



# अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

Address: Plot No. 2, Sector-20, MIHAN, Nagpur- 441108



सत्यमेव जयते

Email: - [hospitalstore@aiimsnagpur.edu.in](mailto:hospitalstore@aiimsnagpur.edu.in)

Ph.No.0710-3295590

## Notice Inviting Tender

### For

**"Rate Contract for Supply of Patient Tubing & Pump Hose for Ulrich contrast injector machine at Nuclear Medicine department"**

### At

**All India Institute of Medical Sciences, Nagpur**

### CRITICAL DATE SHEET

Published Date	04/02/2023 at 05:00 PM
Bid Document Download Start Date	04/02/2023 at 05:05 PM
Bid Submission Start Date	05/02/2023 at 09:00 AM
Bid Submission End Date	04/03/2023 at 03:00 PM
Bid Opening Date	06/03/2023 at 11:00 AM

**SCHEDULE OF REQUIREMENT**

Sl. No.	Items Details and Technical Specifications
1	As per Annexure-I

**Subject: Procurement of “Patient Tubing & Pump Hose” at Nuclear Medicine Department, All India Institute of Medical Sciences, Nagpur**

1. Online Tender in two bid system (Technical and Financial) is invited on behalf of Director, All India Institute of Medical Sciences, Nagpur for Annual Rate Contract for Supply of consumables for Microbiology department through PAC
2. Tender document may be downloaded from AIIMS web site [www.aiimsnagpur.edu.in](http://www.aiimsnagpur.edu.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.
3. Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>.
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. Bidder who has downloaded the tender from the **AIIMS web site [www.aiimsnagpur.edu.in](http://www.aiimsnagpur.edu.in)** and Central Public Procurement Portal (CPPP) e-procurement website <https://eprocure.gov.in> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender shall be completely rejected and bidder is liable to be banned from doing business with AIIMS Nagpur.
6. **Manual bid shall not be accepted in any circumstance.**
7. The complete bidding process in online bidding, Bidder 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.
8. **Bid should be valid for 180 days** from the tender due date i.e. tender opening date. The bidder should clearly indicate the period of delivery & other terms.
9. Relevant literature pertaining to the items quoted with full specifications should be uploaded, where ever applicable.
10. **Manufacture/OEM must provide evidence of having supplied same item in National Healthcare Institutes in India.**
11. Rates should be quoted inclusive of packing, forwarding, postage and transportation charges etc.
12. **If any bidder has any objection regarding this PAC Procurement to AIIMS Nagpur, such bidders must submit their objection with supporting documents before closing date of Bid submission, may revert at email: [hospitalstore@aiimsnagpur.edu.in](mailto:hospitalstore@aiimsnagpur.edu.in) If received any mail after closing date will not be entertained.**
13. Conditional bid will be treated as unresponsive and it shall be rejected.
14. The competent authority reserves all rights to reject the goods if the same are not found in accordance

with the required description / specifications/quality.

- 15.** In case the supplier requires any elucidation regarding the tender documents, they are requested to contact through e-mail: [hospitalstore@aiimsnagpur.edu.in](mailto:hospitalstore@aiimsnagpur.edu.in) on or before end date of clarification as per critical date sheet.
- 16.** The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to AIIMS, Nagpur.
- 17.** Other terms and condition applicable as per manual for procurement of goods 2017, GFR-2017 etc.

**Administrative Officer  
AIIMS, Nagpur**

## **Other Terms & Conditions**

### **1) EARNEST MONEY DEPOSIT**

Money Deposit (i.e. ₹ 20,000.00) to be deposited by means of a Bank Demand Draft/ FD/BG. Scanned copy to be enclosed with technical bid. It is also clarified that the bids submitted without earnest money will be summarily rejected. The DD/FD/BG may be prepared in the name of "The Director, AIIMS, Nagpur". The EMD (Original DD/FD/BG or any exemption certificate) must reach at Store Office (Hospital Store), First Floor, IPD, AIIMS, Plot No. 2, Sector- 20, MIHAN, Nagpur prior to opening of tender.

- No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Nagpur 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 fails to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited

- Tenders without Earnest Money will be summarily rejected.

- No claim shall lie against the AIIMS Nagpur in respect of erosion in the value or interest on the amount of EMD.

- If MSME firm (only Micro and Small Enterprises) is registered for above tendered item, then the firm will be exempted for submission of EMD amount. Firm must upload scanned copy of following documents in support of exemption.

a) District Industries Centers (DIC)

b) Khadi and Village Industries Commission (KVIC)

c) Khadi and Village Industries Board

d) Coir Board

e) National Small Industries Corporation (NSIC)

f) Directorate of Handicraft and Handloom

g) Any other body specified by Ministry of MSME (MoMSME)

h) Udyog Aadhaar Acknowledgment/Udyog Aadhaar Memorandum/Udyam issued by MoMSME.

- The earnest money will be returned/refund to the unsuccessful tenderers after the tender is decided.

- EMD should remain valid for a period of 180 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.

### **2) Performance Security Deposit:**

The successful bidder shall have to submit a Performance Security Deposit (PSD) within 21 days from the date of issue of Letter of Award (LOA). Extension of time for submission of PSD beyond 21 days and up to 45 days from the date of issue of LOA may be given by the competent authority to sign the contract agreement however a penal interest of 15% per annum shall be charged for the delay beyond 21 days. i.e. 22nd day after the date of issue of LOA. In case the contractor fails to submit the requisite PSD even after 45 days from the date of issue of LOA the contract shall be terminated duly forfeiting the EMD and other dues, if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that item. The Performance security shall be denominated in Indian Rupees.

a. Successful bidder/firm should submit Performance Security Deposit in favour of "Director, AIIMS, Nagpur" before the date of commencement of supply or 21 days from the date of LOA, whichever is earlier. The Performance Security Deposit shall be furnished in the form of FDR/DD/Bank Guarantee or performance guarantee bond as per proforma given in the tender documents, for an amount covering 3% of the contract value.

b. The Performance Security Deposit should be established in favour of The Director, AIIMS Nagpur through any Schedule Bank with a clause to enforce the same on their local branch at Nagpur.

c. Validity of the Performance Security Deposit shall be for a period of 60 days beyond Contract Period.

- 3)** Delivery: The successful bidder should strictly adhere to the following delivery schedule i.e. within 15 days from the date of purchase order and this clause should be strictly adhere to failing which administrative action as deemed fit under rules will be taken against the defaulter. Otherwise Liquidated Damages will be imposed as per clause no. 5.
- 4)** Purchase Order will be placed as per requirement of the Institute.
- 5)** Penalty/LD: If the suppliers fails to Supply any or all the material or fail to perform the services within the specified date as mentioned in purchase order, penalty at the rate of 0.5% per week or part thereof subject to the maximum of 10% of delayed goods value will be imposed.
- 6)** The successful bidder is required to provide technical support and his resources must be based in Maharashtra and downtime should not be more than 5 hrs. The dealer/company should provide technical support either online or offline, if in case there is no response within 5 hours then the bidder may be penalized with Rs. 5000/- per day.
- 7)** The quantity of consumables/reagents required by the Institute may vary on yearly basis. The requirement shall depend on the patient load and reagent consumption. How-ever the reagent/consumables are required to be stocked by the dealers/suppliers based in Nagpur, Maharashtra for at-least a month who may be asked to provide the same at short notices, not exceeding 48 hours. The details stock of each parameter kept at the distributor level should be discussed with the department from time to time.
- 8)** Right of Acceptance: AIIMS, Nagpur reserves the right to accept or reject any or all tenders without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender.
- 9)** Clarification of Bids: During evaluation of bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
- 10)** Communication of Acceptance: AIIMS, Nagpur reserves all right to reject any tender including of those Bidders who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Institute in this regard will be final and binding.
- 11)** Discrepancies in Prices:
  - a)** If, in the price structure quoted by a Bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the Bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
  - b)** If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected;
  - c)** If, as per the judgment of the purchaser, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the Bidder by registered / speed post. If the Bidder does not agree to the observation of the purchaser, the tender is liable to be ignored/cancelled.
- 12)** Force Majeure: If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party hall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, AIIMS, Nagpur party may, at least option to terminate the contract.

- 13)** Breach of Contract: In case of breach of any terms and conditions as mentioned above, the Competent Authority will have the right to cancel the contract without assigning any reasons thereof and nothing will be payable by AIIMS, Nagpur. In that event the security deposit shall also stand forfeited.
- 14)** Terms of payment:
- a.** Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.  
100% payment of the contract price shall be paid on receipt of goods in good condition at the consignee premises and upon the submission of the following documents:
    - i)** Three copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount.
    - ii)** Two copies of delivery challan.
  - b.** The supplier shall not claim any interest on payment under the contract.
  - c.** Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the supplier rates as notified from time to time.
  - d.** No payment shall be made for rejected stores. Rejected items must be removed by the supplier within one week of the date of issue of rejection advice at their own cost & replace immediately. In case these are not removed these will be auctioned at the risk and responsibility of the suppliers without notice.
- 15)** Packing: Goods must be securely and adequately packed and protected in order to prevent damage, otherwise all losses and /or damage resulting from inadequate packing and/or inadequate protection or inadequate marking shall be borne by seller/seller's Principal abroad. The supplier shall mark each package on three sides with indelible paint of proper quality as below: -
- a)** Purchase Order number and date.
  - b)** Brief description of goods including quantity.
  - c)** Purchaser's name and full address.
  - d)** Supplier's name and full address.
- 16)** Good & Service Tax:
- a)** GST rates applicable on the quoted item may please be mentioned in the bid document.
  - b)** It may be confirmed if there is any (Upward/Reduction) in the Basic Price structure. Bidders are required to pass the Input Credit as per the following Anti Profiteering Clause of GST. "Upon Implementation of GST, any reduction in the rate of tax on supply of goods or service or the benefit of input tax credit shall be passed on to AIIMS Nagpur by way of commensurate reduction in the prices".
  - c)** HSN Code for each item should be clearly mentioned in BOQ/Financial Bid.
- 17)** Fall Clause:
- a)** Prices charged for supplies under Rate Contract by the supplier should in no event exceed the lowest prices at which he bids to sell or sells the stores of identical description to any other Central/State Government/DGS&D/Public Undertaking during the period of the contract.
  - b)** If at any time during the period of contract, the prices of tendered items is reduced or brought

down by any law or Act of the Central or State government, the supplier shall be bound to inform Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates after wards.

- c) If at any time during the period of contract, the supplier quotes the sale price of such goods to any other Central/State Govt./DGS&D and Public Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable under the rate contract for the equipment's supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.
  - d) Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction/ specifications specified in the Purchase order and demonstrate at their own cost.
- 18) Arbitration:** If any difference arises concerning this agreement, its interpretation on payment to the made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the Director, AIIMS Nagpur to settle the dispute by Sole Arbitrator. Sole arbitrator will be appointed by the Director, AIIMS Nagpur. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1996 and the rule framed there under and in force shall be applicable to such proceedings.
- 19) Evaluation of Financial Bids**
- i. Unless otherwise stipulated, evaluation of the financial bids shall be on the price criteria only. Financial Bids of all Techno-commercially suitable bids are evaluated and ranked to determine the lowest priced bidder.
  - ii. Unless otherwise stipulated, the comparison of the responsive Bids shall be on total outgo from the Procuring Entity's pocket, to be paid to the contractor or any third party, including all elements of costs as per the terms of the proposed contract, on FOR/ FOT destination basis, duly delivered, commissioned, etc as the case may be, including any taxes, duties, levies etc., freight, transit Insurance, loading/ unloading/ stacking, insurance etc
  - iii. Unless otherwise stipulated, if the Schedule of Requirements contains more than one schedule, the financial ranking of bids shall be done based on all schedules put together. The bid for a schedule shall not be considered if the complete requirements prescribed in that schedule are not included in the bid;
  - iv. If any bidder offers conditional discounts/ rebates in his bid or suo motu discounts and rebates after the Bid Opening (techno-commercial or financial), such rebates/ discounts shall not be considered for ranking the offer. But if such a bidder does become L-1 without discounts/ rebates, such discounts/ rebates shall be availed and incorporated in the contracts;
  - v. Unless announced beforehand, the quoted price shall not be loaded based on deviations in the techno-commercial conditions. If it is so declared, such loading of the financial bid shall be done as per the relevant provisions
  - vi. As per policies of the Government, from time to time, the Procuring Entity reserves its option to give purchase preferences to eligible categories of Bidders as indicated in the Tender Document.
  - vii. evaluation of Bids shall include and consider the following taxes/ duties, as per Model Tender Document for procurement of goods of ministry of expenditure clause 6.3
    - (a) in the case of Goods manufactured in India or Goods of foreign origin already located in India, GST & other similar duties, which shall be contractually payable, on the Goods if a contract is awarded on the bidder

- (b) The offers shall be evaluated based on the GST rate quoted by each bidder, and the same shall be used for determining the inter-se ranking. The Procuring Entity shall not be responsible for any misclassification of HSN Number or incorrect GST rate if quoted by the bidder. Any increase in GST rate due to misclassification of HSN number shall have to be absorbed by the supplier; and
- (c) If GST is quoted extra, but with the provision that it shall be charged as applicable at the time of delivery, the offer shall be evaluated for comparison purposes by loading the maximum existing rate of GST for the product/ HSN code

viii. **Price Variation:**

If the tenders have been invited on a variable price basis, the tenders shall be evaluated, compared, and ranked based on the position as prevailing on the last deadline for techno-commercial bid submission and not on any future date.

ix. **Ambiguous Financial bid:**

If the financial bid is ambiguous and leads to two equally valid total price amounts, it shall be rejected as nonresponsive.

**20) Abnormal Bid:**

An Abnormally Low bid is one in which the bid price, in combination with other elements of the bid, appears so low that it raises substantive concerns as to the Bidder's capability to perform the contract at the offered price. AIIMS, Nagpur will seek written clarifications from the Bidder, including detailed price analyses of its bid price concerning scope, schedule, allocation of risks and responsibilities, and any other requirements of the Tender Document. If, after evaluating the price analyses, procuring entity determines that Bidder has substantively failed to demonstrate its capability to Tender Document Procuring Organization deliver the contract at the offered price, the AIIMS shall reject the bid/proposal, and evaluation shall proceed with the next ranked bidder.

- 21) Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Nagpur, Maharashtra and all obligations hereunder shall be deemed to be located at Nagpur, Maharashtra and Court within Nagpur, Maharashtra will have Jurisdiction to the exclusion of other courts.

**22) Option Clause/ Tolerance Clause:**

- a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25% to 30%, the quantity of goods and services mentioned in the schedule (s) in the "Schedule of Requirements" (rounded off to-next whole number) without any change in the unit price and other terms & conditions quoted by the bidder.

**23) Contract Period:**

The Rate Contract for supply of tendered items shall be valid for a period of one years from the date of commencement of Contract and same can be extended by the Director, AIIMS Nagpur on mutual agreement on same terms and conditions for one & more year. The Director AIIMS Nagpur reserves the right to terminate contract at any stage if supplies and performance found unsatisfactory on observation of user Department. The Annual Rate Contract (RC) awarded under present Tender Enquiry will be in the nature of a Standing Offer. The Supply Order may be placed from time to time against the RC. The Institute does not give any guarantee of minimum purchase under the present RC.

- 24)** L1 bidder shall be decided who quotes the lowest item wise rates as listed in the BOQ.

**Administrative Officer,  
AIIMS, Nagpur (MH)**



**Annexure-1**

**Specification and annual Requirement**

Sl. No	Items Name	Pack Size	Approximate annual requirement (In Packs)
1.	Pump Hose for Ulrich CT Motion Contrast Injector	Pack of 80 pcs	03 Packs
2.	Patient Tubing for Ulrich CT Motion Contrast Injector 250 cms long	Pack of 100 pcs	07 Packs

**Note:** The Quantity mentioned here is tentative it may increase or decrease based requirement of AIIMS, Nagpur

**Technical Bid (Check List)**

The following documents are required to upload by the Bidder along with Technical Bid as per the tender document:

Sl. No	Particulars	Attached (Yes/No)	Page No	Remarks
1	Check list (Technical Bid)			
2	Please state whether the bidder is Manufacture/ OEM/ Distributor/ Dealer/ Supplier/ trader relevant document should be uploaded (Annexure-IV)			
3	Copy of PAN Card & GST should be uploaded			
4	Firm/Company registration certificate should be uploaded			
5	Bid Security/EMD amount of Rs. 20,000/- in the form of DD/FD or UDYAM Registration certificate as per clause 1 of page no. 4 of NIT document.			
6	Tenderer must provide evidence of having supplied government hospital / reputed private hospital organizations in India similar nature of items in the last three years and the copy of the same should be uploaded. (Annexure-II)			
7	“Declaration by the Bidder” (Annexure-III) should be uploaded as mentioned in tender document should be uploaded.			
8	An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.			
9	Technical Specifications Compliance Report			
10	Certifications (as per tender specifications)			
11	Please provide a certificate on OEM letter head that you have not quoted the price than previously supplied to any government Institute/Organization/reputed Private Organization in recent past			

**PRICE BID**

(a) Price bid in the form of BOQ\_XXXX.xls

**Format of Price Bid**

Sl. No	Name of the Item	Basic Rate (In Rs) (Unit Price)	GST (In Rs)	Total Amount Without GST	Total Amount With GST

**ANNEXURE-II**

**Format of Experience certificate**

Sl No	Contract No. /Supply order No	Name of the Purchaser	Description of work	Quantity Supplied	Value of Contract

Place:.....

(Signature of Bidder with seal)

Date:.....

Name

Seal

Address :

**Note:**

- User List (List of Govt./Semi Govt./Reputed Pvt. Hospital/organization) where quoted model of the items has been supplied and installed.
- Copies of supply orders of the same models quoted (without hidden price for rate justification).

**Declaration by the Bidder:**

1. I am authorized signatory of the agency/firm and am competent to sign this declaration and execute this tender document.
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law
3. I/We have downloaded the tender from the internet site and I/We have not tampered /modified the tender documents in any manner. In case the same is found tampered/ modified, I/We understand that my/our offer shall be summarily rejected and I/We are liable to be banned from doing business with AIIMS Nagpur and/or prosecuted as per laws.
4. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Faculty-in-Charge Procurement Cell, AIIMS, Patna immediately after we are informed but, in any case, not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such an Agency which is banned/suspended in future during the currency of the Contract with you.
6. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

(Signature of bidder with seal)

Date:.....

Name

Seal

Address :

**MANUFACTURER's / PRINCIPAL's AUTHORIZATION FORM**

To,

The Stores Officer,  
All India Institute of Medical Sciences, Nagpur (MH)

Dear Sir,

Tender No. \_\_\_\_\_ Item Name \_\_\_\_\_

1. We, \_\_\_\_\_, who are established and reputable manufacturers of \_\_\_\_\_, having factories at \_\_\_\_\_ and \_\_\_\_\_ hereby authorize Messrs. (Authorized Dealer/Distributor/Supplier) \_\_\_\_\_ (name and address of agents) to bid, negotiate and conclude the contract with you against this tender for the above goods manufactured by us.
2. No company or firm or individual other than Messrs. \_\_\_\_\_ are authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.
3. We also hereby undertake to provide full guarantee/warranty /Comprehensive Annual Maintenance Contract as agreed by the bidder in the event the bidder is changed as the dealers or the bidder fails to provide satisfactory after sales and service during such period of Comprehensive Warranty / Comprehensive Annual Maintenance Contract and to supply all the spares/ accessories / consumables etc. during the said period.
4. We hereby extend our full guarantee and warranty as per the conditions of tender for the goods bided for supply against this tender by the above firm.

The authorization is valid up to \_\_\_\_\_

Yours faithfully,

(Name)

For and on behalf of M/s. \_\_\_\_\_ (Name of manufacturers)/Principal

**PARTICULARS FOR PERFORMANCE GUARANTEE BOND**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Two Hundred)  
(TO BE ESTABLISHED THROUGH ANY OF THE SCHEDULED BANK (WHETHER SITUATED AT NAGPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT NAGPUR. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED)

To,  
The Director  
All India Institute of Medical Sciences (AIIMS),  
Nagpur-441108

**LETTER OF GUARANTEE**

WHERE AS All India Institute of Medical Sciences (AIIMS) Nagpur (Buyer) have invited  
Tenders vide Tender No.....Dt.....for  
purchase

of.....AND WHERE AS the said tender document requires the supplier/firm(seller)whose tender is accepted for the supply of consumables etc. in response there to shall establish an irrevocable Performance Guarantee Bond in favour of “The Director, AIIMS Nagpur” in the form of Bank Guarantee for Rs.....[3% (three percent)of the purchase value] which will be valid beyond 60 days of completion of warranty period from the date of supply, installation & commissioning, the said Performance Guarantee Bond is to be submitted within 30(Thirty) days from the date of Acceptance of the Purchase Order.

NOW THIS BANKHERE BY GUARANTEES that in the event of the said supplier/firm (seller) failing to abide by any of the conditions referred to intender document/purchase order/performance/quality of the Injector Syringe ,instrument/machinery, etc. This Bank shall pay to All India Institute of Medical Sciences (AIIMS) Nagpur on demand and without protest or demur..... (Rupees. .... ).

This Bank further agrees that the decision of All India Institute of Medical Sciences (AIIMS) Nagpur (Buyer) as to whether the said supplier/firm (Seller) has committed a breach of any of the conditions referred in tender document/ purchase order shall be final and binding.

We, ..... (name of the Bank& branch) here by further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the supplier/firm(Seller)and/or All India Institute of Medical Sciences (AIIMS) Nagpur(Buyer).

Not with standing anything contained herein:

a. Our liability under this Bank Guarantee shall not exceed'. ..... (Indian Rupees. .... only).

b. This Bank Guarantee shall be valid up-to.....(date) and date of claim should be beyond six month from the date of validity.

c. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if AIIMS Nagpur serve upon us a written claim or demand on or before.....

(Date).This should be beyond six months from validity as (b) above.

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at.....situated at.....(Address of local branch).

Yours truly,

Signature and seal of the Guarantor

Name of the Bank:.....

Complete Postal Address: .....

**Instructions for Online Bid Submission:**

1. 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.
2. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

1. Bidders are required to enrol 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 Enrolment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. 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.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. 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.
6. 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**

1. 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.
2. 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 / e-mail in case there is any corrigendum issued to the tender document.
3. 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**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. 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.
4. 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 formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. 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**

1. 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.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. 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.
4. 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.
5. 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.
6. 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.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. 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 summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. 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**

1. 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.
2. 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.