



अखिल भारतीय आयुर्विज्ञान संस्थान,
 All India Institute of Medical Sciences
 Engineering Branch, Bhubaneswar (Odisha)-751019
www.aiimsbhubaneswar.nic.in

NOTICE INVITING e-TENDER

N.I.T. No.	AIIMS/BBSR/ENGG/ELECT/58/2025
Name Of Work:	Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar.
Estimated Cost:	Rs. 35,65,488/-
Earnest Money:	@ 2% of Estimated Cost
Security Deposit:	@ 2.5% of Contract Value
Contract Period	05 (Five years)
Type of work:	Warrantee extension with software updates
Tender issue date:	11.04.2025
Last Date & Time of Submission of Tender:	19.04.2025 by 18.00 Hours

“Certified that, this tender document contains 45 pages only”.

**Executive Engineer (Elect.)
 AIIMS, Bhubaneswar**

Government of India, Ministry of Health & Family Welfare, AIIMS, Bhubaneswar

Name of Work	:	Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar	
NIT No.	:	AIIMS/BBSR/ENGG/ELECT/58/2025	
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ALL INDIA INSTITUTE OF MEDICAL SCIENCE, BHUBANESWAR NOTICE INVITING e-TENDER

(a)	Name of Work	Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar
(b)	Tender No.	AIIMS/BBSR/ENGG/ELECT/58/2025
(c)	Contract Period	05 (Five years)
(d)	Estimated Cost	Rs. 35,65,488/- (Rupees Thirty-five lakh sixty-five thousand four hundred eighty-eight only)
(e)	Earnest Money Deposit (EMD)	2 % of Estimated Cost
(f)	Security Deposit	2.5% of the Tendered Value
(g)	Tender documents will be Issued From	As per the e-Tendering Portal of AIIMS Bhubaneswar http://www.aiimsbhubanewar.nic.in and CPP Portal www.eprocure.gov.in for downloading/ participating
(h)	Last Date & Time of Submission	19.04.2025 by 18.00 Hours
(i)	Date, Time for the Opening of Bid (Technical & Financial)	21.04.2025 by 12.00 Hours

1. The indenting Bidder must read the Terms & conditions of AIIMS, Bhubaneswar carefully. He/They should only submit his/her/their bid if he/she/they consider himself/themselves eligible and he/she/they is/are in possession of all the documents required.
2. Information and Instructions for bidders posted on the website shall form part of the bid document.
3. The Bid documents consisting of specifications, the schedule of quantities of various types of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded from the website www.aiimsbhubaneswar.edu.in or <https://eprocure.gov.in/eprocure/app>

**Executive Engineer (Elect.)
AIIMS, Bhubaneswar**

**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING FORMING PART OF BID DOCUMENT
AND TO BE POSTED ON WEBSITE**

(APPLICATION FOR INVITING BIDS ON TWO BID SYSTEMS)

The Executive Engineer (Elect.), AIIMS, Bhubaneswar, (Phone - 0674 2476083, Email - eeel@aiimsbhubaneswar.edu.in) invites on behalf of Executive Director, AIIMS, Bhubaneswar, Percentage Rate Tender from OEM/Authorized Service Agency in Single Bid system having successfully completed works of similar nature as per eligibility criteria for the following work: -

Ser. No.	Description	Details
(a)	NIT No.	AIIMS/BBSR/ENGG/ELECT/58/2025
(b)	Name of Work:	Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar
(c)	Estimated Cost	Rs. 35,65,488/- (Rupees Thirty-five lakh sixty-five thousand four hundred eighty-eight only)
(d)	Earnest Money	2 % of Estimated Cost
(e)	Contract Period	05 (Five years)
(f)	Last date and time of online submission of tender	19.04.2025 by 18.00 Hours
(g)	Time and date of on line opening of Tender (Technical & Financial Bid)	21.04.2025 by 12.00 Hours
(h)	Hard copies of Original EMD, Registration Certificates, Undertaking, Affidavit and other upload document to be submitted to mini Director Board room 1st floor Administrative Block AIIMS Bhubaneswar office by the Bidders for reference. However, the Eligibility will be considered as per uploaded documents. For any query kindly contact: eeel@aiimsbhubaneswar.edu.in Phone: 0674 – 2476083	To be submitted on 21.04.2025 i.e. by 12.00 Hours. In case the last day happens to be closed holiday, these Documents shall be submitted on the next working day failing which a technical Bid will not be considered for Evaluation.
(i)	Mode of submission of Tender	Online. (CPP Portal)

1. **Eligibility Criteria:** Contractor /Agency who fulfilled the following requirement shall be eligible to apply. Joint venture in not accepted.

- a) The bidder should have satisfactorily completed the works as mentioned below during the last seven years ending the previous day of the last date of submission of the bid.
- i. one (01) similar work each costing not less than **Rs. 28,52,390/-**.
 - OR**
 - ii. Two (02) similar works each costing not less than **Rs. 21,39,293/-**.
 - OR**
 - iii. Three (03) similar works each costing not less than **Rs. 14,26,195/-**.

Similar work means: The Bidder has successfully executed work “ SITC of LAN switches OR Annual Maintenance Contract (AMC) / Warrantee extension of LAN Networking Infrastructure items for any PSU/ Govt. Department”.

2. The Bidder should have registration up to date with **Employee Provident Fund (EPF) Commissioner** and **Employee State Insurance (ESI) Corporation**.
3. The bidder should have a positive net worth and should not have incurred loss in the last 03 (Three) Years ending i.e. by 31st March 2024, duly certified by Chartered Accountant.
4. Agreements shall be drawn with the successful bidders for item/items in the prescribed format. Bidders shall quote their rates as per various terms and conditions of the said form which will form part of the agreement.
5. The bid document consists of a survey report, layout diagram, specifications, the schedule of quantities of the various type of items to be executed and the set of terms & conditions of the contract to be complied with, and other necessary documents.
6. **Submission/Upload of OEM authorization certificate (Appendix- A) is mandatory, if the bidder will fail to upload the authorization certificate the bid shall be summarily rejected.**
7. Conditional Bids shall not be considered and will be out-rightly rejected at the very first instance.
8. Average annual financial, the turnover during the last three years, ending 31st march 2024 should be more than 50% of the estimated cost (Not less than **Rs.@ 17,82,744/-**)
9. The intending bidder must read the terms and conditions of the Tender document carefully. He should submit his bid if he considers himself eligible and he is in possession of all the certificates/documents required.
10. Information and Instructions for bidders for e-tendering posted on the website shall form part of the bid document.
11. the bid document consisting of NIT, plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <https://eprocure.gov.in> or www.aiimsbhubaneswar.edu.in free of cost.
12. Copies of eligibility documents and EMD as specified in the notice inviting tender shall be scanned and uploaded on the e-tendering website within the period of tender submission. Bidders can upload documents in the form of JPG format, PDF format, and any other format as permissible by

the e-tendering portal.

13. Bidders must ensure to quote percentage above or below or as per against BOQ price. The column meant for quoting rate in figures appears in sky blue colour. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, the rate of such item shall be treated as "0" (ZERO). After submission of the bid online, the Agency can re-submit the revised bid any number of times but before the last time and date of submission of the bid as notified.
14. After the submission of the bid online, it can be revised any number of times before the specified time on the last date of submission of the bid. While submitting the revised bid, the bidder can revise the rate of one or more item(s) any number of times (he need not re-enter the rate of all the items) but before the last time and date of submission of the bid as notified.
15. Financial bids shall be considered only for eligible bidders those are qualified in Technical evaluation.
16. If the Agency is found ineligible after the opening of bids, his bid shall become invalid.
17. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified agencies to any number deemed suitable by it if too many bids are received satisfying the laid down criterion.
18. Pre-bid Conference shall be held on the First floor of the Director board room, admin block, AIIMS Bhubaneswar as mentioned time and date.

**Executive Engineer (Elect.)
AIIMS, Bhubaneswar**

GENERAL RULES & DIRECTIONS OF CONTRACT

The Executive Engineer (Elect.), AIIMS, Bhubaneswar, (Phone – 0674 2476083, Email - eeel@aiimsbhubaneswar.edu.in) invites on behalf of the Executive Director, AIIMS, Bhubaneswar, OEM/Authorized Service Agency in Single Bid system having successfully completed works of similar nature as per eligibility criteria for the following work: -

Name of Work: *Tender for “Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar”.*

1. **Preparation & Submission of Tender through Online. The Bid shall be submitted by the Bidder through online for “Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar”.**
2. *The Bidders shall have to submit original documents for Original Earnest Money Deposit and self-certified copies of all the scanned and uploaded documents before the date and time of opening of tender at mini Director Board room 1st floor Administrative Block AIIMS Bhubaneswar failing which the bid will be summarily rejected.*
3. **List of Documents to be scanned and uploaded within the period of bid submission.**
 - (a) Earnest Money Deposit in Favour of “All India Institute of Medical Sciences, Bhubaneswar”.
 - (b) FROM `A to E` duly filled in and signed with the stamp.
 - (c) Completion Certificate of Similar Work along with work order and detail BOQ copy from the govt organization not below the Rank of Executive Engineer or equivalent.
 - (d) Certificate of Registration for GST and acknowledgment of up-to-date filed return if required.
 - (e) Copy of PAN card
 - (f) Copies of IT return last 3 Years.
 - (g) Copies of ESI Registration
 - (h) Copies of EPF Registration
 - (i) The Bidder should have their Registered Office/Branch in Bhubaneswar. If not, an Office should be opened in Bhubaneswar within 30 (Thirty) Days of the award of Work. Details of Address Proof of Office located at Bhubaneswar should be given to EE(Elect).
 - (j) Declarations to be given by the Tenders.
 - (k) Profit/Loss: The bidder should not have incurred any loss (Profit after Tax should be positive) in more than two years during available the last three consecutive balance sheets, duly audited and certified by Chartered Accountant.
 - (l) Each page of the e-tender documents should be duly signed with a seal otherwise, the bid shall become invalid.
 - (m) OEM/OEM Authorized agency MAF Certificate as per (Appendix- A)
 - (n) Affidavit as per *Annexure – I*
4. **The bid submitted become invalid, if any discrepancy/shortfall is noticed between the eligibility documents (as per Sl. No 03 para ‘a’ to ‘n’) as uploaded at the time of submission of the bid.**
5. The intending bidder must read the terms and conditions of **CPWD -8** carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
6. **Earnest Money Deposit.** The bidder shall be required to submit the **Earnest Money Deposit (EMD) for an amount of 2% of Estimated cost** by way of Demand Draft/FD only in favor of AIIMS Bhubaneswar payable at Bhubaneswar. Original Copy of the Demand Draft/Bank Guarantee must be uploaded/attached with the technical Bid. The EMD of the Successful Bidder shall be returned after the successful submission of Performance Security and for unsuccessful bidder’s it would be returned after award of the contract. Bid’s received without Demand Draft of EMD will be rejected.
 - (i) As per SOP No.5/1 & Clause No.6 of CPWD Manual-2022 the MSME firms registered in NSIC under PP

- policy are exempted from payment of EMD for supply of Goods & Services only.
- (ii) Micro and small Enterprises if registered with any government bodies specified by Ministry of Micro, Small & Medium Enterprises (M/o MSME) with valid certificate duly issued by GOI are exempted for submitting earnest money deposit (EMD).
 - (iii) Other Firms, registered with MSME/NSIC with valid certificate duly issued by GOI are also exempted for submitting EMD. No other type of certificate is acceptable.
 - (iv) The exemption and relaxation in EMD is subject to the validity & acceptance of their registration certificate on the date of opening of tender.

7. Performance Guarantee/ security deposit:

- (a) The successful Agency will be required to furnish a **Performance guarantee 40% (forty)** of contract value in the form of a Fixed Deposit Receipt or Bank Guarantee from any Scheduled Bank duly pledged in the name of the "**All India Institute of Medical Sciences, Bhubaneswar**" which shall be kept valid for a period of 180 days beyond completion of all the contractual obligations as per GCC.
 - (b) **The security deposit:** can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of the contract or for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of the Agency's performance obligations (including the Warranty/Guarantee period) under the contract. In case the Agency fails to deposit the said performance guarantee within the period including the extended period if any, the Earnest Money deposited by the Agency shall be forfeited automatically without any notice to the Agency. The earnest money deposited along with the tender shall be returned after receiving the aforesaid performance guarantee.
8. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies, and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at their own cost, all materials, tools & plants, water, electricity access, facilities for workers, and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of the conditions.
 9. The Tender paper/documents can be seen/downloaded from the Official website & submitted through online and in hardcopy offline. For any query, Executive Engineer, Electrical, Phone: 0674 – 2476083 AIIMS, Bhubaneswar, may be contacted.
 10. The Executive Director, AIIMS, Bhubaneswar does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed conditions is not fulfilled or any condition including that of the conditional rebate is put forth by the bidder shall be summarily rejected.
 11. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the agency who resort to canvassing will be liable to rejection.
 12. The Executive Director, AIIMS, Bhubaneswar reserves to himself the right of accepting the whole or any part of the bid, and the bidder shall be bound to perform the same at the rate quoted.
 13. The Agency shall not be permitted to bid for works in the AIIMS, Bhubaneswar responsible for award and execution of contracts, in which his near relative is posted as an officer in any capacity

between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the AIIMS, Bhubaneswar. Any breach of this condition by the Agency would render him liable to be removed from the approved list of Agency of this Department.

14. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a Agency for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be canceled if either the Agency or any of his employees is found at any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the Agency's service.
15. **The bid for the works shall remain open for acceptance for a period of 180 days from the date of the opening of bids.**
16. This notice inviting bid shall form a part of the contract document. The successful bidder/ Agency, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of "The Notice Inviting bid, all the documents including additional conditions, specifications, and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and rate quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
17.
 - (a) **The quoted Rates shall be inclusive of GST.**
 - (b) **Security Deposit equal to 2.5% of the Contract Value will be deducted from the Bills of the Agency.**
 - (c) **The Income Tax as applicable shall be deducted from the Bill unless exempted by the Income Tax Department.**
 - (d) **1% labour cess will be deducted from bills.**
18. **Goods and Services Tax (GST).**
 - (a) **GENERAL REMARKS ON TAXES & DUTIES:** In view of GST Implementation from 1st July 2017, all taxes and duties including Excise Duty, CST/VAT, Service tax Entry Tax and other indirect taxes and duties have been submerged in GST. Accordingly, reference of Excise Duty, service Tax, VAT, Sales Tax, Entry or any other form of indirect Tax except of GST mentioned in the bidding document shall be ignored.
 - (b) Bidders are required to submit copy of the GST Registration certificated while submitting the bids wherever GST (CGST & SGST/UTGST or IGST) is applicable.
 - (c) "GST shall mean Goods and services Tax charged on the supply of material(s) and services. The term 'GST' shall be construed to include the integrated Goods and Services Tax (Hereinafter referred to as "IGST") or central Goods and Services Tax (hereinafter referred to as "CGST") or State Goods and services Tax (Hereafter referred to as "SGST") or union Territory Goods and services Tax (hereinafter referred to as "UTGST").
 - (d) Quoted price/rate(s) should be inclusive of all taxes and duties, except GST (i.e. IGST or CGST and SGST /UTGST applicable in case of interstate supply or intra-state supply respectively and cess on GST if applicable) on the final service. However, the GST rate (including cess) to be provided in the respective places in the price Bid. please note that the responsibility of payment of GST (CGST & SGST or IGST or UTGST) lies with the supplier of Goods/services (service provider) only. Supplier of Goods/Service (Service provider) providing taxable service shall issue an invoice/Bill, as the case

may be as per rules/regulations of GST. Further, returns and details required to be filled under GST laws & rules should be timely filed by the supplier of Goods /services (Service provider) with the requisite details.

- (e) The Agency(s) must be submitted GST Challan copy in original duly signed with a stamp of the firm, against this work before releasing Security Deposit (SD) money.

19. FRAUD AND CORRUPTION:

- 19.1 The Engineer-in-Charge will reject a proposal for an award if he determines that the bidder recommended for award has been engaged in corrupt or fraudulent practices in competing for the contract in question. He will report to the Officer Inviting Bid /next higher authority.
- 19.2 Canvassing, whether directly or indirectly, in connection with tenders is strictly prohibited & the tenders submitted by the agency who resorts to canvassing will be liable for rejection.
- 19.3 The Agency shall be debarred for any period of time as decided by the AIIMS, Bhubaneswar Authority & forfeit the entire amount of EMD for the following reason-
- (i) If the Agency submits false experience/completion certificates, **as mentioned in Sl. No. - 1 Page No. - 5 (refer under Eligibility Criteria)**. The department reserves the right to verify the particulars furnished by the applicant independently.
 - (ii) If the Agency fails to commence the work on or before the scheduled date stated in the work order.
 - (iii) Violates any important condition of the contract.

- 20. Obtaining the OEM Manufacturers' Authorization Form (Appendix- A) is sole responsible of the bidder.**
21. Information & Instruction for Agency will form Part of NIT.

**Executive Engineer (Elect.)
AIIMS Bhubaneswar**

Annexure – I

DECLARATIONS TO BE GIVEN BY THE TENDERERS

It is to certify that: -

- (a) I /We have gone through CPWD W-8 amended up to correction Slip No.6 as available on the website www.eprocure.gov.in / www.aiimsbhubaneswar.edu.in or in the office of Superintendent Engineer and I/We agree with the terms and conditions of it and understood that it will form part of the agreement.

Date: _____

Signature of the Tenderer

- (b) “I, S/o Shri resident of hereby certify that none of my Relative(s) as defined in Paragraph 14 of CPWD W-6 is/are employed in AIIMS Electrical Zone, Odisha. In case at any stage, it is found that the information given by me is false/incorrect, AIIMS shall have the absolute right to take any action as deemed fit without any prior intimation to me”.

Date: _____

Signature of the Tenderer

NOTE: - (To be certified by all the partners in case of partnership firms, by all the Directors in case of companies).

- (c) “I/We undertake and confirm that eligible similar Work(s) has/have not been got executed through another Agency on back to back basis. Further, it is stated that, if such aviolation comes to the notice of the Department, then I/We shall be debarred for bidding in AIIMS in the future forever. Also, if such a violation comes to the notice of AIIMS, Bhubaneswar before the date of start of work, the Superintending Engineer shall be free to forfeit the entire amount of Performance Guarantee”.

Date: _____

Signature of the Tenderer

Annexure – II

INFORMATION REGARDING ELIGIBILITY LETTER OF TRANSMITTAL

From :

To

The Executive Engineer

.....

Subject: Submission of Bids for the Work of

Sir;

Having examined the details given in the bid documents for the above work, I/We hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms A to E and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We submit the following certificates in support of our suitability, technical knowledge, and capability for having successfully completed the following eligible similar works :

Name of the Work	Certificate from

Certificate: It is certified that the information given in the enclosed eligibility bid are correct. It is also certified that I/We shall be liable to be debarred, disqualified/cancellation of enlistment in case any information furnished by me/us is found to be incorrect.

Enclosures:

Seal of Bidder:

Date of Submission:

Signature(s) of Bidder(s):

FINANCIAL INFORMATION (FORM 'A')**I. Financial Analysis –**

Details to be furnished duly supported by figures in the balance sheet/profit & loss account for the last three financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Financial Years	2021-22	2022-23	2023-24
Gross Annual Turn over			

- Gross Annual Turn Over on IT works.
- Profit/Loss.

II. Financial arrangements for carrying out the proposed work.

Signature of Bidder (s)

FORM 'B'

**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN YEARS
ENDING THE PREVIOUS DAY OF THE LAST DAY OF SUBMISSION OF TENDERS**

Ser. No.	Name of the Work/Project and Location	Owner or sponsoring organization	Cost of work in corers of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration cases pending/ in progress with details*	Name and address/telephone No of officer to whom reference may be made	Whether work was done on back to back basis Yes/No
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)
1.									
2.									
3.									
4.									
5.									
6.									
7.									

***Indicate the gross amount claimed and the amount awarded by the Arbitrator.**

Signature of Bidder(s)

FORM 'C'**STRUCTURE & ORGANISATION**

1. Name & Address of the Bidder :
2. Telephone No/Telex No/Fax No :
3. The legal status of the bidder (scan & upload copies of the original document defining the legalstatus)
 - (a) An individual
 - (b) A proprietary firm.
 - (c) A firm in partnership.
 - (d) A limited Company or Corporation.
4. Particulars of registration with various Government Bodies (Scan & upload attested photo copy)

Organization/Place of Registration**Registration No**

- 1.
- 2.
- 3.

- Names and titles of Directors and Officers with designation to be concerned with this work.
- Designation of individuals authorized to act for the organization.
- Has the bidder, or any constituent partner in case of partnership firm, limited company/ Joint Venture, ever been convicted by the Court of Law? If so, give details.
- In which field of Civil Engineering construction, the bidder has specialization and interest?
- Any other information considered necessary but not included above.

Signatures of Bidder(s)

FORM 'D'

TENDER ACCEPTANCE FORM

Name of the tender:

Tender No:

The due date for tender:

Opening time & date of tender:

Affix duly
attested P.P. Size
photograph
of the bidder

	Item	
	Details of Bidder	
	i. Name of Bidding Entity	
	ii. Registration number of the Bidding Entity	
	iii. Regd. Address	
	iv. PAN No.	
	Details of Authorized Signatory of the Bidder for the tender	
	i. Name	
	ii. Designation	
	iii. Address	
	iv. Office Telephone No	
	v. Mobile No.	
	vi. Fax No.	
	Details of the Authorized Person of the Bidder to deal with	
	i. Name	
	ii. Designation	
	iii. Communication Address	
	iv. Telephone No	
	v. Fax No.	
	vi. Email address	

i. Please specify whether the bidder is a sole Proprietor/partnership Firm/Company/Society/Consortium ii. Name, address/ Telephone No. of Supply Installation and commissioning of CCTV Solution, at AIIMS Bhubaneswar/ partners	
---	--

:

	Amount	
ii.	RTGS/NEFT Details	
	Date of Transfer	
iv.	Name of the issuing authority	
	Confirm your organization employs more than 20 employees	
a) b) c)	PF Registration No. ESI Registration No. GST Registration No.	
	Any other information.	

9. Declaration by the contractor: -

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions and instructions contained herein and undertake myself/ourselves to abide by the said terms and conditions.

(Signature of Tenderer)

Name:

Designation:

Address:

Dated:

Phone No.(O):

FORM 'E'

POWER OF ATTORNEY

(On a Stamp Paper of relevant value)

I/ We..... (Name and address of the registered office) do hereby constitute, appoint and authorize Sri/Smt.....(Name and address) who is presently employed with us and holding the position of.....as our attorney, to act and sign on my/our behalf to participate in the tender no.....for (Equipment name).

I/ We hereby also undertake that I/we will be responsible for all action of Sri/Smt.....Undertaken by him/her during the tender process and thereafter on the award of the contract. His / her signature is attested below

Dated this the ___ day of 201_ For _____

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date: _____

Appendix- A**Manufacturer's Authorization Form**

To;

The Executive Director
All India Institute of Medical Sciences
AIIMS, Bhubaneswar

Tender No :

Dated :

E-Tender for the work of : "Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar".

Dear Sir/Madam;

- We____(Name of the OEM/OEMauthorized agency) are the original manufacturer of the above equipment having a registered office at _____ (full address with telephone No/Fax _____ do hereby declare to give maintenance/warranty support including Software updates to _____ through M/S _____, who is participating in Tender having No _____ of AIIMS, Bhubaneswar.
- We also hereby undertake to provide full guarantee/ full performance warrantee / Annual Maintenance Contract as agreed by the bidder in the event the bidder is changed or the bidder fails to provide satisfactory service, during such period of Warranty/ Annual Maintenance Contract and to supply all the spares/accessories/consumables/material/software upgrades/ labour etc. during the said period through the appoint bidder by AIIMS, Bhubaneswar.

Name :

Yours

For and on behalf of M/S _____

Faithfully,

(Name)

(Name of the Manufacturers)

Place :

Date :

Note : This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

Annexure – III

All India Institute of Medical Sciences
Engineering Branch, Bhubaneswar (Odisha)-751019
www.aiimsbhubaneswar.edu.in

BIDDERS UNDERTAKING

E-Tender for the work of: Tender for “**Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar**”.

To be submitted online by: 24.02.2025 at 18.00 hours

TENDER

I/We have read and examined the notice inviting tender, schedule, A,B,C,D,E ,specifications applicable, Drawings & Designs, General Rules, and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the AIIMS Bhubaneswar within the time specified in Performa of Schedules (Annexure – IX), viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings, and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for **One Hundred Eighty (180) days** from the due date of opening of the financial bid and not to make any modification in its terms and conditions.

A sum of **Rs.....**is hereby forwarded in Receipt Treasury Challan/ Deposit at Call Receipt of a Scheduled Bank/ Fixed Deposit Receipts of a Scheduled Bank/ Demand Draft of a Scheduled Bank/ Bank Guarantee issued by a Scheduled Bank as earnest money. A copy of the earnest money in Receipt Treasury Challan/ Deposit at Call Receipt of a Scheduled Bank/ Fixed Deposit Receipts of a Scheduled Bank/ Demand Draft of a Scheduled Bank/ Bank Guarantee issued by a Scheduled Bank is submitted with tender. If I/We, fail to furnish the prescribed performance guarantee within the prescribed tender, I/we agree that the said President of India or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely or debar me/we for participating in any tender of AIIMS Bhubaneswar for a period of 1 year . Further, if I/We fail to commence work as specified, I/We agree that the President of India or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance Guarantee shall be guaranteed to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the General Conditions of Contracts (CPWD). Further, I/we agree that in case of forfeiture of earnest money or performance guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further, if such a violation comes to the notice of the Department, then I/We shall be debarred for tendering in AIIMS Bhubaneswar in the future forever. Also, if such a violation comes to the notice of the Department before the date of start of work, The Engineer – in – Charge shall be free to forfeit the entire amount of Earnest Money Deposited / Performance Guarantee.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated.....

Signature of Contractor
Postal Address

Witness:

e-Mail id

Address:

Occupation:

(To be filled in by the contractor/witness as applicable)

ACCEPTANCE

The above tender (as modified vide letters mentioned hereunder) is accepted by me for and on behalf of the AIIMS Bhubaneswar for a sum of ₹. _____ * _____

(Rupees _____ * _____)

The letters referred to below shall form part of this contract Agreement:-

a) _____ *

b) _____

c) _____

For & on behalf of the AIIMS Bhubaneswar.

Signature.....

Dated

Designation.....

verify their antecedents and loyalty before employing them on the works. He shall ensure that no person of notorious antecedents and nationality is in any way associated with the works and if for reasons of technical collaboration or other consideration, the employment of any foreign national is unavoidable, the Agency shall furnish full particulars to this effect to the accepting officer at the time of submission of tender. The Executive Director, AIIMS, Bhubaneswar shall have full powers and without giving any reasons to the Agency immediately cease to employ in connection with this contract, any representative agency, servant and workman, or employee whose continuous employment in his opinion is undesirable. The Agency shall not be allowed any compensation on this account.

7. Penalty Clause:

In case of any failure of / delay in services, the penalty shall be invoked as per **Clause-2 of GCC** of CPWD works-2023. Compensation for delay of work:

(i) With maximum rate 1% (one percent) per month of delay to be computed on per day basis based on quantum of damage suffered due to stated delay on the part of Contractor.

Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10 % of the accepted Tendered Value of work.

8. The work shall be governed by AIIMS, Bhubaneswar general conditions, and security regulations of the contract.

9. The Executive Director, AIIMS, Bhubaneswar or any one or more officers authorized by him shall have the right to visit Agency/sub-agency premises to check the physical progress of work, inspection, testing etc. of the contract items or any part thereof at any time during all stages of work. The Agency shall extend all necessary facilities for carrying out such inspection and check of the progress of work.

10. It is the responsibility of the successful tenderer to hand over the entire system to the Executive Director, AIIMS, Bhubaneswar on completion of the work in working condition. Any damages/replacement etc. should be done at free of cost with the knowledge of the Executive Director, AIIMS, Bhubaneswar. The final taking over will be done after detailed joint inspection by the Executive Director, AIIMS, Bhubaneswar/ or his authorized representative and the Agency on completion of the work.

11. Risk Purchases:

The cost of repairs/rectification necessitated due to negligence of the Agency's employee shall be recovered from the Agency as per the assessment made by the Executive Director, AIIMS, Bhubaneswar. If the Agency fails to repair/rectify the defects in installations within the time given to him, the same will be got repaired/rectified by another agency at the risk and cost of the Agency. The decision of the Executive Director, AIIMS, Bhubaneswar shall be final and binding on both the parties.

12. The Agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, and Bonus. Gratuity, ESI, etc. relating to personnel deployed by it at AIIMS, Bhubaneswar site or for any accident caused to them, and the institute shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by AIIMS, Bhubaneswar for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The Agency shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re-enactments/amendments/modifications: -

- (a) The Payment of Wages Act 1936.
- (b) The Employees Provident Fund & MP Act, 1952.
- (c) The Contract Labour (Regulation) Act, 1970.
- (d) The Payment of Bonus Act, 1965.
- (e) The Payment of Gratuity Act, 1972.
- (f) The Employees State Insurance Act, 1948.
- (g) The Employment of Children Act, 1938.
- (h) The Motor Vehicle Act, 1988.
- (i) Minimum Wages Act, 1948.

13. Breach of Terms and Conditions.

Noncompliance with any terms and conditions enumerated in the contract shall be treated as a breach of contract. In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by AIIMS, Bhubaneswar in that event the EMD shall also stand forfeited.

14. Termination of Contract.

AIIMS, Bhubaneswar has the right to terminate the contract, in case the work performance is not up to the standard, or if there is any violation of the contract. The decision by the Engineering- In-charge is final and binding in this regard.

15. Arbitration.

The Arbitration shall be held in accordance with the provision of the Arbitration and Conciliations Act, 1996, and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both parties.

16. Dispute Settlement.

It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then same shall be referred to the sole Arbitrator appointed by the Executive Director, AIIMS, BHUBANESWAR whose decision shall be final and binding on both the parties. The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

17. GST and other Taxes as applicable shall be recovered/ paid from the Agency's bill as per Govt. of India/AIIMS Rules.

ADDITIONAL CONDITIONS FOR WORK

A. GENERAL CONDITIONS

Name of the work: Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar

1. Other agencies working at the site will also simultaneously execute the work entrusted to them and the Agency shall offer necessary cooperation wherever required to other agencies.
2. On account of security considerations, there could be some restrictions on the working hours and movement of vehicles for transportation of materials. The contractor shall be bound to follow all such restrictions and adjust the program for execution accordingly, for which nothing extra shall be paid.

3. The work shall be carried out in a manner complying in all respects with the requirements of relevant by-laws of the local bodies, Labour Laws, minimum wages act, workmen compensation act, and other statutory laws enacted by the Central Govt. as well as State Govt.
4. No residential accommodation shall be provided to any of the staff engaged by the Agency. The Agency shall not be allowed to erect any temporary setup for staff on the campus.
5. No claims of the labours shall be entertained by the Department including that of providing employment, regularization of services, etc.
6. The Agency shall have registration with Employee's Provident Fund commission and Employee's State Insurance Corporation for the safe guarding interest of his workmen. He shall obtain all other necessary approvals from statutory bodies as per the law in vogue.
7. The Agency shall take immediate action to attend to any complaint assigned to him through the site order book/verbal instructions from Engineer-in-Charge or his representative over telephones from occupants. In all cases, he shall attend to the complaints in the specified duration as mentioned below.
8. All dismantled material will be removed from the site by Agency after duly verification and measurement of the same by JE/AE and EE.
9. The Agency shall make all safety arrangements required for the labour engaged by him at his own cost. All consequences due to negligence or due to lapse of security/safety or otherwise shall remain with the Agency. The department shall not be responsible for any mishap, injury, accident, or death of the Agency's staff. No claim in this regard shall be entertained/accepted by the department. Also, Agency is responsible for the damage caused to any man/material other than his team during execution, and AIIMS will not be responsible for that.
10. The agency shall be fully responsible for any damages caused to govt. property by his or his labour in carrying out the work and shall be rectified by the Agency at his own cost.
11. GST and other Taxes as applicable shall be recovered/paid from the Agency's bill as per Govt. of India/AIIMS Rules.
12. The agency shall restore back the premises and other articles provided by the department to the department at the time of closure of the contract.
13. No permanent/temporary huts /structures shall be constructed by the Agency at the site of work or at any government land/premises. Such structures, if any, found at the site or at AIIMS Bhubaneswar land shall be demolished and removed at the cost of the agency without any notice.
14. Any damage to the building structure, fittings, or any other articles, etc. done by the Agency on his workman during the execution of the work shall be made good by the Agency at his own cost.
15. The Agency shall clear the site property after the completion of the work.
16. Major/Minor complaints shall be decided by the EE/Engineer-in-charge. The decision of the Engineer-In-charge shall be final & binding.
21. Any facility not mentioned in this scope, but which is vital "**Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar.**" are assumed to be included in the scope of work.
22. The agency has to ensure safety and provide adequate supervision/precautions during the work.
23. During working at the site, any Rules/restrictions may be imposed by the Engineer-in-Charge/Security staff of the Corporation or Local Authorities regarding safety and security, etc., the

Agency shall be bound to follow all such restrictions/instructions & nothing extra shall be payable on this account & no claim for delay on this account shall be entertained.

24. **The tender shall be based on the Conditions of Contract and tenderers are required to quote their %rates against BOQ items in a schedule of quantities, which is enclosed. All rates shall remain firm for the additional quantity in the contract period.**
25. If the Agency fails to proceed with the work within the stipulated time as specified from the date of issue of the letter of intent/letter to proceed with the work, the Department shall forfeit the earnest money deposited by him along with the tender.
26. All the works are to be carried out in accordance with the latest CPWD/BIS Specifications and as per the directions of the Engineer-in-charge.
27. **Packing:** The supplier shall provide such packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit.
28. The Agency has to get approved all the material from the Engineer-in-Charge before its actual use at the site of work.
29. The scope of work includes all minor building works required for execution work such as cutting of walls etc. and making good the same. Nothing extra will be paid to Agency for the same.
30. The watch and ward of material and installation shall rest on the part of the Agency during the execution of work and till handing over of the same after completion of work in accordance with the schedule of work.
31. The Agency will take care of the building etc. while handling/installing the equipment to avoid damage to the building. If any damages occur during the execution of work, it shall be made good by Agency without any extra cost.
32. Existing materials in good condition may be used after joint inspection by AIIMS representatives & vendors.
33. Dismantled/unused materials are to be deposited at Engineering Dept. by the Firm.
34. The tender shall be based on the Conditions of Contract and tenderers are required to quote their own rates against each item in schedule of quantities (B.O.Q), which is enclosed. All rates shall remain firm for the contract period/extended contract period.

GENERAL CONDITIONS FOR SUPPLY OF MATERIALS:

1. The sample of all the items shall have to be got approved by the Agency by the Engineer-in-Charge/Executive Engineer or his Representative before the supply commences. The approval of the sample shall be only in respect of workmanship and finish and shall be without prejudice to the right of the Engineer-in-Charge to get random samples tested out of the actual lot received as per additional conditions. This decision is the prerogative of the Engineer-in-Charge.
2. The Agency shall furnish the manufacture's certificate (if instructed) that the material supplied satisfies the requirements of the relevant specifications.
3. The Engineer-in-Charge shall be at liberty to test the respective sample(s) of each item from the schedule of quantity in any approved laboratory as decided by him. The sample for testing shall be provided by the Agency. The testing charge in respect of satisfactory tests shall be borne by the Agency. All other expenditures required to be incurred for making available the sample conveyance

and packing etc. shall be borne by the Agency himself. In case any sample of a particular lot fails in testing the Agency shall be bound to replace the entire lot with fresh material of prescribed specifications and the rejected lot shall only be returned to the Agency after the fresh lot is supplied.

4. After completion of work, the defective and damaged materials (Spare/Equipment/Scraps) shall be handed over to the AIIMS Authority or to be removed by the Agency at his own cost.
5. In case of any dispute regarding the rejection of the quantity of materials, the decision of the Engineer-in-Charge shall be final and binding upon the Agency.
6. Specialized services as indicated in the contract must be done through an authorized dealer or service Centre or manufacturer only. The Agency will submit the GST invoice for the equipments or spares purchased from the manufacturer or authorized dealer. Similarly, for services, the agency shall submit the service report from an authorized service Centre or dealer for processing the payment.

**Executive Engineer (Elect.)
AIIMS Bhubaneswar**

SCOPE OF WORK

The scope of work includes the following:

1. **Repairs and Defect Resolution:** All defects, breakdowns, or any similar issues that may arise with the existing switches are covered under this scope. This also includes all necessary software updates for the next five years.
2. **Response Time for Defects:** Upon receiving a notification from our department regarding any defect or issue, the service provider is expected to respond within 24 to 48 hours. This timeframe is crucial for maintaining the operational continuity of our network.
3. **Replacement of Non-repairable Switches:** Any switches identified as non-repairable will be replaced with new ones within 24 to 48 hours of detection. This replacement coverage ensures the infrastructure's reliability and minimizes downtime.
4. The bidder will provide a 24 x 7 complain registration contact number ,Email and portal for Complaint registration.

Annexure – V

Technical Bid (Eligibility Criteria)

The scanned copies of the following mandatory documents to be uploaded on e-Tendering Portal in the following format.

Sl. No.	Details/ Particulars	Uploaded (Yes/No)	Page No.
(A)	Submitting Earnest Money Deposit.		
(B)	FROM `A to E' duly filled in and signed with stamp.		
(C)	Certificates of Work Experience to be issued by the officer of the rank not below Executive Engineer.		
(D)	Certificate of Registration for GST and acknowledgement, up to date filed return if required		
(E)	Attested Copies of PAN No.		
(F)	Copies of IT return last 3 Years.		
(G)	Copies of ESI Registration		
(H)	Copies of EPF Registration.		
(I)	The Bidder(s) should have their Registered Office/Branch in Bhubaneswar. If not, an Office should be opened in Bhubaneswar within 30 (Thirty) Days of the award of Work. Details of Address Proof of Office located at Bhubaneswar should be given to EE(Elect.)		
(J)	Declarations to be given by the Tenderer(s) (as per Page 11).		
(K)	Profit/Loss : The bidder should not have incurred any loss (Profit after Tax should be positive) in more than two years during available the last five consecutive balance sheet , duly audited and certified by Chartered Accountant.		
(L)	Each page of the e-tender documents should be duly signed with seal otherwise the bid shall become invalid.		
(M)	OEM Authorization certificate. (Appendix- A)		
(N)	Affidavit as per Annexure – I		

Annexure – VI**AFFIDAVIT**

(To be submitted on Rs. 100/- Indian Non-Judicial Stamp Paper)

I/We hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I/We also certify that the Firm will supply the item(s) as per the specification given by Institution and also abide by all the Terms & Conditions stipulated in the Tender.

I/We also certify that the information given in Bid is true and correct in all aspects and in any case at a later date, it is found that any details provided are false and incorrect, any contract given to the concerned firm or participation may be summarily terminated at any state, the firm will be blacklisted and Institute may impose any action as per e-Tender Rules.

“I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another Agency on back to back basis. Further that, if such a violation comes to the notice of the Department, then I/we shall be debarred for bidding in the future forever. Also, if such a violation comes to the notice of the Department before the date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee”.

Business Address: -

Place: _____

Name:

(Signature of Bidder with Firm's Seal)

Dated: _____

Annexure – VII

FORM OF PERFORMANCE SECURITY (BANK GUARANTEE)

1. In consideration of the Executive Director, AIIMS, Bhubaneswar (hereinafter called “the Government”) having offered to accept the terms and conditions of the proposed agreement between and (hereinafter called “the said Agency(s)”) for the work (hereinafter called “the said agreement”) having agreed to the production of an irrevocable Bank Guarantee for Rs. (Rupees only) as a security/ guarantee from the Agency(s) for compliance of his obligation in accordance with the terms and conditions in the said agreement.

I/We (hereinafter referred to as Bank) hereby (Indicate the name of the Bank) undertake to pay to the Government an amount not exceeding Rs. _____ (Rupees _____ only) on demand by Government.

2. I/We do hereby undertake to pay the (Indicate the name of the Bank) the amount due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Agency(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).

3. I/We the said bank undertakes to pay to the Government any money so demanded not withstanding any dispute or disputes raised by the Agency (s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

4. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Agency (s) shall have no claim against us for making such payment.

5. I/ We further agree that the guarantee herein contained (Indicate the name of Bank) shall remain in full force and effect during the period that would be taken for the performance of the said agreement and it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till Engineer-in- charge on behalf of the Government, certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Agency (s) accordingly discharges this guarantee.

6. I/We further agree with the Government that the (Indicate the name of Bank) Government shall have the fullest liberty without our consent, and without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Agency(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said Agency (s) and to forbear or enforce any of the terms and conditions relating to the said agreement & we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said Agency (s) or for any forbearance, act of omission on that part of the Government or any indulgence by the Government to the said Agency (s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

7. The guarantee will not be discharged due to the change in the constitution of the Bank or the Agency (s). We lastly undertake not to revoke this (Indicate the name of Bank) guarantee except with the previous consent of the Government in writing.

8. This Guarantee shall be valid up to _____ unless extended on demand by Government, notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this Guarantee all our liabilities under the Guarantee shall stand discharged.

Dated the _____ day of _____ for _____

Annexure – VIII

Format for Agreement
(To be made on Rs 100/- Judicial Stamp Paper)

This Agreement is made at.....on this.....day of..... 2025.

BETWEEN

AIIMS, Bhubaneswar represented through Executive Engineer (Electrical), AIIMS, BHUBANESWAR,
 (Hereinafter referred to as the
 (Address) "**Principal/Owner**", which expression shall unless repugnant to the meaning or context hereof
 include its success or sand permitted as signs)

AND

..... (Name and Address of the
 Individual/firm/Company) through..... (Hereinafter referred to as
 the (Details of duly authorized signatory)

"**Bidder/Contractor**" and which expression shall unless repugnant to the meaning or context hereof
 include its success or sand permitted as signs)

Preamble

WHEREAS, the Principal/Owner has floated the **Tender (NIT No. AIIMS/BBSR/ENGG/ELECT/.....)**
 (here in after refer red to as "**Tender/Bid**") and intends to award, under laid down organizational
 procedure, contract for : "**Warrantee extension with software updates for LAN Switch component of
 New trauma building at AIIMS Bhubaneswar.**"

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the Land, Rules &
 Regulations, Economic use of resources, and fairness/ transparency in its relation with its Bidder(s) and
 Contractor(s).

AND WHEREAS to meet the purpose afore said both the parties have agreed to enter to this Agreement
 (hereinafter referred to as "**Pact**"), the terms and conditions of which shall also be read as an integral part
 and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree
 as follows and this Pact witnesses as under: -

Article - 1: Commitment of the Principal/Owner.

1. The Principal/Owner commits itself to take all measures necessary to prevent corruption and
 to observe the following principles:

(a) No employee of the Principal/Owner, personally or through any of his/her family members, will in
 connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for
 self or third person, any material or immaterial benefit which the person is not legally entitled to.

(b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason.
 The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the
 same information and will not provide to any Bidder(s) confidential/additional information through which
 the Bidder(s) could obtain an advantage in relation to the Tender processor the Contract execution.

(c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

2. If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offense under the Indian Penal Code (IPC)/Prevention of Corruption Act, 1988 (P C Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article - 2: Commitment of the Bidder(s)/Contractor(s)

1. It is required that each Bidder/Contractor (including their respective officers, employees, and agents) adhere to the highest ethical standard and makes, and report to the Government/Department all suspected acts of **fraud or corruption, or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

2. The Bidder(s)/Contractor(s) commit himself to taking all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution: -

(a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind what so ever during the Tender process or during the execution of the Contract.

(b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids, or any other actions to restrict competitiveness or to cartelize in the bidding process.

(c) The Bidder(s)/Contractor(s) will not commit any offense under the relevant IPC/PC Act. Further, the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

(d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

(e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the award of the Contract.

3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offenses outlined above or be an accessory to such offenses.

4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice **means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce a public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to a justified interest of others and/or to influence the**

procurement process to the detriment of the Government interests.

5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action, or influencing a decision through intimidation, threat, or the use of force directly or indirectly, where potential or actual injury may be fall upon a person, his/her reputation or property to influence their participation in the tendering process).

Article - 3: Consequences of Breach.

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right: -

1. If the Bidder(s)/Contractor(s), either before award or during the execution of the Contract has committed a transgression through a violation of Article-2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have power to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. **Such exclusion may be in vigor for a limited period as decided by the Principal/Owner.**

2. **Forfeiture of Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contractor has accrued the right to terminate/determine the Contract according to Article-3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Performance Guarantee and Security Deposit of the Bidder/Contractor.

3. **Criminal Liability:** If the Principal/Owner obtains knowledge of the conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of the IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article - 4: Previous Transgression.

1. The Bidder declares that no previous transgressions occurred in the last 05 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.

2. If the Bidder makes an incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the Principal/Owner.

3. If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/ Owner may, at its own discretion, revoke the exclusion prematurely.

Article - 5: Equal Treatment of all Bidders/Contractors/Sub-contractors.

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all sub-contractors a commitment in conformity with this Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub-vendors.

2. The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.

3. The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender, or violate its provisions at any stage of the Tender process, from the Tender process.

Article - 6: Duration of the Pact.

1. This Pact begins when both parties have legally signed the edit. It expires for the Contractor/Vendor 12 months after the completion of work under the contractor till the continuation of the defect liability period, whichever is more, and for all other bidders, till the Contract has been awarded.

2. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, AIIMS, Bhubaneswar.

Article - 7: Other Provisions.

1. This Pact is subject to Indian Law, place of performance and jurisdiction is the **Bhubaneswar** of the Principal/Owner, who has floated the Tender.

2. Changes and supplements need to be made in writing. Side agreements have not been unmade.

3. If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partners holding power of attorney signed by all partners and consortium members. In the case of a Company, the Pact must be signed by a representative duly authorized by board resolution.

4. should one or several provisions of this Pact turnout to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intensions.

5. It is agreed to terms and conditions that any dispute or difference arising between the parties with regard to the terms of this Agreement/Pact, any action taken by the Owner/Principal in accordance with this **Agreement/Pact, or interpretation thereof shall not be subject to arbitration.**

Article - 8: LEGAL AND PRIOR RIGHTS.

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Pact.

Article – 9: Terms And Conditions of Payment

The Running payments for the work shall be released **as per the actual measurement of the work executed at the site** by AIIMS, Bhubaneswar.

- (i) 100% payment shall be released after submission of warrantee extension document from OEM.
- (ii) Delivery Challan of all the material supplied.
- (iii) Warranty/Guarantee Certificate if applicable.
- (iv) GST return up-to-date Voucher.
- (v) No claim certificate (Final bill).

- a. The Security Deposit @ 2.5% of the gross amount of the bill shall be deducted from the bills, which shall be released after 60 days from the successful completion of contract period from the date of completion of work, without any interest thereupon.
- b. The Income Tax as application shall be deducted from the bills unless exempted by the Income Tax Department.
- c. In case of any failure of / delay in services, the penalty shall be invoked as per Clause-2 of GCC of CPWD works-2023.
- d. All melba/rubbish/waste, garbage, etc generated due to any work by the agency, the same shall be disposed of by the Agency to the authorized municipal dumping ground and nothing extra shall be paid on this account. In case of non-removal/disposal in the specified period, a compensation of ₹ 1000/- (Rupee One Thousand only) per day shall be recovered from the Agency.
- e. The agency shall submit the final bill along with all the documents related to all schedule registers, documents, etc. related to the work.
- f. 1% of labour cess will be deducted from bills.
- g. Tender rates are inclusive of all taxes and levies payable under the respective states. However pursuant to the Constitution (Forty Six Amendment) Act 1982, if any further tax or levy is imposed by a state, after the date of receipt of a tender and the contractor thereupon necessarily pays such taxes/levies, the contractor shall be reimbursed that amount provided such payment if any is not in the opinion of Superintending Engineer (whose decision will be binding) attributes to delay in execution of work within the control of the contractor.
- h. The contractor shall within 30 days of imposition of any further tax or levy pursuant to the Constitution (Forty Six Amendment) Act 1982 give written notice thereof to the Engineer-In-Charge that the same is submitted pursuant to the imposition of further tax/levy together with all necessary information relating thereto.
- i. The contractor shall keep necessary books of account and other documents for the purpose of this condition as may be necessary and shall furnish the information as and when the Engineer-In-Charge may require.

The other terms and conditions are stated below: -

- (a) All the Terms & conditions of the Tender document will form as the part of this Agreement.
- (b) The agency shall be solely responsible for compliance to provisions of various Labour, Industrial, and any other Laws applicable and all Statutory Obligations such as Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc. relating to personnel deployed in AIIMS, Bhubaneswar. The client shall have no liability in this regard.
- (c) The Agency shall be solely responsible for any Accident/Medical/Health related Liabilities/Compensation for the personnel deployed at it at AIIMS, Bhubaneswar site. The Client shall have no liability in this regard.
- (d) Any violation of Instructions/Agreement or Suppression of facts will attract cancellation of Agreement without any reference or any notice period.
- (e) The Contract can be terminated by giving 01 (One) Month Notice by the AIIMS, Bhubaneswar.
- (f) In case of Non-Compliance with the contract, the Client reserves its right to: -
 - (i) Cancel/Revoke the contract; **and/or**

- (ii) Impose a penalty up to 10% of the total Value of the Contract.

- (g) The Performance Security (Bank Guarantee) of @40% (forty) of contract value will be submitted by the agency within 7 days after issuing the LOA. The BG will be released after elapsment of 180 days from the completion date of Contract of 5th year after receipt of satisfactory performance certification from the AIIMS authorities.
- (h) There would be no increase in rates payable to the Agency during the Contract Period except any revision by the MoH & FW, Govt. of India.

- (i) The Agency also agrees to comply with the annexed Terms & Conditions of the Tender and amendments thereto from time to time.
- (j) The decision of the Client regarding the interpretation of the Terms & Conditions of the Tender shall be final and binding on the Agency.

- (k) The Agency shall ensure full compliance with the Tax Laws of India with regard to this contract and shall be solely responsible for the same. The Agency shall keep Client fully indemnified against liability of Tax, Interest, Penalty, and any other legal Liability, etc. of the Agency in respect thereof, which may arise. No Service Tax will be paid by AIIMS, Bhubaneswar. The Books of Accounts of the Agency, as regards this outsourcing work, shall be open for examination by the Institute as and when required.

- (l) In case of any dispute between the Agency and Client, the Client shall have the right to decide. However, all matters of jurisdiction shall be at the Local Courts of Bhubaneswar.

- (m) THIS AGREEMENT will take effect from the _____ day of _____ Month of _____ 20.....(.....)

- (n) This day of _____ 20....., both the parties here to have caused their respective commonseals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year mentioned above in Bhubaneswar in the presence of the witness: -

For and on behalf of the 'AIIMS, Bhubaneswar'

For and on behalf of the 'Agency'

Signature of the Authorized Official
(Name of the Official with Seal)

Signature of the Authorized Official
(Name of the Official with Seal)

By the said _____
 _____ (Name)
 _____ on behalf of 'Agency'
 in the presence of the Witness _____
 Name _____
 Address _____

By the said _____
 _____ (Name)
 _____ on behalf of 'Agency'
 in the presence of the Witness _____
 Name _____
 Address _____

Annexure – IX

PROFORMA OF SCHEDULES

SCHEDULE 'A'

Schedule of quantities : **Attached**

SCHEDULE 'D'

Extra schedule for specific requirements/
document for the work, if any. : **NA**

SCHEDULE 'E'

Reference to General Conditions of contract : CPWD General Conditions of Contract 2023 modified and amendment up to the last date of submission of tender.

Name of work : **Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar**

Estimated cost of work : **Rs. 35,65,488.00/-**
(i) Earnest money : **@ 2% of Estimated cost**

(ii) Performance Guarantee : 40% of contract value

(iii) Security Deposit : 2.5% of tendered value.

SCHEDULE 'F'

GENERAL RULES & DIRECTIONS:

Officer inviting tender : **Executive Engineer (Electrical), AIIMS Bhubaneswar on behalf of Executive Director AIIMS Bhubaneswar.**

Definitions:

2(v) Engineer-in-Charge : **Executive Engineer, AIIMS Bhubaneswar (Odisha)**

2(viii) Accepting Authority : **Executive Director, AIIMS Bhubaneswar(Odisha)**

2(x) Percentage on cost of materials and labour to cover all overheads and profits. : **NA**

2(xi) Standard Schedule of Rates : **As per Market Rates**

2(xii) Department : **Engineering Department, AIIMS Bhubaneswar.**

9(ii) Standard CPWD contract Form : **GCC 2023 & CPWD Form-7/8 as modified & corrected up to the last date of receipt of Bid/tender.**

CLAUSE 1

(i) Time allowed for submission of Performance Guarantee, programme chart (Time and progress) and applicable labour : **07 Days**
Licenses, registration with EPFO, ESIC and BOCW welfare board or proof of applying

Thereof from the date of issue of letter of acceptance

(ii) Maximum allowable extension with late fee @ 0.1% per day of Performance Guarantee amount beyond the period Provided in (i) above : **15 Days**

CLAUSE 2

Authority for fixing compensation under clause 2 : Superintending Engineer / Executive Director, AIIMS Bhubaneswar.

Clause 2A

Whether Clause 2A shall be applicable :

NA

Time allowed for execution of work –: : **5 years**

Authority to decide:

- (i) Extension of time : Superintending Engineer/ Executive Director
- (ii) Rescheduling of mile stones : Superintending Engineer/ Executive Director, AIIMS Bhubaneswar
- (iii) Shifting of date of start in case of delay in handing over of site : Superintending Engineer/ Executive Director, AIIMS Bhubaneswar

Clause 10A

Charge

: **As required by Engineer -in-**

Clause 10C

: **Applicable**

Clause 11

Specifications to be followed for execution of work

: **CPWD Specifications General Specifications**

CLAUSE 12

Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined in accordance with

:Yes

CLAUSE 12.2&12.3

Type of work

: **Warrantee extension with software updates**

12.2 & 12.3

Deviation Limit beyond which clauses 12.2 & 12.3 shall apply for building work (Civil, E&M and Horticulture)

: NA

12.5

(i) Deviation Limit beyond which clauses 12.2 & 12.3 shall apply for foundation work (except items mentioned in earth work subhead in DSR and related items)

: NA

(ii) Deviation Limit for items mentioned in earth work subhead of DSR and related items

: NA

CLAUSE 16

Competent Authority for deciding reduced rates. : Superintending Engineer/Executive Director, AIIMS Bhubaneswar

CLAUSE 18

List of mandatory machinery, tools & plants to be deployed by the contractor at site

: Applicable

CLAUSE 25

Constitution of Dispute Redressal Committee (DRC) : **AIIMS, Bhubaneswar**

CLAUSE 32

: **Applicable**

Requirement of Technical Representative(s) and recovery Rate

Sl no	Minimum Qualification of Technical Representative	Discipline	Designation (Principal Technical / Technical representative)	Minimum experience (Years)	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of Clause 32(i)	
						Figures	Words
1	Graduate Engineer or Diploma Engineer	Electrical /Electronic / IT	Project/ Site Engineer	5 Or 10 respectively	ONE	Rs.25000/- PM.	Rupees Twenty five Thousand Per Month each

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers. Diploma holder with minimum 10 year of relevant experience with a reputed construction co. can be treated at par with Graduate Engineers for the purpose of such deployment subject to the condition that such diploma holders should not exceed 50% of requirement of degree engineers.

Annexure – X

Financial Bid

Name of Work: - “Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar.”

NIT No: AIIMS/BBSR/ENGG/ELECT/58/2025

Sl. No	Description	UNIT	QTY	Unit price	Amount
1	Warrantee extension with software updates for 5 years of Core Switch having 24*1 /100/1000 SFP+ interface as well as 24*100/1000 Base-x ports on combo and 4*1G/10G interface. (Make – Allied Telesis) (Model NB: AT-x950-28XSQ-B01)	Each	1	6,41,501.10	6,41,501.10
2	Warrantee extension with software updates for 5 years of 24 Port PoE Switch. Access Switch Enterprise grade Access Switch should have minimum of 24 x 10/100/1000 Base-T PoE and 4 x 1G/10G SFP+ uplink ports. (Make – Allied Telesis) (Model NB: AT-X530L-28GPX-50)	Each	9	85,550.00	7,69,950.00
3	Warrantee extension with software updates for 5 years of 48 Port PoE Switch. Access Switch Enterprise grade Switch should have minimum of 48 x 10/100/1000 Base-T PoE and 4 x 1G/10G SFP+ uplink Ports. (Make – Allied Telesis) (Model NB: AT-X530L-52GPX-50)	Each	7	1,37,900.70	9,65,304.90
4	Warrantee extension with software updates for 5 years of Fiber Module,10G MM FO Module 850nm. (Make – Allied Telesis) (Model NB: AT-SP10SR)	Each	48	6,844.00	3,28,512.00
5	Warrantee extension with software updates for 5 years of IEEE 802.11ax wireless access point with dual band radios and embedded antenna. High performance Enterprise-class Wireless Access Point with IEEE 802.11ac dual-band radios and embedded antenna, The access point should be capable to offer IEEE 802.11ac standard with an assured through put 1750 Mbps. (Make – Allied Telesis) (Model NB: AT-TQM1402-00)	Each	36	23,895.00	8,60,220.00
	Total amount(including GST)				35,65,488.00

PERFORMA FOR QUOTING RATES

Name of Work:- "Warrantee extension with software updates for LAN Switch component of New trauma building at AIIMS Bhubaneswar."	
e-NIT No: AIIMS/BBSR/ENGG/ELECT/58/2025	
Estimate Cost put to tender :- ₹ 35,65,488	
Name of Contactor -	
Total Amount including of GST) in Rs.	₹ 35,65,488
Percentage above/below the total estimated cost
% in words
Total Amount (Rs.)

(Rupees _____ only)

Note: -

- 1. 'L-1' shall be decided on composite basis of total amount.**
- 2. MR = To be read as Market Rate.**
3. The Bidder must submit Financial Bid in On-Line Mode.
4. I/We have gone through the terms & conditions as stipulated in the tender and confirm to accept and abide the same.
5. No other charges would be payable by the Institute.
6. Quantity mentioned above is tentative, it may increase or decrease as per site requirement.
7. Agency has to bring samples as per above preferred brands only and Engineer-In-Charge shall approve one sample out of the samples brought by the Agency. The Agency has to use material of that approved sample only. No claim in this regard shall be entertained.
8. In case of non-availability of material of approved make, prior approval from Engineer-In-Charge shall be obtained for another make.
9. The quoted should be inclusive of GST as applicable.

I, the contractor certify that I am filling this template after understanding all the items of schedule of Quantity of e-NIT page no.-----

Name : _____

Business Address: _____

Signature of the Bidder: -

Date : _____

Place : Bhubaneswar

Seal of the Bidder _____

Annexure – XI

E-TENDERING INSTRUCTIONS TO BIDDERS

General. The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers / Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, AIIMS BHUBANESWAR has decided to use the portal <http://eprocure.gov.in/AIIMSBBBSR> website.

Instructions.

1. **Tender Bidding Methodology.** Two Stage Online Bidding.
2. **Broad outline of activities from Bidders prospective:**
 - (a) Procure a Class III Digital Signature Certificate (DSC).
 - (b) Register on the e-Procurement portal <http://eprocure.gov.in/AIIMSBBBSR> website.
 - (c) Create Users on the above portal.
 - (d) View Notice Inviting Tender (NIT) on the above portal.
 - (e) Download Official Copy of Tender Documents from the above portal.
 - (f) Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, Bhubaneswar.
 - (g) Bid-Submission on the above portal.
 - (h) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part.
 - (j) Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS, Bhubaneswar's Post-TOE queries.
 - (k) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders).

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. **Digital Certificates.** For the integrity of data and authenticity / non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].
4. **Registration.** To use the Electronic Tender portal <http://eprocure.gov.in/AIIMSBBBSR> website, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

Note. : After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.

- (a) The Bidder must ensure that after following above, the status of bid submission must become - "Submitted".
- (b) Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However, it shall be sole responsibility of bidder that the uploaded documents remain legible.
- (c) It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
- (d) The Financial part/BOQ may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

5. Bid submission. The entire bid-submission would be online on the Tender wizard portal i.e. <https://eprocure.gov.in/> AIIMS, Bhubaneswar.

6. Broad outline of submissions are as follows: -

- (a) Submission of Bid Parts (Technical & Financial).
- (b) Submission of information pertaining to Bid Security/ EMD.
- (c) Submission of signed copy of Tender Documents/Addendums.

7. The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required establishing compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

8. The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule (Section VII) for both packages are to be uploaded. If required, additional documents in support of taxes, quoted duties etc may also be uploaded.

9. Tender Processing Fee. As per applicable.

10. Public Online Tender Opening Event (TOE). The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE). Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note. *In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening*

event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMSBBSR by the bidders in time, then AIIMS, Bhubaneswar will promptly reschedule the affected event(s).

9. Other Instructions. For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note. : It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to :-

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc.)
5. While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each and every registered bidder under this portal shall be impacted by the ASP, M/s. ITI, Bhubaneswar, if required, before participation in the online tendering.
6. For any further Assistance <http://eprocure.gov.in/AIIMSBBSR> website for E-tendering queries contact the **representative NIC helpdesk.**