



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 इत्यादी से प्रस्ताव नहीं बल्की प्रस्ताव प्राप्त करने का निमंत्रण है संविदात्मक दायित्व तब तक नहीं होगा जब तक औपचारिक अनुबंध पर हस्ताक्षर नहीं किया जाता और चयनित बोलीदाताओं/फर्म/एजेंसी इत्यादी के साथ एम्स रायपुर के विधिवत अधिकृत अधिकारियों के द्वारा निष्पादित किया गया हो।

DISCLAIMER

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

**Tatibandh, G.E. Road, Raipur -492099 (CG), Tele: 0771- 2577279,
07712971307 Website: www.aiimsraipur.edu.in/www.eprocure.gov.in
Email: store@aiimsraipur.edu.in**



आरोग्यम् सुखं सम्पदा

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग.) में छात्रावास विभाग के लिये “Book Shelf” आपूर्ति और स्थापना हेतु निविदा आमंत्रण सूचना

Notice Inviting Tender for Supply & Installation (Fixing) of “Book Shelf” for Hostel at All India Institute of Medical Sciences, Raipur (CG)

Tender No.	AIIMS/R/CS/Hostel/19/229
Publish date	29-03-2019
Bid Document Download Start Date	30-03-2019 Time 10.00 A.M.
Bid Submission Start Date	01-04-2019 Time 10.00 A.M.
Bid submission End Date	09-04-2019 Time 03.00 P.M.
Bid Opening Date	10-04-2019 Time 03.30 P.M.

Tatibandh, G.E. Road, Raipur -492099 (CG), Tele: 0771- 2577279, 07712971307 Website: www.aiimsraipur.edu.in/www.eprocure.gov.in Email: store@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.inTele: 0771- 2577279, e-mail: store@aiimsraipur.edu.in**LIMITED TENDER****Item Description: Supply and Installation (Fixing) of Book Shelf for Hostel, AIIMS, Raipur.****Category Name: Furniture Category Code: 03****Note: This is Limited tender only registered firms under category code no. 03 (Furniture) will be participating in this tender & offers received from other firms shall be summarily rejected.**

- 1) On behalf of Director, All India Institute of Medicals Sciences (AIIMS), Raipur Online bids are invited under limited tender one bid system from registered suppliers for “Supply and Installation (Fixing) of Book Shelf” for Hostel at AIIMS Raipur.
- 2) Tender document may be downloaded from AIIMS web site www.aiimsraipur.edu.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.
- 3) Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- 4) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 5) Tenderer who has downloaded the tender from the **AIIMS web site www.aiimsraipur.edu.in** and Central Public Procurement Portal (CPPP) eprocurement website <https://eprocure.gov.in/eprocure/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tempered/ modified in any manner, tender shall be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AIIMS Raipur.
- 6) **Manual bid shall not be accepted in any circumstance.**
- 7) The complete bidding process in online bidding, Bidder should be possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
- 8) **Tenderers are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>’.**
- 9) Rates should be F.O.R. AIIMS Raipur and should include charges for GST, packing, forwarding, insurance, postage and freight etc. and should be **valid for a period of at least 180 days from the date of opening of the tenders.** Rates should be mentioned both in figures and in words. In case of discrepancy, rates given in words will be considered. The offer should be typed or written in pen ink. Telegraphic/Telex/Fax offers will not be considered.
- 10) **AIIMS Raipur reserves the rights to accept/reject any bid in full or in part or accept any bid other than the lowest bid without assigning any reason thereof. Any bid containing incorrect and incomplete information shall be liable for rejection. AIIMS Raipur reserves the right to reduce or increase quantity of any item(s) to choose to qualify and to disqualify any firm for tender, as per the requirement of AIIMS Raipur. The decision of this Institute in this regard will be final and binding.**
- 11) The rates quoted and accepted will be binding on the tenderer for stipulated period.
- 12) The detail of the required product is shown in product list. The rates quoted should not vary with the quantum of the order or the destination.
- 13) Tender has been called for product which the bidders should quote the rates for that product. The comparison and strength of each product should be as per details. Any variation, if found, will result into the rejection of the tender.
- 14) To ensure sustained supply without any interruption, the Tender Inviting Authority reserves the right to split orders for supplying the requirements among more than one bidder.

- 15) The rates quoted and accepted will be binding on the bidder for full contract period from the date of signing of agreement, any increase in price will not be entertained till the completion of contract.
- 16) No bidder shall be allowed at any time on any ground, whatsoever it may be, to claim revision or modification in the rates quoted by him. Representation to make correction in the tender documents on the ground of clerical error, typographical error, etc., committed by the bidders in the bids shall not be entertained after submission of the tenders. Cross conditions such as "Subject to Availability", Supplies will be made as and when supplies are received" etc., will not be entertained under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and accordingly the bid will be rejected.
- 17) It is desired that packing and all type of product should preferably be imprinted/marked with the words "Govt. Supply" and printed "NOT For Sale" in bold letters in indelible ink.
- 18) The bidder should strictly quote appropriate product of a single manufacturer, offer of multiple manufactures against a particular item will not be considered. The make of the items quoted (i.e. name of the manufacturer/marketed by etc.) should be mentioned in each case and each item.
- 19) If supplier reduces the sale price, sales or offer to sale such stores to any personal(s)/organization(s) including the purchaser/consignee or any Statutory undertaking of the Central or State Govt., at a price lower than the price chargeable under this contract, the supplier shall forthwith notify such reduction or sale or offer of sale to the purchaser/consignee and price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced. The undertaking regarding this fall clause should be submitted.
- 20) It is mandatory for the approved tenderer to supply the product as per terms and conditions. Any default in this regard will result in not allowing the concerned firm to participate in the limited tenders at AIIMS Raipur of the next one year.
- 21) Goods not in accordance with the description/ specification shall be rejected and the same shall be required to be replaced at the expenses of the supplier within 14 days of the notice to the supplier.
- 22) Firm to mention clearly whether manufacturer/distributor/agent for the items quoted. In case distributor/agent, firm to submit tender specific authorization of OEM along with their offer.
- 23) **Earnest Money:** Earnest money of ₹24,000.00 by means of a Bank Demand Draft/FD, a scanned copy to be enclosed. It is also clarified that the bids submitted without earnest money will be summarily rejected. The DD/FD may be prepared in the name of "All India Institute of Medical Sciences, Raipur (AIIMS RAIPUR)". The used instrument must reach at officer of the Stores Officer Gate no. 5, Medical College Building, 2nd Floor, AIIMS, Raipur before opening of tender.
 - i) No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Raipur in respect of any previous supply will be entertained. Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - ii) Tenders without Earnest Money will be summarily rejected.
 - iii) No claim shall lie against the AIIMS Raipur in respect of erosion in the value or interest on the amount of EMD.
 - iv) If MSME firm is registered for above tendered item, then the firm will be exempted for submission of EMD amount. Firm must upload scanned copy of following documents in support of exemption.
 - (1) National Small Industries Corporation (NSIC)
 - v) The earnest money will be returned/refund to the unsuccessful tenderers after the tender is decided.
 - vi) EMD should remain valid for a period of 45 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid, he shall also extend the validity of EMD suitably.
- 24) Full description and specifications, name of manufacturer, make, brand name must be the clearly mentioned in tender failing which the tender will not be considered. The tender must also mention

whether the goods are imported / indigenous. Descriptive the literature / catalogue must be attached with tender.

- 25) Technical bid should include the detailed specifications of item.
- 26) In the event of any dispute or difference(s) between the vendee (AIIMS Raipur) and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause what so ever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Director/AIIMS/Raipur who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
- 27) The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- 28) All disputes shall be subject to Raipur Jurisdiction only.
- 29) Rates should be quoted inclusive of packing, forwarding, postage and transportation charges etc.
- 30) The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications/quality.
- 31) In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Store Officer, AIIMS Raipur through **e-mail: store@aiimsraipur.edu.in** on or before end date of clarification as per critical date sheet.
- 32) Firm to submit documentary evidence in support of claim of GST at the time of submission of bills.
- 33) The bidder must be able to provide the product/ items within specified time period as prescribed in the Purchase Order, failing which the EMD will be forfeited. Furthermore on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions as per Institutes norms.
- 34) The Tender/Bid will be opened online at website <https://eprocure.gov.in/eprocure/app> on Store office at AIIMS Raipur Premises at the time of bid opening.
 - i) Technical and financial bids will be opened by the expert committee appointed for the concerned instrument/ equipment.
 - ii) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the bid.
- 35) **Award of Contract**

The Purchaser will award the contract to the bidder whose tender has been determined to be substantially responsive and who has bided the lowest evaluated tender price.

 - i) Notwithstanding the above, the Purchaser reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to the award of contract.
 - ii) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the purchase order.
- 36) **A brochure displaying clearly the product is to be attached with the tender if required.**
- 37) Normal comprehensive warranty/guarantee shall be applicable to the supplied goods as per **Annexure-I**.
- 38) The EMD of the successful bidder will be returned to them without any interest after the submission of Security deposit/PSD.
- 39) Other terms and condition applicable as per manual for procurement of goods 2017, GFR-2017 etc.
- 40) **The firm participating in the tender should be registered with the AIIMS Raipur. Only offer from registered firms will be accepted.**

**Stores Officer,
AIIMS, Raipur**

Other Terms & Conditions**1. Performance Security Deposit:**

- a. The successful bidder shall have to submit a performance security deposit (PSD) within 30 days from the date of issue of Letter of Award (LOA). Extension of time for submission of PSD beyond 30 days band up to 60 days from the date of issue of LOA may be given by the competent authority to sign the contract agreement however a penal interest of 15% per annum shall be charged for the delay beyond 30 days. i.e. 31st day after the date of issue of LOA. In case of the contract fails to submit the requisite PSD even after 60 days from the date of issue of LOA the contract shall be terminated duly forfeiting the EMD and other dues if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that item. Performance Security Deposit is mandatory.
- b. Successful supplier/ firm should submit performance security as prescribed in favour of “AIIMS, Raipur” and to be received in the Store Office, 2nd Floor, Medical College Building, Tatibandh, Raipur (C.G) Pin-492099 before the date of commencement of supply or 30 days from the date of acceptance of the purchase order, whichever is earlier. The performance security deposit to be furnished in the form of Bank Guarantee as per given Proforma of the tender documents, for an amount covering 5% of the contract value.
- c. 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.
- d. Validity of the performance security deposit shall be for a period of 60 days beyond of entire warranty period from the date of issue of installation & commissioning.

2. The following conditions related to supply of goods/materials within the stipulated period will apply as follows:

- a. The successful bidder should strictly adhere to the delivery schedule supply and install **within 30 days** from the date of purchase order and this clause should be strictly adhere to failing which administrative action as deemed fit under rules will be taken against the defaulter. Otherwise Liquidation Damages will be imposed as per clause no. 2 (c) against each P.O.
- b. The supply should be made before or on the date of dispatch mentioned on the supply order.
- c. In case, the supplier fails to supply the goods/materials within the stipulated time, the Institutions may make risk purchase from other sources. The difference in the rate of the goods/materials purchased by the hospital from other sources may be recovered from Performance Security Deposit/ any outstanding dues of the supplier and appropriated action as deemed fit may be taken against them. In case of delay in supply, penalty will be imposed at the rate of 0.5% per week or part thereof and maximum up to 10% on the value of delayed supplied goods.
- d. In case the sum of the above is insufficient to cover the full amount recoverable, the contractor shall pay to the purchaser, on demand the remaining balance due.
- e. The amount will be recovered from any of his subsequent / pending bills or security Deposit.
- f. The above risk purchase or penalty whichever is higher will be adjusted against any existing bill of the firm.

3. Terms of Payment:

- i 100% Payment will be made after receipt & acceptance of material by consignee against each P.O. subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.
- ii No payment shall be made for rejected Stores. Rejected items must be removed by the supplier within two days of the date of rejection at their own cost & replace immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without notice.
- iii Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount with revenue stamp.
- iv Two copies of packing list identifying contents of each package.
- v No claim will be entertained regarding interest on any payment.

- vi Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Supplier at rates as notified from time to time.
 - vii No payment shall be made for rejected stores. Rejected equipment's must be removed by the supplier within two weeks of the date of issue of ejection advice at their own cost & replace immediately. In case these are not removed these will be auctioned at the risk, cost and responsibility of the suppliers.
4. **Guarantee/ Warranty, Service, Maintenance:** The tenderers must quote for **01 year comprehensive warranty** from the date of completion of the satisfactory installation as certified by the concern Department. The warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected. Failure to comply this condition will entail the rejection of the bids.
- The supplier shall ensure regular maintenance service by the appropriate engineer having the technical know-how of the equipment. The supplier shall also ensure the presence of resident engineer in the geographical location of this city of Raipur so that he attends the call without loss of time.
- The supplier should arrange for regular weekly visit to the AIIMS, Raipur campus by its technical team and assist in maintenance of the item/equipment within warranty period. Assistance limited to locking companies with manufacturer will not be considered sufficient.
5. **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.
6. **Subletting of contract:** The firm shall not assign or sublet the contract or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Raipur, which will be at liberty to refuse if thinks fit. The tender is not transferable.
7. **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.
8. **GST Clause:** GST rates applicable on your quoted item may please be confirmed.
- Please confirm if there any change (Upward/Reduction) in your Basic Price structure. And you are also requested to pass the Input Credit as per the following Anti Profiteering Clause of GST. **“Upon Implementation of GST. Any reduction in the rate of tax on supply of goods or service or the benefit of input tax credit shall be passed on to AIIMS Raipur by way of commensurate reduction in the prices”**
- HSN Code should be clearly mentioned.**
9. **Option Clause-** Under this clause, the purchaser retains the right to place order for an additional quantity up to a 30% of the originally contracted quantity at the same rate and terms of the contract, during the currency of the contract.
10. **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 Public Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable under the rate contract for the equipment's supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.

Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction/ specifications specified in the Purchase order and demonstrate at the their own cost.

11. False declaration will be in breach of the code of integrity under Rule 175 (1) (i) (b) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other action as may be permissible under law.

12. **One Bid System:**

Technical bid: Scanned copies of following documents with duly seal and signed must be uploaded.

- a) Scanned Copy of EMD Cost must be uploaded.
- b) Please mention that the bidder is Manufacture/ Distributor/ Dealer/ Trader/ Supplier relevant document should be uploaded.
- c) In case of distributor/dealer/trader/supplier must be upload tender specific authorization certificate from OEM/ manufacturer (Form C) should be uploaded.
- d) "Declaration by the Bidder "(Form B) should be uploaded as mentioned in tender document should be uploaded.
- e) Relevant brochure/ catalogue pertaining to the items quoted with full specifications etc.
- f) Technical Specifications Compliance Report.
- g) Please provide a certificate on letter head that you have not quoted the price higher than previously supplied to any government Institute/ Organisation/ reputed Private Organisation or DGS&D rate in recent past. If you don't fulfil this criteria, your tender will be out rightly rejected.

PRICE BID: Price bid in the form of BOQ must be uploaded in excel (.xls) format only.

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

13. **L1 will be decided on Total Price.**

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.Our liability under this Bank Guarantee shall not exceed`..... (Indian Rupees.....only).

b.This Bank Guarantee shall be valid upto..... (date) and Date of claim should be beyond six month from the date of validity.

c.We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if AIIMS Raipur serve upon us a written claim or demand on or before..... (Date).

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

Yours truly,

Signature and seal of the Guarantor

Name of the Bank:.....

Complete Postal Address:

FORM-B

Declaration by the Bidder:

1. I/We have downloaded the tender from the internet site and I/We have not tampered /modified the tender documents in any manner. In case the same is found tampered/ modified, I/We understand that my/our offer shall be summarily rejected and I/We are liable to be banned from doing business with AIIMS Raipur and/or prosecuted as per laws.
2. I/We have read and fully understood all the terms and conditions contained in Tender document regarding terms & conditions of the contract& rules and I/we agree to abide them.
3. The bidder should not have been blacklisted before at any government organization.
4. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address :

Form-C

MANUFACTURER's / PRINCIPAL's AUTHORIZATION FORM

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

Dear Sir,

TENDER: _____.

we, _____ who are established and reputable manufacturers of _____, having factories at _____ and _____, hereby authorize Messrs. (Authorised Dealer/Sole Distributor/Supplier) _____ (name and address of agents) to bid, negotiate and conclude the contract with you against Tender No. _____ for the above goods manufactured by us. No company or firm or individual other than Messrs. _____ are authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.

We hereby extend our full guarantee and warranty as per the conditions of tender for the goods bided for supply against this tender by the above firm.

The authorization is valid up to _____

Yours faithfully,


(Name)

For and on behalf of M/s. _____

(Name of manufacturers)/Principal

ANNEXURE-I

Detailed Technical Specification for
“Supply & Installation (Fixing of Book Shelf”
for Hostel at AIIMS Raipur.

S. No	Description of Item(s)	Req. Qty.
1.	<p>Book Shelf</p> <p><u>Specification:</u></p> <ul style="list-style-type: none"> ➤ Bookshelf with Glass Door Locking System ➤ Two Compartments ➤ Size: Height 30” x Width-36” x Depth-15” ➤ Made of CR sheet 20 Gage with Emael Paint. ➤ Warranty 01 year ➤ Item should be as per below picture:  <p>* Picture shown in above is totally tentative.</p>	150 Nos.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the
- 3) Number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 4) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) The documents being submitted by the bidders would be encrypted using PKI encryption all techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.
- 8) Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002.