



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, email: store@aiimsraipur.edu.in

PROCEDURE FOR VENDOR EMPANELMENT

EMPANELMENT OF SUPPLIERS/ VENDORS/ SERVICE PROVIDERS FOR OFFICE STATIONERY, FURNITURE & FIXTURES, PRINTING AGENCIES, REPAIRS AND MAINTENANCES FOR OFFICE EQUIPMENT ETC.

AIIMS Raipur is one of the SIX AIIMS healthcare institutes being established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY). With the aim of correcting regional imbalances in quality tertiary level healthcare in the country, and attaining self-sufficiency in graduate and postgraduate medical education and training the PMSSY planned to set up 6 new AIIMS like institutions in underserved areas of the country.

The All India Institute of Medical Sciences, Raipur (herein after called AIIMS) (an Institute of National Importance under Ministry of MoHFW, Govt. of India) intends to register/ empanelment of suppliers/ vendors/ service providers by which Institute can have a broad panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed. Although the Institute would prefer enquiries with the empanelled vendors, the Institute reserves the right to opt for other mean, like advertisement in case of it desires so.

2. Empanelment / Registration Procedure.

- 2.1. The applicant should clearly read all the pages of the document.
- 2.2. Correct / relevant information / data have to be furnished by the vendors.
- 2.3. The applicant should make sure before applying for a particular type of category, that the vendor / firm has the required eligibility criteria & experience for the that category of work / item.
- 2.4. Service providers / suppliers applying for registration/ empanelment shall have to pay the requisite (cost / fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favour of "AIIMS, Raipur" payable at Raipur (C.G.).

The cost of application forms and processing fees to be remitted along with the forms shall be as ₹500/- (non-refundable) and Registration deposit (Non refundable) ₹10,000/- for Items in Category-I & ₹25,000/- for Items in Category-II.

NB:- NSIC/SSI firms are exempted to deposit processing fee/registration fee.

- 2.5. Service providers / suppliers shall have to fill and submit the registration form along with required documents and fees to "Store Officer, Stores & Purchase Section, All India Institute of Medical Sciences, Tatibandh, Medical College Building, 2nd Floor, Raipur , 492099 (C.G.)".
- 2.6. Applications incomplete in any respect, viz non-submission of any required document of information, or processing fee of ₹500/- will be rejected.

- 2.7. The sealed envelope containing the registration form, documents & fee should be clearly super scribed on the top of the envelope as “APPLICATION FOR VENDOR REGISTRATION / EMAPANELMENT FOR THE CATEGORY _____(I or II) CODE NO. _____(1 to 35)”.
- 2.8. Vendors / firms registered with DGS&D and NSIC may submit their registration certificate along with other certified documents.
- 2.9. The following essential documents (whichever is applicable) should accompany with the registration form:
- 2.9.1. CST / VAT / TIN No. /GST
 - 2.9.2. Trade License / Factory License.
 - 2.9.3. Income Tax / Permanent Account No.
 - 2.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - 2.9.5. Registration Certificates with DGS&D (if available).
 - 2.9.6. Current dealership agreement if any (if available).
 - 2.9.7. SSI / NSIC certificate.
 - 2.9.8. Annual Turnover should not be less than ₹10 lakh in anyone of last 3 Financial Years for category I and should not be less than 25 lakh for category II in anyone of last 3 Financial. Copy of audited accounts should be submitted.
 - 2.9.9 IT Returns for last 03 years- relevant documents to be submitted.
 - 2.9.10. Bank Details.
 - 2.9.11. Relevant ISO certificates.
 - 2.9.12. A notarized affidavit that the vendor hasn't been black listed by any institution of the Central / State Govt. / any PSU, University, Institute etc., in the past three years.
 - 2.9.13. On receipt of the registration form along with the requisite documents as mentioned above and after scrutiny the firm/ supplier will be registered.
 - 2.9.14. The firm will be considered for registration / empanelment for an initial period of one year and their registration will be considered for renewal as per AIIMS, RAIPUR procedure, for two year or so, at a time subject to satisfactory performance of the firm during initial registration period.
 - 2.9.15 Empanelment offer duration will be of 3 years however, review will be done every year for evaluation of new agency and deletion of old agency who's performance is not satisfactory.
 - 2.9.16 The firm should have an office in Raipur and with state-of-art infrastructure and manpower / creative personnel / department (enclose organizational structure).
 - 2.9.17 Attested copy of Drug license in specified form issued by Competent Drug control authority.
- 2.10. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:
- (a) Registration No.
 - (b) Category No. along with description

3. Category – Wise List of Items / Work

Code No.	Category	Particular / Name of Item
1.	Stationery	Office stationery, class room stationery etc.
2.	IT / Computer peripherals	Computer, laptop, Hard Disk, VGA cable, HDMI cable, mouse, printers, UPS, projector etc.
3.	Furniture	Office furniture, computer furniture, hostel furniture, almirah, cabinet, Display Board etc.
4.	Refrigerators, A.C., and other Electrical equipment	Split AC, Air-cooler, water cooler, water purifier, refrigerator, washing machine, vacuum cleaner and other electrical items instrument/equipment.
5.	Boards	Sign board, notice board, green board, white display board, stand etc.
6.	Cartridges & tonners of printer	HP/Samsung/Ricoh and other
7.	Cartridges & tonners of Photocopier machine	Canon, Ricoh & other
8.	Sports material	All sports material, fitness kit/ gymnasium etc.
9.	Printing	Cover design, composing, offset printing, screen printing, digital printing, letter press printing, printing of annual report, information brochure, newsletter, answer books, visiting cards, invitation cards, forms, posters, letter heads, ledgers, registers etc. all above work in Hindi, English or bilingual.
10.	Fire extinguisher	Dry powder type, water CO2 type, Mechanical foam type, CO2 type etc.
11.	Housekeeping items	Phenyl, R2, R4, surf, harpic, acid, dust pan, brooms, naphthalene balls etc.
12.	Repair & Maintenances	a) Furniture & fixtures etc. b) Air-conditioners, water cooler, aqua-guards, air coolers, ceiling & wall mounting fans, dust tray, mug, bucket etc.
13.	Electrical, carpentry, plumbing & hardware & Accessories	Fan (ceiling/table/wall), water heater, inverters, generators, lamps & lighting fixture, decorative lamps, voltage meter, stabilizer, LED lights, plugs, switches, wire/ cable, electric fitting/ accessories, Drill machines, pipes, hammers, Door closer, inch-tape, Sanitary items etc.
14.	Signage's	Signage's, Banners, Flex etc.
15.	Stamp	Stamp (Hindi, English or bilingual)
16.	Hospital Consumables	All consumable items from any department
17.	Drugs and Medicines	All drugs for hospital requirement
18.	Lab Consumables / Reagents	All Lab Consumables / Reagents items from any department
19.	Non-consumable	Equipments, UPS, Nebulizer, Larygoscope, Ambu bag, Spirometer, Measuring scale, Alpha bad, BP Apparatus etc.
20.	Consumable	Chemicals / Kits/ Diagnostic Reagent kits/ Glassware's etc.
21.	Printing & Stationery items	Binding, Plastic Name Boards etc.
22.	Software & IT Hardware	Software Computer & Server and related hardware/printers, Xerox Cartridge Toners etc. LCD Projector, Mike, Speaker, Anti virus.
23.	Supply of Spare and Accessories	Repair / Annual Maintenance Contract of Equipment and Consumables.

Tender No. : AIIMS/Store/Tender/Empanelment/Various items/2/2016

24.	Sports item	All sports item for students
25.	Linen	All type linen items for Hospital / Office
26.	Sanitary Item	Chappels, Brooms, Brushes, Soap chips, Phenyl, Botha for mopping, Bucket, Mug, Grass Mat, cleaning powder, Naphthalene Balls, Baby Soap, Candle, Match Box, Bath Soap, Lock, Batteries, (Cell), etc.
27.	Utensils	All Utensils items
28.	Surgical Instruments	Small surgical instrument
29.	Consumables items	Syringes Needles, Gloves, Gowns, Face Mask, Oxygen Mask, Suction Apparatus, Inhalation Jar, Eye Test Chart Color/ Distant/Near Vision, Caps etc. Disposable, Non disposable, I V Catheter, Venflone, Glucometer, Sprit, Savelon, etc.
30.	Cagut / Antiseptic/ Disinfectant / Suture.	All type of Cagut / Antiseptic/ Disinfectant / Suture.
31.	Implants Plates and Screws for Orthopedics / Dental / Ophthalmology	All type of Implant plates and Screws for Orthopedics / Dental / Ophthalmology
32.	Prosthesis	Nail, Clamp, Rods, Spanner, Stainless Steel Drill Bits, Boly & Nut Wires, Pins, Bone Cement, Thread, Forceps, Scissors, Needle, Cutter.
33.	Horticulture Items	All horticulture Items
34.	Implants for department ENT & HNS	Ear implants (TORRP/ PORRP), pistons, Grammets and laryngeal voice prosthesis
35.	Consumable for department ENT & HNS	Merocels, BIPP pack, Debider blades and burrs

Note: 1. Firm who are applying for item code no. 16 or 29 they will be registered for both the category and eligible for both categories.

2. AIIMS, Raipur, reserves all the rights to modify or add any or all the categories as per the requirement of the Institute from time to time.

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAIPUR
SUPPLIERS/ VENDORS/ SERVICE PROVIDERS REGISTRATION FORM**

Name of firm/ company (whether proprietary/ partnership/ Pvt. Ltd., / Public Ltd.,)		
Mailing address of Registered Office: Website address:		
Telephone no., fax no.		
Mailing address of local shop/ branch office (if any)		
Contact person Name & designation		
Telephone no., fax no.,		
E-mail		
Category of vendor (Please tick whichever is applicable)	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorized stockiest
	<input type="checkbox"/> Converters/ assemblers	<input type="checkbox"/> Supplier/distributor
	<input type="checkbox"/> Dealer	<input type="checkbox"/> Service Provider
Details of item category for which registration is sought	Category code:	
Whether your firm is registered under (Please tick whichever is applicable and attach the photo copies of current registration certificate and other documents)	1. SSI/NSIC/DGTD/DGS&D/Kendriya Bhandar/BIS. 2. District Industries Center 3. Partnership Act 4. Indian Company Act 1956 5. With any Govt. undertaking/ Deptt.	
CST / VAT No. / TIN (attach attested copies)		
Income tax Permanent Account Number (attach photo copy of PAN)		
Trade License; factory license. No. (attach attested photocopies)		
Annual turnover/ IT Returns for last 03 years (attach attested photocopies) Cat.-I : Annual Turnover should not be less than ₹10 Lakh in anyone of last 3 Financial Years. Cat.-II : Annual Turnover should not be less than ₹25 Lakh in anyone of last 3 Financial Years.	FY _____	
	FY _____	
	FY _____	

Name & address of banker/s		
Bank A/c No. & RTGS Details		
If manufacturer:- Name & address of your authorized dealer / distributors		
If an authorized dealer /stockiest: Details of item under authorized agency to be indicated (attach photocopy of certificate)		
Attested Xerox copies of purchase orders received from Govt. Institutions/ PSU / Reputed organization, for supply of similar materials (for which the firms wants to be registered), to be submitted	Submitted / Not Submitted	
You are capable of executing supply order to AIIMS, Raipur	<input type="checkbox"/> I : upto 10 Lakh <input type="checkbox"/> II : upto 25 Lakh	
Whether your firm/ company has been blacklisted by any of the Central/ State Govt. PSU, University, Institute, any other organization. (attach a notarized certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate enclosed <input type="checkbox"/> Yes <input type="checkbox"/> No
Application form (Non-refundable)	Amount: ₹500/-	D.D. No. _____ Date: _____ Bank Name _____
Registration fees (Non-refundable)	Amount: ₹10,000/- for Items Category-I & ₹25,000/- for Items Category-II.	D.D. No. _____ Date: _____ Bank Name _____

DECLARATION

- i. This registration shall not bind AIIMS, Raipur to give any priority or preference in the issue of any tenders / enquiries and placements of purchase orders.
- ii. I/ We declare that the information furnished above is true to the best of my / our knowledge.
- iii. I/We agree to deposit EMD/ S.D. Separately as may be required by the condition of tenders/ rate contract to be issued by AIIMS, Raipur from time to time.
- iv. This registration shall be used for Limited Tender Enquiry & Rate Contracting the firms by AIIMS, Raipur.
- v. I/ We have gone through each & every terms & conditions written in the document provided with the vendor registration form. I/We declare that all the terms & conditions of AIIMS, Raipur are acceptable to me / us.
- vi. I/We agree that the payment will be made after delivery, acceptance and installation is acceptable.

Signature with seal
Name _____

4. Terms & conditions for Vendor Registration / Empanelment as a Supplier / Service provider

- 4.1. The said registration, only qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered / empanelled. However, this will not give any claim to the party for award of work / purchase order.
- 4.2. AIIMS, RAIPUR reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of AIIMS, RAIPUR, in respect of registration of parties for various categories of work / item shall be final & binding on all concerned registered firms / vendors in the panel of AIIMS, RAIPUR.
- 4.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of AIIMS, RAIPUR and keep the Institute informed of new products / developments / innovate ideas that shall help reduce the cost and improve quality, reliability etc.
- 4.4. Two-part tendering is done where technical screening / clear technical specification are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.
- 4.5. This document is treated as a valid contract between AIIMS, RAIPUR and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders /work orders placed by AIIMS, RAIPUR from time to time during the registration period.
- 4.6. In case of empanelled vendor is found in breach of any terms & conditions of AIIMS, RAIPUR or supply / work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules / laws, shall be initiated against the vendor and EMD / Security Deposits shall be forfeited by AIIMS, RAIPUR, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with AIIMS, RAIPUR.
- 4.7. The vendor should not assign or sublet the empanelment or any part or it to any to any vendor in any form. Failure to do so shall result in termination of empanelment.
- 4.8. All registered firms are expected to maintain absolute integrity, follow a descent standard of business ethics and do nothing unbecoming of a register supplier.
- 4.9. In all future correspondence with AIIMS, RAIPUR, empanelled vendors are required to quote the Registration No.
- 4.10. The AIIMS, RAIPUR has all the rights to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reasons for the same.
- 4.11. The AIIMS, RAIPUR has all the powers to blacklist a firm after giving reasonable opportunity for defence.

5. Indemnity

The selected vendor shall indemnify the AIIMS, RAIPUR and user departments against all thirty party claims of infringement of patent, trademark / copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. AIIMS, RAIPUR / User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.

6. Termination of Default

6.1. Default is said to have occurred; a) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by AIIMS, Raipur. b) If the vendor fails to perform any other obligation(s) under the empanelment. c) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from AIIMS, Raipur (or take longer period in-spite of what AIIMS may authorize in writing), AIIMS, Raipur may terminate the empanelment / purchase order in whole or in part.

7. All disputes in this connection shall be settled in Raipur (Chhattisgarh) jurisdiction only.
