



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)

खंडन

यह निविदा अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग.) के लिये बालीदाताओं/फर्म/एजेंसी इत्यादी से प्रस्ताव नहीं बल्की प्रस्ताव प्राप्त करने का निमंत्रण है। सविदात्मक दायित्व तब तक नहीं होगा जब तक औपचारिक अनुबंध पर हस्ताक्षर नहीं किया जाता और चयनित बालीदाताओं/फर्म/एजेंसी इत्यादी के साथ एम्स रायपुर के विधिवत अधिकृत अधिकारियों के द्वारा निष्पादित किया गया हो।

DISCLAIMER

This tender is not an offer by the All India Institute of Medical Sciences, Raipur, but an invitation to receive offer from bidders/firm/agency etc. No. contractual obligation whatsoever shall arise from this tender process unless and until as formal contract is signed and executed by duly authorised officers of AIIMS, Raipur with the selected bidder/firm/agency.

All India Institute of Medical Sciences, Raipur
G.E. Road, Tatibandh, Raipur – 492099, Chhattisgarh
Tele: 0771- 2971307, email: store@aiimsraipur.edu.in
Website: www.aiimsraipur.edu.in



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर के ई.एन.टी. विभाग के लिए
 "वेस्टिबुलर डायग्नोस्टिक एंड रिहैबिलिटेशन लैब सिस्टम"
 आपूर्ति हेतु निविदा आमंत्रण सूचना

Notice Inviting Tender For
“Vestibular Diagnostic & Rehabilitation Lab System”
For Department of ENT
At
All India Institute of Medical Sciences, Raipur

CRITICAL DATE SHEET

Published Date	19.06.2019 at 03:00 PM
Bid Document Download / Sale Start Date	19.06.2019 at 03:00 PM
Pre bid meeting	28.06.2019 at 03:30 PM
Bid Submission Start Date	05.07.2019 at 10:00 AM
Bid Document Download / Sale End Date	13.07.2019 at 06:00 PM
Bid Submission End Date	13.07.2019 at 06:00 PM
Bid Opening Date	15.07.2019 at 03:30 PM

DISCLAIMER

This tender is not an offer by the All India Institute of Medical Sciences, Raipur, but an invitation to receive offer from bidders/firm/agency etc. No. contractual obligation whatsoever shall arise from this tender process unless and until as formal contract is signed and executed by duly authorised officers of AIIMS, Raipur with the selected bidder/firm/agency.

All India Institute of Medical Sciences, Raipur
 G.E. Road, Tatibandh, Raipur – 492099, Chhattisgarh
 Tele: 0771- 2971307, email: store@aiimsraipur.edu.in
 Website: www.aiimsraipur.edu.in



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़

All India Institute of Medical Sciences, Raipur (Chhattisgarh)

Tatibandh, GE Road, Raipur-492 099 (CG)

Website : www.aiimsraipur.edu.in

Tele: 0771- 2971307, e-mail: store@aiimsraipur.edu.in

1. On behalf of the Director AIIMS Raipur Online bids are invited on single stage two bid system for **“Supply of Vestibular Diagnostic & Rehabilitation Lab System”** for the Department of ENT. Manual bids shall not be accepted.
2. Tender document may be downloaded from AIIMS web site www.aiimsraipur.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. Tenderer who has downloaded the tender from the **AIIMS web site www.aiimsraipur.edu.in** and Central Public Procurement Portal (CPPP) eProcurement 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 tempered/modified in any manner, tender shall be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AIIMS Raipur.

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).

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. **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>’.**
9. **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 & other terms.
10. Relevant literature pertaining to the items quoted with full specifications should be uploaded, where ever applicable.
11. Tenderer must provide evidence of having supplied government hospital / reputed private hospital organizations in India similar nature of items of at

least **Approx. Rs. 22,50,000.00** of Supply of **Vestibular Diagnostic & Rehabilitation Lab System** of Tender value in the last three years and the copy of the same should be uploaded.

12. The firm should be registered and should have the average annual turnover at least **Approx. Rs. 45,00,000.00** of the bidder in the last three financial years. Copies of authenticated balance sheet with profit & loss account / Income & other expenditure Account for the past three financial years should be uploaded.
13. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, GST registration.
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, failing which the EMD/PSD will be forfeited. 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 Raipur) 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/Raipur 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 Raipur Jurisdiction only.
19. **AIIMS Raipur 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. **Earnest Money:** Earnest money of **₹ 1,15,000.00** by means of a Bank Demand Draft/ FD/BG, a scanned copy to be enclosed. 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 "All India Institute of Medical Sciences, Raipur (AIIMS RAIPUR)". The EMD cost i.e. DD/BG/FDR must reach at officer of the Stores Officer Gate no. 5, Medical College Building, 2nd Floor, AIIMS Raipur before opening of tender.
 - i) No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Raipur in respect of any previous supply will be entertained. Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - ii) Tenders without Earnest Money will be summarily rejected.
 - iii) No claim shall lie against the AIIMS Raipur in respect of erosion in the value or interest on the amount of EMD.

- iv) If MSME firm 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.
(1) National Small Industries Corporation (NSIC).
 - v) The earnest money will be returned/refund to the unsuccessful tenderers after the tender is decided.
 - vi) EMD should remain valid for a period of 45 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid, he shall also extend the validity of EMD suitably.
- 21.** The Tender/Bid will be opened on Store office at AIIMS Raipur 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.
- 22.** 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.
- 23. Award of Contract**
- 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.
- 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.
- 24.** Rates should be quoted inclusive of packing, forwarding, postage and transportation charges etc.
- 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. A brochure displaying clearly the product is to be attached with the tender if required.**

**Stores Officer,
AIIMS, Raipur**

Other Terms & Conditions:**1. Pre-Qualification Criteria:**

- a. Bidder should be the manufacturer/authorized dealer/Distributor/Trader/Supplier. Letter of Authorization from Manufacturer for the same and specific to the tender should be uploaded in the prescribed place.
- b. An undertaking from the original Manufacturer is required stating that they would facilitate the bidder on regular basis with technology/product updates and extend support for the warranty as well. The scanned copy of same to be uploaded (If required).

2. Performance Security Deposit:

- a. The successful bidder shall have to submit a performance security deposit within 30 days from the date of issue of Letter of Award (LOA). Extension of time for submission of PG beyond 30 days band up to 60 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 30 days. i.e. 31st day after the date of issue of LOA. In case of the contract fails to submit the requisite PG even after 60 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. Performance security deposit is mandatory.
- b. Successful supplier/firm should submit performance guarantee as prescribed in favour of "AIIMS, Raipur" and to be received in the Store Office, 2nd Floor, Medical College Building, Tatibandh, Raipur (C.G) Pin-492099 before the date of commencement of supply or 30 days from the date of acceptance of the purchase order, whichever is earlier. The performance security deposit to be furnished in the form of Bank Guarantee as per given Proforma of the tender documents, for an amount covering 10% of the contract value.
- c. The Performance Guarantee should be established in favour of "AIIMS Raipur" through any Schedule Bank with a clause to enforce the same on their local branch at Raipur.
- d. Validity of the performance security deposit shall be for a period of 60 days beyond of entire warranty period from the date of issue of installation & commissioning.
- e. After completing of warranty period a fresh BG/DD/FDR of 10% of CMC cost will be submitted by the supplier for performance security against CMC validity of this new BG/DD/FDR will be 60 days beyond CMC period. After submission of new security deposits, old security deposit will be released.

3. Delivery& Installation: The successful bidder should strictly adhere to the following delivery schedule supply, installation & commissioning should be effected within 45 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 Liquidation Damages will be imposed as per clause no. 4. Purchase order will be placed as required by consignee or as per requirement of institute.

4. Penalty: If the suppliers fails to deliver, installation & commission and place any or all the Equipment or perform the service by the specified date as mention in

purchase order, penalty at the rate of 0.5% per week of delayed value of goods subject to the maximum of 10% of delayed goods value will be deducted, afterwards another penalty may be imposed.

5. **Right of Acceptance:** AIIMS, Raipur reserves the right to accept or reject any or all tenders/quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender. AIIMS, Raipur also reserves the rights to accept all the equipment/instruments in the given tender or only part of it in any given schedule without assigning any reason.
6. **Validity of the bids:** The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid which may be extended, if required.
7. **Risk Purchase & Recovery of sums due:**
 - Failure or delay in supply of any or all items as per Requisition / Purchase Order, Specification or Brand prescribed in the tender, shall be treated as 'noncompliance' or 'breach of contract' and the order in part of full be arranged from alternative source(s) at the discretion of the hospital authority and the difference in price has to be recovered from the tenderer as mentioned elsewhere.
 - The amount will be recovered from any of his subsequent / pending bills or security Deposit.
 - In case the sum of the above is insufficient to cover the full amount recoverable, the contractor shall pay to the purchaser, on demand the remaining balance due.
8. **Communication of Acceptance:** AIIMS, Raipur reserves all right to reject any tender including of those tenderers 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.
9. **Training and Demonstration (If required):** Suppliers needs to provide adequate training and demonstration at AIIMS Raipur to the nominated person of AIIMS Raipur at their cost. AIIMS Raipur will not bear any training or living expenditure in this regard. The Supplier should arrange for regular weekly visit to the AIIMS, Raipur campus by its technical team and assist in maintenance of the item/equipment within warranty period. Assistance limited to locking companies with manufacturer will not be considered sufficient.
10. **Guarantee/Warranty, Service, Maintenance:** The tenderers must quote for **5 years** comprehensive warranty for **Vestibular Diagnostic & Rehabilitation Lab System** from the date of completion of the satisfactory installation as certified by the stipulated committee. The warranty charges shall not be quoted separately otherwise the bid shall be summarily rejected. The bidders should submit their quote for subsequent **5 years** on site CMC for **Vestibular Diagnostic & Rehabilitation Lab System** (include free labour, repair other service & spare parts) but it should not be more than 7% of the quoted unit price. Failure to comply this condition will entail the rejection of the Bids. The price comparison shall be made taking into account on basic price and post warranty CMC. The Rate Contracting Authority reserves the right to award CMC (with spare parts) shall be quoted for equipment. So the price of CMC should be quoted according to the cost of equipment's. The amount of CMC would be released to the supplier on successful completion of the maintenance of that particular year duly certified by the user department.

11. Insolvency etc.: In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Raipur shall have the power to terminate the contract without any prior notice.

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 shall 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, Raipur 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, Raipur. In that event the security deposit shall also stand forfeited.

- False declaration will be in breach of the code of integrity under rule 175 (1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to Two Years as per rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

14. Subletting of contract: The firm shall not assign or sublet the contract or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Raipur, which will be at liberty to refuse if thinks fit. The tender is not transferable.

15. Right to call upon information regarding status of contract: The AIIMS, Raipur will have the right to call upon information regarding status of contract at any point of time.

16. Terms of payment:

17.1 Payment Terms:

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.

A) Payment for Indigenous Goods:

Payment shall be made in Indian Rupees as specified in the contract in the following manner:

- a) **On delivery:** 70% payment of the contract price shall be paid on receipt of goods in good condition/fitting (installation) at the consignee premises and upon the submission of the following documents:

- i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount with revenue stamp;
 - ii) Two copies of packing list identifying contents of each package;
 - iii) Certificate of origin and certificate of guarantee and warrantee.
 - iv) Consignee receipt certificate in original issued by the authorised representative of the consignee
- b) **On Acceptance:** Balance 30% payment shall be released on submission of 'Final Acceptance Certificate' of goods to be issued by the consignees subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise.

B) Payment for Imported Goods:

Payment for foreign currency portion shall be made in the currency as specified in the contract in the following manner:

a) **On Shipment:**

Seventy (70) % of the CIP price of the goods shipped shall be paid through irrevocable, non-transferable Letter of Credit (LC) opened in favour of the supplier in a bank in his country in case of Foreign Tenderer and upon submission of documents specified here under:

- i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount with revenue stamp;
- ii) Original and four copies of the negotiable clean, on-board Bill of Lading/Airway bill, marked freight pre-paid and four copies of non-negotiable Bill of Lading/Airway bill;
- iii) Four Copies of packing list identifying contents of each package;
- iv) Insurance Certificate and documents also to be submitted for payment of LC confirming that dispatch documents has already been sent to all concerned as per the contract within 24hours;
- v) Manufacturer's/Supplier's warranty certificate;
- vi) Certificate of origin

b) **On Acceptance:**

Balance payment of 30% of net CIP price of goods would be made against 'Final Acceptance Certificate' to be issued by the consignees through irrevocable, non-transferable Letter of Credit (LC) opened in favour of the Foreign Principal in a bank in his country, subject to recoveries, if any.

c) **Payment of Indian Agency Commission:**

Indian Agency commission will be paid to the manufacturer's agent in the local currency for an amount in Indian rupees indicated in the relevant Price Schedule (as per prevailing rate of exchange ruling on the date of Contract) and shall not be subject to further escalation/exchange variation. Payment shall be paid in Indian Rupees to the Indian Agent on proof of 100% payment to the Foreign Principal. **Commission charges must be filled in price bid BoQ and it is mandatory.**

d) **Payment for Comprehensive Maintenance Contract Charges:**

The consignee will enter into CMC with the supplier at the rates as stipulated in the contract. The payment of CMC will be made on yearly

basis after satisfactory completion of said period duly certified by the consignee on receipt of bank guarantee.

- a. No claim will be entertained regarding interest on any payment.
 - b. 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 at rates as notified from time to time.
- No payment shall be made for rejected stores. Rejected equipment's must be removed by the supplier within two weeks of the date of issue of ejection advice at their own cost & replace immediately. In case these are not removed these will be auctioned at the risk, cost and responsibility of the suppliers.

17. Compulsory Enlistment of Indian Agents: As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents who desire to quote directly on behalf of their foreign manufacturers/principals, to get themselves enlisted with the Department of Expenditure, through the Central Purchase Organization (e.g. DGS&D). The compulsory enlistment of Indian Agents under the scheme of Ministry of Finance is simpler and differs from the registration of Indian Agents with the Central Purchase Organization (e.g. DGS&D) described in the earlier paragraphs. The registration of the foreign manufacturer is not a must for enlisting the Indian Agent under this scheme. No Inspection Report in respect of the foreign manufacturer/principal is necessary. The enlistment under the scheme is not equivalent to the Registration with DGS&D. Such firms do not enjoy the same status as that of DGS&D registered suppliers. A note to this effect is given in the Enlistment Letter to the firm.

19. Goods and Service Tax:

1. GST rates applicable on your quoted item may please be confirmed.
2. Please confirm if there is any (Upward/Reduction) in your Basic Price structure. And you are also requested 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 Raipur by way of commensurate reduction in the prices”.**

20. Custom Duty on Imported Goods In respect of imported goods, the tenderers shall also specify separately the total amount of custom duty included in the quoted price. The tenderers should also indicate correctly the rate of custom duty applicable for the goods in question Tender No. : AIIMS/R/CS/ENT/520/18/OT Page 12 of 29 and the corresponding Indian Customs Tariff Number. Where customs duty is payable, the contract should clearly stipulate the quantum of duty payable etc. in unambiguous terms. AIIMS, Raipur is exempted from payment of excise duty and is eligible for concessional rate of custom duty. Necessary certificate will be issued as demand. AIIMS, Raipur will not make necessary arrangements for clearance of imported goods at the airport.

21. Custom Duty Reimbursement: The supplier will pay the customs duty wherever applicable, which will be reimbursed by purchaser as per documentary evidence. The custom duty exemption certificate will be provided to the supplier as and when required

22. Fall Clause:

1. 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 State Government/DGS&D/Public Undertaking during the period of the contract.

2. 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.
3. If at any time during the period of contract, the supplier quotes the sale price of such goods to any other 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.

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 the their own cost

23. Arbitration:

If any difference arises concerning this agreement, its interpretation on payment to be 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 Raipur to settle the dispute by Sole Arbitrator. Sole arbitrator will be appointed by the Director, AIIMS Raipur. 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.

24. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Raipur, Chhattisgarh and all obligations hereunder shall be deemed to be located at Raipur, Chhattisgarh and Court within Raipur, Chhattisgarh will have Jurisdiction to the exclusion of other courts.

25. The quoted side modification work prices and comprehensive annual maintenance charges (CMC) price will also be added for comparison/ranking purpose for evaluation. **“Net present Value (NPV) of the actual CMC price quoted for required CMC period after the warranty period shall be considered for bid comparison and the NPV will be calculated after discounting the quoted CMC price by a discounting factor of 10% per annum.”**

In this context, final decision of the committee will be binding to all and no claim in this regard can be entertained. The quantity indicated is tentative and may vary, and any decision in this regard by Director AIIMS Raipur shall be final.

- **L-1 = Total Price of items + NPV**

**Stores Officer,
AIIMS Raipur**

Technical Bid

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

- a) Scan copy of EMD must be uploaded
- b) Please mention that the bidder is Manufacture /Distributor /Dealer / Trader/Supplier relevant document should be uploaded.
- c) In case of distributor/dealer/trader/supplier must be upload tender specific authorization certificate from OEM/ manufacturer (Form C) should be uploaded.
- d) An undertaking from the original Manufacturer is required stating that they would facilitate the bidder on regular basis with technology/product updates and extend support for the warranty as well. The scanned copy of same to be uploaded
- e) Copy of PAN Card should be uploaded.
- f) Firm/Company registration certificate should be uploaded.
- g) Should be submit BIS/ISO/European CE/USFDA certificate as mentioned in specification at Annexure-I
- h) The GST registration details may please be furnished.**
 - i) Income Tax Return of last three years should be uploaded.
 - j) Tenderer must provide evidence of experience/supplied materials as mentioned in tender document should be uploaded
 - k) Annual turnover & balance sheet of last three year duly certified by CA as mentioned in tender document should be uploaded.
 - l) "Declaration by the Bidder "(Form B) should be uploaded as mentioned in tender document should be uploaded.
 - m) Relevant brochure/catalogue pertaining to the items quoted with full specifications etc.
 - n) Tenderer must provide a certificate on letter head that proprietor/firm has never been black listed by any organization should be uploaded.
 - o) Form A with duly filled by bidder should be uploaded.
 - p) Technical Specifications Compliance Report.
 - q) Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof. Please provide a certificate on letter head that you have not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D rate in recent past. If you don't fulfil this criteria, your tender will be out rightly rejected.

PRICE BID

- (a) Price bid in the form of BOQ_XXXX .xls
- (b) Custom tariff supporting document_PDF
- (c) CMC Price bid_PDF
- (d) Miscellaneous Description sheet

PARTICULARS FOR Performance Security Deposit

(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 RAIPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT RAIPUR. Security Deposit ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED)

To,
 The Director
 All India Institute of Medical Sciences (AIIMS),
 Tatibandh, GE Road, Raipur-492 099 (CG)

LETTER OF GUARANTEE

WHERE AS All India Institute of Medical Sciences (AIIMS) Raipur (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 instrument/machinery, etc. in response there to shall establish an irrevocable Performance security deposit in favour of "AIIMS Raipur" in the form of Bank Guarantee for Rs.....[10% (ten percent)of the purchase value] which will be valid for entire warranty period from the date of installation & commissioning, the said performance security deposit 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 of the instrument/machinery, etc. This Bank shall pay to All India Institute of Medical Sciences (AIIMS) Raipur on demand and without protest or demur (Rupees.....).

This Bank further agrees that the decision of All India Institute of Medical Sciences (AIIMS) Raipur(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) Raipur(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 upto..... (date) and claim period should be six month beyond 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 Raipur serve upon us a written claim or demand on or before..... (Date)

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

Yours truly,

Signature and seal of the Guarantor

Name of the Bank:.....

Complete Postal Address:

Form-A**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER
RTGS/National Electronic Fund Transfer (NEFT) Mandate Form**

1	Name of the Bidder	
2	Permanent Account No(PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No.	
4	Email id of the Bidder	
5	Complete Postal Address of the bidder	

FORM-B

Declaration by the Bidder:

1. 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 Raipur and/or prosecuted as per laws.
2. I/We have read and fully understood all the terms and conditions contained in Tender document regarding terms & conditions of the contract& rules and I/we agree to abide them.
3. The bidder should not have been blacklisted before at any government organisation
4. 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 :

Form-C

MANUFACTURER's / PRINCIPAL's AUTHORIZATION FORM

To
The Stores Officer,
All India Institute of Medical Sciences Raipur

Dear Sir,

TENDER: _____.

we, _____ who are
established and reputable manufacturers of _____, having
factories at _____ and _____, hereby
authorize Messrs. (Authorised Dealer/Sole Distributor/Supplier) _____
(name and address of agents) to bid, negotiate and conclude the contract with you
against
Tender No. _____ for the above goods manufactured by
us. 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.

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

Annexure-I**Specification for Vestibular Diagnostic & Rehabilitation Lab System****1. Video Nystagmography (VNG) Model 505:–**

This is the most advanced technology for observation, measurement and analysis of eye movement to evaluate oculomotor system, positional and caloric tests in vertigo patients. Peripheral and central vestibular functions are evaluated based on the following tests:-

- Spontaneous nystagmus -with & without optic fixation
- Gaze evoked nystagmus
- Saccades - fixed & random
- Smooth tracking- with varying frequencies
- Optokinetic test
- Head shaking test
- Caloric test
- Vibration test
- Positional testing including Dix–Hallpike, McClure's, Supine, Deep Head Hanging
- Valsalva & Hyperventilation induced nystagmus
- Skew Deviation

Features

- Binocular Testing
- High frame rate camera with mirror for precision and obstruction less eye tracking
- Fully integrated and computerized with real time recording of all parameters
- Projector image instead of traditional light bar or LCD Screen
- Pan Control and eye centering through the software instead of knobs on goggles to avoid movement of goggle during testing
- Advanced eye tracking algorithm which eliminates errors due to blinking of the eye
- Corrects the effect of spontaneous nystagmus in caloric testing
- Algorithm automatically calculates the slow phase velocity and counts the number of beats per second and Gain at two frequencies in smooth pursuit test
- Built-in fixation light and automatic calculation of directional preponderance, canal paresis and fixation index
- Videos of the eye movement can be viewed during and after the test
- Detailed, customized reports automatically created in easy format
- Automatically generate graphs of all parameters with easy visual comparison with age related norms
- No Adjustment required for focus or mirror setting
- No External Focus Knob required , all controls through software
- Light weight with direct USB connection to laptop or desktop computer
- Easy fit magnetic cover allowing for both occluded and unoccluded measurements
- Equipped with soft and comfortable padded headband

Product Specification	
Software Description	VNG 501
Horizontal Eye Tracking	0 to 25 degree
Vertical Eye Tracking	0 to 15 degree
Horizontal Resolution of Video Camera	640 pixels

Vertical Resolution of video camera	480 pixels
Sampling rate	30 fps
Image Sensor	CMOS 1/3 inch
Infrared light Wavelength	950nm
Goggle Dimensions (L x W x H) in mm	265 x 105 x 100
Weight of goggle (gm)	450
Software Licence	Perpetual
Certification	System should be BIS/European CE/USFD and manufacturer should be ISO Certified Approved.
Warranty	5 Years
Desktop Computer Specification	Intel core i5 4 GB RAM Windows 10 Disk Space 256 GB or above Screen - 1024 (horiz) x 768 (vert) at 96 dpi, 32-bit color USB 2.0/3.0 Compatible

Components

Binocular VNG Goggle, Projector ,Desktop and Software. User technical and maintenance manual detailing complete maintaining schedule with routine maintenance.

Accessories

- Extra Face Foam - 1
- Extra Strap - 1
- Mirror Cleaning cloth – 1

2. Water Caloric Irrigator Model WCI 101:- ,

NeuroEquilibrium water caloric irrigator is used in combination with a VideoNystagmography (VNG) machine for caloric test. The caloric irrigator provides water at specified flow & fixed temperatures of 30 degree & 44 degree.

Features

- Ergonomically designed delivery head with disposable tips
- Visual cues indicating beginning and end of irrigation
- Long 9-ft delivery hose to easily reach the patient's ear across an exam table
- External water tank that holds enough water to test three patients with capacity of 2 litre
- Water flow can be started with delivery head switch
- Digital Temperature Display in software
- Integrated with NeuroEquilibrium VNG to display the temperature
- Auto high temperature cut-off and temperature sensor failure shutdown

Product specifications	
Cold stimulus temperature	30°C
Warm stimulus temperature	44°C
Temperature accuracy	+/- 1°C
Flow rate	500 cc per minute
Flow rate accuracy	+/-50 cc per minute
Box Dimension	360 x 250 x 280 (LxWxH) mm
Weight	10kg
Voltage	220 - 240 VAC @ 50-60 Hz
Power Consumption	348 VA
Operating Temperature	15°C to 35°C
Operating Relative Humidity	<90%, 35°C
Warranty	5 Years
Certification	System should be BIS/European CE/USFDA and manufacturer should be ISO Certified Approved.

Accessories

- Disposable tips – 10

3. Air Caloric Irrigator Model ACI -101:-

NeuroEquilibrium air caloric irrigator with compressor is used in combination with a VideoNystagmography (VNG) machine for caloric test. The caloric irrigator provides air at specified flow & fixed temperatures of 24°C & 50°C.

Features-

- Illuminated and Magnified Otoscope with single use speculum
- Self-contained cooling ability
- Air supply with suitable compressor
- 2x Magnification of Otoscope
- Long delivery hose to easily reach the patient's ear
- Digital Temperature Readout through software
- Trigger on delivery hose for stimulus timing activation
- Auto high temperature cut-off and Temperature sensor failure shut down
-

Product specifications	
Temperature Range	20°C to 50°C
Cold stimulus temperature	24°C
Warm stimulus temperature	50°C
Temperature accuracy	+/- 1°C
Time to Achieve Desired Temperature	< 2 minutes
Air Flow rate	8 Liters /min

Flow rate accuracy	± 0.5 Litres per minute
Time Range for Irrigation	60 seconds
Box Dimension	250 x 280 x 250 (LxWxH) mm
Weight	8kg
Air Hose Length (meter)	2.5
Voltage	220 - 240 VAC @ 50-60 Hz
Power Consumption	390 VA
Operating Temperature	15°C to 35°C (59°F to +95°F)
Operating Relative Humidity	<90%, 35°C
Air Pressure	600 hPa to 1060 hPa
Warranty	5 Years
Certification	System should be BIS/ISO/European CE/USFD

Accessories

- Disposable tips – 10

4. CranioCorpography (CCG) Model CCG -101:–

This is an investigation to evaluate the vestibulospinal reflex which is responsible for maintenance of balance during posture & gait testing. The tests evaluated include:-

- Romberg test
- Tandem walking
- Unterburger's test- the parameters evaluated are:-
 - Displacement
 - Sway
 - Angle of deviation
 - Body axis spin

Features

- Real time recording of parameters
- Fully integrated and computerized with automatic cloud based data storage
- High frame rate Infrared camera along with head mounted infrared LEDs for real time data capture
- Patent pending

Product Specification	
Software Description	CCG 101
Software Licence	Perpetual
Certification	System should be BIS/ISO/European CE/USFD
Warranty	5 Years

Compatible Desktop Computer Specification (not included in quotation)	Processor – Intel core i5 or above RAM – 4GB or above OS – Windows 10 or above Disk – 256GB or above Screen Resolution - 1024 (horiz) x 768 (vert) at 96 dpi or above Display Color – 32 bit or above USB – 2.0/3.0
---	---

Components

Roof mounted infrared camera, Wireless headband with Infrared LEDs and Software.

5. Subjective Visual Vertical (SVV) Model SVV-201:–

This is an investigation to evaluate the otolith system which is responsible for perception of verticality. Static and dynamic SVV are important to:-

- Assess otolithic disorders , chronic dizziness and compensated vestibular disorders
- Differentiate peripheral from central vestibular disorders
- Decide side of peripheral vestibular insult during the acute stage
- Assess effect of rehabilitation in vertigo patients

Features:–

- Fully integrated and computerized with automatic storage of data on the cloud
- Simple to use, no moving parts with real time data recording and analysis
- Gyroscope to measure head tilt of 0 and 30 degree
- Tubular vision goggle with motion sensor (gyroscope) to cut-off visual cues from the surrounding
- Patent pending

Tests –

- Static with head tilt vertical and inclined at 30 degree
- Dynamic Clockwise and anticlockwise moving background with head tilt vertical

Product Specification	
Software Description	SVV 201
Goggle dimension	170 x 85 x 100 (L x W x H) mm
Goggle Weight	250 gm
Dimension of Bluetooth remote	120 x 37 x 20 (L x W x H) mm
Software Licence	Perpetual
Certification	System should be BIS/ISO/European CE/USFD
Warranty	5 Years
Compatible Desktop Computer Specification (not included in quotation)	Processor – Intel core i5 or above RAM – 4GB or above OS – Windows 10 or above Disk – 256GB or above Screen Resolution - 1024 (horiz) x 768 (vert) at 96 dpi or above Display Color – 32 bit or above USB – 2.0/3.0

Components

Specialized Goggle with Tubular vision & Gyroscope, Bluetooth remote and Software.

6. Dynamic Visual Acuity (DVA) Model DVA-101:–

DVA helps in -

- Early detection of vestibulotoxicity
- Detection of peripheral vestibulopathy
- Rehabilitation tool and Assessing outcome of rehabilitation

DVA assesses the ability of the subject to maintain the image on the fovea of the retina. This function is carried out by VOR. Defective VOR results in slippage of image from the fovea resulting in blurring of vision. This is detected by DVA.

Features

- Computerized with rate sensor (gyroscope) for head movement to provide precise recordings of head velocity and angle of head flexing
- Sound assistance for easy head movement
- Evaluation of semi-circular canal function
- Tests performed – Static and Dynamic visual acuity
- Automatic calculation of dynamic visual acuity with automatic storage of data on the cloud
- Patent pending

Product Specification	
Software Description	DVA 101
Software Licence	Perpetual
Certification	System should be BIS/ European CE/USFDA Approved and manufacturer should be ISO Certified Approved.
Warranty	5 Years
Compatible Desktop Computer Specification (not included in quotation)	Processor – Intel core i5 or above RAM – 4GB or above OS – Windows 10 or above Disk – 256GB or above Screen Resolution - 1024 (horiz) x 768 (vert) at 96 dpi or above Display Color – 32 bit or above USB – 2.0/3.0

Components

Head Mounted Device with 9 Axis Inertial Measurement Unit(IMU) and Software For Dynamic Visual Acuity(DVA) Test

Accessories-

Extra Head Strap - 1

7. VOR and VOR Suppression Test Model VOR-101:-

VOR (Vestibulo-Ocular Reflex) and VOR Suppression (VORs) tests in patients with Dizziness to identify the presence or absence of saccadic eye movement in order to simultaneously test for the co-existence of vestibular and cerebellar pathology and thus diagnose vestibulo-cerebellar disease.

Features-

- High-speed Infrared camera to measure & record eye movements, including the ability to identify catch-up saccades.

- Superior 9 axis sensor that measures head movement and gives precise Head Position Feedback.
- Lightweight design
- Built-in lasers that provide stimulus for calibration and VORs testing.
- The unique design of the goggles presents the suppression stimulus from the goggles in order to assess VOR suppression in any location.
- Automatic storage of data on the cloud
- High-speed infrared camera with mirror for precision and obstruction less eye tracking to measure and record eye movements, including the ability to identify catch-up saccades
- High Frame rate camera with mirror for precision and obstruction less eye tracking
- Pan control and eye centering through the software instead of knobs on the goggles to avoid movement of the goggles during testing
- Suppression stimulus from the goggles in order to assess VORS in any location

Product Specification	
Software Description	VOR 101
Goggle dimension	210 x 84 x 60 (L x W x H) mm
Goggle weight	260 gm
Goggle Sampling Rate	30fps
Laser wavelength	<660 nm
Laser output power	≤ 2.5mW
Software Licence	Perpetual
Certification	System should be BIS/European CE/USFDA Approved and manufacturer should be ISO Certified Approved.
Warranty	5 Years
Compatible Desktop Computer Specification (not included in quotation)	Processor – Intel core i5 or above RAM – 4GB or above OS – Windows 10 or above Disk – 256GB or above Screen Resolution - 1024 (horiz) x 768 (vert) at 96 dpi or above Display Color – 32 bit or above USB – 2.0/3.0

Components

Monocular Goggle with IMU and software for Vestibulo- Ocular Reflex (VOR) and Vestibulo-Ocular Reflex Suppression (VORS) Test.

8. Computerized Stabilometry Balance Platform(Posturography) Model STP-101:-

Stabilometry is an objective and functional evaluation of the postural control system in its steady-state behavior. It is also a very good evaluation tool to measure the outcome of vestibular rehabilitation.

It consists of the following tests –

- **SET**

It assesses functional balance control based on the patient's postural sway velocity during four testing conditions. Results are presented in graphical form.

- **Limits of Stability (LOS)**

It quantifies the maximum distance the patient can intentionally displace their COG in the different directions and maintain stability at those positions. Measured parameters are reaction time, COG movement velocity, directional control, end-point excursion, and maximum excursion.

- **Rhythmic Weight Shift (RWS)**

It quantifies the patient's ability to rhythmically move their COG from left to right and forward to backward between two targets at different speeds. The measured parameters are the on-axis COG velocity and directional control.

Features–

- Platform with 4 load cells with bluetooth enabled wireless transmission of data
- Automatic storage of data on the cloud

Product Specification	
Software Description	STP 101
Platform dimension	510 x 320 x 60 (L x W x H) mm
Platform weight	5kg
Software Licence	Perpetual
Certification	System should be BIS/European CE/USFDA Approved and manufacturer should be ISO Certified Approved.
Warranty	5 Years
Desktop Computer Specification (not included in quotation)	Processor – Intel core i5 or above RAM – 4GB or above OS – Windows 10 or above Disk – 256GB or above Screen Resolution - 1024 (horiz) x 768 (vert) at 96 dpi or above Display Color – 32 bit or above USB – 2.0/3.0

Components

Stabilometric Balance Platform(computerized) and Software for Stabilometry Testing.

9. Virtual Reality Vestibular Rehabilitation Platform Model VVR-101:-

Virtual Reality based Vestibular Rehabilitation exercise protocols .Patients with Vestibulo Ocular reflex(VOR) dysfunction , visual vertigo , unilateral & bilateral vestibular dysfunction , agoraphobia , acrophobia , phobic postural vertigo etc benefit from virtual reality based vestibular rehabilitation.

Features

- Exercise protocols to help in gaze stabilization, sensory reorganization in vertigo patients
- Number of Exercise Modules - 10
- Cloud Integration for anywhere Access
- Report of Progression of Patients

- Exercise module to help in Acrophobic Patients, Agoraphobic Patients, patients with Motion Sickness, patients suffering from Sea-Sickness by stimulating the experience of riding boat

Product Specification	
Software Description	VVR 101
Software Licence	Perpetual
Certification	System should be BIS/European CE/USFDA Approved and manufacturer should be ISO Certified Approved.
Warranty	5 Years
Desktop Computer Specification	Processor – Intel i7 6700 processor or higher RAM – 32 GB OS – Windows 10 or above Disk – 512 GB or above Screen Resolution - 1024 (horiz) x 768 (vert) at 96 dpi or above Display Color – 32 bit or above USB – 2.0/3.0 Graphic card - Nvidia GeForce GTX 1080 or above
Virtual Reality Hardware	HTC Vive with headset , base stations & controllers
HTC VIVE	Hardware includes HTC Vive with Headset , Base Stations & Wireless Controllers Dual Amoled Screen Screen size - 3.6 inch Resolution - 1080 x 1200 pixels per eye Refresh Rate - 90 Hz Field of View - 110 degrees Sensor - SteamVR Tracking, G-sensor, gyroscope, proximity Connections - HDMI, USB 2.0, stereo 3.5 mm headphone jack, Power, Bluetooth

Components

Desktop with VR software and HTC Vive.

10. Vertigo Assessment Software Model VAS-101:–

NeuroEquilibrium™ assessment module is the most advanced cloud based vertigo and balance assessment platform in the world. The cloud based software is a comprehensive diagnostic system that integrates various diagnostic tests in one module.

Features

- Comprehensive History Module
- All reports on one cloud platform
- Reports of patient's past visit can be viewed chronologically
- Rehabilitation module with exercises videos
- Patient scheduling with SMS reminder etc
- Cloud based software with automatic storage of data
- Automatically generates graphs of all parameters with easy visual comparison with normative data
- Software supplied through cloud

Product Specification

Software Description	VAS 101
Software Licence	Perpetual
Minimum Desktop Computer Specification (not included in quotation)	Processor – Intel core i5 or above RAM – 4GB or above OS – Windows 10 or above Disk – 256GB or above Screen Resolution - 1024 (horiz) x 768 (vert) at 96 dpi or above Display Color – 32 bit or above USB – 2.0/3.0

11. System should be BIS/ European CE /USFD approved and manufacturer should be ISO certified both standard should be attached with tender.

12. L-1 will be decided on total value only.

13. All items are to be bought from the same firm.

12. Warranty -5 year & CMC- 5 year

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 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. 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 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) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected. (If Applicable)
- 5) 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.
- 6) 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.
- 7) 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.

- 8) 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.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) 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.
- 11) 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.