi, duties/taxes by any other names, levied by the government, as prevailing from time to time, on such items for which the same are leviable, and the rates quoted by me/us are inclusive of the same.

I / We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding Order upon me/ us.

I/We declare that I/we have not been debarred/blacklisted by any Government/ Semi Government undertaking till date.

That this offer shall be valid for 90 days from the date of opening of tender.

That the rates quoted are not higher than the rates quoted for same work for any government/undertaking.

That I/we undertake to indemnify AIIMS, Administration. I /we understand that in cases of mala fide by the Vendor, AIIMS administration will not be held responsible.

Yours faithfully,

Signature of the bidder.

Dated this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ 2020

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_

FAX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal

***Annexure- IA***

Bank Guarantee

(Preferably local Bank)

To

The Director, AIIMS Mangalagiri,

For and on behalf of

The President of India

 WHEREAS……………………………………………………………………………

(Name and address of the Contractor) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no. …………………………………………………. dated …………. to perform the work) (herein after called “the Hire contract”).

 AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

 AND WHEREAS we have agreed to give the Supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of ……………………………………………………………………………………..

…………………………………………………… (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without avail or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

 We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

 We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

 This guarantee shall be valid until the ……………. day of……., 20…..

………………………………

(Signature of the authorized officer of the Bank)

………………………………………………

Name and designation of the officer

……………………………………………

Seal, name & address of the Bank and address of the Branch

(Bank’s common seal)

***ANNEXURE-II***

**TECHNICAL BID (Part-1)**

Documents/Details to be submitted:

| **S.No.** | **Particulars** | **To be filled by the Tenderer (give details with proof)** |
| --- | --- | --- |
| 1. | Name and address of bidder: | (specify attached document/s page number/s) |
| 2 | Name of the Head of the Organization/Managing Director  |  |
| 4 | Telephone No./Fax No./Email address: |  |
| 3 | Legal Status (Attach copies of original document defining the legal status/ undertaking on original letter head)1. Public Ltd./Govt. /PSU:
2. Pvt.Ltd:
3. Private Society/Trust:
4. Partnership:
5. Sole Proprietorship/Single Person.:
 |  |
| 5 | Year of Establishment |  |
| 6 | Activities/ Services Offered |  |
| 7 | Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)1. Registration Number:
2. Organization/Place of registration:
3. Date of validity:
 |  |
| 8 | PAN  | (to enclose scanned copy) |
| 9 | Were you or your company/ organization ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reason for not completing the work. |  |

|  |  |  |
| --- | --- | --- |
| 10 | Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reason fornot completing the work. |  |
| 11 | Financial information of the bidder | Annexure ‘III’ |
| 12 | Undertaking regarding Blacklisting/debarment Status of Bidder | Annexure ‘IV’ |

**TECHNICAL BID (Part -2)**

**Please respond in Yes or No.** In case you do not fulfil any of the conditions, please specify.

|  |  |  |
| --- | --- | --- |
| **Sr No** | **ITEM** | **Say Yes/ No** |
| 1 | Registration: The bidder should be Income tax payer and should be registered with GST Department. It should have a valid INS certificate. Proofs are to be submitted. |  |
| 2 | Turnover: The bidder should have minimum turnover of Rs. 25 lakhs in the Financial Year 2018-19 or a cumulative turnover of Rs. 50 lakhs in the financial years 2017-18 and 2018-19 and bidder should be a profitable entity. |  |
| 3 | Experience: The bidder should have minimum experience of 1 year in the field of PUBLISHING ADVERTISEMENTS in newspapers for Government/PSU/Central Autonomous Organizations. An Undertaking in this regard should be submitted. |  |
| 4 | The Vendor should have a main/local office in Vijayawada/Mangalagiri/Guntur and will be willing to attend to jobs from AIIMS, by visiting the Institute, as and when necessary. |  |
| 5 | The bidders shall provide attested copy of GST Registration & attested copy of PAN |  |
| 6 | The bidder should give a declaration that they have not been black- listed/debarred for dealing by Government of India in the past. |  |
| 7 | Earnest Money Deposit (EMD) of Rs. 10000/- in the form of a Demand Draft/Banker’s Cheque/ Cheque, drawn in favour of the “AIIMS, Mangalagiri” to submit on or before the due date and time. No bidder is exempted from EMD. Kindly note that MSME Act is not applicable to AIIMS Mangalagiri. |  |
| 8 | The bidder should submit Power of Attorney of the Authorized Signatory for signing the bid, entering in to contract, if awarded and for any other correspondences. |  |
| 9 | 1. The bidder should give undertaking/declaration that they have read and understood all the terms & conditions of tender documents and submitting unconditional acceptance to all terms & conditions.
 |  |

 `

Date: (Signature of the Bidder withSeal)

***ANNEXURE – III***

**FINANCIAL INFORMATION OF THE BIDDER**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Details** | **(1)****2017-18** | **(2)****2018-19** |
| i) | Turnover: The bidder should have minimum turnover of Rs. 25 lakhs in the Financial Year 2018-19 from operations of vehicle or a cumulative turnover of Rs. 50 lakhs in the financial years 2017-18 and 2018-19 and bidder should be a profitable entity.Valid Start-up, registered in the line of operations and maintenance of vehicles, are exempted from this stipulation.MSME Act is not applicable to Autonomous institution like AIIMS. |  |  |
| ii) | Profit/Loss |  |  |

Enclose audited final accounts/ Provisional accounts)

Note: Attach additional sheets, if necessary.

(Signature of the Bidder with Seal)

***ANNEXURE – IV***

**Affidavit regarding De-Barred/Blacklisting Status of the bidder during FY 2017-18; 2018-19; 2019-20 till date**

**(On Letter Head of Organization)**

I/We, M/s ……………………………………………………………… (Sole Applicant/Lead Member/Member / affiliate), (the names and addresses of the registered office) hereby certify and confirm that in the last three years we or any of our promoter(s)/director(s) are **during FY 2016-17; 2017-18; 2018-19; 2019-20 till date**  neither de-barred/blacklisted by Central Government/State Government/PSU/Supreme Court/High Court of any State/District Court of any State from participating in Project/s, either individually or as member of Consortium nor any proceeding thereof are under process against us or any of our promoter(s)/director(s) as onthe………………………………………………… (Date of Signing of Application).

We further certify and confirm that there is no pending litigation against any CentralGovernment/State Government/PSU in last threeyears.

We further confirm that we are aware that, our Application for the captioned Projectwould be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period and the amount paid (including bank guarantee) shall stand forfeited without any further intimation.

Dated this …………………………………………………….Dayof 2018

Name of the Applicant: ……………………………………………

Signature of the Authorized Person: ………………………………

Name of the Authorized Person: ……………………………………………………….

***ANNEXURE-V***

**PRICE BID**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Description** | **UOM****(Unit of measurement)** | **Unit Rate****(Rs.)** | **Discount, if****any on DAVP rate (percentage)** | **GST%** |
| A | B | D | E | F | G |
| 1 | Appointment of advertising agency for publishing advertisement in newspaper | One year | As per DAVPapproved rates/ DIPR Govt. of AP approved rates |  |  |

1. We confirm that there would not be any price escalation during the supply period. PO will be issued to the single lowest offer.
2. We confirm that we will abide by all the tender terms and conditions and we do not have any counter conditions.
3. Bid shall remain valid for acceptance for a period of 120 days from the date of tender opening.

**Note:**

1. The bidder has to quote the applicable GST (i.e. IGST, CGST, SGST) as per GST Law.
2. Taxes and duties as applicable on the date of opening of price bid shall be taken intoconsideration for evaluation of bid.
3. Price bids with conditions/ counter conditions are liable to be rejected.