

Tender Reference No: AIIA/Display/01/2016

Date: 29 April 2016



**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**  
**(An Autonomous Organisation under the Ministry of AYUSH, Govt. of India)**  
**Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076**  
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**Limited Tender Document**

**For**

**“SUPPLYING SIGNAGES, VINYL PRINT GRAPHICS AND OTHER  
DISPLAY MATERIALS” for AIIA**

## Introduction

All India Institute of Ayurveda, New Delhi invites sealed Applications/ Proposals from eligible firms for supplying following categories of works/services for financial year 2016-17. The empanelment would entitle a firm to supply **SIGNAGES, VINYL PRINT GRAPHICS AND OTHER DISPLAY MATERIALS** from time to time.

Sr.no.	Category of Items/ Services	Non-refundable Empanelment fee (INR) for One year	Value of Tender/ Work (INR)
1.	Designing, Printing & Display Work like flex banners, standees, sun-boards etc. (detailed in Annexure - B)	10,000/-	Approx. 5 lacs

### THE SCOPE OF WORK:

- The scope of all the above jobs includes design, fabrication and installation of the backdrop/banner/ Signages, vinyl print graphics and other display materials.
- Firm/Agency/Company should be able to depute personnel for various assignments as per instructions from AIIA with all required materials to fix and arrange the backdrops and banners as and when intimated by AIIA.
- The material should be delivered and fixed within the specified time frame, which may be at times minimum 6 hours.

## General information

Sealed tender in two bid systems (technical & financial) are invited from the reputed/registered firms/printers having minimum 3 years experience in printing works for carrying out Institutes job of various printed material like Paper Flex Posters/Vinyl Posters & Popup with stand in English, Hindi. Expenditure for the above jobs will be approx. Rs. 5 Lakhs annually depending upon the requirements. The interested firms/printers may quote their rates to be valid initially for a period of one year from the date of award of work order/contract with an option to extend the contract up to two years on yearly basis on the existing rates, terms and conditions with mutual consent and with prior intimation before one month of the expiry of the existing contract terms. However, the decision of the Institute will be final and no further correspondence will be entertained in this regards.

The tender forms may be obtained from the AIIA (Academic Block) on non refundable payment of Rs. 50/- (Rupees Fifty only) against the DD/Pay Order in favour of Director, All India Institute of Ayurveda, Payable at New Delhi on all working days except Holidays, Saturday/Sunday. The tender will also be available in the website of the CCRAS <http://ccras.nic.in> and the same may be downloaded and submitted to the Institute along with tender cost by way of D.D./Pay Order of Rs. 50/- in favour of Director, All India Institute of Ayurveda, Payable at New Delhi

### General information about the tender:-

<b>Sale of Tender</b>	29 April 2016
<b>Cost of tender form</b>	Rs. 50/- (Rupees Fifty only)
<b>Ernest Money Deposit</b>	Rs. 10,000/- (Rupees Ten Thousand only)
<b>The period of validity of approved vendor</b>	12 months from the date of award of rates of the Firm contract
<b>Last date and time for receipt of Tenders</b>	19 May 2016 till 15:00 hrs
<b>Time and date of opening of Technical bids</b>	19 May 2016, 15:30 hrs
<b>Time and date for opening of Financial bids</b>	Will be informed to the tenderes who have qualified technically
<b>Place of opening of Tenders</b>	Conference Room, Academic Block, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076

The printed materials jobs are to be supplied F.O.R. (free on road) to ALL INDIA INSTITUTE OF AYURVEDA (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076 [at the cost of selected Firm] without any extra charges.

## Submission of Tenders and instruction to tenderes:

1. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super-scribed "Financial Bid "and" Technical Bid" and put inside a bigger sealed envelope which shall be super-scribed with the words, "**Limited Tender for supplying signages, vinyl print graphics and other display materials**" for AIIA on the top of the sealed cover. The sealed Tenders may be sent by Speed Post / Registered Post or delivered by-hand, so as to reach the following address, by due date and time. Tenders received late will be rejected outright.
2. The tenderers may quote their rates for all the required printed jobs OR any specific item mentioned above in accordance with the manual and mechanical capacity and feasibility. The details are enclosed at Annexure A & B.
3. The Director, AIIA, New Delhi is not bound to accept the lowest quotation for all printed jobs or any of the specific job and decision of the Institute in this regard shall be final.
4. The tender is not transferable under any circumstances.
5. The price shall be quoted in Indian Rupee only
6. The submission of quotation shall be taken as an acceptance of the terms and conditions including furnishing of Earnest Money for the desired amount Rs. 10,000/- (Ten thousand only) in the form of DD/Pay Order in favour of Director, All India Institute of Ayurveda, New Delhi. **Cheques will not be accepted.**
7. The earnest money of the unsuccessful tenderers will be returned as soon as possible after the tenders are settled but that of the successful tenderers will be retained till submitting of work/contract performance security. No interest will be paid for the earnest money till retention in AIIA for execution of Printed Jobs.
8. The financial bids will be considered for opening for those printers who had fulfilled the requirements of Technical bid and will be informed accordingly. Intervention of the tenderers in this regard will not be entertained in any form.
9. On the recommendations of duly Constituted Committee and acceptance by the Director, AIIA, the contract will be awarded initially for a period of one year which may be extendable on the terms and conditions up to two years with mutual consent.
10. Any dispute in this regard after opening of tenders, the decision of Director, AIIA shall be final and bounded for all the tenderers.
11. If any tenderer withdraws his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be for-feited and no correspondence in this regard will be entertained thereafter.
12. Tenderers shall invariably specify in their tender the delivery conditions including the time required for executing the work.
13. Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, the successful tenderer shall also execute an agreement on non-judicial stamp paper of Rs. 100=00 (Rupees one hundred only) for the fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, of the agreement. Failure to execute the agreement within the period specified will entail the penalties.

14. The successful tenderer before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum of Rs. 25,000/- (Rupees Twenty five thousand only) as [work performance security money] for the satisfactory fulfillment of the contract. The amount of security may be deposited by way of DD/Pay Order/FDR in favour of Director, All India Institute of Ayurveda, Payable at New Delhi. Letter of guarantee in prescribed form for the amount of security from an approved bank may also be considered enough at the discretion of the Institute. If the successful tenderer fails to deposit the security, execute the agreements stated above in respect of conveyance out of assigned printing order the earnest money deposited by him will be forfeited [to the Institute and the contract arranged elsewhere at the defaulter's risk and any loss incurred by the Institute on account of the assignment will be recovered from the defaulter who will, however not be entitled to any gain accruing thereby].
15. In case where a successful tenderer, after executing the job partially or does not fulfill the contracts in full, the Institute at its discretion may get the work done from the next higher tenderer who has offered to execute the job and the loss, if any, caused to the Institute due to increased rates shall there by tighter with such sums as may be fixed by the Institute towards damages be borne by the defaulting tenderer.
16. The security deposit shall, subject to the conditions specified therein, be returned to the contractor within three months after expiry of the contract period, but in the event of any dispute arising between the Institute and the contractor, the Institute shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the Institute to the contractor.
17. All incidental expenses incurred by the Institute for making payments outside the district in which the claim arises shall be borne by the contractor.
18. The contractor not assigns or make over the contract of the benefits or burdens thereof to any person or body corporate. The contractor shall not underlet or sublet to any person or persons or body the execution of the contract or any part thereof without the consent in writing of the Director, AIIA who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is executed.
19. In case the contractor fails to deliver the material within the time provided for delivery of the same, or in case the contractor commits any breach of the covenants, stipulations and agreements herein contained, and on part to be observed and performed then and in any such case, the Director, AIIA will put an end to his contract and in case the Institute shall have incurred, sustained or been put to any costs, damages or expenses by reasons of such purchase / printing or by reason of this contract having been so put an end to or in case any difference in price, compensation loss, costs, damages continuance of this contract, be payable by the contractor to the Institute under and by virtue of this contract, it shall be lawful for the Institute to cutoff any money for the time being payable or owing to the contractor from the Institute under or by virtue of this contract, or otherwise, to pay and reimburse to the Institute, all such costs, damages and expenses they may have sustained, incurred or been put to be reason of the purchase made elsewhere or by

reason of this contract having been so put an end to as aforesaid also all such differences in prices, compensation, loss costs, damages, expenses and other moneys as shall for the time being be payable to the contractor aforesaid. Notwithstanding anything contained in the general conditions mentioned herein the Institute reserves the right to exclude any item in the list and procure the same through other means, at any time if it considered necessary.

20. In case of any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be settled within the jurisdiction of New Delhi Court only.
21. Any sum of money due and payable to the successful tenderer from the Institute will be adjusted against any sum of money due to the Institute from any other contracts.
22. Any notice required to be served for non-compliance of terms/conditions of the supply order shall be sent at the known address of contractor either speed post or by Regd. Post only.
23. Enhancement of rates once accepted will not be considered for any kind of printed job and contractor shall be required to execute the order as per agreed rates till the agreed period of contract.
24. Any attempt on the part of tenderers or their agents to influence officials of this Institute in their favour by personal canvassing will disqualify the tenders.
25. In the event of default in executing the work and supply of printed materials within the stipulated period the penalty clauses for forfeiting of security deposit shall be applicable.
26. The tenderer should quote rates for all items required for printed jobs. In any case the successful tenderer shall bind himself to execute the work entrusted at the rates quoted by him. Sub-standard, defective articles / papers / printing work will not be accepted. The same is to be rejected and no payment will be made for defected printed jobs by the Institute.
27. The samples of work and other specifications can be seen in the Institute office during working hours on all working days between 2 to 4 pm. Marginal adjustments in size will be allowed with mutual consent in writing to avoid any likely dispute.
28. For facility of reference a Performa is enclosed giving the items for which normally rates should be quoted in addition to information that may be required to be furnished as per tender conditions.
29. Special conditions, if any, printed on the quotation sheets of the tenderers or attached with the tender will not be applicable to be contract unless they are expressly accepted in writing by the Institute.
30. The Galley and Final proof should be got approved from the Institute Office before commencing of final printing. Any minor changes made therein for convenient and betterment is to be accommodated without any extra charges.
31. No extra charges will be payable for any minor additions/alternations in proofs, if required.
32. Composed matter is to be delivered to the Institute as specified in the order.
33. Greek letters, diacritical marks and other intricate letters that are likely to be used in publications as and when required.
34. No payment will be made for rejected goods/material/misprinted/defects/or any printing or typographical mistakes.

35. The firm/printers will not have any kind of copy right whatsoever in respect of the publications printed by them.
36. The Institute reserves the right to reject any or all quotations without assigning any reason.
37. The Institute reserves the right of terminating the contract without assigning any reason during agreed contract tenure for short falls, noticed if any.
38. Only those firms / printers who have well experienced in printing and have evidence to that extant only need to submit their quotations. In the event, they are liable to be rejected.

### **Other Terms & Conditions**

The tender should provide the detail about the Firm, experience, manpower, clientage, etc., in technical bid (Annexure I) whereas in the Financial Bid (Annexure II) will contain the rates of the desired sample which includes all taxes and delivery at this Institute. Tender Processing Committee will open the Financial Bids of only those bidders who stand qualified on the basis of details provided in Technical Bid.

#### **The bidder should have the following qualifications for bidding:**

1. Shall have been in existence for not less than three years and presence in New Delhi.
    - a) Shall be having sufficient experience and expertise in the relevant filed.
    - b) Should have PAN/TIN/CST/VAT registration.
  2. The tenderers have to submit self attested Xerox copies of their firm / company registration,
- II. PAN card, TIN/TAN/CST/VAT registration in the name of firm.
  - III. The rates quoted by the selected firm, and approved by the Institute shall remain valid for a period of ONE YEAR from the date of award of contract. Any request to increase the rates for any item(s), during the currency of the contract, shall not be considered. However in exceptional circumstances the tenure may be extended with mutual consent for further period up to 2 years. This Institute, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, the same will be rectified by the selected firm. If the selected firm fails to rectify the deficiencies or fails to comply with other directions/instructions of the Institute, the contract is liable to be terminated. The Institute further reserves the right to suo moto terminates the contract at any point of time without giving any prior notice not be considered. However in exceptional circumstances the tenure may be extended with mutual consent for further period up to 3 years.
  - IV. The selected Firm (s) will be required to supply one sample each of the material being printed for the approval of competent authority. No final printing should be resorted to unless otherwise specifically asked for by the AIIA.
  - V. Designing of display material will be done by the selected firm without any extra charges.
  - VI. The selected Firm shall ensure the delivery of the items in the office of the Institute. No separate charges shall be paid for delivery of printed material.
  - VII. The selected Firm will also submit soft copy of the printed material in PDF & editable format to this Office for future use and record. The soft and hard copy of the printed

material will be the property of AIIA and the Printer will not use the material anywhere else.

- VIII. Supply should normally be made during the office hours on any working day. The Institute will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.
- IX. Order for items will be placed on requirement basis. No advance payment will be made by the Institute. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the Institute.
- X. It is necessary to quote all items mentioned in the financial bid.
- XI. The Director or the Committee constituted for the Tender process reserves the right to reject or ignore, any or all tenders and shall not be bound itself to accept the lowest offer.
- XII. L<sub>1</sub> will be decided on the basis of lowest cost of sum total of costs of all items mentioned in financial bid.
- XIII. The Institute will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Institute.
- XIV. The bidder should have latest DTP software and hardware & sufficient manpower for designing and should have their own Offset Printing Machines or tie-up with other offset printing machine owners.
- XV. The Institute reserves the right to reject any / all offer (s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
- XVI. The tender submitted without the requisite valid documents/EMD will be summarily rejected.
- XVII. The tenderer should read and sign on each page of this tender document

Note: The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by AIIA.

**DIRECTOR**



**(Cover-A - Technical bid)**

**Limited Tender for “SUPPLYING SIGNAGES, VINYL PRINT GRAPHICS AND OTHER DISPLAY MATERIALS” for AIIA**

**TECHNICAL BID**

(To be sealed in separate Envelope marked as “TECHNICAL BID”)

**PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE TENDERING FIRM/PERSON**

**Ref.:** Advertisement for Limited Tender in connection with **“SUPPLYING SIGNAGES, VINYL PRINT GRAPHICS AND OTHER DISPLAY MATERIALS” for AIIA**

1.	Name of the Organization	
2.	Office address with Mobile/Telephone/Fax Nos.	
3.	PAN No. (in the name of Firm)	
4.	TIN/TAN/CST No. (in the name of Firm)	
5.	Year of establishment of the Firm/Agency/Company:	
6.	Nature of Organization (whether Private/Public Sector Undertaking/Sole Proprietor/ Partnership/Cooperative Society, etc.) Documentary proof, to be attached.	Yes / No
7.	Does the firm have a continued experience of Printing signage, display materials and vinyl print graphics with posting or others in a single contract in any other Central/State undertakings/ Corporations/ Offices/ Departments/ Reputed corporate Houses etc., during the last three years? If yes, the name of the Organization(s) along with a certificate certifying that the applicant firm has executed the contract satisfactorily,	Yes / No
8.	Number of companies the vendor worked for (attach proof)	
9.	Financial resources, assets in terms of the firm's property (fixed and moveable) held	Yes / No
10.	A copy of the latest Audit Balance Sheet attached?	Yes / No

11.	Whether the firm is Income Tax Assesses or not?	Yes / No
12.	Details about the clients and work experience. Work experience certificates certified by clients enclosed?	Yes / No
14.	Any other information	
15.	Earnest Money enclosed	Yes / No
16.	Details of EMD	
17.	Bank Draft for Earnest money is to be enclosed with Technical Bid.	Yes / No
18.	Copy of license from Competent Authority for printing and publishing work.	Yes / No
19.	Service tax registration	Yes / No
20.	Infrastructure (Plotting machine/ Vinyl Cutting Machine/ Digital Printing Machine for Flex Banners/Designers/ manpower etc)	Yes / No

**Please enclose self attested copy of all the documents mentioned above)**

Place

**Authorized Signatory**

Date

Name, Address with Rubber stamp

**(Cover- B- Financial-Bid)****LIMITED TENDER FOR SUPPLYING SIGNAGES, VINYL PRINT GRAPHICS AND OTHER DISPLAY MATERIALS****(To be sealed in separate envelope marked as "FINANCIAL BID")**

<b>Sr. no.</b>	<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Rate in INR*</b>
1	Flex Banner	Flex 350 GSM (thickness of the material) Star flex	Sq. ft.	
2	3 MM Sun board with digital vinyl printing	sun-board will best quality of sun board	Sq. ft.	
3	Wooden frame backdrop on flex	wooden frame on 1 x 1.5 inch wood and best quality of Star flex	Sq. ft.	
4	Iron frame backdrop with flex (Various range)	Iron frame on 1 x 1 inch frame, 9 kg / length with Star flex	Sq. ft.	
5	Digital vinyl printing	3M vinyl of best Quality longer durability	Sq. ft.	
6	Banner Standee 6 x 3 (Inclusive of flex)	Rollup standee in best quality with longer durability	1 item	
7	Banner Standee 6 x 2.5 (Inclusive of flex)	Rollup standee in best quality with longer durability	1 item	
8	Backlit board (Glow sign board)	Backlit Board: 1" X 1" M.S. Square Pipe, Back Panel of G.I. sheet. Top, side & bottom panel pre-coated G.I. sheet in required color. Lighting Tubes, Chokes & all other electrical fittings of ISI mark. The backlit flex will be printed on star flex on solvent machine. The depth of the board will be 7".	Sq. ft.	
9	Hoarding flex on blackout star quality	Blackout Flex on star flex, so that Iron frame not visible from front	Sq. ft.	
10	LED board on ACP board	Very fine quality of ACP board, solid letters used fine quality of LED with 5 years of warranty	Sq. ft.	
11	One way vision	100 gsm media with premium Quality	Sq. ft.	
12	Canvas printing	With Premium Quality	Sq. ft.	
13	Totem	printing 3mm Euro ACP sheet Boards 3 M vinyl sheet will be used, Deco paint , inner , Red oxide and rust iron with	Sq. ft.	

		installation at site, Samsung make led , power supplies		
14	Acrylic Sandwich	3 mm vinyl print with acrylic sandwich	Sq. ft.	
15	Cutout on sun board	Cutout with sun board on 3 & 5 MM, with Iron stand	Sq. ft.	
16	Acrylic letter cutting on Glass	Fine quality of acrylic letter 8 mm router cut letters	Sq. ft.	
17	LCD advertising Player	Panel Size: 55" Max Resolution: 1920×1080 Viewing Angle: LRUD: 89/89/89/89 Pixel Pitch: 0.63x0.63 Color: 16.7M Contrast Ratio: 2000:1 Brightness: 550cd	No's	
19	Backlit Translites	Translites print and also provide the light box with CFL and LED lighting	Sq. ft.	
19	Radium print with sun board	fine quality of radium print on sun board , reflects in dark	No's	

**\* This will be inclusive of designing, printing, cost of flex/material and installation at site**

Please mention applicable taxes / other charges if any

**Authorized Signatory**  
Firm name & seal

Date:  
Place:

**LIST OF DOCUMENTS TO BE INCLUDED IN ANNEXURE - A (Technical Bid)**

- 1) Demand Draft of **Rs. 10,000/- (Rupees “TEN THOUSAND” only)** in favor of Director, ALL INDIA INSTITUTE OF AYURVEDA, payable at New Delhi towards EMD.
- 2) Copies of Income Tax returns filed & Balance Sheets for the last three years.
- 3) Documentary evidence in support of Eligibility Criteria towards:
  - a. Experience in number of years
  - b. Infrastructure details
  - c. Manpower details
- 4) Copy of PAN Card
- 5) Copy of Service Tax Registration.
- 6) List of Clients and work order assigned by the Clients.

**ANNEXURE –B:** Should include the financial bid consisting of the bid amount including all the taxes.

**Both the sealed envelopes, i.e. Cover (A) and Cover (B) is to be put into another envelope and it should be super scribed as ‘Limited Tender for “SUPPLYING SIGNAGES, VINYL PRINT GRAPHICS AND OTHER DISPLAY MATERIALS” for AIIA’ and dropped in the locked box provided at the institute.**

**ACCEPTANCE CERTIFICATE**

**(To be submitted along with Technical Bid)**

I ..... (Designation) .....of

(Name of the Company) .....

Have read and understood and hereby accept the terms and conditions of the limited tender for supplying signages, vinyl print graphics and other display materials for All India Institute of Ayurveda.

Signature of Authorized Signatory

Firm Seal / Stamp

Date :

Place :