

Tender Enquiry Document

Reference: Exam.Sec./DigitalMarking/2020

Rate Contract for Answer Book Scanning with support for Digital Marking & Answer Book Supply



शरीरमाद्यं खलु धर्मसाधनम्

Examination Section

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

1st Floor, Convergence Block,

Ansari Nagar, New Delhi – 110608, India

Disclaimer

This Tender is not an offer by the All India Institute of Medical Sciences, 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 with the vendors/bidders.

Table of Contents

Disclaimer.....	2
1. Section I : About AIIMS & Examination Section	4
2. SECTION – II “Notice Inviting Tender” (NIT)	5
3. Section III Instruction To Bidders	6
4. Section IV Scope of Work	9
5. SECTION V - Eligibility Criteria / Prerequisite	10
6. Sub Contract	11
7. Confidentiality	11
8. Resolution of Dispute.....	11
9. Legal Jurisdiction	11
ANNEXURE – I.....	12
ANNEXURE-II	13

1. Section I : About AIIMS & Examination Section

AIIMS was created in 1956 to serve as a nucleus for nurturing excellence in all aspects of health care.

It was established as an institute of national importance by an act of Parliament with the objects to develop patterns of teaching in Under-graduate and Post-graduate Medical Education in all its branches so as to demonstrate a high standard of Medical Education in India; to bring together in one place educational facilities of the highest order for the training of personnel in all important branches of health activity; and to attain self-sufficiency in Post-Graduate Medical Education.

The Institute has comprehensive facilities for teaching, research and patient-care. As provided in the Act, AIIMS conducts teaching programs in medical and para-medical courses both at undergraduate and postgraduate levels and awards its own degrees. Teaching and research are conducted in 58 disciplines. In the field of medical research AIIMS is the lead, having more than 600 research publications by its faculty and researchers in a year. AIIMS also runs a College of Nursing and trains students for B.Sc. (Hons.) Nursing, B.Sc.(Post-Basic) degrees.

Objectives of AIIMS

- To develop a pattern of teaching in undergraduate and postgraduate medical education in all its branches so as to demonstrate high standard of medical education to all medical colleges and other allied institutions in India.
- To bring together in one place educational facilities of the highest order for the training of the personnel in all important branches of the health activity.
- To attain self sufficiency in postgraduate in medical education.

1.1. EXAMINATION SECTION

Examination Section conducts various Professional Examination, Entrance Examinations and recruitments of the Institute. Important Examination of 2018-2019 with brief details is given below:

S.No	Name of Course
1.	MBBS
2.	Bachelor of Optometry (B.Sc. Paramedical Courses)
3	B.Sc. (Hons) Nursing
4.	B.Sc. Nursing (Post Basic)
5.	M.Sc Courses (Anatomy,Biochemistry, Biophysics, Pharmacology & Physiology)Cardiovascular Imaging and Endovascular Technologies Reproductive Biology and Clinical Embryology (Perfusion Technology,

	Nuclear Medicine Technology, Urology Technology)
6.	M.Sc. Nursing (Cardiological/CTVS Nursing, Oncological Nursing, Neurosciences Nursing, Nephrological Nursing, Critical Care Nursing, Pediatric Nursing, Psychiatric Nursing)
7.	M. Biotechnology
8.	AIIMS – PG (MD/MS/MDS)
9.	DM/M.Ch./M.Ch. (6 yrs. Course)/MD (Hospital Administration)
10.	Ph.D. Programme

2. SECTION – II “Notice Inviting Tender” (NIT)

ALL INDIA INSTITUTE OF MEDICAL SCIENCES ANSARI NAGAR, NEW DELHI-110 029 NOTICE INVITING TENDERS (NIT)	
Reference: Exam.Sec./DigitalMarking/2020 On behalf of Director, AIIMS, Ansari Nagar, New Delhi-110 029, invites TENDER IN TWO BID SYSTEM (Technical BID & Financial Bid) from the reputed, eligible and qualified firms for Rate Contract for Answer Book Scanning with support for Digital Marking & Answer Book Supply.	
Published Date & Time	16/09/2020
Bid Submission Date & Time	Upto 06-10-2020, 4 PM
Bid Opening Date	07-10-2020 11:00 AM
Technical Demonstration of Technical Capabilities & Samples	07-10-2020 11:00 AM

Note:-

Quotations/Offer in sealed envelopes of all the quoted items must reach to Assistant Controller of Examinations, Examination Section, 1st Floor, Convergence Block AIIMS, New Delhi-110029 before the scheduled submission date and time.

Sealed quotations/offers of all items will be received in the office of Assistant Controller of Examinations in a drop Box and will be put up before the Technical Selection Committee as per above schedule in the Examination Section, 1st Floor, Convergence Block AIIMS, New Delhi-110029 .

The bidders must submit copy of this tender document duly signed and stamped by the authorized signatory along with the Bid.

The Purchaser reserves the right to give the price preference to Start ups/ small-scale sectors etc. and purchase preference to central public sector undertakings as per the instruction in vogue while evaluating, comparing and ranking the responsive Bids.

The tender will be published on site CPP portal, www.aiimsexams.org / www.aiims.edu.

3. Section III Instruction To Bidders

3.1. General Information and Instruction to the Bidders

3.1.1. Submission of offers

The Vendor shall submit their proposal in two parts:

(i) Technical Proposal (ii) Financial Proposal

- a) The tender is a “Two Bid’ document. The **Technical proposal with TENDER ACCEPTANCE FORM as in ANNEXURE-I** should contain all the relevant information and desired enclosures in the prescribed format. The **financial proposal** should contain only **Financial Bid ANNEXURE - II**. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- b) 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.
- c) The Tenders should be computer generated but there should not be any overwriting or cutting or interpolation. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder’s authorized person should be recorded on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency’s letter head.
- d) Bidders must keep their offer open for a minimum period of 90 days from the date of opening of the tender, within which the bidders cannot withdraw their offer. However, subject to the period being extended further, if required, by mutual agreement from time to

time.

- e) Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The AIIMS may also independently seek information regarding the performance from the clients.
- f) The bidder is advised to attach any additional information, which he thinks is necessary in regard of his capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the Institute calls for it.
- g) Incorrect or misleading information: If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, AIIMS reserves the right to reject such a tender at any stage.
- h) All explanatory remarks and clarifications, which the Bidder may desire to make, must be, incorporated in the offer form, failing which the remarks / clarifications shall be ignored and the tender dealt with as it stands.
- i) Even though agency may satisfy the qualifying criteria, it is liable to disqualify if it has record of poor performance or not able to understand the scope of work etc.
- j) Prospective bidders may seek clarification regarding the project and/or the requirements before submitting, in writing through email to ace.aiims@gmail.com from Asstt. Controller (Exams), AIIMS till 20th September 2020 by 12:00 PM.
- k) The tender document has to be downloaded from CPP portal or www.aiimsexams.org and submitted as described in this document. The technical and financial documents should be kept separately in sealed envelopes and both the envelopes should be kept in one envelope super-scribing “Tender Enquiry for **Rate contract for Answer Book Scanning with support for Digital Marking & Answer Book Supply**” so as to reach Asstt. Controller of Exams, Examination Section, 1st Floor, Convergence Block, AIIMS, Ansari Nagar, New Delhi – 110029 by as per schedule mentioned above in SECTION-II. Late tenders shall not be accepted. The technical bid shall be opened as per schedule in clause (2) Section II.
- l) Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of AIIMS. Such offers will not be valid quotations. Offers sent through telegram/telex, and offers not submitted in the standard formats

given in the tender document will be summarily rejected.

- m) The payment shall be in Indian Rupees and shall be paid only after successful completion of work without errors and delays. No advance payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc. In case the bidder fails to execute the contract, The AIIMS shall have liberty to get it done through other agency at the cost of bidder.
- i) Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid(s) is/are liable to be rejected. Bidding through consortium is not allowed.
- j) *The Director, AIIMS reserves right to award the work/cancel the award without assigning any reason.* In case of differences, if any, the decision of the Director, AIIMS shall be final. The work can be awarded to one or more agencies if need arises. Initially the contract will be for items as mentioned and can be extended as per exigencies at the discretion of competent authority.

3.1.2. Price Quotation

- a) The bidder shall indicate the prices/rates as specified in the quotation format.
- b) The bidders should 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 Examination Section, AIIMS, New Delhi.
- c) All prices/rates should be clearly written both in figures and in words. Failure to write prices/rates both in figures and in words shall render the tender liable for rejection. Bidders should avoid alterations / corrections in the prices/rates submitted by them. However, if alterations / corrections in prices/rates are inescapable each alteration / correction should be indicated both in figures and words and duly attested under the full signature of the Bidder/Authorized Signatory.
- d) In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
- e) The prices/rates quoted shall be firm throughout 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.

3.1.3. Security Deposit/EMD

The bidder should enclose EMD of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/bank Guarantee drawn in favour of Director, AIIMS and payable at New Delhi, with the Technical proposal/bid.

b)The tenders without EMD (except those having exemption from depositing EMD) shall be summarily rejected.

c)The successful bidder shall be required to deposit Performance Bank Guarantee equivalent to 20% of annual contract value to the Institute or Rs.10,00,0 (Rupees Ten thousand only) whichever is higher before release of his EMD.

d)Earnest money will be returned to unsuccessful bidders without interest after award of contract or setting aside the tender, as the case may be. However, the Earnest money of successful bidder will be returned after submitting the performance guarantee.

e)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.

3.1.4. Acceptance of offer

AIIMS 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.

3.2. Evaluation Process

Technical Evaluation will be done by the Committee based on Technical Bid, scope of work, requirement of user department and Demonstration of live services & samples on the day of opening of bids.

Bids meeting the requirements as per scope of work shall be declared technically shortlisted and Financial bid will be opened accordingly. The L1 Bidder among technically qualified and shortlisted will treated as successful and work will be awarded.

L1 price will be calculated by adding price quoted of all items as mentioned in price bid.

4. Section IV Scope of Work

The scope of work relates to start of immediate work as per scope of work requirement:

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Sl.	Description
1.	Annual Consumption: 40 Page Answer Book: 6000 Approx. 20 Page Answer Book: 2000 Approx.
2.	Specification of Answer Book. There are two types of Answer Booklet (i) 40 Pages, (ii) 20 Pages. The color of printing on front and back pages including line for margin will be either Red or Blue. Internal Printing including bar code shall be in Black.

	Answer Book shall be compatible to Digital Marking. Bar code containing Booklet Number to be printed on one side of each page. Answer Booklet of Letter Size with portrait orientation in 70 GSM Maplitho printing paper manufactured by reputed paper mills with centre stapling (two pin) and Serial numbering in bar code. The first page containing the columns for student and examination particulars and table for markings and the last page containing instructions to candidates in English and Hindi (as per approved design). There should be Left and right margin of 0.5 inches on each page shown clearly by vertical line in red/blue color (matching with front page colour) Internal pages for writing shall contain plain white pages with double-lined left & right margin with water mark of DO NOT WRITE ANYTHING IN MARGINS.
3.	Examinations Timing May/December (Supplementary exam may be conducted immediately after declaration of result). Minimum No of Answer Book for scanning: 01 of any type.
4.	Answer Book Scanning with technical support for Digital Marking Onsite:- Onsite Answer Book Scanning with technical support for Digital Marking Onsite required as per time schedule provided by the Examination Section and it could be multiple time for a given examination. Onsite Support on 24x7 basis required for managing scanning and uploading in Digital Marking Software. Scanning & related work such as cutting of answer booklet, Re-Stapling, printing & pasting of bar code, Sorting, Unpacking-Packing, labeling etc. shall be done onsite as per procedure required by the Examination Section. The requirement may be for small quantity at no extra cost. Any answer booklet, scanned booklet or any other document provided during work unless allowed shall not be taken outside the designated place of Examination Section. All services required are at Examination Section, AIIMS New Delhi. No additional charges payable other as mentioned in the price bid for the services taken and no minimum guarantee of order is committed.

Initially the agreement will be for 5 years and AIIMS Reserves right to extend agreement on mutual agreement for subsequent years as per approval of the competent authority.

5. SECTION V - Eligibility Criteria / Prerequisite

- 5.1. The bidder should be a company/ firm registered in India and having a branch office in Delhi/NCR.
- 5.2. The bidder shall be single point of contract with AIIMS and shall be solely responsible for the execution and delivery of the work.

- 5.3. The bidder must have performed similar kind of work.
- 5.4. The bidder must show technical capabilities for scanning of answer book on immediate notice and providing dedicated technical support for digital marking.
- 5.5. The bidder's Turnover during last financial year should be Rs 10 Lakh or more.
- 5.6. The bidder must quote reasonable rates. Quoting predatory low pricing or Zero price is not allowed and such bid shall be summarily rejected without assigning any reasons unless rate for item asked is dependent or part of other item.
- 5.7. The agency should not have been blacklisted for any corrupt and fraudulent practices by any central / state government departments / undertakings. An undertaking on letter head in response to the above should be submitted with Technical Bid.
- 5.8. The bidder should not be providing identical services to any Central Govt./ State Govt./PSU etc. at lower rates as quoted in Financial Bid. Bidder has to submit an undertaking for the same on letter head.
- 5.9. The bidder must give undertaking to support on 365x24x7 basis onsite.

6. Sub Contract

The Bidder shall not subcontract the awarded contract or part thereof without written consent of the AIIMS.

7. Confidentiality

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the AIIMS's business or operations without the prior consent of the AIIMS.

8. Resolution of Dispute

The AIIMS and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute that may arise between them under or in connection with the Contract.

If, after 20 days from the commencement of such informal negotiations, the AIIMS and the Bidder are unable to resolve, amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism. In all matters and disputes arising there under, the sole arbitrator shall be mutually agreed upon by the parties in writing, who shall decide the claim and its decision shall be final and binding on both the parties. However, during the period of doubt, disagreement or dispute, both the Bidder and the AIIMS shall ensure that the Project works in a normal way. Such doubts, disputes and disagreement shall not give any reason or freedom to either the AIIMS or the Bidder to interfere in or prevent normal functioning of the Project.

Decision of Director, AIIMS New Delhi shall be final in this regard.

9. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Delhi (India) only.

TENDER ACCEPTANCE FORM

<ON LETTER HEAD>

To

The Director,
All India Institute of Medical Sciences
Ansari Nagar, New Delhi-110 029 India.

Ref. Your Reference No due for opening on _____

Sir,

We, the undersigned have examined the above-mentioned Tender Enquiry Document, including amendment/corrigendum (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver in conformity with your above referred document for the sum as shown in the Price Schedules and made part of this bid. If our bid is accepted, we undertake to supply the items for which Rate Contract has been concluded, in accordance with the Requirements.

We agree to keep our bid valid for acceptance as required in the “Instruction to Bidders”, for subsequently extended period, agreed to by us. We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred advertised short tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by Central Govt. Ministries/AIIMS, New Delhi.

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Enquiry Document, including amendment/ corrigendum if any.

We hereby certify that if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit by the purchaser.

Signature

Name: _____

Designation _____

Place: _____

Date: _____

Financial Bid

Reference : **Exam.Sec./DigitalMarking/2020**

Price for items as per scope of work and other terms and conditions of the tender document are as follows:-

Sl.	Description	Price in INR (figures and words both)
1	Scanning of Answer Book without cutting the spine/binding of Answer Books	
	(a) For 40 Page Answer Booklet as per specification given in scope of work	Rs..... In Word :
	(b) For 20 Page Answer Booklet as per specification given in the scope of work	Rs..... In Word :
2	Scanning of Answer Book by cutting the spine/binding of Answer Books	
	(a) For 40 Page Answer Booklet as per specification given in scope of work	Rs..... In Word :
	(b) For 20 Page Answer Booklet as per specification given in the scope of work	Rs..... In Word :
3	Scanning of A4 Size Page per page one side	Rs..... In Word :
4	Supply of 40 page Answer Book as per specification given in Scope of Work	Rs..... In Word :
5	Supply of 20 page Answer Book as per specification given in Scope of Work	Rs..... In Word :

Note :

1. GST or Taxes as applicable will paid on Bill Amount.
2. No Advance Payment for any work.
3. There is no minimum guarantee and services has to be provided on site even for one Answer Book as per scope of work.

Authorized Signatory