



## 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 बोलीदाताओं / फर्म / एजेंसी इत्यादि से प्रस्ताव नहीं बल्कि प्रस्ताव प्राप्त करने का आमंत्रण है, संविदात्मक दायित्व तब तक नहीं होगा जब तक कि औपचारिक अनुबंध पर हस्ताक्षर नहीं किया जाता और चयनित बोलीदाताओं/ फर्म/ एजेंसी इत्यादि के साथ एम्स रायपुर के विधिवत अधिकृत अधिकारियों के द्वारा निष्पादित न 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 a formal contract is signed and executed by duly authorized 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, 2577279 email: [admin@aiimsraipur.edu.in](mailto:admin@aiimsraipur.edu.in)

Website: [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)



Notice Inviting Expression of Interest (EOI) for Empanelment as vendors  
for Supply of books/journals to Dept. of Central Library

At

All India Institute of Medical Sciences, Raipur

CRITICAL DATE SHEET

Published Date	03/12/2019 Time 04.00PM
Bid Document Download / Sale Start Date	03/12/2019 Time 04.30PM
Clarification Start Date	03/12/2019 Time 05.00PM
Clarification End Date	07/12/2019 Time 03.00PM
Pre bid meeting	11/12/2019 Time 03.30PM
Bid Submission Start Date	18/12/2019 Time 10.00AM
Bid Submission End Date	02/01/2020 Time 03.00PM
Bid Opening Date	03/01/2020 Time 03.30PM

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अखिलभारतीयआयुर्विज्ञानसंस्थान, रायपुर, छत्तीसगढ़  
All India Institute of Medical Sciences, Raipur (Chhattisgarh)  
Tatibandh, GE Road, Raipur-492 099 (CG)  
Website : [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)  
e-mail: [store@aiimsraipur.edu.in](mailto:store@aiimsraipur.edu.in)

1. Online bids are invited on behalf of Director, AIIMS, Raipur on single stage two bid system “Inviting Expression of Interest (EOI) for Empanelment as vendors for Supply of books/journals to Department of Central Library, AIIMS, Raipur”.
2. EoI document may be downloaded from AIIMS web site [www.aiimsraipur.edu.in](http://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.
3. Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted under any circumstance.
4. Bid documents may be scanned with 100 dpi option which helps in reducing size of the scanned document.
5. Bidder who has downloaded the tender from the **AIIMS web site** [www.aiimsraipur.edu.in](http://www.aiimsraipur.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 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.

**General Terms and Conditions:-**

1. **Manual bid shall not be accepted in any circumstance.**
2. The complete bidding process in online bidding, Bidder should be in 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.
3. **Bidders 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>.**
4. **EoI should be valid for 180 days** from the tender due date i.e. tender opening date.
5. 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 must be submitted as part of technical bid.
6. All disputes shall be subject to Raipur Jurisdiction only.
7. The Tender/Bid will be opened online at website <https://eprocure.gov.in/eprocure/app> in Administrative office at AIIMS Raipur Premises at the prescribed time.

- a. Financial bids of only those bidders will be opened whose technical bids are found suitable by the expert committee appointed for the purpose.
8. **Earnest Money:**
  - a. *Earnest money deposit of ₹ 50,000/- is to be submitted by means of a Bank Demand Draft/FD/BG, of a scheduled bank payable/enchascable at Raipur. (A scanned copy to be uploaded on CPP Portal). It is also clarified that the bids submitted without earnest money/exemption certificate 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 earnest money (DD/FD/BG or any exemption certificate must reach the office of the Sr. Administrative Officer, Gate no. 5, Medical College Building, 2<sup>nd</sup> Floor, AIIMS, Raipur prior to opening of tender.*
  - b. Tenders without Earnest Money will be summarily rejected.
  - c. If MSME firm is registered for above tendered item, then the firm will be exempted for submission of EMD amount provided a scanned copy of National Small Industries Corporation (NSIC) certificate is uploaded in support of exemption.
  - d. No request for transfer of any previous 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
  - e. No claim shall lie against AIIMS Raipur in respect of erosion in the value or interest on the amount of EMD.
  - f. The earnest money will be returned to the unsuccessful tenderers after the tender is awarded.
  - g. EMD should remain valid for a period of 180 days beyond the final bid validity period. When the bidder agrees to extend the validity of bid, he shall also extend the validity of EMD suitably.
9. The EMD of the successful bidder will be returned to them without any interest after the submission of Security deposit/PSD.
10. The Institute reserves the right to accept or reject the EOI in part or in full, without assigning any reason thereof.
11. The Institute reserves the right to relax/amend/withdraw any of the terms and conditions contained in the EOI Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
12. The Institute reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
13. Conditional Proposals will not be considered in any case.
14. In case more than one vendor offers the same Highest Discount, all of them can be empanelled towards supply of books.
15. The institute reserves the right to add any additional vendor to the approved list of vendors or to place the purchase order to any of the vendors.

16. The institute reserves the right to place the order to overall lowest bidder or split the order to more than one bidder at the respective lowest price.
17. The Institute may issue amendment/corrigendum to tender documents before due date of submission of bid.
18. **Tender Cost: - Exempted as per GFR -2017.**
19. In case the service provider requires any clarification regarding the tender documents, they are requested to contact the Sr. Administrative Officer, AIIMS Raipur through **e-mail:** [admin@aiimsraipur.edu.in](mailto:admin@aiimsraipur.edu.in) on or before end date of clarification as per critical date sheet.

**Sr. Administrative Officer,  
AIIMS Raipur.**

**OTHER TERMS & CONDITIONS**

1. **CONTRACT PERIOD** - The duration of the empanelment shall be ***for a period of three (03) years which may be extended or curtailed, at the discretion of the Institute.*** *Extension(s), if any, will be granted for a period of 1 year at a time, on mutually agreed terms and conditions, subject to successful/satisfactory completion of initial contract. The Agency, however, will have no right to claim extension on the basis of satisfactory completion of the initial contract. The extension will be entirely at the discretion of the Institute.*

AIIMS Raipur reserves right to terminate the empanelment without assigning any reason thereof at any time without giving any notice to the empanelled Agency. The agency, however, will have no option to withdraw from the contract on its own during the initial empanelment period of three years.

**2. ELIGIBILITY CRITERIA:**

(Proof / Supporting documents to be enclosed in support of eligibility criteria mentioned below)

(i) The Vendor must be registered under any State or Central Government act as mentioned below: Indian Companies Act 1956. ; Indian Partnership Act 1932. (Please give names of partners); any other act. If the vendor is a Partnership Firm, registered under the Indian Partnership Act, 1932, please state whether the partner who has signed the EOI has been duly authorized to do so.

(ii) The Vendor shall provide Permanent Income Tax Account No. of the Firm with circle/ward and GST Registration Certificate.

(iii) The vendor must have supplied books/journals (Indian and Foreign) regularly during the last five financial years to any 5 Government Medical Institutions/Hospitals or Government Autonomous Medical Institutions at the Central/State level. The vendor shall provide the list of such institutions to which they are supplying books/journals along with annual sales turnover for the last five years.

(iv) The vendors should have successfully completed at least 90% orders placed by the Institutes mentioned in (iii) above during the last three years. Latest performance certificate may be submitted from at least three such Institutes.

(v) The vendor should be a member of the "Good offices committee" or Federation of Publishers & Book sellers Association of India (FPBAI) or any other national association of book sellers and proof to this effect has to be enclosed.

(vi) The vendor must be an authorized distributor/dealer/supplier of academic/medical book publishers.

(vii) The Vendor must be distributor/dealer of foreign publishers like Elsevier, Taylor and Francis, Springer, Wiley, Oxford, Cambridge, Pearson, MGH etc.

(viii) Average Annual financial turnover from the same business should be at least 1 crore during each of the last three financial years (FY 2016-17, 2017-18, 2018-19). Copy of P&L Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITRs of above financial years.

(ix) The vendor should give self-declaration certificate for acceptance of all terms and conditions of EOI documents. ***A duly completed certificate to this effect is to be submitted as per the Annexure-I.***

(x) The vendor should neither have been blacklisted by any government department nor there should be any criminal case registered/pending against it or its owner/partners anywhere in India. ***A duly completed certificate to this effect is to be submitted as per Annexure-II.***

(xi) Fulfillment of technical requirement will in no way entitle the agency to be empanelled as a vendor in the Institute. The empanelment will be exclusively at the discretion of Director, AIIMS, Raipur.

(xii) The EOI documents will be rejected if it is incomplete or not properly filled.

### **3. Performance Security Deposit:-**

a) The successful bidders shall have to submit a performance Security Deposit (PSD) of Rs. 2, 00,000/- (Rupees Two Lakhs only) within 15 days from the date of issue of intimation of empanelment. Extension of time for submission of PG beyond 15 days and up to 30 days from the date of issue of LOA may be given at the discretion of competent authority. However a penal interest of 15% per annum shall be charged for the delay beyond 15 days. i.e. from date of issue of LOA. In case the bidder fails to submit the requisite PG by the prescribed date the contract shall be terminated duly forfeiting the EMD. The contractor in default shall be debarred from participating in re-tender (if any) for that item.

b) **Performance Security Deposit is mandatory.**

c) Successful bidder/firm should submit performance security as prescribed in favour of "AIIMS, Raipur" to be received in the office of Sr. Administrative Officer, 2<sup>nd</sup> Floor, Medical College Building, Tatibandh, Raipur (C.G) Pin-492099

d) The Performance Security 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.

e) Validity of the performance security shall be for a period of 60 days beyond the expiry of contract.

### **4. Forfeiture of Performance Security Deposit**

If during the period of empanelment, the agency fails to deliver the ordered quantity of books/journals within the normal/extended time provided for the same by the Institute on more than one occasion, or any other outstanding dues by the ways of fines, penalties and recovery of any other amounts is due from the agency, AIIMS RAIPUR shall, without prejudice to its other rights and remedies hereunder or under the applicable Law, be entitled to call in, retain and appropriate the Performance Security. Nothing mentioned herein shall debar AIIMS RAIPUR from recovering from the agency by a suit or any other means any such losses, damages, costs, charges and expenses as aforesaid, in case the same exceeds the amount of the Performance Security.

5. **TECHNICAL PROPOSAL DETAILS**: Technical Proposal should be as per prescribed format with all relevant/ supporting documents, duly signed, as mentioned in the EOI document. ***The detailed format is attached as Annexure-III.***

6. **FINANCIAL PROPOSAL DETAILS**: The Financial Proposal should mention only Percentage of Discount and should be uploaded strictly as per Annexure IV and V (Please quote on financial cover on CPP Portal). The Discount rate shall be filled up both in figures and in words. Conditional bids shall be rejected. While quoting the discount rates it shall be kept in mind that freight/transportation charges shall be borne by the seller. The discount rates quoted shall remain valid for the entire period of empanelment i.e. 3 years.

7. **EOI EVALUATION**: AIIMS Raipur will evaluate the Commercial Bid of all bidders who qualify the eligibility criteria and comply with the technical specifications. AIIMS Raipur will decide the eligible vendors to be empanelled based on the discount that they offer separately for each category (highest discount will get maximum priority).

8. **NOTIFICATION OF EMPANELMENT**: Successful bidders for empanelment for supply of books based on above mentioned criteria will be notified through registered letter/fax/email. A list will also be uploaded on Institute's website. The successful bidder/s should accept the contract within 15 days from the date of receipt of notification, failing which the same may be treated as withdrawn, unless extended by the Institute.

9. **PAYMENT TERM FOR SUPPLIED BOOKS**: No advance payment will be made in any case. Bills in triplicate should be sent and payment shall be released generally within 90 days after receipt of the consignment, subject to the books/journals being received in good condition and there being no discrepancies of any nature.

10. **SCOPE OF WORK**:

a) **Enquiry on availability of books** - The library may place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof, by email. The vendors having the requisite books/journals in their ready stock shall respond within 02 days quoting titles available with number of copies and unit price, by email only.

b) **Order Process** -

1. Purchase orders will be sent to the empanelled vendor through email.

2. Supply of books has to be made strictly against and as per the purchase orders.

3. The vendor should acknowledge the receipt of purchase order preferably by email, which will be taken as an acceptance of the purchase order.

4. Any clarification/query regarding the purchase order should be sought from the library within three (03) days of receipt of the order.

5. Vendor should send the supply position/ status of the books with-in seven (07) days from the date of the purchase order; failing which the order should be treated as cancelled and transferred to another vendor.



c) **Supply** - Consignee and Mode of Dispatch of books/journals should be sent to the Institute's Library at Raipur by Speed Post Parcel/Registered Parcel/Courier. **The transport/freight charges will be borne by the supplier.** Books sent via V.P.P. will not be accepted. Every supply should be accompanied by a delivery challan/bill, clearly bearing the details of the items and titles in supply, their quantity and price.

d) **Time frame for supply, and cancellations-**

(i) The vendor has to execute all the supplies within the stipulated time which is sixty (60) days in case of foreign publications and fifteen (15) days in case of Indian publications from the date of issue of purchase order. However, it may please be noted that at times the vendor may be asked to deliver the books against instant orders at shorter notice.

(ii) In case of delay in delivery of books due to Out of Print (OUP) or Print on Demand (POD), the vendor has to inform and seek permission from the Librarian for the supply. The vendor has to submit the proof from the publisher in support of OUP or POD title.

(iii) Books must be in good condition. Institute will not accept defective books. If supplied, those have to be replaced within seven (7) days without extra cost. Payment will be processed and made only after receipt of entire lot of books or after all the defective books has been replaced. No interim or part payment will be made in case of short/defective deliveries.

e) **Penalty Clause** - In case of delayed delivery of books/journal beyond seven (7) days of the prescribed period, a penalty of 2% per week or part thereof will be levied on the value of books delayed.

f) **Invoicing Procedure** -

(i) Invoice is to be submitted in triplicate and should be pre stamped and receipted.

(ii) Invoice should be raised in the name of All India Institute of Medical Sciences, Raipur.

(iii) The invoice should contain the Purchase Order Number and Date. The items in the invoice should be in the order of the purchase order.

(iv) One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied in one invoice.

(v) The invoice should have following enclosures:

- A copy of publisher's/distributor's invoice/copy of printed catalogue of the order period, as price proof.
- A currency conversion proof with date.
- Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.
- Original copy of Delivery Challan and e-way bill if required.

g) **Price Proof** -

(i) The supplier shall have to furnish the price proof of the books. In case of any price manipulation when detected at any stage, the supplier shall be responsible for the same and the excess amount charged shall be refunded to the Institute in one installment. This will be without prejudice to any penalty which the Institute may impose.

(ii) In support of Price proof, the vendor should provide the copy of the Procurement Invoice from Publishers/ Distributors/ copy of Publisher's Price List.

(iii) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

**h) Currency Exchange Rate -**

(i) In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the invoice along with the Indian prices (INR) charged in accordance with the approved rate of exchange.

(ii) GOC conversion rates as applicable on the date of the invoice should only be followed, and should also be clearly indicated on the invoice.

i) Discount: The discount pattern offered in Financial Proposal accepted by AIIMS Raipur should be followed. In case of any disputes, decision of AIIMS Raipur shall be final and binding.

**11. Termination for Insolvency -**

(i) The Institute may at any time terminate the Contract by giving a written notice to the vendor, without compensation, if the vendor becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

(ii) The courts of Chhattisgarh alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside Chhattisgarh shall have jurisdiction in the matter.

**12. Force Majeure -**

(i) Should any force majeure circumstances arise, each of the contracting vendors should be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected vendor within fifteen (15) days of its occurrence informs in a written form the other party.

(ii) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

**13. Arbitration -** In the event of any dispute or difference arising under this tender, the Director, AIIMS Raipur or his nominee shall act as the arbitrator and the decision of the arbitration will be binding on both parties.

To

Director

AIIMS, Raipur

Raipur

Sub: - Self Declaration Certificate Reference: EOI No.: ..... Date: ..... (Expression of Interest for Empanelment of vendors for Supply of books/journals to library AIIMS Raipur).

Dear Sir,

With reference to the above, I/We are offering our competitive bids for empanelment for Supply of books/journals to library of AIIMS, Raipur. I/We hereby reconfirm and declare that I/We have carefully read and understood and will comply with the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein and books will be delivered within the stipulated time period. Latest editions of books will be supplied. I/We also confirm that the discount quoted by me/us are inclusive of all taxes, duties etc, applicable as on date and are for AIIMS Raipur. Cost of delivery/freight charges and unloading charges at AIIMS Raipur.

Date:

Authorized Signatory Name:

Place:

Designation:

Contact No.:

Email ID:

Seal

CERTIFICATE

(To be provided on letterhead of the firm)

I hereby certify that the above firm neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered/pending against the firm or its owner/ partners anywhere in India. I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm should be blacklisted.

Date:

Authorized Signatory Name:

Place:

Designation:

Contact No.:

Seal

**TECHNICAL PROPOSAL**

1. Name of the Firm/ Agency with complete Postal Address: Name, Designation, Address, Tel. No. and E-mail ID of authorized person of Firm/ Agency to deal with
2. Please specify as to whether the Bidder is the Sole proprietor/ Partnership firm/ Pvt. Ltd. (Attach copy of PAN)
3. Permanent Income Tax account No. of the Firm with circle/ward and G ST Registration Certificate (duly attested photocopy to be attached).
4. Name of the reputed National Level Institutions like IIMs, IITs, NITs, IISERs and Central Universities. Where you have supplied books in last five years. (Attach copies of purchase orders for each institution)
5. Membership: GOC/FPBAI (Attach copy in support of this)
6. Affidavit by the vendor/ supplier for not having been blacklisted/ debarred by any public organization/ University/ National Level
7. Authorized suppliers of academic book publishers (Attach copy authorization letter of Publishers)
8. Authorized suppliers of academic Foreign publishers like Elsevier, Taylor and Francis, Springer, Wiley, Oxford, Cambridge, Pearson, MGH etc. (Attach copy authorization letter of Publishers)
9. Average Annual financial turnover from the same business. Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITRs of above financial years.
10. Bank Account Details
11. Any other information Tenderer wants to provide in support of their experience (Self-attested photo copies of all supporting documents must be attached for verification of the information provided above)
12. Declarations: I/We ..... (Names of partners/ proprietors or shareholders) do hereby declare that the entries made in the application form are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

**PRICE BID**

1. Price bid in the form of BOQ\_XXXX.xls.
2. Miscellaneous in the form of PDF.

**Expression of Interest For  
Empanelment of Library Books Suppliers/Vendor & Supply of Library  
Books**

S No	Publisher	Percentage Discount Offered on MRP	
		(In Figures)	(In Words)
01	Cambridge University Press		
02	Oxford University Press		
03	Elsevier		
04	Willy Blackwell		
05	Tata McGraw-Hill		
06	Mosby		
07	Thieme		
08	Lippincott Williams & Wilkins		
09	Springer		
10	Wolters Kluwer		
11	Churchill Livingstone		
12	Butterworth-Heinemann		
13	W. H. Freeman		
14	Jones & Bartlett Learning		
15	Viva Books		
16	Jaypee Brother		
17	CBS Publisher & Distributors		

18	CRC Press		
19	Arya Publications		
20	Eastwest Press		
21	Humana Press		
22	Varghese Publishing		
23	Quintessence Books		
24	Bhalani Publishing		
25	Emmess Medical Publishers		
26	Central Council for Research in Unani Medicine		
27	Idara Kitabul Shifa		
28	Emerald Group Publishing Limited		
29	Psychology Press		
30	Cengage Learning		
31	Atlantic Publisher and Distributers		
32	National Institute for Empowerment of Persons with Multiple Disabilities		
33	SAGE Publications		
34	Delmar Publication		
35	Saunders		
36	Pearson Publication		
37	Thomson Learning		
38	Rehabilitation Council of India		
39	Allyn & Bacon		
40	Mc Graw Hill International Book Co.		

41	International Universities Press		
42	AITBS Publishers		
43	Singular Publishing Group Inc.		
44	Oxford: Blackwell Publishers Inc.		
45	Harcourt Brace Jovanorich Inc.		
46	John Wiley & Sons		
47	Corwin Press		
48	National Institute of Mental Health		
49	Pro-ed		
50	Thomson Delmar Learning		
51	Plural Publishers		
52	Englewood Cliffs		
53	Prentice-Hall		



Expression of Interest For  
Empanelment of Suppliers/Vendor & Supply of Journals for Library

S No	Publisher	Percentage Discount Offered on MRP	
		(In Figures)	(In Words)
01	Cambridge University Press		
02	Oxford University Press		
03	Elsevier		
04	Thieme		
05	Lippincott Williams & Wilkins		
06	Springer Nature		
07	Wolters Kluwer		
08	Taylor & Francis		
09	John Wiley & Sons		
10	Sage Publication		

## APPLICATION FOR ENLISTMENT AS SUPPLIER/VENDOR

**(Application form should be filled in Capital Letters)**

**(Where required documentary proof be submitted in support of the information given)**

1. Name of the Firm/Company:

2. Nationality

a. Indian [ ]

b. Other [ ]

3. Address:

a) Registered Office:

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email ID \_\_\_\_\_

Web Site (if applicable) \_\_\_\_\_

b) Head Office:

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email ID \_\_\_\_\_

Web Site (if applicable) \_\_\_\_\_

c) Attach separate paper for address of branch/other offices:

4. Status of the Firm/Company. Please enclose Registration Certificate.

a) Individual

b) Sole Proprietorship firm

c) Partnership Firm

d) Public Limited Company

e) Private Limited Company

5. If Partnership Firm, Names of the Partners/If Company, Name of Director's

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

6. Is the individual/sole proprietor/ any partner/ director of company: (YES/NO)

a) Dismissed Government Servant

b) Removed from approved list of Suppliers/Vendors

c) Having business banned/suspended by any Government in the past

- d) Convicted by a court of Law
- e) Retired Officer/ official from Officering Department of Govt. of India within last One Year

If answer to any of the above is 'Yes' furnish details on a separate sheet

- 7. Please provide an affidavit as mentioned in Annexure-II for not blacklisted by any of the Institutes or Universities or Government organizations in India.
- 8. Name of the person holding power of attorney :

Nationality      Indian [ ]      Other [ ]

- 9. Name of Bankers with full address \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email ID: \_\_\_\_\_

Web Site (if applicable): \_\_\_\_\_

- 10. Whether already supplied to AIIMS, Raipur or any other department

a. Yes [ ]

b. No [ ]

- 11. If yes, give details:

a. Name of department : \_\_\_\_\_

b. Order No. & date : \_\_\_\_\_

- 12. Is any person working with the applicant is a near relative of the officer/ official of AIIMS,Raipur. If yes, give details

a. Yes

\_\_\_\_\_  
\_\_\_\_\_

b. No [ ]

- 13. Kindly provide the list of Clients and details of annual turnover of the firm for the last three consecutive years with documentary evidence.

14. The Supplier/Vendor should be having the experience in supply of Books/Journals (Indian and Foreign) to 5 Government Medical Institution/Hospitals or Government Autonomous Medical Institution at the State/ Central level for the last 5 years regularly. Kindly provide the order copy from Clients for all eligible Supply.

15. The Supplier/Vendor should have supplied in last three years from the date of Ordering, at least 90% of the total order. Attach latest Performance Certificate from 3 libraries served during the last 3 years.

16. Please tick mark and provide documentary proof of your membership in any of the following associations:

- |  |        |
|--|--------|
| i. Good Offices Committee (GOC):   | Yes/No |
| ii. Federation of Publisher's and Book Sellers Association of India (FPBAI): | Yes/No |
| iii. Any other State/National Association(s) of Book Suppliers:              | Yes/No |

17. Is the firm an Income Tax payee? If so, please attach one copy of Income Tax returns of last three consecutive years and also a copy of PAN card of the partners/owners.

a. Yes

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b. No [ ]

18. Are you a distributor/dealer/stockiest/exclusive/preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with the details of yours distributorship / dealership / stockiest/ exclusive or preferred agents.

a. Yes

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b. No [ ]

19. Declaration

i. I/We (including all partners) certify that I/ We have read the Rules of enlistment of Supplier/Vendor in AIIMS, Raipur as amended and shall abide by them.

ii. I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I/We are liable to be debarred.

iii. I/We certify that I/We will not get myself/ourselves registered as Supplier/Vendor in the department under more than one name.

iv. (a) I certify that I did not retire as an Officer of Gazetted rank or as any gazette Officer employed on Officering or Administrative duties in any Officering department of the Government of India during the last one year. I also certify that I have neither such person under my employment nor shall I employ such person within one year of his retirement except with the prior permission of the government ( for individual seeking enlistment in their own name)

(b) We certify that none of the partners/Directors retired as an Officer of Gazetted Rank or as any Gazetted Officer employed on Officering or Administrative duties in the last one year. We also certify that we have neither under our employment any such person nor shall we employ any person within one

year of his retirement except with prior permission of the Government. (For partnership firms and limited companies).

v. I/We also hereby declare that all matters related to AIIMS, Raipur shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority

vi. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

(Strike out whichever is not applicable)

Signature(s) of applicant (s):

Name	Signature	Address
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1

2

3

Date:

No of Documents attached

Place: .....

Date (with Firm's Seal): .....

## **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 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.
- 3) 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.
- 4) 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.
- 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) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

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

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