



All India Institute of Medical Sciences  
Rishikesh-249203

**Rate Contract for printing material for Exam Cell at AIIMS, Rishikesh**

Ref. No.	: 24/RC/Printing/Exam Cell/650/2022-Rish(Admn)
Publishing Date	: 03-10-2022
Pre-Bid Meeting	: 11-10-2022
Bid Submission Start Date	: 13-10-2022
Last Date of Bid Submission	:27-10-2022
Bid Opening	:28-10-2022

Tender documents may be downloaded from institute's web site [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>

**TENDER NOTICE for**  
**Rate contract for Printing material of Exam Cell for AIIMS Rishikesh**

**Dated: 03-10-2022**

1. E-tenders **on** Two Bids (Technical & Financial) basis are invited on behalf of Executive Director, All India Institute of Medical Sciences, Rishikesh from interested and eligible offset printers/publishers for **printing material of Exam Cell on rate contract basis for a period of two years (extendable up-to one year after mutual consent, on performance basis, if required)** at AIIMS Rishikesh.
2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
3. Complete bidding process is online. Bidders should be in possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on website mentioned above. For any assistance for e-bidding process, if required, bidder may contact to helpdesk at **0135-2462915**.
4. Tenderer/Contractor/Bidders are advised to follow instructions provided in 'Instructions to Contractors/Tenderer/Bidders for e-submission of bids online through Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'
5. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of scanned document.
6. Hard Copy of tender fee etc. must be delivered to AIIMS Rishikesh on or before last date/time of Bid submission as mentioned above. Bid without tender fee will be summarily rejected. Scanned copy of tender fee should be attached with technical bid.
7. Tender shall be submitted online in two part, viz., technical bid and financial bid. All pages of bid being submitted must be **signed stamped by authorised signatory** and sequentially numbered by bidder irrespective of nature of content of documents before uploading.  
**Offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.**
8. Any future clarification and/or corrigendum(s) shall be communicated through Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app> or AIIMS Rishikesh website: [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in). bidders are required to regularly check website to know about any/all such corrigendum(s) as only se bids, taking care of such corrigendum(s) shall be considered for finalisation of tender.
9. Bidder should necessarily enclose a covering letter mentioning a summary of **enclosed** document with proper numbering. Secondly, bid should also attach a compliance sheet as per specification mentioning that they are complying with all specification or have any **deviation**.
10. Pre-bid conference would be held in office of Tender Opening Room, AIIMS, Rishikesh. Prospective bidders **MUST** try to send their queries up till 02 (two) days before pre-bid meeting at email address **"tender@aiimsrishikesh.edu.in"** only, so that they can be studied and addressed during pre-bid meeting. Query can also be raised during pre-bid meeting, which bidders have to put in writing before committee and submit same in writing on its letter head.
11. **No queries/ representations will be entertained after pre-bid meeting.** All firm's representative who are attending pre-bid meeting, shall produce an authorization letter from their firm on firm's letter head.

**Senior Procurement cum Stores Officer**  
**AIIMS, Rishikesh**

**NOTICE INVITING TENDER for Rate Contract of printing material of Exam Cell at AIIMS, Rishikesh.**

The Director, AIIMS, Rishikesh invites online tenders under Two-Bid system from offset printers/publishers for AIIMS, Rishikesh for a period of two years through open tendering system extendable up to 1 year, if required, depending upon performance.

**Table I**

Name of work & file reference	<b><u>T.N. 24/RC/Printing/Exam Cell/650/2022-RISH (ADMN)</u></b> <b><u>Rate Contract of printing material of Exam Cell at AIIMS, Rishikesh</u></b> (Two-Bid System)	Remarks
Tender cost (in Rs.)	<b>NIL</b>	
EMD/Bid Security (in Rs.)	<b>Rs. 50,000/-</b>	In form of FD, BG, TD, CD
Turnover	<b>Rs. 50 Lakh</b>	Each year in last three FY (2018-19, 19-20, 20-21)
Security Deposit	<b>03% of Annual value of contract</b>	In form of FD, BG, TD, CD

Last date for submission/receipt of tender(s) is up to \_\_\_\_\_ at \_\_\_\_\_ and technical bids will be opened by Tender Committee in presence of tenderers or their authorized representatives who wish to be present on \_\_\_\_\_ at \_\_\_\_\_ in Tender Office All India Institute of Medical Sciences, Rishikesh. In case, any holiday falls on day of opening, tenders will be opened on next working day at same but tender box will be sealed on same day and time, as scheduled above. tenders received after above said scheduled date and time will not be considered. No tender by fax will be entertained.

### **Instructions for Online Bid Submission:**

Bidders are required to submit soft copies of their bids electronically on CPP Portal, using valid Digital Signature Certificates. instructions given below are meant to assist bidders in registering on CPP Portal, prepare their bids in accordance with requirements and submitting their bids online on CPP Portal.

More information useful for submitting online bids on CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **ENROLMENT & REGISTRATION**

- Bidders are required to enrol on e-Procurement module of Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on link “Online bidder Enrolment” on CPP Portal which is free of charge.
- As part of enrolment process, bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of registration process. i.e. would be used for any communication from CPP Portal.
- Upon enrolment, bidders will be required to register their valid Digital Signature Certificate issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- Bidder n logs in to site through secured log-in by entering their user ID / password and password of DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- There are various search options built in CPP Portal, to facilitate bidders to search active tenders by several parameters. se parameters could include Tender ID, Organization Name, Location, Date, Value, etc. there is also an option of advanced search for tenders, wherein bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, or keywords etc. to search for a tender published on CPP Portal.
- Once bidder have selected tenders they are interested in, they may download required documents / tender schedules. se tenders can be moved to respective ‘My Tenders’ folder. This would enable CPP Portal to intimate bidders through SMS / email in case there is any corrigendum issued to tender document.
- Bidder should make a note of unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from Helpdesk.

### **PREPARATION OF BIDS**

- Bidder should take into account any corrigendum published on tender document before submitting their bids.
- Please go through tender advertisement and tender document carefully to understand documents required to be submitted as part of bid.

- Please note Number of covers in which bid documents have to be submitted, number of documents - including names and content of each of document that need to be submitted. Any deviations from se may lead to rejection of bid.
- Bidder should prepare, in advance, bid documents to be submitted as indicated in tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG Tender No.: ..... Formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of scanned document.
- To avoid time and effort required in uploading same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to bidders. Bidders can use “My Space” or “Or Important Documents” area available to them to upload such documents. These documents may be directly submitted from “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in time required for bid submission process.

### **SUBMISSION OF BIDS**

- Bidder should log into site well in advance for bid submission so that they can upload bid in time i.e. on or before bid submission time. Bidder will be responsible for any delay due to or issues.
- Bidder has to digitally sign and upload required bid documents one by one as indicated in tender document.
- Bidder has to select payment option as “offline” to pay tender fee as applicable and enter details of instrument.
- Bidders are requested to note that they should necessarily submit their financial bids in format provided and NO OTHER FORMAT is acceptable. If price bid has been given as a standard BoQ format with tender document, n same is to be downloaded and to be filled by all bidders. Bidders are required to download BoQ file, open it and complete white coloured (unprotected) cells with their respective financial quotes and or details (such as name of bidder). NO OTHER CELLS SHOULD BE CHANGED. Once details have been completed, bidder should save it and submit it online, without changing filename. If BoQ file is found to be modified by bidder, bid will be rejected.
- Server time (which is displayed on bidders’ dashboard) will be considered as standard time for referencing deadlines for submission of bids by bidders, opening of bids etc. bidders should follow this time during bid submission.
- Documents being submitted by bidders would be encrypted using PKI encryption all techniques to ensure secrecy of data. data entered cannot be viewed by unauthorized persons until time of bid opening. confidentiality of bids is maintained using secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to server is subjected to symmetric encryption using a system generated symmetric key
- Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, uploaded tender documents become readable only after tender opening by authorized bid openers.
- uploaded tender documents become readable only after tender opening by authorized bid openers.
- Upon successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in portal), portal will give a successful bid submission message & a bid Tender No. .... Summary will be displayed with bid no. and date & time of submission of bid with all or relevant details.

- Bid summary has to be printed and kept as an acknowledgement of submission of bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- Any queries relating to tender document and terms and conditions contained therein should be addressed to Tender Inviting Authority for a tender or relevant contact person indicated in tender.
- Any queries relating to process of online bid submission or queries relating to CPP Portal in general may be directed to 24x7 CPP Portal Helpdesk number 0120-4200462, 0120- 4001002.

### **Note:**

As per clarification sought from ministry of MSME vide F.no.21(11)/2018- MA dated 31<sup>st</sup> December 2018, "Traders/Sole Agents/ Distributors are excluded to avail the facilities/ Benefits extended under the Public Procurement for Micro and Small Enterprises(MSMEs)

Ref: As circulated in Office Memorandum No. F.No.22(1)/2012-MA dated 24<sup>th</sup> October, 2016 in FAQs, Question No. 18.

**Conditions of Contract****(A) General terms and conditions**

1. All duly filled/completed pages of the tender document should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.
2. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filed up carefully by the tenderer. All corrections in this schedule must be duly attested by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.
3. **Bid Security:** - Earnest money (i.e. ₹ 50,000/-) by means of FDR/TDR/CD, a scanned copy of to be enclosed. It is also clarified that the bids submitted without earnest money will be summarily rejected. The DD/FDR may be prepared in the name of Director, AIIMS Rishikesh. The EMD and Tender fee cost must reach at Tender Office of the AIIMS, Rishikesh before opening of tender.
  - i) No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Rishikesh in respect of any previous supply will be entertained. Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
  - ii) No claim shall lie against the AIIMS Rishikesh in respect of erosion in the value or interest on the amount of EMD.
  - iii) The earnest money will be returned/refund to the unsuccessful tenderers after the tender is decided.
  - iv) EMD should remain valid for a period of 45 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid, he shall also extend the validity of EMD suitably.
  - v) The bidder seeking EMD Exemption must submit the valid supporting document for the relevant category as per tender document. Under MSE category, only manufacturers for goods and service providers for services are eligible for exemption from EMD. Traders are excluded from the purview of this policy.
4. Bidders are not allowed to submit more than one bid for the same/similar tendered item else all his bids shall be cancelled thereby resulting in disqualification in addition to forfeiture of the EMD.
5. The successful bidders have to execute an agreement on Non Judicial Stamp Paper of Rs.100/- (Rupees one hundred only) within twenty-one (21) days from the date of award of this tender in his favour and also required to furnish the Security Deposit @ 3% of contract value in the form of FD/BG/TD/CD for three months extra of the contract period from any Nationalised/Scheduled bank duly pledged in favour of Director AIIMS, Rishikesh payable at Rishikesh. If the successful bidder fails to furnish full security deposit within 21 (twenty-one) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited and award of tender in favour of supplier shall automatically stand terminated at his cost, unless time extension has been granted by the competent Authority of AIIMS, Rishikesh.
6. The EMD/PBG shall be forfeited if successful bidder fails to supply the goods within stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.

7. The bid shall be valid and open for acceptance by the competent authority of AIIMS Rishikesh for a period of 180 (one hundred eighty) days from the published date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained. The unilateral **withdrawal** at any stage will cause forfeiture of EMD in addition to any remedy that the purchaser may have under the law.
8. To assist in the analysis and evaluation of bids, the Competent Authority, may ask bidders individually or jointly for clarification of their bids. The request for Clarification and the response shall be in writing but no change in the price or material/ substance of the bid offered shall be permitted.
9. After evaluation, the work shall be awarded normally to the Agency fulfilling all the terms and conditions of the contract and who has quoted the lowest rate as per financial bid after complying with the all relevant Acts / provisions as stated / referred for adherence in the tender document.
10. The competent authority of AIIMS, Rishikesh reserves all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any administrative term and condition/specifications of the tender enquiry after due discussion in pre-bid conference. This will be communicated and shown over the website of the Institute. No representation will be considered after pre-bid meeting and bidders may address their queries only in pre-bid meeting. AIIMS, Rishikesh also reserves the right to reject any bid which in its opinion is non-responsive or violating any of the conditions/specifications without any liability or any loss whatsoever.
11. Tender must be submitted in the prescribed format otherwise tender may be cancelled straightway.
12. The tender form is not transferable.
13. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing in any form are liable to have their tenders rejected out rightly.
14. It is required from all concerned, namely the Bidders/Suppliers, to observe highest standard of ethics during the process of procurement and execution of this Tender.
15. The contractor must, at its own expense, deliver the goods and services to the delivery point at AIIMS Rishikesh.
16. In case the quality of goods supplied are not in conformity with the standard given in tender document and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced as per quality standards set in tender document, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in conformity with required description / specifications and liquidated damages shall be imposed in addition to the cost of re- tender.
17. In case bidder to whom the supply order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Rishikesh) may recover from the vendor the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the ordered goods the supply order may be cancelled and bid security deposit will be forfeited.
18. Where the specifications are as per tenderer's range of products, the tenderer's offer should mention that the item meets all specifications as per the tender enquiry and if there are improvements/deviations the same should be brought out to the notice of the competent authority on



separate Letter Head of the firm. It would be at the discretion of the competent authority of the institute to accept or reject such deviations which are not in conformity with required.

19. The bidders should furnish a copy of GST/S.T. /C.S.T./VAT registration number, the State / U.T. of registration and the date of such registration. Tenders not complying with this condition will be summarily rejected.
20. **Turnover provisions:** -
- The tenderers should submit along with the tender, a certified photo state copy of the last three years Annual Accounts with Audited certificate by Chartered Accountant, Income Tax returns and a copy of current valid income tax clearance certificate (IT CC), otherwise bidder will not be considered for administrative evaluation (in evaluation of Technical bid) and will be declared disqualified in technical evaluation.
  - In case of bidder falls under Section 44AD/44ADA/44AE of Income Tax shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India.
  - In case of supplier is an Indian Agent, the firm can submit copies of purchase orders issued in favour of firm (*As the payment is made through LC directly to foreign manufacturer and equipment payment does not exist in the book of account of the supplier*) in support of its turnover whatever amount is getting short. (iv) There will be relaxation on turnover on *case to case* basis for Start-up firms registered by Government of India under Start-ups scheme as per orders of Ministry of Commerce, Government of India.
21. **Sample/demonstration:** - The samples of the tendered items may be seen by the prospective firms on any working day in the institute. The bidder will have to bear all expenses for the same.
22. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender, failing which, the tender will not be considered. The tenderer must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues must be attached with the tender in original, failing which, bidder may be disqualified.
23. **Force Majeure:** Any failure or omission to carryout of the provisions of this supply by the supplier shall not give right for any claim by supplier and purchaser to one against the other, if such failure or omission arise from an act of God which shall include all acts of natural calamities from civil strikes compliance with any statistics and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to force majeure. Any delay due to Force Majeure will not be attributable to the either of the parties.
24. If there is a close system the tenderer shall ensure and will have to submit an affidavit on Non Judicial stamp paper of Rs.10/- along with technical bid that spare parts and consumables for these equipment's/instruments/item will be available at reasonable fixed rates for next 10 (ten) years, such rates should not be more than the rates supplied to institutes of national importance.
25. The successful Bidder shall at all times agree to indemnify and keep indemnified the purchaser against all losses, damages which may arise in respect of action/inactions of such Bidder or breach of any term of this tender by such Bidder. All claims regarding indemnity shall survive the termination of the contract with such Bidder.
26. **Liquidated damage/demerge:** - The time for the date of delivery/ dispatch stipulated in supply order shall be deemed to be the essence of the contract and if the supplier fails to deliver any consignment

within the period prescribed for such delivery in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods or services under the contract. The competent authority of the institute may also cancel the supply at the cost & liability of the supplier. In such a case, bid security of the supplier shall stand forfeited.

27. **Legal Jurisdiction:** -The Courts at Rishikesh/ Dehradun alone and no other Court will have the jurisdiction to try the matter, **in case of** dispute or reference between the parties arising out of this tender/supply Order/contract.

**Applicable Law:**

The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh/Dehradun, Uttarakhand India only.

Except as otherwise provided under this Contract for immediate termination of the Contract, in the event of a disputes which may be arising out of the execution of the tender contract, the matter will be referred to the Deputy Director (Administration). Appeal against the decision of the DDA may be filed before the Director, AIIMS Rishikesh and his decision shall be final and binding upon both the parties.

I / We hereby accept the terms and Conditions given in the tender

---

***(Signature & Stamp of the bidder)***

*Note- Please sign each page of document including terms & conditions & tender*

**(B) Financial terms and conditions**

1. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
2. Rates quoted should be inclusive of all applicable taxes, packing, forwarding, postage and transportation charges at for AIIMS Rishikesh (Site of installation/Use). Rates should be mentioned both in figures and in words.
3. The supplier has to submit a notarised affidavit on Indian Non Judicial Stamp Paper of Rs.10/- that the bidder has not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D rate in recent past. Therefore, if at any stage it is found that the supplier has quoted lower rates than those quoted in this tender; the Institute (the purchaser) would be given the benefit of lower rates by the Supplier and any excess payment if any, will become immediately payable to the AIIMS, Rishikesh. If such affidavit is not submitted, tender will be summarily rejected. *(Part of technical bid)*
5. **Payment terms:** -If the supplier supplies the requisite item within stipulated time and installation is pending on the part of AIIMS Rishikesh for various reasons, up to 50 *per cent* payment against supply can be made by the AIIMS Rishikesh on case to case basis, but will not be considered as precedence in all cases.  
**(Fifty) 50%** Payment of the contract price shall be paid on receipt of material in good condition and upon the submission of the following documents: -
  - (i) One Original and Four Copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount.
  - (ii) Final Acceptance as per Inspection report issued by the concerned faculty.
  - (iii) Two copies of packing list identifying contents of each package.
  - (iv) Inspection Certificate issued by the user concerned department.
  - (v) Final Acceptance Certificate issued by the Institute

**On Acceptance:** -

  - (i) Balance **Fifty (50) %** payment would be made against 'Final Acceptance Certificate' as per Para (B) (i) & (v) of goods to be issued by the consignee's subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise.
6. **L1 Clause:** *L1 firm will be decided on the basis of consolidated amount of all items.*  
 NO DEMURRAGE / WHARFAGE CHARGES WILL BE PAYABLE BY THE INSTITUTE UNDER ANY CIRCUMSTANCES. NO ADVANCE PAYMENT WILL BE PAYABLE FOR CUSTOM CLEARANCE/ FREIGHT/INSURANCE ETC

**Note: In case of any dispute regarding award of tender, decision of the competent Authority of AIIMS would be final.**

I / We hereby accept the terms and Conditions given in the tender

---

***(Signature & Stamp of the bidder)***

**Rate contract for printing material of Exam Cell at AIIMS Rishikesh**

**TECHNICAL BID**

**(Documents to be attached in the "Technical Bid" for Administrative Evaluation)**

1. Name, full Address, telephone/mobile number, Email Id of the offset printer/publisher.	
2. Registration certificate of the firm to be enclosed	
3. Whether the signature on each page of the tender document and other relevant documents has been made by the bidder or not. ( <b>Signature on each page of tender document and other document is necessary</b> )	
4. Name, Address & designation of the authorized person(s) (Sole proprietor/partner /Director)	
5. Clarification/declaration of Power of Attorney/authorization for signing the bid documents (It is not required in case of sole-proprietorship.)	
6. PAN No. (Please attach scanned copy)	
7. <b>GST Registration Number.</b> (Please attach copy)	
8. Please attach certified copy of last three year's Income Tax Return.	
<p><b>9. Turnover</b></p> <p>a. Please attach balance sheet (duly certified by Chartered Accountant) for last three (3) years (average minimum turnover for last three years should not be less than ..... Submit last three year's turnover statement duly certified by the Chartered Accountant <b>in the format shown in Annexure- A</b>).</p> <p>b. The bidder falls under Section 44AD/44ADA/44AE of Income Tax Act shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India.</p> <p>c. Indian Agent can submit its copy of POs of LC cases, in support of its amount getting short in required turnover.</p> <p>d. Start-ups may submit its Start-up Registration for consideration (<i>Relaxation in turnover can be considered as the case may be, subject to fulfilment of other conditions. However, it will not be mandatory</i>)</p>	
10. Please provide a notarized affidavit <b>on Non Judicial stamp</b> paper of Rs. 10/- <b>in the format given in Annexure-I</b> that you have not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D/GeM rate in <b>last three years</b> . If you don't fulfil this criterion, your tender will be out rightly rejected.	
11. Please submit a notarised affidavit on Non judicial stamp paper of Rs. 10/- <b>in the format given in Annexure- II</b> that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner.	
12. Please declare that proprietor/firm/company has never been blacklisted/debarred by any organization. An oath certificate to this effect may be enclosed on Rs.10 notarised Indian Non Judicial stamp paper <b>in the format given in Annexure- III.</b>	
13. Please submit a notarised affidavit for miscellaneous declarations on Non Judicial stamp paper of Rs. 10/- <b>in the format as given in Annexure- IV.</b>	
14. The bidders are required to submit an Affidavit of self-certification regarding local content (to be provided on Rs. 100/- stamp paper) <b>Annexure-V</b> in compliance of public procurement (Preference to Make in India) order, 2020.	
15. The bidder should submit related undertaking for Restrictions on procurement from bidders from a county or countries, or a class of countries under Rule 144 (XI) of the General Financial Rules 2017 as per <b>Annexure- VI</b>	

16. Have you previously supplied these items to any government universities/institutes? If yes, attach the relevant poof. (Copy of work orders)	
<b>17. Please submit 05 performance certificates from five different reputed universities/ institutions out of which atleast two medical universities/colleges where you have supplied such type of printing material in the last 05 years.</b>	
18. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.	

\*All bidders are directed to mention page number instead of simply mentioning "Enclosed"

Page number/serial number MUST be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the document(s) are kept.

In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Bidder(s) with stamp of firm)

Dated:

Place:

**Appendix to Information to Bidders:**

**Local content policy:**

- a. Purchase Preference for Evaluation: The Purchaser reserves the right to give the price preference to 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.
- b. Purchase Preference to Local Suppliers: In pursuance of Government of India Order No. P-45021/2/2017-B.E.-II dated 29th May, 2019 and F.No.: Z. 28018/67/2017-EPW dated 12th June 2018 purchase preference shall be given to local suppliers in all procurements undertaken in the manner specified hereunder and the procurement shall be made as per terms and conditions contained in the said order.
- c. Minimum local content: The minimum local content shall as per Government of India Order No. P-45021/2/2017-PP (B.E.-II) dated 16th September, 2020 and related earlier orders, till the Nodal Ministry prescribes a higher or lower percentage.
- d. Margin of Purchase Preference: The margin of purchase preference shall be 20%. The Local supplier whose quoted price falls in the margin of purchase preference desirous of claiming benefit of the Order No. P-45021/2/2017-PP (B.E.-II) dated 16th September, 2020 shall submit an undertaking within 7 days of opening of financial bid, that he would be ready to supply the product at L1 price. In case of non-receipt of the same, he would not be given purchase preference. whose quoted price falls in the margin of purchase preference desirous of claiming benefit of the Order
- e. The bidders are required to submit the following annexure in compliance of public procurement (Preference to Make in India) order, 2020: i) Affidavit of self-certification regarding local content (to be provided on Rs. 100/- stamp paper) Annexure-V that he would be ready to supply the product at L1 price. In case of non-receipt, he would not be given purchase preference.
- f. All other terms & conditions will be as per the Department of Industrial Policy and Promotion (DIPP) order No. P-45021/2/2017-PP (B.E.-II) dated 16th September, 2020.

**Relaxation for Start-ups:**

All other terms & conditions will be as per the Department of Expenditure, Ministry of Finance D.O. letter No.12(11)/2017-SI dated 22.06.2017 and Clause 03 of Department of Industrial Policy and Promotion (DIPP) O.M. No.F.2012/02/ 2014-PPD (pt.) dated 20.09.2016.

Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.

**Undertaking**

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We shall supply the items of requisite quality and quantity at given rate in timely manner.
3. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish within 15 days, Bank Guarantee/ Performance Security after the issue of Purchase Order, as applicable, in the format to be provided by AIIMS Rishikesh in addition to execution of a Contract as pre-condition for obtaining the supply orders.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the AIIMS Rishikesh immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.
5. I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Signature of the Bidder)

Name:

Designation with Seal of the Firm:



**ANNUAL TURNOVER STATEMENT**  
(At the Letter Head of Chartered Accountant)

I/We have examined the books of account and other relevant records of ..... (bidding firm name), having its registered office at ..... (full address of bidding firm) and do hereby certify that:

(1) Annual gross turnover as per Annual Accounts of the firm for last three years is as under-

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover (In INR)</b>
<b>1.</b>	2018- 2019	.....
<b>2.</b>	2019- 2020	.....
<b>3.</b>	2020- 2021	.....

(2) Average turnover of the firm for last three financial years is Rs. .... .

Signature of CA (with stamp of Firm) .....

Name- .....

(Registration No.- .....)

**(Chartered Accountant)**

**UDIN Number:** .....

Firm name- .....

Proprietor name .....

Signature (with stamp) .....

**Date-** .....

**NOTARISED AFFIDAVIT**  
(On Rs. 10/- Non-Judicial Stamp Paper)

**TENDER NO.**

I, undersigned ..... (name).....(designation)....., duly authorised representative of ..... (name of Proprietorship/Firm/Company/Agency) hereby undertake, affirm, confirm and declare that-

Proprietorship/Firm/Company/Agency **has not quoted price in this Tender higher than one** at which goods/services were previously supplied to any government Institute/ Organisation/ reputed Private Organisation or DGS&D rate in last three years. If at any stage it is found that the firm (bidder) has quoted lower rates to any Govt./ Private Institute, Bidder shall be liable to payback access value to AIIMS Rishikesh. AIIMS Rishikesh further reserves right to impose suitable penalty shall be made by AIIMS Rishikesh.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declaration is true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Deponent Signature: .....

Name: .....

Designation: .....

Aadhaar No: .....

Email Id: .....

Mobile No: .....

Landline No: .....

Fax No: .....

Address: .....

*(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)*

**NOTARISED AFFIDAVIT**  
(On Rs. 10/- Non-Judicial Stamp Paper)

**TENDER NO.**

I, undersigned ..... (name).....(designation)....., duly authorised representative of..... (name of Proprietorship/Firm/Company/Agency) hereby undertake, affirm, confirm and declare that-

**No criminal case is pending with the Police** against our Proprietorship/Firm/Company/Agency or any of its authorized signatories.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declaration is true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Deponent Signature: .....

Name: .....

Designation: .....

Aadhaar No: .....

Email Id: .....

Mobile No: .....

Landline No: .....

Fax No: .....

Address: .....

*(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)*

**NOTARISED AFFIDAVIT**  
(On Rs. 10/- Non-Judicial Stamp Paper)

**TENDER NO.**

I, undersigned ..... (name).....(designation)....., duly authorised representative of .....(name of Proprietorship/Firm/Company/Agency) hereby undertake, affirm, confirm and declare that-

Proprietorship/Firm/Company/Agency has never been **blacklisted/ debarred** by any organization.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declaration is true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Deponent Signature: .....

Name: .....

Designation: .....

Aadhaar No: .....

Email Id: .....

Mobile No: .....

Landline No: .....

Fax No: .....

Address: .....

*(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)*

**NOTARISED AFFIDAVIT**  
(On Rs. 10/- Non-Judicial Stamp Paper)

**TENDER NO.**

I, undersigned ..... (name).....(designation)....., duly authorised representative of ..... (name of Proprietorship/Firm/Company/Agency) hereby undertake, affirm, confirm and declare that-

1. Undersigned is fully competent and authorised from Proprietorship/Firm/Company/Agency to make this Affidavit to bind such Proprietorship/Firm/Company/Agency.
2. All details/information/documents furnished by Proprietorship /Firm/ Company/Agency in bid document is true and correct.
3. Proprietorship/Firm/Company/Agency is fully solvent and legally/financially competent to perform terms and conditions of Tender.
4. Proprietorship/Firm/Company/Agency is duly registered under various relevant government notifications and all dues have been paid as on date.
5. Proprietorship/Firm/Company/Agency hereby agrees and fully understands that notwithstanding anything contrary contained in Tender document and without prejudice to any of the rights or remedies of AIIMS Rishikesh, AIIMS Rishikesh shall be entitled in its sole discretion to determine that a bidder is to be disqualified at any stage of the process and its participation in Tender process and/or its Technical Proposal and/or Financial Bid dropped from further consideration for any reasons.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declarations are true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Deponent Signature: .....

Name: .....

Designation: .....

Aadhaar No: .....

Email Id: .....

Mobile No: .....

Landline No: .....

Fax No: .....

Address: .....

*(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed*

**Format for Affidavit of Self Certification regarding Local Content  
(To be provided on Rs. 100/- Stamp Paper)**

I \_\_\_\_\_ S/o.D/o,W/o \_\_\_\_\_,  
Resident of \_\_\_\_\_ do hereby solemnly affirm and declare as  
under.

That I will agree to abide by the terms and conditions of the policy of Government of India issued vide order no. P-45021/2/2017-B.E.-II dated 15/06/2017.

That the information furnished hereinafter is correct to best of my knowledge and belief and I undertake to produce relevant records before the procuring entity or any authority so nominated by the Government of India for the purpose of assessing the local content.

That the local content for all inputs which constitute the said drugs has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic valve addition of the product mentioned herein is found to be incorrect and not meeting the prescribed valve-addition norms, based on Government of India for the purpose of assessing the local content, action will be taken against me as per Order No. P-45021/2/2017-B.E.-II dated 15.06.2017.

I agree to maintain the following information in the Company's record for a period of 8 years and shall make this available for verification to any statutory authorities:

- i. Name and details of the Domestic Manufacturer (Registered Officer, Manufacturing unit location, nature of legal entity)
- ii. Date on which this certificate is issued.
- iii. Medicine for which the certificate is product.
- iv. Procuring entity to whom the certificate is furnished.
- v. Percentage of local content claimed.
- vi. Name and contact details of the unit of the manufacturer.**
- vii. Sale Price of the product.
- viii. Ex-Factory Price of the product.
- ix. Freight, insurance and handling.
- x. Total Bill of Material.
- xi. List and total cost value of inputs used for manufacture of the medicine certificates from suppliers, if the input is not in-house to be attached.
- xii. List and cost of inputs which and imported, directly or indirectly.

**(Name of firm/ entity)**

Authorized signatory (To be duly authorized by the Board of Director)

The bidder should submit related undertaking for Restrictions on procurement from bidders from a county or countries, or a class of countries under Rule 144 (XI) of the General Financial Rules 2017 in compliance of office OM no. 6/18/2019-PPD dated 23rd July 2020. Ministry of Finance Department of Expenditure, Public Procurement Division on the basis of following Certificate given below, on the company letter head duly signed by authorised signatory for this tender

**Certificate for Tender**

Tender no.: - \_\_\_\_\_

NIT name: - \_\_\_\_\_

'We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; and solemnly certify that we are not from such a county or, if from such a country, we are registered with the Competent Authority (copy enclosed). We hereby certify that we fulfil' all requirement in this regard and are eligible to be considered."

**AND**

"We have read the clause regarding restrictions on procurement from a bidder of a county which shares a land border with India and on sub-contracting to contractors from such a country; and solemnly certify that we are not from such a county or, if from such a country, we are registered with the Competent Authority (copy enclosed) and we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Comps eat Authority. We hereby certify that we fulfil all requirement in this regard and are eligible to be considered."

It is to declare that if, our bid/offer is accepted by the purchaser, as per undertaking given by us as per aforementioned points on the basis of certificate are found to be false, in such case this would be a ground for immediate termination of our bid/offer and further legal action in accordance with the law to be initiating on us by the procuring entity i.e. AIIMS, Rishikesh.

[Signature with date, name and designation]

For and on behalf of M/s \_\_\_\_\_

[Name & address of the manufacturers]

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY SECURITY**

To

**The Executive Director**

All India Institute of Medical Sciences  
Rishikesh,  
Virbhadr Marg,  
Rishikesh-249201

WHEREAS \_\_\_\_\_ (Name and address of supplier) (Hereinafter called "supplier") has undertaken, in pursuance of contract no \_\_\_\_\_ dated \_\_\_\_\_ to supply (description of goods and services) (herein after called "contract"). AND WHEREAS it has been stipulated by you in said contract that supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for sum specified rein as security for compliance with its obligations in accordance with contract; AND WHEREAS we have agreed to give supplier such an irrevocable bank guarantee;

NOW BEFORE we hereby affirm that we are guarantors and responsible to you unconditionally, on behalf of supplier, up to a total of. \_\_\_\_\_ (Amount of guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring supplier to be in default under contract and without cavil or argument, any sum or sums within limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or sum specified rein.

We hereby waive necessity of you to first demanding said amount of guarantee from supplier before raising demand with us. You may directly raise demand with us, without asking supplier for same.

We further agree that no change or addition to or modification of terms of contract to be performed there under or of any of contract documents which may be made between you and 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 will not be changed due to change in constitution of bank or supplier.

This guarantee shall be valid up to 27 months from date of satisfactory performance i.e. up to ----- (indicate date).

.....  
(Signature with date of authorized officer of Bank)

.....  
Name and designation of officer

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



**Approx qty. of items with Specification Details**

S.No	Item Name	Approx. Annual Qty.
1	Marksheets	1700 nos.
2	Degree Certificates	800 nos.
3	Transcripts	300 nos.
4	Certificates for Convocations	500 nos.
5	Degree Holder	300 nos.

<b>Degree Certificates</b>	<b>Mark sheet</b>	<b>Transcript</b>
Size: A4 (210mm x 297mm) Paper: 200 Microns (272 GSM) Non-Tearable Waterproof media Printing: 4+1	Size: A4 (210mm x297mm) Paper: 125 Microns (170 GSM) Non-Tearable Waterproof media Printing: 4+1	Size: A4 (210mm x 297mm) Paper: 125 Microns (170 GSM) Non-Tearable Waterproof media Printing: 4+1
<b>Security Features:</b> 1. Eraser Protected 2. Alpha numeric QR Code 3. Logo and University Name will print in Gold Leaf 4. Laser Generated Color logo as water mark 5. Lakshman rekha 6. University Name in White ink 7. Hidden Identity feature with variable data. 8. Co-relation Patch 9. Anti Copy feature 10. University Seal	<b>Security Features:</b> 1. Eraser Protected 2. Alpha numeric QR Code 3. Logo and University Name will print in Gold Leaf 4. Laser Generated Color logo as water mark 5. Lakshman rekha 6. University Name in White ink 7. Hidden Identity feature with variable data. 8. Co-relation Patch 9. Anti Copy feature 10. University Seal	<b>Security Features:</b> 1. Eraser Protected 2. Alpha numeric QR Code 3. Laser Generated logo 4. Variable Data in Micro Printing 5. Photograph 6. Barcode Printing 7. Laser Generated logo as water mark 8. Variable Data in transparent Impression. 9. Correlation mark 10. Copy Feature 11. Hidden Identity Geature with Variable data 12. UV- Ultra Violet

11. Variable data of Student UV	11. Variable data of Student UV	
12. Transparent Security in Variable data	12. Transparent Security in Variable data	
13. Transparent Security Impression	13. Transparent Security Impression	
14. Barcode Printing	14. Barcode Printing	
15. Variable Data in (Micro Printing/Magic Text/Nano Printing)	15. Variable Data in (Micro Printing/Magic Text/Nano Printing)	
16. Photograph of Student	16. Photograph of Student	