

# All India Institute of Medical Sciences Rishikesh - 249203



**Tender for Rate Contract document for procurement of Printing Items for various  
department  
at AIIMS, Rishikesh**

Ref. No.	:	24/RC/Printing Items/637/2022/Rish (Admn)
Publishing Date	:	25-March-2022 from 03:00 PM
Pre-Bid Meeting	:	30-March-2022 at 03:00 PM
Bid Submission Start Date	:	25-March-2022 from 03:00 PM
Last Date of Bid Submission	:	12-April-2022 Up to 03:00 PM
Bid Opening	:	13-April-2022 at 03:00 PM

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

### Printing Items for various Departments AIIMS, Rishikesh, Virbhadr Marg, Rishikesh, Dehradun

1. E-tenders in Two Bids (Technical & Financial) are invited on behalf of the Director, All India Institute of Medical Sciences, Rishikesh from interested and eligible printers or their authorized distributors/dealers, for providing **printing items on rate contract basis for a period of two years** at AIIMS Rishikesh. Further extendable up to one year. The items will be delivered to AIIMS, Rishikesh premises from time to time as per the supply orders.
2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
3. The complete bidding process is online. Bidders should be possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For any assistance for e-bidding process, if required, bidder may contact to the helpdesk at 0135-2462915
4. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the 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 the scanned document.
6. Bidder have to submit bid security declaration in given format (Annexure – I).
7. The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

**The 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 Administrative Officer on the AIIMS, Rishikesh website: [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in). And other Central Government Procurement Websites (*subject to its access of AIIMS Rishikesh*). The bidders are required to regularly check the website to know about any/all such corrigendum(s) as only these bids, taking care of such corrigendum(s) shall be considered for finalization of the tender.
9. Bidder should necessarily enclose a covering letter mentioning a summary of applied document with proper numbering. Secondly, bid should also attach a compliance sheet as per specification mentioning that they are complying to all specification or have any variation.
10. The pre bid conference would be held on **30-March-2022 at 03.00 PM** in the office of Tender Opening Room, AIIMS, Rishikesh. All firm's representative who are attending the pre bid meeting, shall produce an authorization letter from their firm on the firm's letter head. They are required to put their query in writing before the committee and submit the same in writing on its letter head.
11. All the duly filled/completed pages of the tender 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.

12. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filled 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.

**13. Bid Security Declaration - :**

- a) The Public Sector Undertaking of the Central/State Govt./MSEs/MSME/Registered with Central Purchase Organization are exempted from furnishing Earnest Money along with tender, **subject to submission of its valid proof.**
- b) The firms Registered with DGS & D/SSI and any approved source of Centre/States Govt. are not exempted from furnishing Earnest Money in so far as this institute is concerned.
- c) Deceleration of Udyog Memorandum (UAM) number by the vendors of CPPP in mandatory.

The bidders who fail to submit the UAM number shall not be able to avail benefits available to MSE'S.

Name of work & file reference	(F.No. 24/RC/Printing Items-637/.2022-Rish(Admin)	Remarks
Tender Cost (in .Rs.)	1180	In the forms of DD
EMD/Bid Security	Undertaking Bid Security declaration form	Attached at (Annexure – I)
Performance Security	@ 3% of the Annual Contract Value, which should be valid for 60 days beyond the contract completion.	In the form of FD,BG,TD,CD
Turn Over	Rs – 21 Lacs	Average of last three FY (2018-19, 2019-20, 2020-21)

**Local content – In this procurement of goods & services tender will be based on L1 (Class 1 & Class 2 Supplier) for enhancement of local content policy as per Order of “Ministry of Commerce and Industry Department for promotion of Industry and internal Trade (Public Procurement Section Public Procurement (Preference to Make in India) Ref # P-45021/2/2017-PP(BE-II) Dated – 04-June-2020.**

14. Bidders are not allowed to submit more than one bid for the same/similar tendered item else all his bids shall be cancelled thereby making him disqualified.

15. The successful bidders have to execute a contract on Indian 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 favor 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 Nationalized/Schedule bank duly pledged in favor of AIIMS, Rishikesh & payable at Rishikesh only. If the successful bidder fails to furnish the full security deposit within 21 (twenty-one) days after the issue of Letter of Award of Work, then the award of tender in service provider's favor automatically stands terminated at his cost & liability, unless time extension has been granted by AIIMS, Rishikesh along with suspension from bidding for a period of 2 years at AIIMS Rishikesh.

16. The PBG shall be forfeited if successful bidder fails to supply the goods/equipment in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.
17. 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.
18. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for Clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
19. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions of the contract and who has quoted the lowest rate as per financial bid after complying with the all the Acts / provisions stated / referred to for adherence in the tender.
20. 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 ensure its queries only in pre-bid meeting.** AIIMS, Rishikesh also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
21. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.
22. The tender form is not transferable.
23. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.
24. It is required by all concerned, namely the Bidders/Suppliers, as the case may be to observe highest standard of ethics during the procurement and execution of this Tender.
25. In case the quality of goods supplied are not in conformity with the standard given in tender 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 with the tender quality goods, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged in addition to the cost of re-tender. The supplier is required to provide the demonstration of equipment at AIIMS premises to the AIIMS representatives for its evaluation as per the specification & desired functionality standard. However, a submission of videography displaying functionality as per tender specification may also be considered by the AIIMS, representative.
26. In case the bidder on 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 tender 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 order goods the supply order may be cancelled and bid security deposit will be forfeited.

27. The bidders should have furnished 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 rejected.

## 28 Turnover provisions: -

- i. The tenderers should submit along with the tender, a photo state copy of the last three years Annual Accounts with Audit 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.
- (ii) 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.
  - (iii) 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 to 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.

29. **Sample/demonstration:** - In case, the item required prior submission of sample/ performing demonstration, tenderer will have to submit sample/perform demonstration of the equipment/item to the competent authority of the institute, the bidder will have to born all the expenses for the same. Non submission of sample/non performing demonstration will **disqualify** the bidder in the technical bidding process and financial bid of the bidder will not be opened.
30. 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. Descriptive literature /catalogues must be attached with the tender in original, failing which, tender may be disqualified.
31. The tenderer hereby guarantees that the equipment/items supplied to the Institute (purchaser) under the Contract shall be of the best quality/latest version and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender Document. The date of manufacturing of the equipment/goods supplied will not be more than 3 (Three months) old.
32. 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, tender may be disqualified.
33. **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.

34. If there is a close system the tenderer shall ensure and will have to submit an affidavit on Indian 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.
35. 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.
36. In case the vendor fails to supply the spare parts or fails to provide the agreed maintenance during the prescribed period, as per the terms of contract, the purchaser is automatically entitled to procure the required parts and hire services from the market at the risk and cost of the vendor, such inability of bidder will entail forfeiture the security deposit. The purchaser also reserves the right to terminate the contract on immediate notice, if the

vendor fails to comply with this clause for more than one instance.

37. **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 or dispatch any consignment within the period prescribed for such delivery or dispatch 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. The supply of equipment must be in single consignment, inclusive of all parts & accessories in adherence to the specification so as to make the equipment fully functional at the time of the installation. No installation repeat shall be signed in case of absence of any part as per the specification.
38. **Legal Jurisdiction:** -The Courts at Rishikesh/ Dehradun alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.

#### **Applicable Law:**

39. 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.
40. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh/Dehradun, Uttarakhand India only.
41. 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 will lie to 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. The offer should be typed or written in Ink Pen/ Ball Pen without any correction. Offers in pencil will be cancelled. Telegraphic/ Telex/ Fax offers will not be considered and cancelled straightway.
3. The supplier has to submit a notarized 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/Organization/reputed Private Organization or DGS&D rate in recent past. Therefore, if at any stage it has been 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 out rightly rejected. (*Part of technical bid*)
4. If the price of the contracted articles is/ are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
5. Tender will be regarded as constituting an offer open to acceptance in whole or in part at the discretion of the competent authority of the institute for a period of 180 days (6 months) valid from the date of opening of the tender by the committee.
6. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.
7. **Tender Currencies:** The bidders are required to quote in Indian Rupees only.
8. **Sales Tax:** - If a bidder asks for sales tax/GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax to be paid extra, the rate and nature of sales tax applicable should be shown separately. The GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax/ GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax and is payable as per the terms of the contract.
9. **Octroi Duty and Local Duties & Taxes:** - Normally, goods to be supplied to Government departments against Government contracts are exempted from levy of town duty, Octroi duty, terminal tax and other levies of local bodies. However, on some occasions, the local bodies (like town body, municipal body etc.) as per their regulations allow such exemptions only on production of certificate to this effect from the concerned Government department. Keeping this in view, the supplier shall ensure that the goods to be supplied by the supplier against the contract placed by the AIIMS, Rishikesh are exempted from levy of any such duty or tax and, wherever necessary, obtain the exemption certificate from the AIIMS, Rishikesh. However, if a local body still insists upon payment of such local duties and taxes, the same should be paid by the supplier to the local body to avoid delay in supplies and possible demurrage charges and obtain a receipt for the same. The supplier should forward the receipt obtained for such payment to the AIIMS, Rishikesh to enable the AIIMS, Rishikesh reimburse the supplier and take other necessary action in the matter.

10. **Payment terms:** - The payment shall be made to the supplier on the satisfactory receipt of the goods ordered. Advance payment shall not be made under any circumstances. The payment shall be made to the suppliers A/C through NEFT/RTGS mode as per the details provided by the supplier.

11. **L1 Clause – :**

**Award of contract will be given to the firm who will be awarded maximum items. The L1 firm has to match the rates of the rest of the items.**

**Note - The quoted rates should be inclusive of consumable items, Supply (transportation) loading / unloading and other charges.**

Maximum items should be quoted to qualify as L1 Firm and rest to be negotiated as per Lowest quoted by the other firms, Bidder has to quote for 25% or more items, Exclusive GST

**Declaration:**

I/We, hereby declare that the rates I have quoted are equal to or less than the rates quoted by me/us to other government, quasi-government or private hospitals for the same items.

**Name, Signature & Seal of the tenderer**

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 AIIMS Administration would be final.**

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

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(Signature & Stamp of the bidder)

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



**“Printing Items” For AIIMS, Rishikesh**

**TECHNICAL BID**

**(Documents to be attached in the “Technical Bid”)**

1. Name & Address of the manufacturer and their authorised dealers/ distributors/Agency with phone number, email, name and telephone/mobile	
2. Specify your firm/company is a manufacturer/ authorized dealer/ distributor/ Agency	
3. Whether the signature on each page has been made by the bidder or not.	
4. Name, Address & designation of the authorized person (Sole proprietor/partner /Director)	
5. Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof.	
6. Please provide a notarized affidavit on Indian Non Judicial stamp paper of Rs. 10/- that you have not quoted the price higher than previously supplied to any government Institute/Organization/reputed Private Organization or DGS&D rate in last one year. If you don't fulfil this criteria, your tender will be out rightly rejected.	
7. Please attach copy of last three years' of Income Tax Return	
<b>8. Turnover</b> a. Please attach balance sheet (duly certified by Chartered Accountant) for last three (3) years (Attach copy of average minimum turnover which should not be less than 21 Lakh duly certified by the Chartered Accountant) in the format shown in <b>Annexure – A</b> ). 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. c. Indian Agent can submit its copy of POs of LC cases, in support of its amount getting short in required turnover. 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 mandatory</i> )	
9. PAN No. (Please attach copy)	
10. GST/VAT/Service Tax Registration Number. (Please attach copy)	

11. 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.	
12. Power of Attorney/authorization for signing the bid documents (Not required in case of sole- proprietorship.)	
13. Please submit a notarized affidavit on Indian Non judicial stamp paper of Rs. 10/- in the format given in ( <b>Annexure – B</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.	
14. Please declare that proprietor/firm/company has never been black listed/debarred by any organization. An oath certificate to this effect may be enclosed on Rs.10 notarized stamp paper in the format given in ( <b>Annexure – C</b> )	
15. Please provide a notarized affidavit on Indian Non Judicial stamp paper of Rs. 10/- in the format given in ( <b>Annexure-D</b> ) that you have not quoted the price higher than previously supplied to any government Institute/Organization/reputed Private Organization or DGS&D/GeM rate in <b>last three years</b> . If you don't fulfil this criterion, your tender will be rejected.	
16. Please provide a notarized affidavit on Indian Non Judicial stamp paper of Rs. 10/- in the format given in ( <b>Annexure-J</b> ) that you have quoted the minimum price previously supplied to any government Institute/Organization/reputed Private Organization or DGS&D/GeM rate in <b>last three years</b> . If you don't fulfil this criterion, your tender will be rejected.	
16. . Please submit a notarized affidavit for miscellaneous declarations on Indian Non Judicial stamp paper of Rs. 10/- in the format as given in ( <b>Annexure- E</b> )	
17. Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof.	
18. Please submit two performance certificate from your two different customers to whom you have supplied such type of equipment in previous 3 years, in the format given in (Annexure – H)	
19. 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.	
20. Details of the FD/DD/TD/CD of bid security  (EMD) FD/DD/TD/CD No:  Date:  Payable at-	Detail of cost of Tender for Rs. 1180/- (if downloaded from website) <b>DD No.</b> <b>Date:</b> <b>Payable at-</b>

**(Annexure – A)**

**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>
(2) <b>1. A</b>	2018- 2019	
<b>2.</b>	2019- 2020	
<b>3.</b>	2020- 2021	

turnover of the firm for last three financial years is Rs. .... .

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

Name- .....

(Registration No ..... )

*(Chartered Accountant)*

UDIN No.- .....

**Date-** .....

**Place-** .....

# **NOTARISED AFFIDAVIT**

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

**(Annexure- B)**

## **TENDER NO.**

I, undersigned..... (name).....(designation)....., duly authorized 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 Authorization Letter from Proprietorship/Firm/Company/Agency enclosed)*

# NOTARISED AFFIDAVIT

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

(Annexure- C)

## TENDER NO.

I, undersigned..... (name).....(designation)..... , duly authorized 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 encl*

## NOTARISED AFFIDAVIT

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

**(Annexure –D)**

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 Organization or DGS&D rate in last two 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)

(ANNEXURE – E)

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)*

## **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



**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

**(Annexure-G)**

To

The Director  
All India Institute of  
Medical Sciences Rishikesh,  
Virbhadr Marg,  
Rishikesh-249203

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

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

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

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

This guarantee will not be changed due to change in the constitution of the bank or the supplier.

This guarantee shall be valid up to 65 months from the date of satisfactory installation of the equipment i.e. up to ----- (indicate date).

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

.....  
Name and designation of the officer

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

**Details of the existing Contracts/Previous experience of three years'**

(ANNEXURE – H)

Sl. No.	Name and address of the Organization; Name, Designation, and contact no.,Telephone/Fax no.of the officer concerned	Basic details regarding the existing contract	Value of Contract ( inRs.)	Contract period- from (dd/mm/yy)	Contract period- To (dd/mm/yy)
A					
B					
C					
	Additional Information, if any-				

**Bid Security Declaration Form**

(ANNEXURE – I)

Tender Ref. No.

To (Mention full name and address of the purchaser)

I/ We, the undersigned, declare that:

I/ We understand that bids must be supported by a Bid Securing Declaration. Therefore, I/ We accept that I/ We shall be disqualified / suspended from bidding for any contract with you for a period of (1/2/3) years\* from the date of issue of any such notification if I am/ We are in a breach of any such obligation under the bid conditions that can impair Bid Security by any means, viz.

1. If I/ We withdraw/ modify/ amend/ impair or derogate from our bid(s) during the bid validity period.
2. If, at any stage, it is found that any information/ document provided by me/ us is false or incorrect.
3. If, at any stage, it is found that I/ We have submitted more than one bid for the same/ similar tendered item(s).
4. If I/ We get notified that my/our bid is accepted but I/ we fail/deny/refuse to execute the contract as specified under this tender and/ or if I/ We fail to furnish you with the Performance Security Deposit in accordance with the instructions given in the bid document.

Signature with stamp:  
(signature of the person whose name and capacity is shown below) - .....

In the capacity of:  
(Legal capacity of the person signing this Bid Security Declaration) - .....

Name:  
(Full name of the person signing this Bid Security Declaration) - .....

Designation:  
(Designation of the signing authority in their Firm) - .....

Address:  
(Complete address of the signing authority) - .....

Bidding Firm  
Name with  
full address:  
(Full name and address of the bidding Firm) - .....

Date & Place:  
(Date & place of signing this declaration) - .....

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

**TENDER NO.**

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

Rate quoted by Proprietorship/Firm/Company/Agency to **AIIMS Rishikesh** is **minimum rate for similar services providing by the proprietor/Firm/Company/Agency across India**. If at any stage it is found that the firm (bidder) has quoted lower rates to any Govt./ Private Institute/Organization, 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: .....

**NOTARISED AFFIDAVIT**

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

**TENDER NO.**

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

1. Undersigned is fully competent and authorized 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: .....

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

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

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- As part of the enrolment process, the 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 the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the 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 the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to

search for a tender published on the CPP Portal.

- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- Please note the Number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the 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 the scanned document.
- To avoid the time and effort required in uploading the 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 the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.



## **SUBMISSION OF BIDS**

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 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.
- The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- The documents being submitted by the bidders would be encrypted using PKI encryption all techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the 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, the

uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid Tender No. : ..... summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

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

# Specification

S.no	Item Description	Specification
1.	Various forms	Size - A4 , single side printing, B & W printing, GSM (65/70/75/80/85/90), pad binding,
		Size - A4 , double side printing, B & W printing, GSM (65/70/75/80/85/90), pad binding,
		Size - A4 , single side printing, colour printing, GSM (65/70/75/80/85/90), pad binding,
		Size - A4 , double side printing, colour printing, GSM (65/70/75/80/85/90), pad binding,
		Size - A4 , single side printing, B & W printing, colour page, GSM (65/70/75/80/85/90), pad binding,
		Size - A4 , double side printing, B & W printing, colour page, GSM (65/70/75/80/85/90), pad binding,
		Size - A5 , single side printing, B & W printing, GSM (65/70/75/80/85/90), pad binding,
		Size - A5 , double side printing, B & W printing, GSM (65/70/75/80/85/90), pad binding,
		Size - A5 , single side printing, colour printing, GSM (65/70/75/80/85/90), pad binding,
		Size - A5 , double side printing, colour printing, GSM (65/70/75/80/85/90), pad binding,
		Size - A5 , single side printing, B & W printing, colour page, GSM (65/70/75/80/85/90), pad binding,
		Size - A5 , double side printing, B & W printing, colour page, GSM (65/70/75/80/85/90), pad binding,
		Size - A3 , single side printing, B & W printing, GSM (65/70/75/80/85/90),
		Size - A3 , double side printing, B & W printing, GSM (65/70/75/80/85/90),
		Size - A3 , single side printing, colour printing, GSM (65/70/75/80/85/90),
		Size - A3 , double side printing, colour printing, GSM (65/70/75/80/85/90),
		Size - A3 , single side printing, B & W printing, colour page, GSM (65/70/75/80/85/90),
		Size - A3 , double side printing, B & W printing, colour page, GSM (65/70/75/80/85/90),
		Size - A2 , single side printing, B & W printing, GSM (65/70/75/80/85/90),
		Size - A2 , double side printing, B & W printing, GSM (65/70/75/80/85/90),
		Size - A2 , single side printing, colour printing, GSM (65/70/75/80/85/90),
		Size - A2 , double side printing, colour printing, GSM (65/70/75/80/85/90),
		Size - A1 , Single side printing, B & W printing, GSM (65/70/75/80/85/90),
		Size - A1 , double side printing, B & W printing, GSM(65/70/75/80/85/90),
		Size - A1 , single side printing, colour printing, GSM (65/70/75/80/85/90),
		Size - A1 , double side printing, colour printing, GSM (65/70/75/80/85/90),
		Size - 8.5 x 14 inches , Single side printing, B & W printing, GSM (65/70/75/80/85/90),
		Size - 8.5 x 14 inches, double side printing, B & W printing, GSM (65/70/75/80/85/90)
		Size - 8.5 x 14 inches , single side printing, colour printing, GSM (65/70/75/80/85/90),
		Size - 8.5 x 14 inches , double side printing, colour printing, GSM (65/70/75/80/85/90),

S.no	Item Description	Specification
2.	Booklet	Size-A4, cover page(150 to 300), GSM(80/85/90/95/100)-inner paper, B&W print ,
		Size-A4, cover page(150 to 300), GSM(80/85/90/95/100)-inner paper, colour print ,
		Size-A5, cover page(150 to 300), GSM(80/85/90/95/100)-inner paper, B&W print ,
		Size-A5, cover page(150 to 300), GSM(80/85/90/95/100)-inner paper, colour print ,

S.no	Item Description	Specification
3.	Register	Size-8.5 x 14 inches, cover page(150 to 300), GSM(80/85/90/95/100)-inner paper, B&W print ,
		Size-8.5 x 14 inches, cover page(150 to 300), GSM(80/85/90/95/100)-inner paper, colour print ,
		Size-17"X27" ledger type , GSM (90/95/100/110 ) hard board binding , cover page screen printing , per page numbering with index
		Size- 15"X20" ledger type , GSM (90/95/100/110 ) hard board binding , cover page screen printing , per page numbering with index
		Size- 18"X22" ledger type , GSM (90/95/100/110 ) hard board binding , cover page screen printing , per page numbering with index

S.no	Item Description	Specification
4.	Envelope	Size A 3 , GSM(150-300)cover page, AIIMS logo printed, Brown/ white/ yellow, laminated/ cloth
		Size A 4 , GSM(150-300) cover page, AIIMS logo printed, Brown/ white/ yellow, laminated/cloth
		Size A 5 , GSM(150-300)cover page, AIIMS logo printed, Brown/ white/ yellow, laminated/ cloth
		Size 5*11 inch , GSM (100-200)cover page, AIIMS logo printed, Brown/ white/ yellow, laminated/ cloth

Sr.No	Item	Request from	Specification	
5.	Box File	Accounts & finance section, various department	Box file with kangaroo clip of hard card board of 4 mm thickness with paper binding with stopper and printed with AIIMS Rishikesh logo & address in bilingual.	
6.	Printed file covers	Various department	Printed AIIMS Rishikesh with logo bilingual in multicourse with cloth pasted in middle (14"x 10" (open) (14" x 20" (close)	
7.	Stamp (bilingual)	Various department	Round	Rubber
				Self-Ink
			Rectangular	Rubber
				Self-Ink
	Square	Rubber		
		Self-Ink		
8.	Cobra file	Various department	Printed AIIMS Rishikesh with logo bilingual	

