



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी
ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) KALYANI
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिक निकाय)
(A statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)
राष्ट्रीय राजमार्ग-34, बसंतपुर, सगुना, कल्याणी, जिला- नदिया, पश्चिम बंगाल 741245
NH - 34 Connector Basantapur, Saguna, KALYANI, West Bengal 741245

Limited Tender
For
Supply of Answer Booklet

NIT:- DEOFF/OTH/3/2025-O/o DE-Part(1)/Comp-5251/ET-11 Dated. 29.08.2025.

On behalf of Executive Director, All India Institute of Medical Sciences, Kalyani (AIIMS Kalyani), invites Financial Bid/Price Bid for supply of Answer Booklet through website of AIIMS, Kalyani www.aiimskalyani.edu.in (for ref. only) and e-Wizard portal <https://aiimskalyani.ewizard.in/> from the Agencies/Vendors empaneled against E-Tender no. 149/d-45011/5/23 (GC-In)/ET-09 dated 20.06.2024 vide this office memo no. Procurement/D-45011/5/23(GC-In) dated 28.08.2024.

AIIMS, Kalyani requests the above said empaneled Agencies/Vendors to submit the Price Bid/Finacail bid on our e- portal <https://aiimskalyani.ewizard.in/> or physically in a Sealed envelope in the Tender Box kept at First Floor, Procurement Cell, Administrative Block, AIIMS Kalyani. The envelope must clearly indicate the name and reference number of this Limited Tender.

The Agencies/Vendors have to submit Financial/Price Bid strictly in the format available online on E-wizard portal. No other form of Financial/Price bid shall be accepted and the bid shall be summarily rejected.

The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Kalyani will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Section-I

LIMITED TENDER SCHEDULE

Issue/Publishing Date	:	29.08.2025
Start date and time of submission of Financial/Price Bid	:	29.08.2025
Date & time for Pre-bid and review the sample	:	08.09.2025 (03.00 PM)
Last date & Time of Submission of Financial/Price Bid	:	15.09.2025 (05.00 PM)
Date & time for Physical demonstration of the sample prepared by the bidders/agencies and opening of Price Bid	:	16.09.2025 (11.00 AM)

Specifications for Answer Booklet

S. No	Particular	Specification	Approximate quantity
1	Answer Booklet	<ul style="list-style-type: none">➤ Shape : Rectangle➤ Orientation : Portrait➤ Ink Color : CMYK (black)➤ Number of Pages : 10 (20 Leaves)➤ Page Material : 75-00 GSM➤ Printable side : Both Side➤ Pages Size : Lenth 11 Inch (28 cm) & width 8.6 Inch (22 cm)	20000 (Twenty Thousand Only)

Note (1): Interested Bidder must review the sample for above said Answer Booklet from the Procurement Cell, Administrative Block, AIIMS Kalyani on the day of Pre-bid meeting.

Note (2): Sample soft copy of the Answer booklet is also enclosed with this Limited Tender Notice for reference.

Financial/Price Bid Format

Complete details of the bidder				
S. No	Particular	Rate per unit (inclusive of GST)	Approximate quantity	Total Value for 20000 Units (in Rs.)
1	Answer Booklet (as per specification of tender document)		20000 (Twenty Thousand Only)	

General Term & Conditions

1. **Rate:** Price of item/Items should be inclusive of all taxes and duties including, Customs Duty, Excise Duty, etc. It should also include packing, forwarding, transport, etc. GST/Other taxes shall be extra. Rate should be quoted only in Indian Rupees (INR) on DOOR Delivery Basis and as per specified in Price/Financial Bid..

Note : No other charges would be payable by the Institute except mentioned in /Financial Bid/Price Bid.

2. **The Agencies/Vendors have to submit the Price Bid/Financial bid on e-portal** <https://aiimskalyani.ewizard.in/> **or physically in a Sealed envelope in the Tender Box kept at First Floor, Procurement Cell, Administrative Block, AIIMS Kalyani. The envelope must clearly indicate the name and reference number of this Limited Tender.**
3. A very high quality of printing is required. The work done in slipshod manner will not be accepted. All Design work has to be done by successful bidder, with the contents provided.
4. **Specification:** The Agency/Bidder must confirm in writing that the goods supplied by them shall be as per specification of goods mentioned in **Section – I** and in case of any variation, the contract shall be liable to be cancelled immediately. The Security cum Performance Guarantee will also be forfeited. Bids which are not meeting the bid specifications are not permitted and will be rejected.
5. **Quality of goods:** The firm will be entirely responsible for quality of supplied goods/ materials. The supplier should replace the rejected/ damaged stores within 10 days, failing which penalty will be imposed 0.5% per week of the total ordered value shall be levied subject to maximum of 10 % of the total ordered value by the Institute.
6. **DEMONSTRATION :** The Bidder has to demonstrate 02 copies of the Sample Answer Booklet physically in the Room No. G02, Procurement Cell, Administrative Block, AIIMS Kalyani along with Specification data sheet of the offered product in the bid be produced during demonstration of the product. AIIMS Kalyani will match and verify the technical data sheet with the product specification offered.
7. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder

quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

8. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the AIIMS, Kalyani may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
9. **Right of acceptance:** The AIIMS, Kalyani reserves the right to accept the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The AIIMS Kalyani reserve the right to reject any or all tenders /quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

10. Financial Evaluation:

- (a) **Financial/Price Bid of only those bidders/agencies will be opened who Physically demonstrate their sample and get qualified by the representatives of the Institute.**
 - (b) The bidders/agencies shall be permitted to remain present at the time of opening of the financial bid. However, the financial bid shall be evaluated on the scheduled date and time, irrespective of the presence or absence of the bidders at the bid opening meeting.
 - (c) If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.
 - (d) AIIMS, Kalyani will award the contract to the lowest evaluated responsive tenderer.
 - (e) Bidder must quote the financial bid as specified in BOQ.
11. **Award of Contract:** The Institute shall consider placement of order for supply of Customized Answer Booklet to the bidder whose offer have been financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.
 12. **Delivery:** - The ordered items shall be supplied in totality.
 13. **Payment Term:** The Bill in triplicate may be send to this office for settlement after satisfactorily delivery against each order. The bill should have full particulars of the items. Payment shall be made to successful bidder only in Indian rupees.

No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work. The Agency/Bidder shall submit the bill only after satisfactorily delivery of the material to the satisfaction of the AIIMS, Kalyani.

The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted bill invoice from the Agency/Bidder. No payment will be made for goods rejected.

14. Inspection: -

AIIMS, Kalyani shall have the right to inspect and/or to test the goods to confirm their conformity to the NIT Specifications at no extra cost to the Purchaser.

AIIMS, Kalyani right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by AIIMS, Kalyani prior to the goods shipment.

The Director, AIIMS Kalyani shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.

No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

- 15. Arbitration:** If any difference arises concerning this agreement, its interpretation onpayment to the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute fordecision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and ConciliationAct, 1990 and the rule framed there under and in force shall be applicable to suchproceedings.
- 16. Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Kalyani, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
- 17. Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Kalyani in that event the security deposit shall also stands forfeited.

18. **Insolvency etc:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Kalyani shall have the power to terminate the contract without any prior notice.
19. **Legal Jurisdiction:** - The agreement shall be deemed to have been concluded in Kalyani, Rajasthan and all obligations hereunder shall be deemed to be located at Kalyani, Rajasthan and Court within Kalyani, Rajasthan will have Jurisdiction to the exclusion of other courts.
20. **Right to call upon information regarding status of work:** The AIIMS, Kalyani will have the right to call upon information regarding status of work / job at any point of time.
21. The quantity of item given in the tender is tentative, which may be increased or decreased as per the institute's requirement.
22. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
23. The Income Tax/ Any other Taxes as applicable shall be deducted from the bill unless exempted by the Income-tax department.
24. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
25. AIIMS, Kalyani shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.

**Chairperson
(Procurement Cell),
AIIMS, Kalyani**