



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
खंडन

यह निविदा अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग.) के लिये बोलीदाताओं/फर्म/एजेंसी इत्यादी से प्रस्ताव नहीं बल्की प्रस्ताव प्राप्त करने का निमंत्रण है संविदात्मक दायित्व तब तक नहीं होगा जब तक औपचारिक अनुबंध पर हस्ताक्षर नहीं किया जाता और चयनित बोलीदाताओं/फर्म/एजेंसी इत्यादी के साथ एम्स रायपुर के विधिवत अधिकृत अधिकारियों के द्वारा निष्पादित किया गया हो।

DISCLAIMER

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

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



**Notice Inviting Tender of Rate Contract for Supply of Consumable Items for
IRDL Project (1st Call) at Microbiology Department**

At
All India Institute of Medical Sciences, Raipur

CRITICAL DATE SHEET

Published Date	06-08-2026 Time 06:00 PM
Bid Document Download / Sale Start Date	06-08-2026Time 06:00PM
Clarification Start Date	06-08-2026 Time 06:00 PM
Clarification End Date	08-08-2026Time 03:00 PM
Bid Submission Start Date	10-08-2026Time 10:00 AM
Bid Submission End Date	11-09-2026Time 03:00 PM
Bid Opening Date	12-09-2026Time 03:30 PM

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Tatibandh, GE Road, Raipur-492 099 (CG)
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Subject: Rate Contract for Supply of Consumable Items for IRDL Project (1st Call) at Microbiology Department at All India Institute of Medical Sciences, Raipur.

1. Online Tender in Two bids (Technical and Financial) is invited on behalf of Executive Director, All India Institute of Medical Sciences, Raipur for supply of Consumable Items for IRDL Project (1st Call) at Microbiology Department.
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, tender shall be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AIIMS Raipur.
The Technical bid should include the detailed specifications of main item/equipment and its accessories. (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 e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'.**
9. **Quotations should be valid for 180 days** from the tender due date i.e. tender opening date. The bidder should clearly indicate the period of delivery & other terms.
10. Relevant literature pertaining to the items quoted with full specifications should be uploaded, where ever applicable.
11. In the event of withdrawal / revocation of the tender before the date of acceptance the earnest money will be forfeited
12. The tenderers are advised to submit pre-receipted application for refund of EMD, which will be released as soon as tender is finalized.
13. Executive Director, AIIMS, Raipur reserves the right to cancel the tender at any time without assigning any reason thereof.
14. **Bidder must provide evidence of having supplied the similar item in government hospital/organization or organizations in India of Rs.14 Lakh.**

15. Bidder should be registered and should have average annual turnover at least **Rs. 14 Lakh** in the last three financial years certified by CA. Copies of authenticated balance sheet & Profit & loss A/c/Income Expenditure for the past three financial years should be uploaded.
16. Bidder should enclose Manufacture/OEM's annual turnover of **Rs. 1.11 Cr.** certified by CA and balance sheet for last three financial years.
17. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, GST registration.
18. The quantity shown against each item is approximate and may vary as per demand of the Institute at the time of placement of order.
19. The bidder must be able to provide the product/items within specified time period as prescribed in the Purchase Order, failing which the EMD will be forfeited. Furthermore on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions as per Institutes norms.
20. 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 Executive 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.
21. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
22. All disputes shall be subject to Raipur Jurisdiction only.
23. **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.**
24. The Tender/Bid will be opened on Store office (Hospital) at AIIMS Raipur Premises.
 - i) Only those financial bids will be opened whose technical bids are found suitable by the expert committee appointed for the concerned consumables/instrument/equipment.
 - ii) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the bid.
25. 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.
26. **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.

 - i) 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.
 - ii) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the purchase order.
27. Rates should be quoted inclusive of packing, forwarding, postage and transportation charges etc.

28. Conditional bid will be treated as unresponsive and it may be rejected.
29. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications/quality.
30. **A brochure displaying clearly the product is to be attached with the tender (if required).**
31. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Store Officer (Hospital), AIIMS Raipur through **e-mail: storesofficer.hp@aiimsraipur.edu.in** on or before end date of clarification as per critical date sheet.
32. **Earnest Money:**
- a) Earnest money by means of a Bank Demand Draft/ FDR of Rs. 85,000.00 a scanned copy to be enclosed. It is also clarified that the bids submitted without earnest money will be summarily rejected. The DD/FDR should be prepared in the name of "All India Institute of Medical Sciences, Raipur (AIIMS RAIPUR)". The used instrument must reach to the Stores Officer (Hospital), New Administrative Building, First Floor, A-Block, Gate No 5, 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.
 - c) The earnest money will be returned to the tenderers whose tenders are not accepted except that of L-1 bidder.
 - d) Tenders without Earnest Money will be summarily rejected.
 - e) No claim shall lie against the AIIMS Raipur in respect of erosion in the value or interest on the amount of EMD.
 - f) All NSIC / SSI / MSME registered bidders/vendors are exempted from submission of EMD fee. Valid NSIC/SSI /MSME certificate must be submitted online to avail the exemption from furnishing the EMD.
 - g) The earnest money will be returned to the unsuccessful tenderers after the tender is awarded.
 - h) EMD should remain valid for a period of 60 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.
33. The EMD of the successful bidder will be returned to them without any interest after the submission of Security deposit/PSD.
34. **Representations during Pre-Bid Meeting.**
- The OEM/Vendor can raise objections on technical specification and bid conditions at Pre-bid stage. These will be considered only if submitted in time as per tender document and through electronic means only (as specified in tender document).Representations will be within 48 hours of Pre-bid meeting. Exact date of pre-bid meet and exact cut off time for representations clearly mentioned in the Tender Document
 - **Representations against Technical Evaluation.**

TEC minutes should be uploaded on CPPP/GeM as per extant provisions for bidders to represent (through electronic mode only) with in stipulated time period. Exact time and last date (05 days from the date of uploading of TEC minutes) be mentioned in tender document for bidders to represent.

35. Price Preference Policy and Exemption for submission of various eligibility Criteria documents to the BIDDER Registered under Make inIndia 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.
36. 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.
37. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to AIIMS, Raipur.
38. Other terms and condition applicable as per manual for procurement of goods 2017, GFR-2017 and amendments till date etc.

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

Other Terms & Conditions

1. Performance Security Deposit:

- a. The successful bidder shall have to submit a performance guarantee (PSD) @ 3-5 % of contract value within 30 days from the date of issue of Letter of Award (LOA). Extension of time for submission of PSD beyond 30 days band up to 60 days from the date of issue of LOA may be given by the competent authority to sign the contract agreement however a penal interest of 15% per annum shall be charged for the delay beyond 30 days. i.e. 31st day after the date of issue of LOA. In case of the contract fails to submit the requisite PSD even after 60 days from the date of issue of LOA the contract shall be terminated duly forfeiting the dues if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that item. Performance Security Deposits mandatory.
 - b. Successful supplier/firm should submit performance guarantee as prescribed in favor of "All India Institute of Medical Sciences, Raipur" and to be received in the Stores Officer (Hospital), New Administrative Building, first floor, A-Block, Gate No 5, AIIMS Raipur (C.G) Pin-492099 before the date of commencement of supply or 30 days from the date of acceptance of the purchase order, whichever is earlier. The Performance Security Deposit to be furnished in the form of Bank Guarantee as per given Form of the tender documents, for an amount covering 3% of the contract value.
 - c. The Performance Security Deposit should be established in favour of "AIIMS Raipur" through any Schedule Bank with a clause to enforce the same on their local branch at Raipur.
 - d. Validity of the Performance Security Deposit shall be for a period of 60 days beyond Contract Period.
- 2) **Delivery:** The successful bidder should strictly adhere to the following delivery schedule should be effected within 30 days from the date of purchase order and this clause should be strictly adhere to failing which administrative action as deemed fit under rules will be taken against the defaulter. Otherwise Liquidation Damages will be imposed as per clause no. 4. Purchase order will be placed as required by consignee.
- 3) Purchase Order will be placed as per requirement of institute.
- 4) **Penalty:** If the suppliers fails to **Supply** place any or all the material 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.**
- 5)
- 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 consumables/ equipment/instruments 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 'noncompliance' 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 performance 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) **Clarification of Bids:** During evaluation of bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
- 10) **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.
- 11) **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.
- 12) **Discrepancies in Prices:**
- a) If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
 - b) If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected;
 - c) If, as per the judgement of the purchaser, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered / speed post. If the tenderer does not agree to the observation of the purchaser, the tender is liable to be ignored.
- 13) **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.

- 14) Breach of Contract:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the contract without assigning any reasons thereof and nothing will be payable by AIIMS, Raipur. In that event the security deposit shall also stand forfeited.
- 15) 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.
- 16) 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.
- 17) Terms of payment:**

a. 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 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 delivering challan and valid E way bill, wherever applicable.
- b. The supplier shall not claim any interest on payment under the contract.
- 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 rates as notified from time to time.
- d. No payment shall be made for rejected stores. Rejected consumables/ 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.

- 18) Packing:** Goods must be securely and adequately packed and protected in order to prevent damage, otherwise all losses and /or damage resulting from inadequate packing and/or inadequate protection or inadequate marking shall be borne by seller/seller's Principal abroad. The supplier shall mark each package on three sides with indelible paint of proper quality as below:-

- a) Purchase Order number and date.
- b) Brief description of goods including quantity.
- c) Purchaser's name and full address.
- d) Supplier's name and full address.

Packing Instruction:

These are advisory in nature and to enable safe delivery of goods to Pharmacy Store.

- a. No corrugate package should weigh more than 15 kgs (ie, product + inner carton + corrugated box).

- b. All Corrugated boxes should be of 'A' grade paper i.e., Virgin.
- c. All items should be packed only in first hand boxes only.
- d. The corrugated boxes should be of narrow flute.
- e. Every box should be preferably single joint and not more than two joints.
- f. Every box should be stitched using pairs of metal pins with an interval of two inches between each pair. The boxes should be stitched and not joined using calico at the corners.
- g. The flaps should uniformly meet but should not overlap each other. The flap when turned by 45 -60° should not crack.
- h. Every box should be sealed with gum tape running along the top and lower opening.
- i. Every box should be strapped with two parallel nylon carry straps (they should intersect).
- j. The product label on the carton should be large at least 15cms x 10cms dimension. It should carry the correct technical name, strength or the product, date of manufacturing, date of expiry, quantity packed and net weight of the box.
- k. No box should contain mixed products or mixed batches of the same product.
- l. Statutory packing instruction shall have to be followed where ever applicable.
- m. Primary packing such as strips, labels, inner carton, outer carton etc. should bear the following words.
 "AIIMS Raipur Supply-Not for Sale"
 "एम्स रायपुर आपूर्ति – निशुल्क वितरण हेतु"

19) **Good & Service Tax:**

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

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

3. **HSN Code** for each item should be clearly mentioned on BoQ/Financial Bid.

20) **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 consumables/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.

- 21) 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 Executive Director, AIIMS Raipur to settle the dispute by Sole Arbitrator. Sole arbitrator will be appointed by the Executive Director, AIIMS Raipur. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1996 and the rule framed there under and in force shall be applicable to such proceedings.
- 22) 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.
- 23) Option Clause/ Tolerance Clause:**
- At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25% to 30%, the quantity of goods and services mentioned in the schedule (s) in the “Schedule of Requirements” (rounded off to-next whole number) without any change in the unit price and other terms & conditions quoted by the bidder.
 - If the quantity has not been increased at the time of the awarding the contract, the purchaser reserves the right to increase by 25% to 30%, the quantity of goods and services mentioned in the contract (rounded off to next whole number) without any change in the unit price and other terms & conditions mentioned in the contract, during the currency of the contract.
- 24) Contract Period:**
- The Period of the rate Contract is for one year from the date of commencement of Contract and same can be extended by the Executive Director, AIIMS Raipur on mutual agreement on same terms and conditions for **one or more year**. The Executive 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.
- 25)** Rate wise comparison of the quotes will be made and L1* for each item (if Two Equipment's/material) 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 Executive Director AIIMS Raipur shall be final.
- 26) Defective or Damaged item Replacement clause:** After supply, during usage of the item at any time before expiry, if it is found to be defective or damaged (not due to environmental conditions), the supplier has to replace it with fresh item at their risk and cost within 21 days.

27) Sample and Demonstration:

- a) 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.
- b) Tenderers are required to provide samples of the quoted items at the hospital store within seven days of the tender closing date. Acceptance of the tender will normally be on the basis of minimum quoted rate and quality of the items quoted (as per sample). The tenderers have to abide by the decisions/ directions of competent authority in this regard. On award of contract the approved Tenderer(s) have to supply the goods per the brand and quality of sample provided at the time of Tender inspection and approved by the competent authority. Any deviation in this regard will be treated as non-compliance and may lead to breach of contract. Each sample should have a card affixed to the sample which should bear the following information:
 - Your Name and Address
 - Tender Number
 - Item No. against which sample submitted
 - Any other relevant description deemed fit.

**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) Scanned copy of DD/FDR for EMD cost must be uploaded.
- b) Please **state whether the bidder** is Manufacture/OEM/Distributor/Dealer/Supplier/trader relevant document should be uploaded.
- c) In case of Distributor/Dealer/Supplier must be upload tender specific authorization certificate from OEM/ manufacturer should be uploaded.
- d) The Bidder must upload the annual turnover of last three financial year duly certified by CA as mentioned in tender document.
- e) The bidder must submit the annual turnover of OEM/Manufacturer duly certified by CA as mentioned in the tender document.
- f) The bidder must submit the Income Tax of last three financial years.
- g) Bidder must provide evidence of having supplied the similar item in government hospital/organization in India of **Rs. 14 Lakh**.
- h) Bidder should enclose Manufacture/OEM's annual turnover of **Rs. 1.11 Cr.** certified by CA and balance sheet for last three financial years.
- i) Copy of PAN Card **should be uploaded (Bidder)**.
- j) Firm/Company registration certificate should be uploaded **(Bidder)**.
- k) The GST registration details may be furnished **(Bidder)**.
- l) "Declaration by the Bidder" as mentioned Annexure II in tender document should be uploaded **(Bidder)**.(Rs. 100 stamp)
- m) An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.
- n) Please provide a certificate on OEM's letter head that you have not quoted the price higher than previously supplied to any government Institute/Organization/reputed Private Organization or DGS&D rate in recent past.
- o) The bidder must submit all the requisite documents, failing which the respective bid will be summarily rejected.

PRICE BID

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

Technical Compliance Sheet

Detail of the required items quoted in the technical Bid should be same quoted on financial bid

Description of Quantities as Table 1, 2 and 3.

Table1-List of Plastic wares			
S. No.	Description of items	Pack size	Required Quantity
1	Carboy with Stopcock,	1	2
2	Wide Mouth Wash Bottle-500 ml	6 units	1
3	0°C Mini Cooler	1	4
4	Tube Conical Bottom-50ml	25x20	2
5	PCR tubes 0.2 ml flat cap Polypropylene	1000 units	3
6	Microcentrifuge Tube-5 ml	100 units	5
7	Tube Conical Bottom- 15 ml	25x20	6
8	96 Place Reversible Rack with Cover	4	4
9	PCR Workstation Rack	6	2
10	PCR Mini Cooler	1	2
11	Aspirator Bottle with Stopcock5L	1	4
12	Beaker-1000 ml	4	4
13	Kimwipes Disposable Wipes	280 units	20
14	Centrifuge Tube Box for 15 ml tubes-36 places	4	4
15	Centrifuge Tube Box-50 ml	4	4
16	Cryo Cube Box, PP, 100 places	4	40
17	0.2 ml White PCR Tube Strips with attached Cap	120 strips	2
18	Parafilm M, 4"X125'	1	6
19	Gel Caster for Submarine Electrophoresis Unit	1	1
20	Casting Tray Electrophoresis Unit Spare (15x10 cm)	1	1
21	Casting Tray Electrophoresis Unit Spare (7x10 cm)	1	1
22	Magnetic Retriever	2	2
23	Polygon Magnetic Stirrer Bar	1 Set (Assorted)	1
24	Multipurpose Labelling Tape	1	2
25	Ice Tray (Bucket), without lid - 4L	1	1
26	Test Tube Stand, RPP	4	1
27	Hand Protector Grip, silicone	1	2

28	Vortex Mixer with Speed Control	1	2
29	Pipettor Stand	1	6
30	Cryo Gloves MID ARM M	1	1
31	Comb set Electrophoresis Unit Spare for 15x10 cm Gel Tank	2	1
32	Comb set Electrophoresis Unit Spare, for 7x10 cm Gel Tank	2	1
33	Cryo babies, Pack Size: 1000	1000 units	1
34	Variable Volume Pipette 1-10 µl	1	2
35	Variable Volume Pipette, 2-20 µl	1	2
36	Variable Volume Pipette, 200-1000 µl	1	2
37	Micro Centrifuge for place Rotor for 8 x 200 ul tube strips	1	2
38	Motorless Magnetic Stirrer	1	1
39	UV Safety Goggles	1	2
40	Biohazard Waste Container	1	4
41	Gel Scoop	1	2
42	Ice Bucket with Lid, 2.5 L	1	4
43	Rack for Micro Tube	4	5
44	Cryo 1°C Cooler	1	4
45	Measuring Cylinder 1000 ml	4	1
46	Measuring Cylinder 250 ml	6	1
47	Beaker 2000 ml	4	2
48	Measuring Cylinder 100 ml	6	1
49	Minus 20°C Mini Cooler, PC with Non-toxic gel	1	3
50	Float Rack for 1.5 ml,	8	2
51	Universal Combi Rack, PP	4	5
52	Microcentrifuge Tube- 2 ml	500	6
53	Self-Standing Centrifuge Tube, with HDPE Closure-50 ml	25x20	2
54	Cryo Tags-38X19 mm	1000	1

55	Tough Spots Assorted Colors	5000	1
56	Cryo Vial Workstation Rack-50 Places	1	4
57	Indicator Tape for Steam Autoclave, Pack Size: 1 Roll	1 Roll	1
58	Combilock Rack	4	4
59	Microcentrifuge Tube - 0.5 ml	100	5
60	Microcentrifuge Tube-1.5 ml	100	25
61	Microcentrifuge Tube, 2.0 ml	100	15
62	Cryo Vial External Threaded, Self-Standing -Sterile	1000	4
63	Variable Volume Pipette- 20-200 µl	1	2
64	Microcentrifuge Tube- 1.5 ml	500	6
65	Microcentrifuge Tube Amber-1.5 ml	500	2
66	Handypette Pipette Aid	4	1
67	Utility Tray	6	1
68	Draining Tray	6	1
69	Reagent Reservoir	12	1
70	Cryo Cube Box, PP - 50 places	8 units	5
71	Instrument Sterilizing Pan-PP	2 units	1
72	Low Retention Tips	1000 Units	6
73	0.2 ml Clear PCR Tube Strips with Cap, Pack Size: 125 strips	125 strips	1
74	Wash Bottle, 250 ml LDPE	6 units	2
75	Beakers with Handle, 250 ml, PP & TPX	6 units	2
76	Beakers With Handle, 500 ml, PP & TPX	6 units	2
77	Funnel, PP, 50 mm, Pack Size: 36 units	36 units	1
78	Funnel, PP, 100 mm, Pack Size: 12	12	1
79	0.5 – 10 µl Pipettes Fully-Autoclavable, PP,	1 unit	2
80	2-20 µl Pipettes Fully-Autoclavable, PP	1 unit	2
81	20 – 200 µl Pipettes Fully-Autoclavable, PP	1 unit	2
82	100 – 1000 µl Pipettes Fully-Autoclavable, PP	1unit	1
83	Micro Centrifuge for 1.5 ml/2 ml and 0.2 ml tube rotor	1 each	2
84	Floating Rack for Micro Centrifuge Tube-PP-20 Places	4 units	1

85	Safety Face Shield	1unit	1
86	Autoclavable Bags, PP		5
87	Pasteur pipette Sterile, LDPE, 1 ml	500 units	2
88	Pasteur pipette Sterile, LDPE, 3 ml,	500 units	4
89	Loop Nichrome of different diameter, Pack Size: 5X10 units	5X10 units	2
90	Sterile Syringe filter-Pore size- 0.22-micron, Diameter- 28mm	100 units	6
91	Glass beads, Acid Washed, Size-212-300 µm (50-70 U.S. sieve)	500 gm	1
92	Gridded Cellulose Nitrate Membrane sterile, Size - 47 mm	100 units	4
93	Freeze Tag, White Dots,	1x1000 units	1
94	Freeze Tag, White Label,	Pack Size: 1x1000 units	1

Table 2 Chemicals and Reagents			
S · N o ·	Description of items	Pack Size	Quantity Required
1.	Nuclease free water	500 ml	4
2.	Tris, Free base, Tris(hydroxymethyl)aminomethane, Pack Size: 500 gm	500 gm	1
3.	Cetyl-trimethyl ammonium bromide (CTAB)	500 gm	1
4.	EDTA disodium salt dihydrate	500 gm	1
5.	Sodium Chloride	500 gm	1
6.	2-Propanol	500 ml	5
7.	Isoamyl alcohol	500 ml	1
8.	Acetic acid glacial	500 ml	4
9.	Sodium phosphate monobasic anhydrous	500 ml	1
10.	Di-Sodium hydrogen phosphate anhydrous	500 gm	1

11.	Calcium chloride anhydrous	500 gm	1
12.	Sodium carbonate anhydrous	500 gm	1
13.	Sodium bicarbonate	500 gm	1
14.	Methanol	500 ml	1
15.	Glycine	500 gm	1
16.	Sodium Dodecyl Sulphate LR, Pack Size: 500 gm	500 gm	1
17.	Glycerol,	500 ml	2
18.	Potassium chloride,	500 gm	1
19.	Sodium hydroxide pellets	500 gm	2
20.	Hydrochloric acid abt. 35% pure, Pack Size: 500 ml	500 ml	2
21.	Tween-20	500 ml	1
22.	Dimethyl sulphoxide (DMSO)	100 ml	2
23.	Activated charcoal powder	500 gm	1
24.	Potassium nitrate	1 kg	1
25.	Magnesium sulphate heptahydrate	1 kg	1
26.	Ferrous sulphate heptahydrate	1kg	1
27.	Manganese (II) chloride tetrahydrate	500 gm	1
28.	Zinc Sulphate	1 kg	1
29.	Copper (II) sulphate pentahydrate	500 gm	1
30.	Potassium permanganate	500 gm	1
31.	Formaldehyde sol 37 - 41%	500 ml	5
32.	Phenol:Chloroform:Isoamyl alcohol mixture	500 ml	1
33.	DEPC, Diethyl Pyrocarbonate for Molecular Biology	25 ml	1
34.	D-Mannitol	500 gm	1
35.	Sucrose	1 kg	1
36.	Silver Nitrate	25 gm	1
37.	Trypan blue	10 gm	2
38.	Lysozyme,	1 gm	1
39.	Agar powder, Bacteriological grade	500 gm	2
40.	Dextrose	500 gm	1

41.	Ammonium oxalate monohydrate	500 gm	1
42.	Methylene blue trihydrate	25 gm	1
43.	2-Mercaptoethanol	100 ml	1
44.	Boric acid,	500 gm	1
45.	Bromophenol blue	5 gm	1
46.	n-Butyl Alcohol	500 ml	1
47.	Acetone	500 ml	4
48.	Petroleum Ether	500 ml	1
49.	Chloroform	500 ml	2
50.	Sulphuric Acid	500 ml	1
51.	Magnesium Chloride	500 gm	1
52.	Trisodium Citrate, Dihydrate,	500 gm	1
53.	Sodium thiosulphate	500 gm	1
54.	Ferric Chloride	500 gm	1
55.	Potassium Ferrocyanide	500 gm	1
56.	Potassium Iodide	100 gm	1
57.	Potassium Phosphate Dibasic (Dipotassium hydrogen phosphate), Anhydrous	500 gm	1
58.	Ammonium Phosphate Monobasic	500 gm	1
59.	Hydrogen Peroxide 30%	500 ml	1
60.	Bromothymol blue	25 gm	1
61.	Potassium Hydroxide Pellets	500 gm	1
62.	Ascorbic acid,	100 gm	1
63.	Sodium benzoate	500gm	1
64.	Luria Bertani Broth, Miller	500 gm	1
65.	Luria Bertani Agar, Miller	500 gm	1
66.	Cryptococcus Differential Agar	500 gm	1
67.	Oatmeal Agar	500 gm	2

Table 3 List of Kits and Reagents			
S. No.	Description of items	Pack Size	Quantity Required
1	Fast PCR Master Mix	160 Rxns	8
2	One Step RT-qPCR Master Mix,	200 Rxns	2
3	100 bp DNA Ladder	500 µl	2
4	Agarose Molecular Biology Grade	500 gm	3
5	SYBR Green Master Mix for qPCR	5 ml	5
6	Plasmid Isolation Kit	250 columns	1
7	DNA Blood Mini Kit	50 Columns	4
8	Total RNA Extraction Reagent,	100 ml	1
9	RNase-free Water,	10 ml	4
10	Gel and PCR Clean-up Kit	50 Reactions	2
11	Fast DNA Isolation Kit from Tissue	50 Columns	2
12	Master Mixes with dyes	100 Reactions	1
13	Colourless Master Mix	100 Rxns	1
14	Blue/Orange Loading Dye, 6X	3 ml	1
15	Ethidium Bromide	10 ml	1
16	TAE Buffer, Molecular Biology Grade (Tris-acetate-EDTA), 40X	1000 ml	2
17	1 kb DNA Ladder	500 µl	1
18	cDNA Synthesis Kit	50 Reactions	1
19	RPMI-1640 with L-Glutamine	5 litre	2
20	RNA extraction kit, DNase free, Total RNA without DNA	250 Reactions	1
21	Reverse transcriptase reagent kit Pack Size: 50 Reactions	50 Reactions	1

22	Trizol reagent, for RNA, DNA and Protein extraction	100 ml	1
23	Sterile Phosphate Buffered Saline, Dilution 1X	500 ml	3
24	Dneasy blood and Tissue Kit	250 Reactions	1
25	qPCR Master Mix with dye-green	200 reactions	5
26	Fast DNA Stool Mini Kit	50 Preparations	5
27	Power Stool DNA isolation Kit	50 Preparations	5
28	Proteinase K, >600 mAU/mL	10 ml	1
29	Leptospira IgM & IgG Card	10 Tests	5
30	Scrub Typhus IgM ELISA	96 Tests	3
31	Chikungunya ELISA Test Kit	96 Tests	2
32	Dengue NS1 Antigen and IgM + IgG	50 Tests	4
33	Voriconazole with high Purity $\geq 98\%$ (HPLC)	5 mg	1
34	Caspofungin diacetate, $\geq 97\%$ (HPLC)	5 mg	2
35	Micafungin sodium, $\geq 97\%$ (HPLC)	5 mg	2
36	Methanol, HPLC Grade	2.5 litres	8
37	Acetonitrile $\geq 99.9\%$, gradient grade, suitable for HPLC,	2.5 litres	6
38	Dimethyl Sulfoxide hybrid-max sterile-filtered Bioreagent, suitable for hybridoma ($>99.7\%$),	100 ml	1
39	HPLC C18 5 μ m column, Size-4.6 I.DX250 mm	1	1
40	Leptospira Fast Detection Kit (RT-PCR)	50 Reactions	2
41	Fungal sepsis panel PCR Amplification Kit,	25 reactions	1
42	Real time PCR kit covering Rhizopus spp, Mucor spp., Lichtheimia spp.,Cunninghamella spp.,and Rhizomucor spp. PCR kit	25 reactions	1
43	Gastrointestinal Panel Kit (RT-PCR)	50 rxn	3
44	Tropical Fever Panel Kit (RT-PCR)	50 rxn	1

Note:-

1. Bidders should quote unit wise price for each item.

Annexure II

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 Stores-in-Charge Procurement Cell, AIIMS, Raipur immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such an Agency which is banned/suspended in future during the currency of the Contract with you.
6. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address :

MANUFACTURER'S / PRINCIPAL'S AUTHORIZATION FORM

To,

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

Dear Sir,

Tender No. : _____.

Equipment Name : _____.

1. We, _____, who are established and reputable manufacturers of _____, having factories at _____ and _____, hereby authorize Messrs. (Authorized Dealer/Distributor/Supplier) _____ (name and address of agents) to bid, negotiate and conclude the contract with you against this tender for the above goods manufactured by us.
2. 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.
3. We also hereby undertake to provide full guarantee/warranty /Comprehensive Annual Maintenance Contract as agreed by the bidder in the event the bidder is changed as the dealers or the bidder fails to provide satisfactory after sales and service during such period of Comprehensive Warranty / Comprehensive Annual Maintenance Contract and to supply all the spares/ accessories / consumables etc. during the said period.
4. 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

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 Executive 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.....[3-5% (threepercent)of the purchase value] which will be valid for entire warranty period from the date of installation &commissioning, the said Performance Guarantee Bond is to be submitted within 30(Thirty) days from the date of Acceptance of the Purchase Order.

NOW THIS BANKHERE BY GUARANTEES that in the event of the said supplier/firm (seller) failing to abide by any of the conditions referred to intender document/purchase order/performance of the instrument/machinery, etc. This Bank shall pay to All India Institute of Medical Sciences (AIIMS) Raipur on demand and without protest or demur(Rupees.....).

This Bank further agrees that the decision of All India Institute of Medical Sciences (AIIMS) Raipur(Buyer) as to whether the said supplier/firm (Seller) has committed a breach of any of the conditions referred in tender document/ purchase order shall be final and binding.

We,.....(name of the Bank& branch) here by further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the supplier/firm(Seller)and/or All India Institute of Medical Sciences (AIIMS) Raipur(Buyer).

Not with standing anything contained herein:

a.Ourliability under this Bank Guarantee shall not exceed`..... (Indian Rupees.....only).

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

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

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

Yourstruly,

Signature and seal of the Guarantor

Name of the Bank:.....

Complete Postal Address:

Form-A**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	

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.