



सत्यमेव जयते

Email:-hospitalstore@aiimsnagpur.edu.in**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR**

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



Ph.No.0710-3295590

Notice Inviting Tender**For****“Rate Contract for Supply of Orthopedics Implants on Consignment Basis” for****Orthopedics department****At****All India Institute of Medical Sciences (AIIMS), Nagpur****CRITICAL DATE SHEET**

Published Date	27/12/2022 at 06:00 PM
Bid Document Download Start Date	27/12/2022 at 06:05 PM
Pre-Bid Meeting	04/01/2023 at 03:00 PM
Bid Submission Start Date	28/12/2022 at 09:00 AM
Bid Submission End Date	24/01/2023 at 03:00 PM
Bid Opening Date	25/01/2023 at 03:00 PM

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

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SCHEDULE OF REQUIREMENT

Sl. No.	Items Details & Technical Specifications
1	As per Annexure- X

Note:

- Online bids are invited on single stage two bid systems for “**Supply of Orthopedics Implants on Consignment Basis under Rate Contract**”. Manual bids shall not be accepted.
- Tender document may be downloaded from AIIMS web site 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.
- Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- Tenderer who has downloaded the tender from the **AIIMS web site-www.aiimsnagpur.edu.in** and Central Public Procurement Portal (CPPP) e-procurement website <https://eprocure.gov.in/eprocure/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender shall be completely rejected and tenderer is liable to be banned from doing business with AIIMS Nagpur.

The Technical bid should include the detailed specifications of main item/equipment and its accessories. All items should be numbered as indicated in the Annexure-I (Any deviation should be clearly mentioned and supporting document should be submitted).
- Manual bid shall not be accepted in any circumstance.**
- 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.
- Tenderers are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>’.**
- Quotations 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, AMC & warranty terms etc. whichever is applicable.
- Relevant literature pertaining to the items quoted with full specifications should be uploaded, where ever applicable.
- Tenderers must provide evidence of having supplied government hospital / reputed private hospital organizations in India similar nature of items of at least **₹ 15.00 Lakh** of Supply of **Orthopedics Implants** of Tender value in the last three years and the copy of the same should be uploaded.
- The firm should be registered and should have the average annual turnover at least **₹ 30 Lakhs** of the bidder in the last three financial years (i.e 2018-19,19-20 & 20-21). Copies of authenticated balance sheet for the past three financial years should be uploaded.
- The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, GST Registration Certificate.

14. The quantity shown against each item is approximate and may vary as per demand of the Institute at the time of placement of order.
15. The bidder must be able to provide the product/items within specified time period as prescribed in the Purchase Order. Furthermore, on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions as per Institutes norms.
16. In the event of any dispute or difference (s) between the vendee (AIIMS Nagpur) and the vendor (s) arising out of non-supply of material or supplies not found according to the specifications or any other cause what so ever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Director/AIIMS/Nagpur who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
17. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
18. All disputes shall be subject to Nagpur Jurisdiction only.
19. **AIIMS Nagpur reserves the rights to accept/reject any bid in full or in part or accept any bid other than the lowest bid without assigning any reason thereof. Any bid containing incorrect and incomplete information shall be liable for rejection.**
20. The Tender/Bid will be opened on Store office at AIIMS Nagpur Premises.
 - i) Only those financial bids will be opened whose technical bids are found suitable by the expert committee appointed for the concerned instrument/equipment.
 - ii) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the bid.
21. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership, etc.
22. **Award of Contract**
 - i) The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has bided the lowest evaluated quotation price. However, Purchase reserves the right to finalize Rate Contract with more than one vendor for same type / category of implant, if found reasonable.
 - ii) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - iii) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the purchase order.
23. Rates should be quoted inclusive of packing, forwarding, postage and transportation charges etc.
24. Firms manufacturing Orthopedic Implants/Authorized distributor are requested to quote all the items in each section related to the tender in their bid. They should quote all the implants manufactured/ marketed by them.

25. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description /specifications/quality.
26. **EMD (Earnest Money Deposit)**-Earnest Money Deposit i.e. ₹30,000/- 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, Ground Floor, Admin Block, 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 fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited
 - 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.
 - i) Startups firms as recognized by Department of Industrial Policy & Promotion (DIPP) is also exempted for depositing of EMD amount. Valid documents should be uploaded.
 - The earnest money will be returned/refund to the unsuccessful tenderers after the tender is decided.
 - EMD should remain valid for a period of 45 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid.
27. **The Purchaser reserves the right to relax the Norms of Turnover and Prior Experience for Start-ups and Micro & Small Enterprises in Public Procurement. The Start-ups are defined in Annexure-A of the "Action Plan for Start-ups in India". The same is available on the website of Department of Industrial policy and Promotion (DIPP), Ministry of Commerce & Industry. Agency must attach the valid document for Start-ups and Micro & Small Enterprises.**
28. **A brochure displaying clearly the product is to be attached with the tender if required.**
29. In case the supplier requires any clarification regarding the tender documents, they are requested to contact to the Store Officer, AIIMS Nagpur through e-mail: hospitalstore@aiimsnagpur.edu.in on or before end date of clarification as per critical date sheet.
30. Other terms and condition applicable as per manual for procurement of goods 2017, GFR-2017etc.

Administrative Officer,
AIIMS, Nagpur

GENERAL TERMS & CONDITIONS

1. **Bids will be accepted from reputed & genuine manufacturers / distributorsonly.**
2. AIIMS Nagpur will sign a **Rate Contract** with the successful bidders/companies of the list of items of Orthopedic Implants to be supplied. The items will be kept on **consignment basis**.
3. **Consignment Basis** means when AIIMS Nagpur requires a particular implant construct which is already in Rate Contract Agreement, the appointed dealer/supplier of that company supplies the required implant construct immediately on challan basis and the payment is made to the dealer/supplier for the consignment supplied after the issuing of consumption certificate.
4. **The bidder has to maintain the inventory of the items in consultation with the user department so that in any case the patient care is not compromised.**
5. **Rate contract shall be valid for a period of (3) three years** from the date of Rate contract; thereafter renewable every year after satisfactory performance. Validity of Rate contract will be subject to validity of all submitted documents.
6. Name & Address of Billing Agency will be informed by the tenderer after award of Rate Contract (if required) with the following details of the billing agency:
 - PAN Card
 - Sale tax Registration with VAT / GST Return for preceding three years.
 - Non-Conviction Certification /no pending conviction certificate attested/issued by notary for preceding three years. A Notarized affidavit that the billing agency does not have any relation with the person authorized to evaluate Technical Bid/Price Bid or involved in finalizing the tender or will decide the use of tendered items (Annexure-IX) on stamp paper of Rs.100.00
7. The firms who intend to participate in the tender should first ensure that they fulfill all eligibility criteria as prescribed in the general terms&conditions.
8. The bidder submitting his / her tender would be deemed to have thoroughly read, considered and accepted all the terms & conditions mentioned in the tender document. No enquiries shall be entertained in respect of acceptance or rejection the bid.
9. Bidder shall submit duly filled, signed & stamped annexure as per the format Provided.
10. The purchaser reserves the right to relax the Norms of turnover and prior experience for start-ups and micro & small enterprises in public procurement. The start-ups are defined in Annexure-A of the "Action plan for start-ups in India". The same is available on the website of department of Industrial policy and promotion (DIPP), Ministry of commerce & Industry. Agency must attach the valid document for start-ups and Micro & Small Enterprises.

PART '1' - TECHNICAL BID

The Technical Bid shall contain the following:

- i) The Check list as per the format provided in the Tender documents.
- ii) List of items for which the rates are offered, as per the enclosed format **(Annexure-II)**.
- iii) Earnest Money Deposit of Rs. 30,000/- (if Applicable) or EMD exemption certificate as mentioned in NIT.
- iv) Non-Conviction / No pending conviction certificate attested / issued by Notary, for preceding three years on Rs. 100.00 Non-Judicial stamp (Notarized).
- v) Self-declaration on Rs. 100.00 (Rupees Hundred only) Non-judicial stamp paper (Notarized), for the 'Lowest offered rates' and acceptance of 'Downward price revision' clause **(Annexure-IV)**.
- vi) Notarized affidavit that the bidder does not have any relation with the person authorized to evaluate Technical Bid/Price Bid or involved in finalizing the tender or will decide the use of tendered items (Annexure-V) on stamp paper of Rs. 100/- **Annexure-VII** signed and stamped for acceptance of the terms& conditions of the tender.
- vii) **Annexure-VII & VIII** duly filled, signed and stamped and also additional forms which are placed in NIT.
- viii) Self-attested documentary evidence to establish the status of the bidder.
- ix) Audited balance sheet by CA for Financial Year 2018-19, 2019-20& 2020-21 to access the average turnover of Rs. 30 Lakh by the bidder.
- x) Self-attested copy of the PAN Card & GST Registration certificate should be uploaded.
- xi) Self-attested copy of the Income tax returns (ITR) for the Financial Year 2018-19, 2019-20& 2020-21 should be uploaded.
- xii) Specifications of the quoted item should be the same as per the details given in the tender.
- xiii) Any plea for clerical/ typographical error etc. Would not be accepted. No correspondence will be entertained after opening of Pricebid.
- xiv) Conditional bid would not be entertained.

PART '2' – PRICE BID

Price bid to be quoted in BOQ format

- i) Rates should be quoted for one unit only.
- ii) Rates quoted should be exclusive of taxes. Rate of GST against each item must be quoted as separately.
- iii) Disqualification of the bid:
 - a) Any deviation from the documents listed in the Tender Checklist of the Tender Documents would lead to disqualification of the bid.
 - b) Any action on the part of bidder to influence any official will amount to rejection of his bid.

Definitions & Interpretations of Different terms & Terminology

In this tender, the words & expression used shall have the meaning / definition / expression as under:

- a) Institute means All India Institute of Medical sciences, Nagpur.
 - b) Contracting Authority means the designated officers on behalf of the Director
 - c) Bidder means any direct reputed & genuine manufacturer / Importer in India
 - d) “Acceptance of Tender” means the letter communicating for opening of price bid.
 - e) “Rate Contract” includes the notice inviting tender, general terms & conditions, definition & interpretations, instructions to bidders, tender acceptance and submission of declaration forms.
 - f) “Contractor” means the person, firm or company with whom the contract is made (g)
“Inspection” means inspection carried out by the person specified in the contract
 - g) “Purchaser” means the authority accepting the tender.
 - h) “Supply Order” means an order for the supply of goods
 - i) Utilization means vendor managed Inventory where the vendor keeps the track of their items required & consumed.
 - j) Consignment basis means when the vendor keeps/ supply the approved goods at his cost & risk.
 - k) “Test” means such tests as are considered necessary
 - l) “Unit” means the unit of purchase as specified in the schedule of goods
 - m) GST” means tax payable under the Maharashtra State GST Act 2017 on sale or purchase of goods as the case may be or any tax in place of GST during the currency of contract.
 - n) Tax Invoice: Where the GST has been paid on the purchase of goods by the Institute’s Procurement cell and such goods have been sold / used in the Institute, the amount of tax paid to the vendor on the purchase of such goods shall subject to input credit of tax paid on the purchase or sale of goods under the rules. The vendor / authorized billing agency shall provide the tax invoice for availing the tax input credit.
 - o) Manufacturer means that makes the first sale of such goods after manufacturing.
 - p) Purchase price means amount of valuable consideration paid or payable for purchase of goods.
1. “Billing agency” refers to the Rate Contract holder (manufacturer) itself or to any Agency/clearing & forwarding agency appointed by the Rate contract holder (manufacturer). **The bidding Company may appoint a billing agency or firm at their own cost and risk with prior intimation to AIIMS Nagpur.**
 2. **Consignment Basis** means when AIIMS Nagpur requires a particular implant construct which is already in Rate Contract Agreement, the appointed dealer/supplier of that company supplies the required implant construct immediately on challan basis and the payment is made to the dealer/supplier for the consignment supplied after the issuing of consumption certificate.
 3. **The bidder has to maintain the inventory of the items in consultation with the user department so that in any case the patient care is not compromised.**
 4. **Authority to the purchase:** Any officer designated by the Institute shall be entitled to exercise all the rights and powers given in the contract

5. Responsibility of the Bidder for executing the contract:

The bidder shall perform the contract in all respect in accordance with the terms and conditions mentioned therein. The bidder shall remain responsible until the actual delivery of the goods is made to the consignee at the stipulated place.

6. Rate: The rate quoted by bidder shall remain firm and fixed until the completion of contract.

- i) All rates quoted should be for ONE UNIT. Bids should be neatly typed and no blank space should be left
- ii) Rate quoted should be exclusive of taxes. Rate of GST against each item must be quoted as per format of price bid.
- iii) All rates quoted should be F.O.R. destination i.e. AIIMS,Nagpur.
- iv) The Institute will not own responsibilities for issuance of road permit and clearance of consignment from any road, rail, air, postal terminals etc.
- v) No escalation in rates (except Govt levy/tax) would be permissible.
- vi) Bidder should take care that the rate and amount are written in such a waythat interpolation is not possible.
- vii) Bidder should quote the rate in words & figures both.
- viii) Alteration if any should be attested by the bidder, otherwise tender will not be considered.

7. Performance Security: The Performance Security would be of **Rs. 45,000/- (forty five Thousand only)**. Performance Security will be in shape of Bank Guarantee in favour of “**The Director, AIIMS Nagpur**”. It should be valid for 38 months from the date of issuance of Rate Contract and Performance Security should be submitted within 03 weeks after acceptance of Rate Contract.

8. Change in Constitution of firm: Any change in the pattern of ownership of the contracting party will not nullify the provisions of the contract. The contract will devolve on the successor owners.

9. Fall Clause: If at any point of time during the execution of the contract, the contractor reduces the MRP / Sale Price or sells or offers to sell such stores, as are covered under the Rate Contract of the Institute, to any Government Organization (Central/State Government Hospital/Institute) at a fixed price lower than the price chargeable under the Rate Contract of the Institute, He /She shall mandatorily notify any such reduction in MRP or Sale Price or offer of sale to the purchaser within a month of the earliest date of such a reduction in price. The pricepayable under contract with the purchaser will stand correspondingly reduced from the date of reduction of price as notified or evidence obtained of such reduction inthe price. In case of delay (more than one month) in such a notification the difference in cost will be recovered and Director AIIMS NAGPUR shall have the right to impose penalty such as forfeiture of Performance Security, cancellation of Rate Contract or possible removal of name from list of suppliers (any or all of the above). If such information comes to the notice of Procurement cell authority from other sources, suitable action shall be initiated. Variation, if any, will be governed by the terms & conditions as enumerated in proposed Rate Contract.

10. Inspection and sampling at the consignee'send

11. Penalty Clause:

- i) **Non-execution of supply order** - For the reasons of failure to supply completely within the stipulated period or not keeping proper inventory (as agreed upon between the user department and the supplier, leading to delay in the patient care, will invite penalty in following manners –
 - a) fine of 10% of the implant cost (which was asked and supplier failed to supply) b) three times of such incidence will lead to cancellation/ fore feature of performance bank guarantee. Repeated failure (Three times) to supply in part or in full

may amount to termination of Rate Contract for the product / company (s) and forfeiture of Performance Security. Reasons of failure to supply the material will be communicated by the firm to the Procurement cell timely.

12. Disputes and Arbitration: All disputes or differences arising during the execution of the contract shall be resolved by mutual discussion failing which the matter will be referred to the Director (AIIMS, Nagpur) for arbitration whose decision shall be the final binding on the contracting parties.

13. Laws governing the contract:

- ii) This contract shall be governed by the laws of Maharashtra, India
- iii) The Courts of Nagpur shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.
- iv) Terms and expressions not herein defined shall have the meaning assigned to them, if any, in the Indian Sale of Goods Act, 1930 or the Indian Contract Act, 1872 or the General Clauses Act, 1897 as amended from time to time.
- v) In view of the notification issued by the Ministry of Health & Family Welfare, Government of India, Gazette Notification no. SO, 1468 (E) dated 6.10.2005 and GSR 627 (E) dated 7.10.2005, it would be sole responsibility of the Rate contract holder to comply with the applicable rules and regulations from time to time.
- vi) Procurement cell will entertain only direct correspondence from RC holder.

14. Information required on challan & bills:

(a) Challan: Supply order will be released and you may execute the supplies directly or through billing agency. Challan must be endorsed by the security personal at AIIMS NAGPUR main gate. The endorsement must clearly mention time and date of entry of the material. The Challan must always bear the following information:

- i) Name of the item as, it is mentioned in Rate Contract / supply order.
- ii) Name of the item as, it is mentioned in the product literature of the company (i.e. Brand if any)
- iii) (iii) Size of the item
- iv) Supply order no. and Date
- v) Date of manufacturing
- vi) Date of expiry
- vii) Batch number
- viii) Quantity of each item (in unit) (ix) Maximum Retail Price (MRP)

(b) Pre-receipted Bill (Tax Invoice), must always bear the following information:

- i) Name of the item as, it is mentioned in Rate Contract / supply order.
- ii) Name of the item as, it is mentioned in the product literature of the company (i.e. Brand Name if any)
- iii) Size of the item
- iv) Supply order no. and Date
- v) Date of manufacturing
- vi) Date of expiry
- vii) Batch number
- viii) Quantity of each item (in unit)
- ix) Value of each item
- x) Total value of the bill
- xi) The amount of GST paid by the supplier.
- xii) Maximum Retail Price (MRP)
- c) After Rate Contract AIIMS, Nagpur can issue an SOP for the same.

15. PAYMENT: -

- a) 100% payment will be done on Utilization of the implant on issuing utilization certificate by the user department. payment will be made on 30th day from the date of submission of bill.
- b) On consignment / Utilization basis- Fortnightly payment would be released against the item consumed and settled bills of the patients.
- c) Bills not received in accordance with the instructions as required on challan / bill (Mentioned above) will not be entertained / processed for payment by the Institute.
- d) The Institute retains the right of returning (to the supplier/s) any item in any quantity that helps to manage the inventory in most economical manner. The value of returned goods would be adjusted in any possible manner that suits the need of the Institute.
- e) **Any variation** in the prices detected at any point of time, the sole responsibility would rest with the firm and shall invite necessary action such as recovery/Administrative action as deemed proper.
- f) Billing agency may collect payment in its own name for supplies made under written authorization from the manufacturer/importer.

16. Termination of Contract: In case any party (Institute or the company) wants to withdraw from the Rate Contract, it can do so after giving 03 (three) months' notice in writing to the Procurement cell.

17. The Director reserves the right to accept or reject any offer partially or fully without assigning any reason.

TECHNICAL INFORMATION AND UNDERTAKING.
(Tenderer may use separate sheet wherever required)

To,
The Director,
All India Institute of Medical Sciences,
Nagpur-441108.

Reference: TenderNo.AIIMS-NAG/Hosp/Ortho_Implants/RC/OTE/22-23/13 dated

Sl	Name of Document	Page (From)	Page (To)	Remarks
1.	List of items for which the rates are offered, as per enclosed Proforma (Annexure- II). This list should <i>be in duplicate with a copy enclosed on top of the technical bid (Annexure-II)</i>			
2.	Tender document duly filled, signed & stamped			
3.	Self-attested copy of the PAN Card			
4.	Self-attested copy of the Income tax returns (ITR) for last three Financial Year (FY 2018-19,19-20& 20-21)			
5.	Self-Attested copies of GST certificate			
6.	Copies of authenticated balance sheet & Turnover certificate of Rs 30 Lakh per annum for the past three years enclosed (FY 2018-19,19-20& 20-21 duly certified by CA)			
7.	Non-conviction / No pending conviction certificate attested/ issued by Notary for preceding three years			
8.	Valid document for startups and micro & small enterprises (if they claim exception for turnover & prior experience as per clause 10 in General Terms and condition) – if applicable			
9.	Documentary evidence stating the status of the bidder i.e. Proprietorship/ Company Partnership etc.			
10.	Self-Declaration on Rs 100/- Non-judicial stamp paper (Notarized) about lowest rate & passing on the Downward rate revision(Annexure-IV)			
11.	List of Institute/Hospital where the company supplying the tendered item during last 12 months.			
12.	Notarized affidavit on Rs. 100/- Non-Judicial stamp paper that bidder does not have any relation with the person authorized to evaluate technical bid/price bid or involved in finalizing the tender or will decide the use of tendered items (Annexure-V) on stamp paper			
13.	Notarized affidavit on Rs. 100/- Non-Judicial stamp paper certifying that the firm has not been black listed in the past by any Government/Private Institution and there is no vigilance/CBI/case pending against the firm/supplier			
14.	Duly filled and signed Annexure –VII & VIII to be uploaded on Bidders Letter Head			
15.	Manufacturer Authorization Certificate (if applicable)			
16.	Drug License (If applicable on any item given in technical bid)			

17.	Duly filled and Signed Annexure-IX to be uploaded on 100 Rs. Stamp Paper).			
18.	USFDA or CE Certification, if applicable (copy to be uploaded duly signed by bidder)			
19.	Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items.			
20.	Earnest Money deposit for Rs. 30,000/- in the form of DD/FD/BG or Udyam Registration Certificate/Startups document (If claimed for EMD exemption) as per Clause No. 26, the original DD/FD/BG must reach to AIIMS office before opening of bid.			

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy (ies) of the document (s) are kept.
- In case of non-fulfillment of any of the above information/document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

Undertaking

1. That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That 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.
4. That I/We undertake that sample of items will be kept ready for inspections by the AIIMS, Nagpur.
I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

ANNEXURE-I

DECLARATION OF THE COMPANY

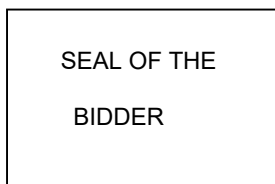
The Bidder should have to give the details of the CEO (MD), Chairman (with the Authorized Signatory of the tender Bid) such as:

- 1) Name
- 2) Tel.No.
- 3) E-mailID,
- 4) Address

Declaration by the Authorized Signatory

It is certified that each and every page of the tender document are serially numbered, duly signed by me and the information furnished in tender document is true and correct to the best of my knowledge and belief.

Yours faithfully,



Signature

Name

Designation

Name of company (Bidder)

Address

Telephone No. Mobile No.

Fax No. E-mail:

Annexure-II

Procurement Form

Detail of the items quoted in the technical Bid

Sl.	Name of Item as in the Tender List	Specification of quoted items	Brand Name	Name of Agency for Quality Certification. e.g. US-FDA,
1				
2				

Note:

1. Tender list serial no. of the item should be the same serial no. as detailed in item list of tender document.
2. Use separate sheet in the same format in case of need of more space.
3. Any product other than listed in tender enquiry can be quoted in separate sheet in same format.
4. Mention of category of each item whether Generic or Generic Brand or Branded is mandatory, failing which item is liable for rejection.

Annexure- III

Procurement Form

Format of Price Bid

Total Hip/Knee Joint replacement Prosthesis

Sl. No	Name of the Implant	Offered price per unit	GST (In Rs)	Total offered rate/unit with GST (In Rs)
1				
2				
3				
4				

Note: Price to be quoted in BOQ format as uploaded on CPP Portal

Annexure-IV

Self-Declaration for lowest rate (Notarized) (on Rs. 100/- Non-judicial Stamp paper)

I (Name of the authorized Signatory), (Designation of the Signatory) with (Name of the Company), do hereby certify that we (the company) or its subsidiaries/designated representatives have not supplied the product at a cost lower than quoted in the TenderNo. _____

_____to any Government Organization (Central/State Government Hospital/Institute) at a fixed price lower than the price chargeable under the Rate Contract of the Institute.

We also undertake that any downward revision in MRP/Sale price/offer to sale to any Government Organization (Central/State Government Hospital/Institute, anywhere in India) of the product during the entire period of Rate Contract , including any extended periods, will be duly informed to AIIMS NAGPUR within a month (30 days) of such price revision, and the same will be passed on to the Institute.

Authorized Signatory

Designation

Seal

Date:

Place:

Annexure-V

Affidavit (Notarized)

(On Rs. 100/- Non-judicial Stamp paper)

Reference: Tender No.AIIMS-NAG/Hosp/Ortho Implants/RC/OTE/22-23/**dated**
I., (Name of the Signatory), S/o (Father's Name), (Designation of the Signatory) with (Name of The
Company) with its office at (Address of the Head office of the Company), do solemnly affirm and
declare as under:-

The Bidder does not have any relation with the person authorized to evaluate technical bid/price bid or
involved in finalizing the tender or will decide the use of tendered items

Place:

Date:

Deponent

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my
knowledge and no part of it is false and nothing has been concealed there in.

Verified at (Place), on this (Date) day of (Month) 2021.

Deponent

Annexure-VI

500 STAMP
Agreement

This agreement is made against contract inquiry no. _____
for _____

NAGPUR at Nagpur on the date _____

_____. between All India Institute of Medical Sciences, Nagpur, acting through Medical Superintendent AIIMS Nagpur. All India Institute of Medical Sciences (AIIMS) Nagpur, Nagpur-441108 (hereinafter called "Client" which expression shall unless repugnant to the context or meaning there of be deemed to mean include its successors, legal, representative and assign) of the First Part.

Second Part

_____. Having if it's registered Office:- _____
_____ (herein after called "Agency" expression unless repugnant to the context shall mean and include it ssuccessors – in – interestassign etc.)of the Second part.

In reference to tender bid for above-mentioned items, your products as per enclosed **Annexure** are being covered under Annual Rate Contract. The terms and conditions to govern the Annual Rate Contract are as follows:

1. AIIMS Nagpur will sign a **Rate Contract** with the successful bidders/companies of the list of items of Orthopedic Implants to be supplied. The items will be kept on **consignment basis**.
2. **Consignment Basis** means when AIIMS Nagpur requires a particular implant construct which is already in Rate Contract Agreement, the appointed dealer/supplier of that company supplies the required implant construct immediately on challan basis and the payment is made to the dealer/supplier for the consignment supplied after the issuing of consumption certificate.
3. **Rate Contract** shall be valid for a period of (3) three years from the date of Rate Contract; thereafter renewable every year after satisfactory performance. Validity of Rate Contract will be subject to validity of all submitted documents.
4. **The bidding Company/Principle Importer may appoint a billing agency or firm at their own cost and risk with prior intimation to AIIMS Nagpur.**
5. **PERFORMANCE SECURITY**:-Please submit performance security **Rs. 45,000/-** (Rupees Forty Five thousand only). Performance Security will be in shape of **Fixed Deposit Receipt / Bank Guarantee (FDR/BG)** drawn in favour of **"The Director, AIIMS Nagpur "**(as stipulated in tender notice) payable at Nagpur from any nationalized bank / scheduled bank. The performance Security will have the minimum validity of 36 Months from issuance of Rate Contract and it should be submitted within 03 weeks after acceptance of the awarded Rate Contract.

6. **TAXES AND DUTIES:-** Rates are inclusive of all taxes including as applicable. Any price variation due to Govt. levies will be settled accordingly. In case the excise duty is being claimed, an excise gate pass should accompany the supplies or annotation to the effect that excise duty has been deposited. Other charges like bank charges, postage, freight, etc. will be borne by your company.
7. **PRICES:-** Rates are F.O.R. Destination basis i.e. Central Stores, All India Institute of Medical Sciences, Nagpur. No escalation in rates except Govt. Levy/ tax would be permissible. If at any point of time during the execution of the contract, the contractor reduces the MRP / Sale Price or sells or offers to sell such stores, as are covered under the Rate Contract of the Institute, to any Government Organization (Central/State Government Hospital/Institute) at a fixed price lower than the price chargeable under the Rate Contract of the Institute, He/she shall mandatorily notify any such reduction in MRP or Sale Price or offer of sale to the purchaser within a month of the earliest date of such a reduction in price. The price payable under contract with the purchaser will stand correspondingly reduced from the date of reduction of price as notified or evidence obtained of such reduction in the price. In case of delay (more than one month) in such a notification the difference in cost will be recovered and Director AIIMS Nagpur shall have the right to impose penalty such as forfeiture of Performance Security, cancellation of Rate Contract or possible removal of name from list of suppliers (any or all of the above). If such information comes to the notice of Procurement cell authority from other sources, suitable action shall be initiated. Variation, if any, will be governed by the terms & conditions as enumerated in proposed Rate Contract.
8. **Penalty Clause:**
 - (a) **Non-execution of supply order** For the reasons of failure to supply completely within the stipulated period or not keeping proper inventory (as agreed upon between the user department and the supplier, leading to delay in the patient care, will invite penalty in following manners – a) fine of 10% of the implant cost (which was asked and supplier failed to supply) b) three times of such incidence will lead to cancellation/ forfeiture of performance bank guarantee. Repeated failure (Three times) to supply in part or in full may amount to termination of Rate Contract for the product / company (s) and forfeiture of Performance Security. Reasons of failure to supply the material will be communicated by the firm to the Procurement cell timely.
9. **INFORMATION REQUIRED ON CHALLAN/BILL:-**
 - a) **Challan:** Supply order will be released and you may execute the supplies directly or through billing agency. Challan must be endorsed by the security personal at AIIMS Nagpur main gate. The endorsement must clearly mention time and date of entry of the material. The Challan must always bear the following information:
 - ix) Name of the item as, it is mentioned in the supply order.
 - x) Name of the item as, it is mentioned in the product literature of the company (i.e. Brand if any)
 - xi) Size of the item
 - xii) Supply order no. and Date
 - xiii) Date of manufacturing
 - xiv) Date of expiry
 - xv) Batch number
 - xvi) Quantity of each item (in unit) (ix) Maximum Retail Price (MRP)

b) Pre-receipted Bill (TaxInvoice),

- ii) must always bear the following information:
- iii) Name of the item as, it is mentioned in the supply order.
- iv) Name of the item as, it is mentioned in the product literature of the company (i.e. Brand Name if any)
- v) Size of the item
- vi) Supply order no. and Date
- vii) Date of manufacturing
- viii) Date of expiry
- ix) Batch number
- x) Quantity of each item (in unit) (ix) Value of each item
- xi) Total value of the bill
- xii) The amount of GST paid by the supplier.
- xiii) Maximum Retail Price (MRP)

c) After empanelment can issue an SOP for the same.

10. PAYMENT:-100% payment will be done after utilization of implants & after issuing utilization certificate by the user department.Payment will be made on 30th day from the date of submission of bill

- a) On consignment/Utilization basis-Fortnightly payment would be released against the item consumed and settled bills of the patients.
- b) Bills not received in accordance with the instructions as required on challan / bill (Mentioned above) will not be entertained / processed for payment by the Institute.
- c) The Institute retains the right of returning (to the supplier/s) any item in any quantity that helps to manage the inventory in most economical manner.The value of returned goods would be adjusted in any possible manner that suits the need of the Institute.
- d) **Any variation** in the prices detected at any point of time, the sole responsibility would rest with the firm and shall invite necessary action such as recovery/Administrative action as deemed proper.
- e) Billing agency may collect payment in its own name for supplies made under written authorization from the manufacturer/importer.

11. PAYMENT:-

- a) On consignment/Utilization basis-Fort nightly payment would be released against the item consumed and settled bills of the patients.
- b) Bills not received in accordance with the instructions as required on challan / bill (Mentioned above) will not be entertained / processed for payment by the Institute.
- c) The part supplies are accepted for the sake of convenience of Procurement cell only. The remaining order shall be treated as cancelled only after last date of supply as per supply order. In case of Part Supply and procurement being done from RC2 or other sources, the cost difference account shall be deducted from the forth coming bills of the RC1 (L1)/Billing Agency as appointed by the RC Holder.
- d) The Institute retains the right of returning (to the supplier/s)any item in any quantity that helps to manage the inventory in most economical manner. The value of returned goods would be adjusted in any possible manner that suits the need of the Institute.

Bill in quadruplicate and pre-receipted payment must be submitted along with copy of challan at the time of supply of the material at central stores. You are advised to comply this point very strictly to avoid any delay in release of the dues. Further you must ensure uninterrupted supply and change of billing agency, will in no way affect the supple schedule.

- e) Billing agency may collect payment in its own name for supplies made under written authorization from the manufacturer/importer.
12. **Any variation** in the prices detected at any point of time, the sole responsibility would rest with the firm and shall invite necessary action such as recovery / administrative action as deemed proper.
 13. In addition the other terms and conditions as detailed in tender documents would be applicable.
 14. In view of the notification issued by the Ministry of Health & Family welfare, Government of India Gazette Notification no SO 1468 (E) dated 06.10.2005 and GSR 627 (E) dated 07.10.2005; it would be sole responsibility of the Rate contract holder to comply with the applicable rules and regulations from time to time.
 15. Any communication as regards to the Rate contract will be done with the Rate contract holder only.
 16. It would be responsibility of the Rate contract holder to submit the under taking during currency of contract by 1st Week of every month to the effect that their prices have not come down during the preceding / prevailing month.
 17. Name & Address of Billing Agency will be informed by the tenderer after award of Rate Contract (if required) with the following details of the billing agency:
 - PAN Card
 - Sale tax Registration with VAT / GST Return for preceding three years.
 - Non Conviction Certification /no pending conviction certificate attested/issued by notary for preceding three years
 - A Notarized affidavit that the billing agency does not have any relation with the person authorized to evaluate Technical Bid/Price Bid or involved in finalizing the tender or will decide the use of tendered items (Annexure-IX) on stamp paper of Rs.100/-
 18. RC holder shall be responsible for all acts of commission and omission carried out by the beneficiary / Billing agency.
 19. All Terms & Conditions as mentioned in Tender document will also be the part of this Rate Contract.

In witness where of both the parties here to have caused their respective common seal to be hereunto affixed / (or have here into set their respective hands and seal) the day and year mentioned above in Nagpur in the presence of the witness:

For and on behalf of the “	For and behalf of the “director, AIIMS, Nagpur”.
Signature of the authorized official.	Signature of the authorized official.
Stamp	Stamp
Name :-	Name:-
Designation : -	Designation: -
Address: -	Address: -
Witness: Name	Witness: Name
Address	Address

Annexure-VII

Acceptance of Term and conditions of Rate Contract

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,
The Director,
AIIMS
Nagpur

Sub: Acceptance of Terms & Conditions of Tender.

Reference: Tender No.

dated _____

Subject: Acceptance of Term and conditions of Rate contract

Sir,

I have gone through the conditions laid down in the tender documents .I here by accept the above proposed terms and conditions of the Rate Contract) in case of the same is being awarded to my firm against quoted items in this tender documents.

(Authorized Signatory)

Date:

Place:

Annexure-VIII

To,
The Director
AIIMS , Nagpur

Reference: Tender No..... dated_____

Sir,

I have gone through the conditions laid down in the tender documents.

I hereby offer to supply the items mentioned in Price Bid at the rates quoted there in. I hereby declare to supply the material duly paid with GST, or applicable taxes at any point of time if applicable. I agree to hold this offer open for the period of three years from the date of issuance of Rate Contract, if awarded.

(Authorized Signatory)

Name

Seal

Annexure-IX

AFFIDAVIT (Notarized) (To be filled by RC Holder) (on Rs 100/- Non-judicial Stamp paper)

Reference: Tender No.....dated 2021

I, (Name of the Signatory): _____

S/o (Father's Name): _____

Designation of the Signatory) with (Name of the Company):

Address of the Head office of the Company:

Do solemnly affirm and declare as under:-

The RC holder or its representative will not have:

- (i) Any conflict of interest in satisfactory execution of that RC
- (ii) Will not indulge in any corrupt practice
- (iii) Will not indulge in any fraudulent practice

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and no part of it is false and nothing has been concealed there in.

Verified at (Place), on this (Date) day of (Month) 2022

Deponent

ORTHOPAEDIC AND TRAUMA IMPLANTS-1

I. Non-anatomical Plates and Screws			
		Stainless Steel	Titanium
A	Cannulated Cancellous Screw System		
1	4.0 mm / 4.5 mm Cannulated Cancellous Bone Screws, Partially Thread - all Sizes		
2	Washer for 4 mm/4.5 mm CC Screw		
3	6.5 mm/7.3mm/7.0 CANNULATED Cancellous Bone Screws, PARTIALLY threaded -all sizes		
4	6.5 mm/7.3mm Solid Cancellous Bone Screws, FULLY threaded- all sizes		
5	Washer for 6.5/7.3/7.0 mm CC Screw		
B	Spiked Washer		
1	Spiked Washer for 4mm Screw		
2	Spiked Washer for 6.5/7.3 mm Screw		
C	3.5 mm small DCP – All sizes		
1	3.5 mm small DCP – All sizes		
2	3.5 mm Cortex Bone Screws- Self Tapping-all sizes		
3	3.5/4.0 mm Solid Cancellous Bone Screws, Self-Tapping Fully Threaded - all Sizes		
4	3.5/4.0 mm Solid Cancellous Bone Screws, Self-Tapping, PARTIALLY Threaded - all sizes		
5	3.5mm/4mm Locking Screws, self-tapping – all sizes		
D	3.5mm small LCP- All sizes		
1	3.5mm small LCP- All sizes		
2	3.5 mm Cortex Bone Screws- Self Tapping-all sizes		

3	3.5/4.0 mm Solid Cancellous Bone Screws, Self-Tapping Fully Threaded - all Sizes		
4	3.5/4.0 mm Solid Cancellous Bone Screws, Self-Tapping, PARTIALLY Threaded - all sizes		
5	3.5mm/4mm Locking Screws, self-tapping – all sizes		
E	4.5mm Narrow DCP Screw and Plate System:		
1	4.5 mm Narrow DCP- all sizes		
2	4.5 mm Cortex Screws, Self-Tapping- all sizes		
3	4.5/6.5 mm Solid Cancellous Bone Screws, Fully Threaded - all sizes		
4	4.5/6.5 mm Solid Cancellous Bone Screws, PARTIALLY Threaded - all sizes		
5	5mm Locking Screws, self-tapping – all sizes		
F	4.5 mm Broad DCP system		
1	4.5mm Broad DCP- all sizes		
2	4.5 mm Cortex Screws, Self-Tapping- all sizes		
3	4.5/6.5 mm Solid Cancellous Bone Screws, Fully Threaded - all sizes		

4	4.5/6.5 mm Solid Cancellous Bone Screws, PARTIALLY Threaded - all sizes		
5	5mm Locking Screws, self-tapping – all sizes		
G	4.5 mm Narrow LCP		
1	4.5 mm Narrow LCP - all sizes		
2	4.5 mm Cortex Screws, Self-Tapping- all sizes		
3	4.5/6.5 mm Solid Cancellous Bone Screws, Fully Threaded - all sizes		
4	4.5/6.5 mm Solid Cancellous Bone Screws, PARTIALLY Threaded - all sizes		
5	5mm Locking Screws, self-tapping – all sizes		
H	4.5 mm Broad LCP		
1	4.5mm Broad LCP- all sizes		
2	4.5 mm Cortex Screws, Self-Tapping- all sizes		
3	4.5/6.5 mm Solid Cancellous Bone Screws, Fully Threaded - all sizes		
4	4.5/6.5 mm Solid Cancellous Bone Screws, PARTIALLY Threaded - all sizes		

5	5mm Locking Screws, self-tapping – all sizes		
I	3.5 mm Semi - Tubular non locking Plates		
1	3.5 mm Semi - Tubular non locking Plates - All Sizes		
2	3.5 mm Cortex Bone Screws- Self Tapping-all sizes		
3	3.5/4.0 mm Solid Cancellous Bone Screws, Self-Tapping Fully Threaded - all sizes		
4	3.5/4.0 mm Solid Cancellous Bone Screws, Self-Tapping, PARTIALLY Threaded - all sizes		
J	1/3 Tubular non locking plate-3.5mm		
1	1/3 Tubular non locking plate-3.5mm- All Sizes		
2	3.5 mm Cortex Bone Screws- Self Tapping-all sizes		
3	3.5/4.0 mm Solid Cancellous Bone Screws, Self-Tapping Fully Threaded - all sizes		
4	3.5 /4.0mm Solid Cancellous Bone Screws, Self-Tapping, PARTIALLY Threaded - all sizes		
K	3.5 mm Recon non-locking Plate		
1	3.5 mm Recon non-locking Plate- all sizes		

2	3.5 mm Cortex Bone Screws- Self Tapping-all sizes		
3	3.5/4.0 mm Solid Cancellous Bone Screws, Self-Tapping Fully Threaded - all sizes		
4	3.5 /4.0mm Solid Cancellous Bone Screws, Self-Tapping, PARTIALLY Threaded - all sizes		
L	3.5 mm Semi - Tubular locking Plates		
1	3.5 mm Semi - Tubular locking Plates - All Sizes		
2	3.5 mm Cortex Bone Screws- Self Tapping-all sizes		
3	3.5/4.0 mm Solid Cancellous Bone Screws, Self-Tapping Fully Threaded - all sizes		
4	3.5 /4.0mm Solid Cancellous Bone Screws, Self-Tapping, PARTIALLY Threaded - all sizes		
5	3.5mm/4mm Locking Screws, self-tapping – all sizes		
M	1/3 Tubular locking plate-3.5mm		
1	1/3 Tubular locking plate-3.5mm- All Sizes		
2	3.5 mm Cortex Bone Screws- Self Tapping-all sizes		
3	3.5/4.0 mm Solid Cancellous Bone Screws, Self-Tapping Fully Threaded - all sizes		
4	3.5 /4.0mm Solid Cancellous Bone Screws, Self-Tapping, PARTIALLY Threaded - all sizes		
5	3.5mm/4mm Locking Screws, self-tapping – all sizes		
N	3.5 mm Recon locking Plate		
1	3.5 mm Recon locking Plate- all sizes		
2	3.5 mm Cortex Bone Screws- Self Tapping-all sizes		
3	3.5/4.0 mm Solid Cancellous Bone Screws, Self-Tapping Fully Threaded - all sizes		
4	3.5 /4.0mm Solid Cancellous Bone Screws, Self-Tapping, PARTIALLY Threaded - all sizes		
4	3.5mm/4mm Locking Screws, self-tapping – all sizes		

O	T-Buttress , Non-Locking Plates-4.5 mm		
1	T-Buttress , Non-Locking Plates-4.5 mm- all sizes		
2	4.5 mm Cortex Screws, Self-Tapping- all sizes		
3	4.5/6.5 mm Solid Cancellous Bone Screws, Fully Threaded - all sizes		
4	4.5/6.5 mm Solid Cancellous Bone Screws, PARTIALLY Threaded - all sizes		
P	L - Buttress Plates, Non-Locking, 4.5mm		
1	L - Buttress Plates, Non-Locking, 4.5mm-all sizes- for Right/Left Leg		
2	4.5 mm Cortex Screws, Self-Tapping- all sizes		
3	4.5/6.5 mm Solid Cancellous Bone Screws, Fully Threaded - all sizes		
4	4.5/6.5 mm Solid Cancellous Bone Screws, PARTIALLY Threaded - all sizes		
Q	T-Buttress , Locking Plates-4.5 mm		
1	T-Buttress , Locking Plates-4.5 mm- all sizes		
2	4.5 mm Cortex Screws, Self-Tapping- all sizes		
3	4.5/6.5 mm Solid Cancellous Bone Screws, Fully Threaded - all sizes		
4	4.5/6.5 mm Solid Cancellous Bone Screws, PARTIALLY Threaded - all sizes		
5	5mm Locking Screws, self-tapping – all sizes		
R	L - Buttress Plates, Locking, 4.5mm-all sizes		
1	L - Buttress Plates, Locking, 4.5mm-all sizes- for Right/Left Leg		
2	4.5 mm Cortex Screws, Self-Tapping- all sizes		
3	4.5/6.5 mm Solid Cancellous Bone Screws, Fully Threaded - all sizes		
4	4.5/6.5 mm Solid Cancellous Bone Screws, PARTIALLY Threaded - all sizes		
5	5mm Locking Screws, self-tapping – all sizes		

Note: Price to be quoted in BOQ format as uploaded on CPP Portal

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

- 1) 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.
- 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 key words etc. to search for at and republished 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. Please note the

- 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 login to 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 during 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. F
- 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 (ie 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.