



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

Tele: 0771-2577327, e-mail: [storesofficer.hp@aiimsraipur.edu.in](mailto:storesofficer.hp@aiimsraipur.edu.in)

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

#### **DISCLAIMER**

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

#### **All India Institute of Medical Sciences, Raipur**

G.E. Road, Tatibandh, Raipur- 492099, Chhattisgarh

Tel: 0771-2577327, email: [storesofficer.hp@aiimsraipur.edu.in](mailto:storesofficer.hp@aiimsraipur.edu.in)

**Notice Inviting Tender**

**for**

**"Annual Rate Contract for Supply of Printed Forms/Cards/Register"**

**At**

**All India Institute of Medical Sciences, Raipur**

**CRITICAL DATE SHEET**

Published Date	20-11-2020 at 06:15pm
Bid Document Download/Sale Start Date	20-11-2020 at 06:30 pm
Clarification Start Date	21-11-2020 at 10.00 am
Clarification End Date	26-11-2020 at 03.00 pm
Bid Submission Start Date	30-11-2020 at 10.00 am
Bid Submission End Date	15-12-2020 at 06.00 pm
Bid Opening Date	17-12-2020 at 03.00 pm
EMD Cost	1,35,000.00



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़

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Tele: **0771**-2577327, e-mail: [storesofficer.hp@aiimsraipur.edu.in](mailto:storesofficer.hp@aiimsraipur.edu.in)

1. Online bids are invited on behalf of the Director, AIIMS, Raipur two bid system for **“Annual Rate Contract of supply for Printed Forms & Cards”** at AIIMS, Raipur. Manual bids shall not be accepted.
2. Tender document may be downloaded from AIIMS web site [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET 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](http://www.aiimsraipur.edu.in) and Central Public Procurement Portal (CPPP) e-procurement website <https://eprocure.gov.in/eprocure/app> shall **not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender shall be summarily rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AIIMS Raipur.
6. The Technical bid should include the detailed specifications of main item/forms/cards. All items should be numbered as indicated in the Annexure-I (Any deviation should be clearly mentioned and supporting document should be submitted).
7. **Manual bid shall not be accepted in any circumstance.**
8. 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.
9. **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>’.**
10. **Offer 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.
11. Relevant literature pertaining to the items quoted with full specifications should be uploaded, where ever applicable.
12. Tenderer must provide evidence of experience **of printing works** in Government Hospital/Organization/reputed private Hospital/Organization in India of at least **₹ 22.50 lakhs** the last three years and the copy of the same should be uploaded.

13. The firm should be registered and should have the average annual turnover at least **₹ 45 Lakhs** of the bidder in the last three financial years. Copies of authenticated balance sheet for the past three financial years should be uploaded.
14. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, GST registration.
15. The GST registration details may please be furnished.
16. The quantity shown against each item is approximate and may vary as per demand of the Institute at the time of placement of order.
17. 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.
18. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
19. **AIIMS Raipur reserves the rights to accept/reject any bid in full or in part or accept any bid other than the lowest bid without assigning any reason thereof. Any bid containing incorrect and incomplete information shall be liable for rejection.**
20. The Tender/Bid will be opened on Store office at AIIMS Raipur Premises.
  - a. Only those financial bids will be opened whose technical bids are found suitable by the expert committee appointed for the concerned printed forms/cards.
  - b. 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.
21. **Award of Contract**

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

  - a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
  - b. 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.
22. Rates should be quoted inclusive of packing, forwarding, postage and transportation charges etc.
23. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications/quality.
24. The quoted rate should be including with fitting and fixation.

25. The amount mentioned for tender cost on the portal are totally tentative and it should not be submitted as per provision of GFR-2017.
26. **Earnest Money:**  
The declaration of EMD is attached on Annexure III. It must be uploaded on the letterhead of the tenderer.
27. Other terms and condition applicable as per manual for procurement of goods 2017, GFR 2017 etc.

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

**Other Terms& Conditions:**

**1. Pre-Qualification Criteria:**

Bidder should have own printing facility for execution of printing work. The firm should be in position to do the printing works on very short notice as and when needed.

**2. 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. 22<sup>nd</sup> 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 as prescribed in favour of "AIIMS, Raipur" and to be received in the Stores Office (Hospital), Gate no. 1, C-Block, Near Nuclear Medicine Department, AIIMS Raipur, 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 guarantee bond to be furnished in the form of Bank Guarantee as per given Proforma of the tender documents, for an amount covering 3% 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 guarantee bond shall be for a period of 60 days beyond of entire warranty period from the date of issue of installation & commissioning.

**3. Delivery& Installation: The successful bidder should strictly adhere to the following delivery /installation schedule:**

- I. Firm will submit the sample within 05 days from the date of issue of PO.
- II. Concerned department will approve the sample within 03 days from the date of submission of sample by successful bidder.
- III. Firm has to supply and install (if required) the material within 15 days from the date of approval of sample otherwise penalty will be imposed.
- IV. When the sample is already approved, supply and install (if required) the material within 15 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
- V. Purchase order will be placed as per requirement of Institute at Periodic Interval.

**4. Penalty: If the suppliers fails to deliver and place any or all the items or perform the service by the specified date as mention in purchase order, penalty at the rate of 0.5% per week of delayed value of goods subject to the maximum of 10% of delayed goods value will be deducted, afterwards another penalty may be imposed.**

In case the tenderer fails to supply the ordered quantity within the stipulated time limit, the supplied material is found to be of suboptimal quality or the flow of supply is not regular, the purchaser in benefit of patient service, reserves the right, to reallocate the supply to next participant or may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.

**5. Sample and Demonstration:**

- a. The bidders shall also provide representative samples of their printing items to the concerned committee regarding the quality aspect.
- b. AIIMS Raipur reserves the right to ask the tenderers for arranging demonstration of their samples for feel & amp; finish for which rates have been quoted, to the concerned committee, if required.

**6. 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 printed forms & cards in the given tender or only part of it in any given schedule without assigning any reason.

**7. Validity of the bids:** The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid which may be extended, if required.

**8. Risk Purchase & Recovery of sums due:**

- Failure or delay in supply of any or all items as per Requisition / Purchase Order, Specification or Brand prescribed in the tender, shall be treated as 'non-compliance' or 'breach of contract' and the order in part of full be arranged from alternative source(s) at the discretion of the hospital authority and the difference in price has to be recovered from the tenderer as mentioned elsewhere.
- The amount will be recovered from any of his subsequent / pending bills or security Deposit.
- In case the sum of the above is insufficient to cover the full amount recoverable, the contractor shall pay to the purchaser, on demand the remaining balance due.

**9. Communication of Acceptance:** AIIMS, Raipur reserves all right to reject any tender including of those tenderers who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Institute in this regard will be final and binding.

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

**11. 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.

**12. Breach of Terms and Conditions:** 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.

**13. 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.

**14. Contract Period:**

The Rate Contract of printing items shall be valid for a period of **one year** from the date of commencement of Contract and same can be extended by the Director, AIIMS Raipur on mutual agreement on same terms and conditions for **one & more year**. The Director AIIMS Raipur reserves the right to terminate contract at any stage if supplies and performance found unsatisfactory on observation of user Department. The Annual Rate Contract (RC) awarded under present Tender Enquiry will be in the nature of a Standing Offer. The Supply Order may be placed from time to time against the RC. The Institute does not give any guarantee of minimum purchase under the present RC.

**15. Right to call upon information regarding status of contract:**

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

**16. Terms of payment:** Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

100% Payment shall be made in Indian Rupees on actual measurement as specified in the contract in the following manner:

**a) Payment will done under** submission of the following documents:

- i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount with revenue stamp;
- ii) Two copies of delivery challan identifying contents of each package;

**b) No claim will be entertained regarding interest on any payment.**

**c) 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.**



- d) Substandard Material/Work: In case any material/work is found substandard the same shall be rejected by the Store In Charge and the same shall be removed from the site of work within 1 Week, failing which the same shall be got removed by the Store In Charge at the risk and cost of the contractor without giving any further notice and time.
- e) No payment shall be made for rejected equipments/items. Rejected equipment's must be removed by the supplier within one week of the date of issue of ejection advice at their own cost & replace immediately. In case these are not removed these will be auctioned at the risk, cost and responsibility of the suppliers.

**17. Goods and Service Tax:**

GST rates applicable on your quoted item may please be confirmed.

- a. Please confirm if there is any (Upward/Reduction) in your Basic Price structure. And you are also requested to pass the Input Credit as per the following Anti Profiteering Clause of GST. **"Upon Implementation of GST, any reduction in the rate of tax on supply of goods or service or the benefit of input tax credit shall be passed on to AIIMS Raipur by way of commensurate reduction in the prices"**.
- b. In the event of increase in price, detailed justification and supporting evidence may be submitted for our consideration.

**18. Fall Clause:**

- 1. Prices charged for supplies under Rate Contract by the supplier should in no event exceed the lowest prices at which he bids to sell or sells the stores of identical description to any other State Government/DGS&D/Public Undertaking during the period of the contract.
- 2. If at any time during the period of contract, the prices of tendered items is reduced or brought down by any law or Act of the Central or State government, the supplier shall be bound to inform Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates after wards.
- 3. If at any time during the period of contract, the supplier quotes the sale price of such goods to any other State Govt./DGS&D and Public Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable under the rate contract for the equipment's supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.

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

**20. 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 other party for submission of the dispute for decision of Sole Arbitrator to be appointed by the Director, AIIMS, and Raipur. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. 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.

**21. 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.

**22. Important Points For Quoting Prices:-**The Bidder should also kept following points in mind during offering his price quotation against this Tender Enquiry:-

- a. No increase in quoted price and change in quality of product will be allowed during the validity of the entire Rate Contract period or any extended Contract Period.
  - b. Bidder will quote firm rates inclusive of all Taxes & expenditure up to F.O.R. to AIIMS Raipur basis.
  - c. Rates should be according to a unit e.g. cost per unit (as asked in the Schedule of Requirement i.e. Kg/Ltr/Vial/Each/Kit/Item etc. which so ever applicable with clearly mentioning its pack size, preferably as per asked pack size) and not in any other form. Quoting of rates in variation to the prescribed unit will authorize the Competent Authority to cancel the quotation without any information to the bidder.
  - d. No item should be quoted with price more than the M.R.P. The prices should be quoted strictly in accordance with unit/quantity mentioned in the Financial Bid format.
- 19.** 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.
- 20.** Rate wise comparison of the quotes will be made and L1 for each item will be determined accordingly. In this context, final decision of the committee will be binding on all and no claim in this regard will be entertained. The quantity indicated is tentative and may vary, and any decision in this regard by Director AIIMS Raipur shall be final.

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

**Technical Bid**

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

- a) Declaration for EMD (Annexure III) on letterhead must be uploaded.
- b) Bidder should have own printing facility for execution of printing work, please attach relevant document.
- c) Copy of PAN Card should be uploaded.
- d) Firm/Company registration certificate should be uploaded.
- e) The GST registration details may please be furnished.
- f) Income Tax Return of last three years should be uploaded.
- g) Filled, Signed and scanned copy of User List (Annexure II) (List of Govt./Semi Govt./Reputed Pvt. Hospital/organization) where the items has been supplied in India of at least ₹ 22.50 Lakhs in the last three years and the copy of the same should be uploaded.
- h) Annual turnover & balance sheet of last three year duly certified by CA at least ₹ 45 Lakhs of the bidder in the last three financial years. Copies of authenticated balance sheet for the past three financial years should be uploaded.
- i) "Declaration by the Bidder "(Form B) should be uploaded as mentioned in tender document should be uploaded.
- j) Relevant brochure/catalogue pertaining to the items quoted with full specifications etc(if required)
- k) Tenderer must provide a certificate on letter head that proprietor/firm has never been black listed by any organization should be uploaded.
- l) Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof. Please provide a certificate on letter head that you have not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D rate in recent past. If you don't fulfil these criteria, your tender will be out rightly rejected.

**PRICE BID**

Price bid in the form of BOQ\_XXXX .xls

**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 claim period should be six months beyond from the date of validity.

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

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

Yourstruly,

Signature and seal of the Guarantor

Name of the Bank:.....

Complete Postal Address: .....

**Annexure - II**

**Format of Experience certificate**

Sl. No.	Contract No. /Supply order No	Name of the Purchaser	Description of work	Qty Supplied	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 the items has been supplied.
- Copies of supply orders attached (without hidden price for rate justification).

It should be uploaded on letter head.

**EMD Declaration Form**

Date:

To,

**The Stores Officer (Hospital),  
All India Institute of Medical Sciences Raipur (C.G)**

Ref: TENDER no. \_\_\_\_\_

Dear Sir,

I/We accept that I/We may be disqualified/debarred from bidding for any contract with you for a period of **one year** from the date of notification, if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended from the tender, my/our Bid during the period of bid validity specified in the NIT; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - i fail or reuse to execute the contract, if required, or
  - ii fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

The validity of this declaration will remain till the announcement of the name of the successful Bidder & if, I am/we are not the successful Bidder.

Yours faithfully,

Place: .....

(Signature of Bidder with seal)

Name of Bidder :

Seal :

Address :

**FORM-B**

**Declaration by the Bidder:**

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 Faculty-in-Charge Procurement Cell, AIIMS, Patna 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.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address :

**ANNEXURE-I**

**DETAILED TECHNICAL SPECIFICATION FOR  
PRINTED FORMS & CARDS**

<b>Sr.No</b>	<b>Item Description</b>	<b>Qty</b>
<b>1</b>	A4 paper, 80 GSM, Single Side, Single colour printing, File Punch hole, 100 Sheet pad binding	1
<b>2</b>	A4 paper, 80 GSM, Both Side, Single colour printing, 100 Sheet pad binding, File Punch hole	1
<b>3</b>	A4 paper, 80 GSM, Single side, Single colour printing, numbering, 100 x 2 = 200 Sheet, 1 Sheet perforated binding	1
<b>4</b>	A4 paper, 80 GSM, Single Side, Single colour printing, 200 Sheet, perforated binding	1
<b>5</b>	A4 paper, 80 GSM, Both Side, Single colour printing, 200 Sheet, perforated binding	1
<b>6</b>	A4 paper, 80 GSM, Both Side, Single colour printing, 100 Sheet, Book binding	1
<b>7</b>	A4 paper, 80 GSM, Single Side, Multi colour printing, File Punch hole, 100 Sheet pad binding	1
<b>8</b>	A4 paper, 80 GSM, Both Side, Multi colour printing, 100 Sheet pad binding, File Punch hole	1
<b>9</b>	A4 paper, 80 GSM, Both Side, Multi colour printing, 6 Sheet Pin binding, File Punch hole	1
<b>10</b>	A4 paper, 80 GSM, Single side, Multi colour printing, Numbering, 100 x 2 = 200 Sheet, 1 Sheet perforated binding	1
<b>11</b>	A4 paper, 80 GSM, Single Side, Multi colour printing, 200 Sheet, Perforated binding	1
<b>12</b>	A4 paper, 80 GSM, Both Side, Multi colour printing, 200 Sheet, Perforated binding,	1
<b>13</b>	A4 paper, 80 GSM, Single side, Multi colour printing, Numbering, 100 x 2 = 200 Sheet, 1 Sheet Carbon Coated perforated pad binding	1
<b>14</b>	A4 paper, 130 GSM, Single Side, Single colour printing, 100 Sheet pad binding	1
<b>15</b>	A4 paper, 130 GSM, Both Side, Single colour printing, 100 Sheet pad binding	1
<b>16</b>	A4 paper, 130 GSM, Single Side, Multi colour printing, 100 Sheet pad binding	1
<b>17</b>	A4 paper, 130 GSM, Both Side, Multi colour printing, 100 Sheet pad binding	1
<b>18</b>	A4 paper, 130 GSM, Both Side, Multi colour printing, Loose, Glossy	1
<b>19</b>	A4 paper, 130 GSM, Both Side, Multi colour printing, Loose, Matt	1
<b>20</b>	A4 paper, 170 GSM, Art card, Single Side, Multi colour printing, Loose	1
<b>21</b>	Post card size, 250 GSM, Art Card, Single Side, Single colour printing, Loose, size- 6" x 4"	1
<b>22</b>	Post card size, 250 GSM, Art Card, Both Side, Single colour printing, Loose, size- 6" x 4"	1
<b>23</b>	Post card size, 250 GSM, Art Card, Single Side, Multi colour printing, Loose, size- 6" x 4"	1
<b>24</b>	Post card size, 250 GSM, Art Card, Both Side, Multi colour printing, Loose, size- 6" x 4"	1



Sr.No	Item Description	Qty
25	Plastic Rigid file with inner pocket (Spring Cobra File), Single Side, Multi colour printing 24×36cm Size	1
26	A4 half size, paper white, 60-70 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
27	A4 half size, paper colour, 60-70 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
28	A4 half size, paper white, 70-80 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
29	A4 half size, paper colour, 70-80 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
30	A4 half size, paper white, 80-90 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
31	A4 half size, paper colour, 80-90 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
32	A4 half size, paper white, 90-100 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
33	A4 half size, paper colour, 90-100 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
34	A4 half size, paper white, 100-110 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
35	A4 half size, paper colour, 100-110 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
36	A4 size, paper white, 60-70 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
37	A4 size, paper colour, 60-70 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
38	A4 size, paper white, 70-80 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
39	A4 size, paper colour, 70-80 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
40	A4 size, paper white, 80-90 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
41	A4 size, paper colour, 80-90 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
42	A4 size, paper white, 90-100 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
43	A4 size, paper colour, 90-100 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
44	A4 size, paper white, 100-110 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
45	A4 size, paper colour, 100-110 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
46	A3 size, paper white, 80-100 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
47	A3 size, paper colour, 80-100 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
48	A3 size, paper white, 100-110 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
49	A3 size, paper colour, 100-110 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
50	Legal size, paper white, 90-100 GSM, print colour/black, single & both side 100 sheets Pad Binding	1

Sr.No	Item Description	Qty
51	Legal size, paper colour, 90-100 GSM, print colour/black, single & both side 100 sheets Pad Binding	1
52	Size 4"x5.5", Paper colour/white 120 GSM	1
53	Flat & Folding 5"x7" Multicolor, feature a dual sided, shimmering coated finish, laminated with printed Envelope	1
54	One quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
55	Two quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
56	Three quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
57	Four quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
58	Five quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
59	Six quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
60	Seven quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
61	Eight quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
62	Nine quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
63	Ten quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
64	Twelve quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
65	Fourteen quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
66	Sixteen quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
67	Eighteen quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
68	Twenty quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
69	Four quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
70	Five quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
71	Six quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
72	Seven quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
73	Eight quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
74	Nine quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
75	Ten quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
76	Twelve quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1
77	Fourteen quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"x10"	1

Sr.No	Item Description	Qty
78	Sixteen quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"×10"	1
79	Eighteen quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"×10"	1
80	Twenty quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 14"×10"	1
81	Four quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 18"×12"	1
82	Five quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 18"×12"	1
83	Six quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 18"×12"	1
84	Seven quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 18"×12"	1
85	Ten quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 18"×12"	1
86	Twelve quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 18"×12"	1
87	Fourteen quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 18"×12"	1
88	Sixteen quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 18"×12"	1
89	Eighteen quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 18"×12"	1
90	Twenty quire, long type 100-120 GSM, laminated cover hard bond with cloth binding, size 18"×12"	1
91	Four quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 13"×8"	1
92	Five quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 13"×8"	1
93	Six quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 13"×8"	1
94	Seven quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 13"×8"	1
95	Eight quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 13"×8"	1
96	Four quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 17"×13"	1
97	Five quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 17"×13"	1
98	Six quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 17"×13"	1
99	Seven quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 17"×13"	1
100	Eight quire, long type 80-100 GSM, laminated cover hard bond with cloth binding, size 17"×13"	1
101	Envelop yellow/white/brown, size 10"×4.5" made of 100 GSM with printed.	1
102	Envelop white window cut, size 10"×4.5" made of 100 GSM with printed.	1
103	Yellow/White/Khaki size 17"×14", 130 GSM	1
104	Yellow/White/Brown size 20"×12" cm, 130 GSM	1

Sr.No	Item Description	Qty
105	Yellow/White/Brown size 10"×12" cm, 130 GSM	1
106	Yellow/White/Brown size 10"×10" cm, 130 GSM	1
107	Yellow/White/Brown, A4 size, 130 GSM	1
108	Yellow/White/Brown, A3 size, 130 GSM	1
109	<b>File Cover:</b> Standard Size-Cover print with AIIMS Raipur (along with logo) in Hindi & English-Multicolor	1
110	<b>Cobra File:</b> Standard Size-Cover print with AIIMS Raipur (along with logo) in Hindi & English-with Heavy Multicolor	1
111	<b>Box File:</b> Box File with Kangaroo Clip of Hard Card Board of 4mm thickness with paper binding with stopper and printed with AIIMS Raipur Logo in Hindi and English	1

**Note: Minimum order quantity will be:**

- (I) For Pad- 05 pad (minimum),**
- (II) For Sheet- 500 sheet (minimum),**
- (III) For file- 100file (minimum)**
- (IV) For Booklet- 100file (minimum)**

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

**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.