



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/ एजेसी इत्यादी से प्रस्ताव नहीं बल्कि प्रस्ताव प्राप्त करने का केवल निमंत्रण है। संविदात्मक दायित्व तब तक नहीं होगा जब तक औपचारिक अनुबंध पर हस्ताक्षर नहीं किया जाता और चयनित बोलीदाताओं/ फर्म/ एजेसी 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 a formal contract is signed and executed by duly authorised officers of AIIMS, Raipur with the selected bidder/firm/agency.

Tatibandh, G.E. Road, Raipur -492099 (CG),
Tele: 0771- 2577327, 0771-2971307
Website: www.aiimsraipur.edu.in/www.eprocure.gov.in
Email: storesofficer.hp@aiimsraipur.edu.in



Notice Inviting Tender of
"Documents Retention & Shredder works" at
All India Institute of Medical Sciences, Raipur

CRITICAL DATE SHEET

Published Date	03.02.2023 at 05:00 PM
Bid Document Download / Sale Start Date	03.02.2023 at 05:30 PM
Clarification Start Date	03.02.2023 at 05:30 PM
Clarification End Date	08.02.2023 at 03:00 PM
Pre-Bid Meeting	08.02.2023 at 03:30 PM
Bid Submission Start Date	16.02.2023 at 11:00 AM
Bid Submission End Date	01.03.2023 at 11:00 AM
Bid Opening Date	02.03.2023 at 11:30 AM

Tatibandh, G.E. Road, Raipur -492099 (CG),
Tele: 0771- 2577327, 07712971307
Website: www.aiimsraipur.edu.in/www.eprocure.gov.in
Email: storesofficer.hp@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- 2577327, e-mail: storesofficer.hp@aiimsraipur.edu.in

Sub: - Online bids are invited for Invitation of sealed bid of tender of "Documents Retention & Shredder Works" at AIIMS, Raipur (C.G.)"

The Director, AIIMS Raipur invites sealed tender of **"Documents Retention & Shredder Works"**, as per details and specifications shown in the **Annexure-I** on the following terms & conditions:

Terms & Conditions:-

1. 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.
2. Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>.
3. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Tenderer who has downloaded the tender from the **AIIMS web site 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 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).
5. **Manual bid shall not be accepted in any circumstance.**
6. 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.
7. **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>.**
8. **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.
9. Weighing scale should be arranged by the vendor.
10. The tenderers are advised to submit pre-receipted application for refund of EMD, which will be released as soon as tender is finalized.
11. Director, AIIMS, Raipur reserves the right to cancel the tender at any time without assigning any reason there.

12. The Contract will be on weight basis. The weight of old File Cover, A3 Size Paper, X-Ray, CT, MRI Films all Size, Legal Size Paper, Old Register, Envelop, Notebook, Glossy Paper, Scrap Paper, Sticker, Bar Code Sticker, L- Folder, File Folder, Newspaper, Cartoon Box, Calendar, All Size of Copies, Cart Board, Box File, Card, Plastic File, Roll Paper, Bond Paper, Coted Paper, Recycle Paper, Books and Magazine and other type of paper will be measured in the presence of the in-charge of Medical Record Department at AIIMS Raipur.
13. The **H-1** bidder will have to deposit 100% amount of the total lot of sold goods value in form of Demand Draft/Cheque in favour of AIIMS, Raipur before commencement of work within 07 days at a time of lifting the sold material/ same day before issuing of Gate Pass. No part lifting or part deposit will be entertained.
14. The contract will be as is where is basis. The gunny bags etc. will be arranged by the contractor, No transportation and labour will be provided by the AIIMS, Raipur.
15. Lifting Schedule- within 07 working days from the issue of work order. The contractor should lift the old File Cover, A3 Size Paper, X-Ray, CT, MRI Films all Size, Legal Size Paper, Old Register, Envelop, Notebook, Glossy Paper, Scrap Paper, Sticker, Bar Code Sticker, L- Folder, File Folder, Newspaper, Cartoon Box, Calendar, All Size of Copies, Cart Board, Box File, Card, Plastic File, Roll Paper, Bond Paper, Coated Paper, Recycle Paper, Books and Magazine as per work order failing which the contract will be terminated and earnest money will be forfeited.
16. There may be increase or decrease in quantity actual available, and final payment shall be adjusted accordingly.
17. Relevant literature pertaining to the items quoted with full specifications should be uploaded, where ever applicable.
18. The committee may negotiate price before awarding the bid.
19. Rates should be quoted inclusive of packing, forwarding, postage, transportation and Shredder Machine charges etc., Nothing extra is payable in this extra.
20. Conditional bid will be treated as unresponsive and it may be rejected.
21. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications/quality.
22. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Stores Officer, AIIMS Raipur through **e-mail: storesofficer.hp@aiimsraipur.edu.in** on or before end date of clarification as per critical date sheet.
23. Other terms and condition applicable as per manual for procurement of goods 2017, GFR-2017 etc.
24. Vendor will not quoted the price below the rate of 8.50/KG in this tender.

**Stores Officer (H),
AIIMS, Raipur (C.G.)**

Other Terms & Conditions

1. Performance Security Deposit:

- a. The successful bidder shall have to submit a Performance Security Deposit (PSD) within 21 days from the date of issue of Letter of Award (LOA). Extension of time for submission of PSD beyond 21 days and up to 45 days from the date of issue of LOA may be given by the competent authority to sign the contract agreement however a penal interest of 15% per annum shall be charged for the delay beyond 21 days. i.e. 22nd day after the date of issue of LOA. In case the contractor fails to submit the requisite PSD even after 45 days from the date of issue of LOA the contract shall be terminated duly forfeiting the EMD and other dues, if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that item. The Performance security shall be denominated in Indian Rupees.
- b. Successful supplier/firm should submit Performance Security Deposit in favour of "AIIMS, Raipur" to be received in the Store Office - Hospital, Room No -146, C C1 Block, Gate No.- 1, AIIMS Raipur (C.G) Pin-492099 before the date of commencement of supply or 30 days from the date of acceptance of the LOA, whichever is earlier. The Performance Security Deposit shall be furnished in the form of FDR/DD/Bank Guarantee or performance guarantee bond as per proforma given in the tender documents, for an amount covering **3 % of the contract value.**
- c. The Performance Security Deposit 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 Contract Period.

2. Lifting Schedule- within 07 working days from the issue of work order. The contractor should lift the old newspaper/magazines as per mentioned on work order failing which the contract will be terminated and earnest money will be forfeited.

3. Work Order will be placed as per requirement of institute.

4. Penalty: The goods must be lifted within 07 working days after issued of work order otherwise the goods will be allowed to be lifted with a penalty of 5%/day of the total lifted goods and EMD amount will be forfeited.

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. Clarification of Bids: During evaluation of bids, the work may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

7. Discrepancies in Prices:

- a) If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the tenderer has made a mistake in placing the decimal point

in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

- b) If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected;
- c) If, as per the judgement of the work order, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered / speed post. If the tenderer does not agree to the observation of the purchaser, the tender is liable to be ignored.

8. **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.

9. **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.

10. **Terms of payment:**

Payment shall be made subject to recoveries, if any, by way of any type of damages against work order or any other charges as per terms & conditions of contract in the following manner.

- a. 100% amount of the total goods lifted/sold shall be deposited in advance on same day or before issuance of gate pass. No part lifting or part deposit will be entertained.

OR

The successful tenderer shall have to pay 3% of the total sold goods value accepted offer price in shape of Demand Draft in favour of "The Director, AIIMS Raipur" before commencement of work. The successful tenderer will have to submit proof of payment of royalty before lifting of sold goods from the campus.

- b. There may be increase or decrease in quantity actual available, and final payment shall be adjusted accordingly.
- c. He has to transport the material out of premises by using mechanical means. Loosening the dumps/deposits, lifting, loading in truck/tipper by mechanical means to be done by him. Nothing extra is payable in this regard.

- d. Measurement of the quantity of earth removed from premise shall be done on the basis of actual volume of the earth in truck or loading vehicle at the time of exit from the gate of AIIMS, Raipur by authorized representative persons of Medical Records Department.

11. Good & Service Tax:

1. GST rates applicable on the quoted item may please be mentioned in the bid document.
2. It may be confirm if there is any (Upward/Reduction) in the Basic Price structure. Bidders are required to pass the Input Credit as per the following Anti Profiteering Clause of GST.

“Upon Implementation of GST, any reduction in the rate of tax on supply of goods or service or the benefit of input tax credit shall be passed on to AIIMS Raipur by way of commensurate reduction in the prices”.

12. 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/ 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 of 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. and Pubic 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.

- 13. Arbitration:** If any difference arises concerning this agreement, its interpretation on payment to the made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the Director, AIIMS 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.

14. **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.
15. Tender will be valid for **45 days** after issuance of work order.
16. **Option Clause/ Tolerance Clause:**
 - a) **H1*= H1 will be decided on the basis of rate quoted by the vendor.**

**Stores Officer (H),
AIIMS Raipur**

Technical Bid

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

- a) Bid Security Declaration as mentioned in tender document must uploaded (**Bidder**).
- b) Please **state whether the bidder** is Manufacture/OEM/Distributor/Dealer/ Supplier/trader relevant document should be uploaded.
- c) In case of Distributor/Dealer/Supplier must upload tender specific authorization certificate from OEM/ manufacturer.
- d) Copy of PAN Card **should be uploaded (Bidder)**.
- e) Firm/Company registration certificate should be uploaded (**Bidder**).
- f) The GST registration details may be furnished (**Bidder**).
- g) Income Tax Return of last three years should be uploaded (**Bidder**).
- h) Signed and scanned copy of User List (List of Govt./Semi Govt./Reputed Pvt. Hospital/Organization) where quoted model of the items has been supplied and installed as per the Annexure-II. (Bidder / OEM/ Manufacturer)
- i) Manufacturer/OEM/Dealer/Distributor must provide evidence of having supplied same item in government hospital/organization or reputed private hospital/ organizations in India similar nature of items in the last three years and the purchase order copy without hiding rate of the same should be uploaded.
- j) Annual turnover & balance sheet of last three year duly certified by CA as mentioned in tender document should be uploaded.
- k) “Declaration by the Bidder” as mentioned in tender document should be uploaded (**Bidder**).
- l) Technical specification compliance report should be uploaded (Bidder). If any deviation is there, in reference to the tender specification, with their quoted specification, it should be clearly stated. Otherwise the bid should be treated non responsive & no further intimation can be entertained.
- m) A brochure/catalogue displaying clearly the product should be uploaded (**Bidder**).
- n) An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.
- o) Please provide a certificate on letter head that you have not quoted the price higher than previously supplied to any government Institute/ Organization/ reputed Private Organization or DGS&D rate in recent past.

PRICE BID

- (a) Price bid in the form of BOQ_XXXX.xls.

ANNEXURE-I**Rate Contract of Documents Retention & Shredder at AIIMS, Raipur**

Sl. No.	Description of Work	Tentative Quantity Required per Annual	Unit
1	Document Retention & Shredder Item Type are mentioned below:- Old File Cover, A3 Size Paper, X-Ray, CT, MRI Films all Size, Legal Size Paper, Old Register, Envelop, Notebook, Glossy Paper, Scrap Paper, Sticker, Bar Code Sticker, L- Folder, File Folder, Newspaper, Cartoon Box, Calendar, All Size of Copies, Cart Board, Box File, Card, Plastic File, Roll Paper, Bond Paper, Coated Paper, Recycle Paper, Books and Magazine.	18,00,000.00	Paper

ANNEXURE-II

Format of Experience certificate

Sl. No.	Contract No. /Supply order No	Name of the Purchaser	Description of work	Qty. Required	Value of Contract

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address :

Note:

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

PARTICULARS FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Two Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE SCHEDULED BANK (WHETHER SITUATED AT RAIPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT RAIPUR. BONDS 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 Guarantee Bond 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 Guarantee Bond is to be submitted within 30(Thirty) days from the date of Acceptance of the Purchase Order.

NOW THIS BANKHERE BY GUARANTEES that in the event of the said supplier/firm (seller) failing to abide by any of the conditions referred to intender document/purchase order/performance 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.Ourliability under this Bank Guarantee shall not exceed`..... (Indian Rupees.....only).

b.ThisBank Guarantee shall be valid upto..... (date) and

c.Weare 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 PERFORMANCE SECURITY DEPOSIT TO
SUCCESSFUL BIDDER**

RTGS/National Electronic Fund Transfer (NEFT) Mandate Form

	Name of the Bidder	
	Permanent Account No(PAN)	
	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.	
	Email id of the Bidder	
	Complete Postal Address of the bidder	

Declaration by the Bidder:

Declaration by the Bidder (Notarized)

(On Rs 100.00 Non-judicial Stamp paper)

1. I am authorized signatory of the agency/firm and am competent to sign this declaration and execute this tender document.
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law
3. I/We have downloaded the tender from the internet site and I/We have not tampered /modified the tender documents in any manner. In case the same is found tampered/ modified, I/We understand that my/our offer shall be summarily rejected and I/We are liable to be banned from doing business with AIIMS Raipur and/or prosecuted as per laws.
4. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Officer-in-Charge, Procurement Cell, AIIMS, Raipur immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such an Agency which is banned/suspended in future during the currency of the Contract with you.
6. No other charges would be payable by Client and there would be no increase in rates during the Contract period.
7. I/We also undertake that any downward revision in MRP/Sale price/offer to sale to any Government Organization (Central/State Government Hospital/Institute, anywhere in India) of the product during the entire period of Rate Contract, including any extended periods, will be duly informed to AIIMS RAIPUR within a month (30 days) of such price revision, and the same will be passed on to the Institute.
8. No employee/staff of AIIMS Raipur, personally or through family members, will in connection with the tender for, or the execution of a contract demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
9. I/We also undertake that directly or through any other person or firm, offer, promise or give to any of AIIMS Raipur's employees involved in the tender process or the execution of the contract or any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

10. I/We hereby offer to supply the items mentioned in Financial Bid at the rates quoted therein. I/We hereby declare to supply the material duly paid with GST, or applicable taxes at any point of time if applicable. I/We also agree to hold this offer open for the period of one year from the date of issuance of Rate Contract, if awarded.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address :

MANUFACTURER's / PRINCIPAL's AUTHORIZATION FORM

To
The Stores Officer(H),
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

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 enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. 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) Bid (EMD) Security Declaration Form: The bidder should submit Bid (EMD) Security Declaration Form, as part of its bid. The Bid Security Declaration Form is required to protect the Purchase against the risk of Bidder’s conduct.
- 4) 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.
- 5) 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.

Calculation of Local Content

Name of Manufacturer	Calculation by Manufacturer (Cost per unit of product)		
Cost Component	Cost (Domestic Component) a	Total Cost b	Present of Local Content $C=(a/b)*100$
I.....			
II.....			
III. Total Cost (Including Tax & Duties)			

Note:

- a) **Cost Domestic Component:-** Cost of domestic component may be calculated based on one of the followings depending on data available. Each of these calculations should provide consistent result.
- Sum of the cost of all inputs which go into the product (including duties and taxes levied on procurement of inputs except those for which credit/ set-off can be taken) and which have not been imported directly or through domestic trader or any intermediary.
 - Ex-factory price of product minus profit after tax minus sum of imported bill of material used (directly or indirectly) as inputs in producing the product (including duties and taxes levied on procurement of inputs except those for which credit set-off can be taken) minus warranty cost.
 - Market price minus post-producing freight, insurance and other handling cost minus profit after tax minus warranty cost minus sum of imported bills of material used as inputs in producing the product (including duties and taxes levied on procurement of inputs except those for which credit/ set-off can be taken) minus sales and marketing expenses.
- b) **Total Cost: -** Total cost may be calculated based on one of the following on data available. Each of these calculations should provide consistent result.
- Sum of the all cost of the all input which go into the product (including duties and taxes levied on procurement of inputs except those for which credit/ set-off can be taken).
 - Ex-factory price of product minus profit after tax, minus warranty cost.
 - Market price minus post-production freight, insurance and other handling cost minus profit after tax, minus warranty cost minus sales and marketing expenses.

Enclosure-II

Format for affidavit of Self Certification regarding local content in a Medical device to be provided in Rs. 100/-Stamp Paper.

Date: _____

I _____ S/o, D/o, W/o _____, Resident of _____

Do hereby solemnly affirm and declare as under:

That I will agree abide by the terms and condition of the policy of Government of India issued vide Notification No.

That the information furnished hereinafter is correct to best of my knowledge and belief and I undertake to produce relevant record before the procuring entity or any authority so nominated by the Department of Pharmaceuticals, Government of India for the purpose of assessing the local content.

That the local content for all inputs which constitute the said medical device has been verified by me and I am the responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value-addition norms, based on the assessment of an authority so nominated by the Department of Pharmaceuticals, Government of India for the purpose of assessing of the local content, action will be taken against me as per Order No. P-45021/2/2017-B.E.-II, dated-15.06.2017 and Guideline issued vide letter no. 31026/36/2016-MD, dated-18.05.2018

I agree to maintain the following information in the company's record for the period of 8 years and shall make this available for verification to any statutory authority:

- i). Name and details of the Manufacture (Registered Office, Manufacturing Unit location, nature of local entity.
- ii). Date on which certificate is issued.
- iii). Medical devices for which the certificate is produced.
- iv). Procuring entity to whom the certificate is furnished.
- v). Percentage of local content claimed.
- vi). Name and contact details of the unit of the manufacture.
- vii). Sales price of the product.
- viii). Ex-Factory Price of the product.
- ix). Freight, insurance and handling.
- x). Total Bill of the Material.
- xi). List and total cost of value of inputs used for manufacture of the material device.
- xii). List and total cost of the inputs which are domestically sourced. Value addition certificate from suppliers. If the input is not in-house to be attached.
- xiii). List and cost of inputs which are imported, directly and indirectly.

For and on behalf of

(Name of Firm/entity)

Authorized signature (To be duly/authorized by the board of Director)