



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)

All India Institute of Medical Sciences, Raipur (Chhattisgarh)

खंडन

यह निविदा अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग.) के लिये बोलीदाताओं/फर्म/एजेंसी इत्यादि से प्रस्ताव नहीं बल्कि प्रस्ताव प्राप्त करने का निमंत्रण है, संविदात्मक दायित्व तब तक नहीं होगा जब तक औपचारिक अनुबंध पर हस्ताक्षर नहीं किया जाता और चयनित बोलीदाताओं/फर्म/एजेंसी इत्यादि 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.



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर के फिजियोलॉजी डिपार्टमेंटके लिए " पोर्टेबल एंड डिजिटल ट्रांसक्रेनियल डॉप्लर विथ डिफरेंट फ्रीक्वेंसीएस प्रोब" की खरीदी हेतु निविदा आमंत्रण सूचना

Tender Enquiry for procurement of "Portable and Digital Transcranial Doppler with different frequencies probe" for Department of Physiology at All India Institute of Medical Sciences, Raipur

CRITICAL DATE SHEET

NIT No.	NIT No.: AIIMS/R/CS/Phy/5211/2026/OT
Published Date	06/08/2026, 12:00 PM
Bid Document Download / Sale Start Date	06/08/2026, 12:30 AM
Pre Bid Meeting	12/08/2026, 15:30 PM
Bid Submission Start Date	13/08/2026, 10:00 AM
Bid Submission End Date	01/09/2026, 15:00 PM
Bid Opening Date	02/09/2026, 15:30 PM
Closing date & time for submission of EMD in physical form*	02/09/2026, 14:00 PM

G.E. Road, Tatibandh, Raipur– 492099, Chhattisgarh
 Tele: 0771- 2971307, email: store@aiimsraipur.edu.in
 Website: www.aiimsraipur.edu.in

1. Tenders in Two Bids (Technical & Financial Online bids) are invited on behalf of the, Executive Director, All India Institute of Medical Sciences from interested and eligible service providers for **“Portable and Digital Transcranial Doppler with different frequencies probe”** for the **Department of Physiology** at AIIMS Raipur. Manual bids shall not be accepted.
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) 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, the bids will summarily and tenderer will be liable to be banned from doing business with AIIMS Raipur.

The Technical bid should include the detailed specifications of main item/equipment and its accessories. All items should be numbered as indicated in the Annexure-I (Any deviation should be clearly mentioned and supporting document should be submitted).

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. Relevant literature pertaining to the items quoted with full specifications should be uploaded, where ever applicable.
10. **Manufacture/OEM/Dealer/Distributor must provide evidence of having supplied same item in government hospital/organization or reputed private hospital/ organizations in India.**
11. The firm (**Manufacture/OEM**) should be registered and should have the average annual turnover of the bidder in the last three financial years should not be less than i.e. ₹ 30,00,000/- for Copies of authenticated balance sheet for the past three financial years should be uploaded.
12. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, GST registration.
13. The quantity shown against each item is approximate and may vary as per demand of the Institute at the time of placement of order.
14. The bidder must be able to provide the product/items within specified time period as prescribed in the Purchase Order, failing which the PSD 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.
15. 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.

16. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
17. All disputes shall be subject to Raipur Jurisdiction only.
18. **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.**
19. The Tender/Bid will be opened Store office at AIIMS Raipur Premises.
 - (1) Only those financial bids will be opened whose technical bids are found suitable by the expert committee appointed for the concerned instrument/equipment.
 - (2) 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.
20. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership, etc. shall be submitted with Tech Bid.
21. **Award of Contract**

AIIMS Raipur 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.

 - i) Notwithstanding the above, AIIMS Raipur 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.
 - ii) The bidder whose bid is accepted will be notified of the award of contract prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the purchase order.
22. Normal comprehensive warranty/guarantee and CMC (if applicable) shall be applicable to the supplied goods as per Annexure-V.
23. Rates should be quoted inclusive of packing, forwarding, postage and transportation charges etc.
24. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description/ specifications/quality.
25. **A brochure displaying clearly the product is to be attached with the tender if required.**
26. **Earnest Money:**
 - a. As to invite wider participation, earnest money of ₹ **1,50,000.00/-** 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 **Dispatch Room, Central Store, 6th Floor, C Block, New Admin Building, Gate No. 5, Tatibandh, AIIMS Raipur** before opening of tender.
 - b. 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.
 - i. Tenders without Earnest Money will be summarily rejected.
 - ii. No claim shall lie against the AIIMS Raipur in respect of erosion in the value or interest on the amount of EMD.
 - iii. MSME units interested in availing exemption from payment of bid security should submit a valid copy of their registration certificate issued by the concerned NSIC/Udyog Aadhaar. If the bidder is a MSME, it shall declare in the bid document the Udyog Aadhaar Memorandum Number issued to it

under the MSME Act, 2006. If a MSME bidder do not furnish the UAM Number along with bid documents, such MSME unit will not be eligible for the benefits available under Public Procurement Policy for MSE's Order 2012. But the Party has to provide Performance Security/Security Deposit if Tender is awarded to them.

- iv. The earnest money will be returned/refund to the unsuccessful tenderers after the tender is decided.
- v. 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.

27. 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.
28. Price Preference Policy and Exemption for submission of various eligibility Criteria documents to the BIDDER Registered under Make in India Initiative:- The Bidder Companies, those have registered under Make in India initiative and producing their products under “**Make in India** Policy of Government of India ” shall be given Price Preference as per Govt. of India applicable Rules and Guidelines on submission of relevant certificate (i.e. **Make In India Certification**) for availing the Price Preference and Exemption for submission of exempted documents against this bid along with their Pre-Qualification Bid Documents. If the no bidder will upload/submit the requested “Make in India” Certificate along with their Bid, it will be treated as open tender bid and no preference shall be given to such BIDDER on producing “**Make in India**” Certification in later bid stage.
- It is expected that, all the participating BIDDER companies have understanding and prior knowledge about the “Make in India” Initiative and Price Preference Policy of Govt. of India. However, it is once again emphasized that before participating this e-tender please carefully read the “Make in India” Initiative and directives of Govt. of India, since in case if any “Make in India” Registered Company will participate against this e-tender, the Price preference as per the same will be given to such participating Bidder company for ensuring necessary compliances of “Make in India” Policy of the Govt. of India.
 - The bidders are required to submit the following annexure in compliance of public procumbent (Preference to Make in India) order, 2017:
 - Affidavit of self-certification regarding local content (to be provided on own letter head).
29. **Land Border Sharing** – as per Certificate regarding compliance Rule-144 (xi) , Any bidder from such countries sharing a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority.
30. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product. In a tender, either the Indian Agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
31. In case the tenderer is not doing business in India, it is duly represented by an agent stationed in India fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/or technical specifications.
32. All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.
- The word “origin” incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the services are arranged. The country of origin may be specified in the Price Schedule.
33. If there is more than one schedule in the “Schedule of Requirements”, the bidder has the option to submit its bid for any one or more schedules. However, while quoting for a schedule, the bidder shall quote for the complete requirement of goods and services as specified in that particular schedule.
34. Other terms and condition applicable as per manual for procurement of goods 2017 & GFR-2017 etc.

GUIDELINE FOR MSME /STARTUP

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document.

Minimum 50% and 25% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively

6. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023. OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017
7. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid.

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

Other Terms & Conditions:**1. Pre-Qualification Criteria:**

- a) Bidder should be the manufacturer/authorized dealer/Distributor/Trader/ **Supplier of goods. Letter of Authorization from Manufacturer of the goods** and specific to the tender should be uploaded in the prescribed place.
- b) An undertaking from the original Manufacturer is required stating that they would facilitate the bidder on regular basis with technology/product updates and extend support for the warranty as well. The scanned copy of same to be uploaded. (if applicable).

2. Performance Security Deposit (PSD):

- 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 and 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 the contractor 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.
 - b) Successful supplier/firm should submit **Performance Security Deposit** in favour of “AIIMS, Raipur” to be received in the **Dispatch Room, Central Store, 6th Floor, C Block, New Admin Building, Gate No. 5, Tatibandh, AIIMS Raipur(C.G.) Pin 492099** before the date of commencement of supply or 30 days from the date of acceptance of the LOA, whichever is earlier. The Performance Security Deposit shall be furnished in the form of FDR/DD/Bank Guarantee or performance guarantee bond as per Proforma given in the tender documents, for an amount covering **5% of the contract value.**
 - c) The Performance Security Deposit should be established in favour of “AIIMS Raipur” through any Schedule Bank with a clause to enforce the same on their local branch at Raipur.
 - d) Validity of the Performance Security Deposit shall be for a period of 60 days beyond entire warranty.
 - e) After completing of warranty period a fresh BG/DD/FDR of 5% of CMC cost will be submitted by the supplier within 2 month of expiry of warranty for performance security against CMC validity of this new BG/DD/FDR will be 60 days beyond CMC period. After submission of new security deposits, old security deposit will be released (if applicable).
- 3. Delivery & Installation:** The successful bidder should strictly adhere to the following delivery schedule Supply, installation & commissioning should be effected **within 45 days** from the date of purchase order and this clause should be strictly adhere to failing which Liquidation Damages will be imposed as per **clause no. 5 hereunder.**
- 4.** Purchase Order will be placed as per requirement of institute.
- 5. Penalty:** If the suppliers fails to Supply, **Install & Commission and/or** place any or all the Equipment or perform the service by the specified date as **mentioned** in purchase order, penalty at the rate of **0.5% per week or part thereof delayed** value of goods subject to the maximum of **10% of delayed goods value will be imposed.**
- 6. Training and Demonstration (if required):** Suppliers needs to provide adequate training and demonstration at AIIMS Raipur to the nominated person of AIIMS Raipur at their cost. AIIMS Raipur will not bear any training or living expenditure in this regard. 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.
- 7. Right of Acceptance:** AIIMS, Raipur reserves the right to accept or reject any or all tenders/quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender. AIIMS, Raipur also reserves the rights to accept all the equipment/instruments in the given tender or only part of it in any given schedule without assigning any reason.
- 8. 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.
- 9. 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 can be recovered from the tenderer.

- The amount can 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.

10. Installation & Warranty Declaration: Suppliers must give comprehensive onsite warranty for **2 years** from the date of successful installation of item/equipment against manufacturing defects. In the installation report the model number of instrument and all spares parts/ accessories numbers should be in the line of purchase order. Suppliers must mention in the warranty declaration that “everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification and shall be completed enough to carry out the experiments, as specified in the tender document.” If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges (shipping cost both ways). **Installation must be done within stipulated time period from the date of delivery of the item/ equipment as specified in the purchase order.**

11. 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.

12. Guarantee/Warranty, Service, Maintenance: The tenderers must quote for **02 years** onsite warranty from the date of completion of the satisfactory installation as certified by the stipulated committee/department. The warranty charges shall not be quoted separately otherwise the bid shall be summarily rejected.

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 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 technical team and assist in maintenance of the item/equipment within warranty period Assistance limited to locking companies with manufacture will not be considered sufficient.

13. 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.

14. 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, strikes 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 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.

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 may, at list option to terminate the contract.

15. Breach of Contract: In case of breach of any terms and conditions as mentioned in agreement/contract, 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.

(False declaration will be in breach of the code of integrity under rule 175 (1) (i) (h) 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 actions as may be permissible under law)

- 16. 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 prior permission in writing of AIIMS, Raipur, which will be at liberty to refuse if thinks fit. The tender is not transferable.
- 17. Right to call upon information regarding status of contract:** AIIMS, Raipur will have the right to call upon information regarding status of contract at any point of time.
- 18. Terms of payment:**
- 18.1 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.

A) Payment for Indigenous Goods

Payment shall be made in Indian Rupees as specified in the contract in the following manner:

- (a) **On delivery:** 70% payment of the contract price shall be paid on receipt of goods in good condition at the consignee premises and upon the submission of the following documents:
- i) Four copies of suppliers invoice showing contract number, goods description, quantity, unit price and total amount with revenue stamp.
 - ii) Two copies of packing list identifying contents of each package
 - iii) Certificate of origin and certificate of guarantee and warrantee.
 - iv) Consignee receipt certificate in original issued by the authorised representative of the consignee.
- (b) **On Acceptance:** Balance 30% payment would be made against 'Final Acceptance Certificate' of goods to be issued by the consignees subject to recoveries, if any, on account of non-rectification of defects/deficiencies not attended by the supplier or otherwise.

B) Payment for Imported Goods:

Payment of foreign currency portion shall be made in the currency as specified in the contract in the following manner:

- a. **On Shipment:** Seventy (70) % of the CIP destination price of the goods shipped shall be paid through irrevocable, non-transferable Letter of Credit (LC) in favour of the supplier in a bank in his country in case of Foreign Tenderer and upon submission of documents specified here under:
- (i) Four copies of supplier's invoice showing contract number, goods description, quantity, Unit price and total amount with revenue stamp.
 - (ii) Original and four copies of the negotiable clean, on-board Bill of Lading/Airway bill, marked freight pre-paid and four copies of non-negotiable Bill of Lading/Airway Bill.
 - (iii) Four copies of packing list identifying contents of each package.
 - (iv) Insurance Certificate and documents also to be submitted for payment of LC confirming that dispatch documents has already been sent to all concerned as per the contract within 24 hours.
 - (v) Manufacturer's/Supplier's warranty certificate.
 - (vi) Certificate of origin.
- b. **On Acceptance:** Balance payment of 30% of net CIP price of goods would be made against 'Final Acceptance Certificate' to be issued by the consignee through irrevocable, non-transferable Letter of Credit (LC) opened in favour of the Foreign Principal in a bank in his country, subject to recoveries, if any.
- c. **Payment of Indian Agent Commission:** Indian Agency Commission will be paid to the manufacturer's agent in the local currency for an amount in Indian rupees indicated in the relevant Price Schedule (as per prevailing rate of exchange ruling on the date of contract) and shall not be subject to further escalation/exchange variation. Payment shall be paid in Indian Rupees to the Indian Agent on proof of 100% payment to the Foreign Principal.
- d. **Payment for Comprehensive Annual Maintenance Contract Charges:** The consignee will enter into CMC with the supplier at the rates as stipulated in the contract. The payment of CMC will be made on yearly basis after satisfactory completion of said period duly certified by the consignee on receipt of bank guarantee.
- 18.2 No claim will be entertained regarding interest on any payment of any circumstance.
- 18.3 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.

18.4 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 rejection advice 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.

19. Compulsory Enlistment of Indian Agents: As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents who desire to quote directly on behalf of their foreign manufacturers/principals, to get themselves enlisted with the Department of Expenditure, through the Central Purchase Organization (e.g. DGS&D).

The compulsory enlistment of Indian Agents under the scheme of Ministry of Finance is simpler and differs from the registration of Indian Agents with the Central Purchase Organization (e.g. DGS&D) described in the earlier paragraphs.

The registration of the foreign manufacturer is not a must for enlisting the Indian Agent under this scheme. No Inspection Report in respect of the foreign manufacturer/principal is necessary.

The enlistment under the scheme is not equivalent to the Registration with DGS&D. Such firms do not enjoy the same status as that of DGS&D registered suppliers. A note to this effect is given in the Enlistment Letter to the firm.

20. Custom Duty on Imported Goods: In respect of imported goods, the tenderers shall also specify separately the total amount of custom duty **which shall form part of the bid price.** The tenderers should also indicate correctly the rate of custom duty applicable for the goods in question and the corresponding Indian Customs Tariff Number. Where customs duty is payable, the contract should clearly stipulate the quantum of duty payable etc. in unambiguous terms. AIIMS, Raipur is exempted from payment of excise duty and is eligible for concessional rate of custom duty. Necessary certificate will be issued on demand. **However, the bidders shall quote full rates of custom duty on the BOQ without making any provision for exemption concessional rates may be mentioned separately, if any.** AIIMS, Raipur will not make any arrangements for clearance of imported goods at the airport.

21. Custom Duty Reimbursement: The supplier will pay the custom duty wherever applicable, which will be reimbursed by purchaser as per documentary evidence. The custom duty exemption certificate will be provided to the supplier as and when required. The amount of custom duty including in the quoted price only that amount will be reimbursed after submission of documentary evidence of deposition of custom duty.

22. Good & Service Tax –

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

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

- **HSN Code** for each item should be clearly mentioned.

23. 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 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./DGS&D and Pubic Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable under the rate contract for the equipment's supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.

Any deviation in the material or 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.

24. **Arbitration:** If any difference arises concerning this agreement, its interpretation on payment to the made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the Director, AIIMS Raipur to settle the dispute by Sole Arbitrator. Sole arbitrator will be appointed by the Director, AIIMS Raipur. The provision of Arbitration and Conciliation Act, 1996 and the rule framed there under and in force shall be applicable to such proceedings.
25. **Option Clause/ Tolerance Clause:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to **50 percent** of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 50% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.
26. **Repeat Order Clause:** - If essentially stipulated by indenting authority, which is duly approved by competent authority of AIIMS Raipur. Then purchaser retains the right to place the repeat order for an additional quantity of the equipment with the same rate and terms of contract.
27. **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.
28. 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.

L1. Firm will be decided on the basis of total price of item for AIIMS Raipur (including all taxes & duty) + CMC.

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

Technical Bid

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

- 1) Scanned Copy of EMD document must be uploaded.
- 2) Please **state whether the bidder** is Manufacturer /Distributor /Dealer / Trader/Supplier relevant document should be uploaded.
- 3) In case of distributor/dealer/trader/supplier must be upload tender specific authorization certificate from OEM/ manufacturer (Form C) should be uploaded.
- 4) **Scanned copy of** undertaking from the original Manufacturer stating that they would facilitate the bidder on regular basis with technology/product updates and extend support for the warranty as well, shall be uploaded.
- 5) Copy of PAN Card **should be uploaded.**
- 6) Firm/Company registration certificate should be uploaded.
- 7) The equipment should be US-FDA/CE/BIS/ISO certified.
- 8) The GST registration details may be furnished.
- 9) Income Tax Return of last three years should be uploaded.
- 10) Tenderer must provide evidence of experience of supplied materials as mentioned in tender document as per **clause-10** should be uploaded.
- 11) Average Annual turnover of last three year of 15 lakhs duly certified by CA should be uploaded.
- 12) "Declaration by the Bidder "(Form B) as mentioned in tender document should be uploaded.
- 13) Relevant brochure/catalogue pertaining to the items quoted with full specifications etc. **should be uploaded.**
- 14) Tenderer must provide a certificate on letter head that proprietor/firm has never been black listed by any organization should be uploaded.
- 15) Form A with duly filled by bidder should be uploaded.
- 16) Technical Specifications Compliance Report. Should be uploaded.
- 17) Scanned Copy of **Land Border Sharing** document (if applicable) as per **clause no.-29**, should be uploaded.
- 18) Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant proof.
- 19) 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 outrightly rejected.
- 20) Experience of supplying same/similar equipment of value Rs. 15 lakhs in last 3 years.
- 21) Exemption to MSME in annual turnover and experience will be given as per prevailing rules.
- 22) Submission of the **Indemnity Bond** is mandatory. The Indemnity Bond must be duly signed and sealed by the bidder and signed by two witnesses. Failure to submit the duly executed Indemnity Bond shall result in disqualification from this tender. Please refer to Annexure IV.

PRICE BID

- (a) 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.....[05% (five 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
- 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) **claim period should be beyond six months from the date of validity i.e. (b) above.**

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

Yours truly,

Signature and seal of the Guarantor

Name of the Bank:

Complete Postal Address:

Form-A**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER****RTGS/National Electronic Fund Transfer (NEFT) Mandate Form**

1	Name of the Bidder	
2	Permanent Account No(PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No.	
4	Email id of the Bidder	
5	Complete Postal Address of the bidder	

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 organisation
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**Format of Experience certificate**

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

Place:

(Signature of Bidder with seal)

Date:

Name :

Seal :

Address:

Note:

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

Annexure- II**Specification for Portable, and digital Transcranial Doppler different frequencies probes**

1. Fully digital Doppler High resolution color M-mode. M-mode supported by each probe. Multi-gating: simultaneous display of 8 or more spectra along the ultrasound beam Visual and audio replay at any depth Offline post processing of depth. Each connector can support each probe. Probe frequency (MHZ): 1.6/2, 4, 8 (PW/CW) 1 or 2 channels each channel supports each probe Stereo speakers. Mains power: 110-240 V, 50-60 Hz Internal battery. Portable (all in one device) Dedicated carrying bag and Trolley, On-line help.
2. 2MHz probe- 2 Nos. for intracranial Diagnosis and Monitoring study, 4 MHz Probe for Extracranial- 1 No. and 8 MHz probe- 1 No. for Peripheral study, headframe/spectacle frame for automated/AI-based probes.
3. Display built in 15" (16/9) WXGA color. Resolution: 1360x768 Touch screen Computer OS: Linux RAM: 8 GB or higher Hard disk or SSD Connectivity 5 USB ports 1 HDMI output 1 DP/VGA output Headphone connector Analog input (4)/output (8) DICOM (worklist, storage). User interface Touch screen Virtual keyboard alphanumeric keyboard Remote control.
4. Protocols for diagnosis and monitoring. Easily configurable unlimited number. Reports should be Customizable personalized reports Templates Measurement result table Hospital logos Patient pictures User and physician comments.

Export data Report: PDF, ODT, PNG, DICOM Trends and envelopes: Excel (txt), analog Raw data, wave MP4 Continuous monitoring 1 or 2 channels Parameter trend graph Alerts, automatic & manual markers. Displayed indices Vs, Vd, Vm, PI, RI, Vs/Vd, Lindegaard index, Signal/Noise, number of emboli, average velocity, depth.
5. Specialty tests: Cerebral Auto regulation, Breath holding, Vasomotor reactivity, Configurable thresholds, Special report layout with trends.
6. Should be upgradable to integrated imaging module for complete Intracranial and Extracranial imaging diagnosis with imaging module and required probes to calculate percentage of stenosis, volume of flow and diameter of artery. Module must be from same manufacturer to reduce the warranty conflicts.
7. Should mention the make and model provided for Upgradation for color Imaging Doppler.
8. On Upgradation should be providing with linear probe (5-12 MHz) for carotid imaging and phase array probe (1-5 MHz) intracranial imaging and lungs ultrasound.
9. 02 years warranty and 08 years CMC.

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions of tender

Annexure-III**Custom: Duty Custom Tariff no, applicable duty rate and custom duty**

S.N.	Item Description	Qty.	Units	Custom Duty applicable rate	Custom Tariff No
1	Portable and Digital Transcranial Doppler with different frequencies probe	01	Unit		

Note: - custom duty applicable rate must be quoted by the tenderer in case of foreign bidder.

Place: -

Date: -

Signature of Bidder with Seal

Annexure-IV

INDEMNITY BOND

(To be executed by the Original Equipment Manufacturer (OEM) on Non-Judicial Stamp Paper of Rs 100/- and duly notarized)

This Indemnity Bond is executed on this ____ day of _____, 20__ by **M/s** _____, hereinafter referred to as the "**OEM**" (which expression shall, unless repugnant to the context or meaning thereof, include its successors, legal representatives and permitted assigns), a company incorporated under the provisions of the Companies Act, having its Registered Office at _____, through its duly authorized distributor/Seller M/s _____,

This indemnity bond shall remain in force till the completion of all contractual obligation

IN FAVOUR OF

The Executive Director, All India Institute of Medical Sciences, Raipur (AIIMS Raipur), having its office at Tatibandh, G.E. Road, Raipur, Chhattisgarh-492099 (hereinafter referred to as the "**Purchaser**" or "**AIIMS Raipur**", which expression shall include its successors and assigns).

WHEREAS:

A. AIIMS Raipur has invited bids for the supply, installation, commissioning and maintenance of _____ under Tender No. _____.

B. **M/s** _____ (hereinafter referred to as the "**Authorized Dealer/Bidder**") has participated in the said tender based on the authorization granted by the OEM.

C. The OEM has authorized the Bidder to quote, supply, install, commission and provide warranty support for the equipment manufactured by the OEM.

D. AIIMS Raipur has stipulated that the OEM shall remain responsible for ensuring uninterrupted warranty support and post-warranty Comprehensive Maintenance Contract (CMC) services and shall indemnify AIIMS Raipur against any default on the part of the Bidder.

NOW, THEREFORE, THIS DEED WITNESSETH AS FOLLOWS:

1. Direct Liability of the OEM

The OEM hereby irrevocably and unconditionally undertakes that it shall remain fully responsible and directly liable for the quality, performance, functionality, safety, reliability and satisfactory operation of the equipment supplied under the above-mentioned contract, irrespective of the role or status of the Authorized Dealer/Bidder.

2. Warranty Obligations

The OEM shall ensure complete and uninterrupted performance of all warranty obligations during the warranty period prescribed in the Contract. In the event of any failure, omission, negligence, insolvency, discontinuance of business, termination of authorization, merger, acquisition or any other inability of the Authorized Dealer/Bidder to perform its contractual obligations, the OEM shall, without any demur or additional financial implication upon AIIMS Raipur, directly undertake and complete all warranty obligations.

3. Post-Warranty Comprehensive Maintenance Contract (CMC)

Upon expiry of the warranty period, the post-warranty Comprehensive Maintenance Contract (CMC), if awarded under the terms of the Contract, shall be executed either by the OEM directly or through its duly authorized dealer, distributor or registered service partner.

The OEM shall ensure uninterrupted maintenance services, availability of trained service personnel, genuine spare parts, consumables (where applicable), software updates and all other contractual obligations throughout the CMC period.

4. Submission of Performance Security Deposit (PSD) for CMC

The OEM acknowledges and agrees that upon expiry of the warranty period, the Authorized Dealer/Bidder, namely **M/s _____**, shall submit the prescribed **Performance Security Deposit (PSD)** as required under the Contract for execution of the Comprehensive Maintenance Contract (CMC).

Upon acceptance of the said CMC Performance Security Deposit by AIIMS Raipur, the Performance Security Deposit earlier furnished for successful performance of the warranty obligations shall be released/refunded to the Authorized Dealer/Bidder in accordance with the terms and conditions of the Contract, subject to there being no outstanding dues, liabilities or claims.

5. Indemnity in the Event of Non-submission of CMC Performance Security

In the event the Authorized Dealer/Bidder fails, neglects or refuses to furnish the requisite Performance Security Deposit for execution of the post-warranty CMC within the stipulated period, the OEM hereby irrevocably undertakes and agrees that:

(a) The OEM shall itself furnish the requisite Performance Security Deposit in the manner and within the time prescribed by AIIMS Raipur; **or**

(b) Where permissible under the Contract, the OEM shall directly undertake execution of the Comprehensive Maintenance Contract on the same terms and conditions without causing any interruption in maintenance services.

The OEM further agrees to fully indemnify and keep indemnified AIIMS Raipur against all losses, damages, costs, expenses, risks, claims, penalties or liabilities whatsoever arising from or attributable to the failure of the Authorized Dealer/Bidder to furnish the required Performance Security Deposit or to undertake the CMC obligations.

6. Continuity of Obligations

The obligations contained herein shall continue to remain binding upon the OEM notwithstanding:

- expiry, cancellation or termination of dealership/authorization;
- change in ownership or management of the Bidder;
- merger, amalgamation, acquisition or restructuring of the Bidder;
- insolvency, liquidation or winding up proceedings; or
- Any dispute between the OEM and the Authorized Dealer/Bidder.

None of the above events shall relieve the OEM from any liability towards AIIMS Raipur.

7. Indemnification

The OEM hereby agrees to indemnify, defend and keep indemnified AIIMS Raipur, its officers and employees from and against all actions, proceedings, claims, demands, losses, damages, penalties, liabilities, costs and expenses whatsoever arising directly or indirectly out of:

- (i) breach of warranty obligations;
- (ii) Failure to provide CMC services;
- (iii) Failure of the Authorized Dealer/Bidder to furnish the prescribed Performance Security Deposit;
- (iv) Failure to supply genuine spare parts or technical support;
- (v) Breach of any contractual obligation undertaken by the Bidder or the OEM under the Contract.

8. Binding Nature

This Indemnity Bond shall be irrevocable and shall remain valid and enforceable until the expiry of the warranty period, successful completion of the Comprehensive Maintenance Contract period, settlement of all contractual obligations and release of all securities by AIIMS Raipur.

9. Governing Law and Jurisdiction

This Bond shall be governed by and construed in accordance with the laws of India. The courts and tribunals having jurisdiction over Raipur, Chhattisgarh alone shall have exclusive jurisdiction in all matters arising out of or relating to this Bond.

IN WITNESS WHEREOF

The OEM has executed this Indemnity Bond through its duly authorized representative on the date first above written.

For and on behalf of M/s _____ (OEM)

Authorized Signatory: _____

Name: _____

Designation: _____

Company Seal

Date: _____

Place: _____

Witnesses

1. Name: _____

Signature: _____

Address: _____

2. Name: _____

Signature: _____

Address: _____

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 (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 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.
