



अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर
पर- सिजुआ (पात्रपड़ा), पोस्ट- दुमुदुमा, भुवनेश्वर (ओड़ीशा)- 751 019
All India Institute of Medical Sciences, Bhubaneswar
At - Sijua (Patrapada), Post - Dumuduma, Bhubaneswar (Odisha) - 751 019
Website: www.aiimsbhubaneswar.nic.in
e-Tendering Portal: <https://eprocure.gov.in/eprocure/app>

E-TENDER DOCUMENT

Name of the e-Tender: Supply of Modular storage drawer-block storage cabinet at AIIMS, Bhubaneswar.

Notice Inviting E-Tender

E-Tender No.: STORE-28/44/2025-STPUR SEC/50

Dated: 27.02.2026

The Executive Director, AIIMS Bhubaneswar, invites E-Bids in Two Bid System (i.e. Technical and Financial Bid) from eligible Manufacturers / Firms / Companies / Authorized Agents/ Distributors/ Dealers on-line through E-procurement solution portal of AIIMS Bhubaneswar (<https://www.eprocure.gov.in>) as per terms and conditions contained in this document for satisfactory performance for **Supply of Modular storage drawer-block storage cabinet at AIIMS, Bhubaneswar** as per the Specifications mentioned in the Technical Bid. **Procurement of consumables shall be done in a staggered manner against contract for a period of one year.**

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. **The bid should not be conditional.** Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in all respect will be at the Bidder's risk and may result in rejection of the bid. **The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 and revised order dated 04 Jun 2020 and 16 Jun 2020 of MoC&I (DIPP), Govt. of India and the condition of prior turnover and prior experience may be relaxed for startups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality & Technical Specification.**

Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.

The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Bhubaneswar will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

E-Tendering Portal:

<https://eprocure.gov.in/eprocure/app>

For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number +91 0120-4200462, +91 0120-4001002, +91 0120-4001005.

E-Mail : support-eproc[at]nic[dot]in,

Table of Contents:

S. No.	Particulars	Annexure Ref.	Refer Page
1.	e-Tender Schedule		3
2.	Instructions to Bidders(ITB)		4-9
3.	General Terms and Conditions of Contract (GTC)		10-14
4.	Technical Bid (Schedule of Requirement/ Technical Specifications		15
5.	Technical Bid Submission Format		16-17
6.	Bid Covering Letter		18
7.	Undertaking for Compliance of All Tender Terms & Conditions mentioned in this Tender Document	Annexure- I	19-20
8.	Criminal Liability Undertaking	Annexure- II	21
9.	Manufacturers Authorization Form	Annexure- III	22
10.	Deviation Statement Form	Annexure- IV	23
11.	Performance Statement Form	Annexure- V	24
12.	Financial Bid (PART -I)	Annexure- VI	25
13.	Proforma of Bank Guarantee		26-27
14.	Format of Contract Agreement		28-31
15.	e-Tendering Instructions to Bidders		33
16	Integrity Pact	Appendices I-VI	34-52

**Sr. Procurement-cum Store Officer (I/C)
AIIMS, Bhubaneswar**

e-TENDERING SCHEDULE

Name of the e-Tender: Supply of Modular storage drawer-block storage cabinet at AIIMS, Bhubaneswar.

Date of availability of E-Tender document in the AIIMS BBSR E-Tendering Solution portal	:	As per e-Tendering Portal of AIIMS Bhubaneswar https://eprocure.gov.in/eprocure/app , www.aiimsbhubanewar.nic.in and CPP Portal https://eprocure.gov.in/eprocure/app , for downloading and /participating
Last Date of downloading/participating in the E-Tendering Solution for this E-Tender	:	As per e-Tendering Portal of AIIMS BBSR https://eprocure.gov.in/eprocure/app
Date, Time & Place of submission of indicated desired Hard Copies in the Sealed Envelope	:	As per e-Tendering Portal of AIIMS, Bhubaneswar https://eprocure.gov.in/eprocure/app in the Tender box kept in the Office of the Director's Mini Board, 1st Floor, Admin Block, AIIMS Bhubaneswar-751 019
Date, Time & Place of Opening of Technical Bid	:	The Technical Bid will be opened online as per the schedule given in the https://eprocure.gov.in/eprocure/app
Tender Document Cost payable to AIIMS Bhubaneswar	:	To be downloaded from website, hence no cost is applicable.
EMD	:	EMD amounting to Rs. 1,80,000/- (Rupees One Lakh Eighty Thousand Only) in the form of FDR/BG from the Nationalized/ Commercial bank in favor of AIIMS, Bhubaneswar to be kept valid for a period of 225 (180 days Bid validity+45 days beyond bid validity) days.

Schedule of Tender:

Issue/Publishing Date	:	Dt. 27.02.2026
Document download start date/Representation Start date	:	Dt. 27.02.2026
Date and time & venue of pre-bid meeting	:	Dt. 06.03.2026 at 03:30 PM
Last date to receive representation	:	Dt 09.03.2026 at before 03:00 PM
Start date and time of submission	:	Dt. 13.03.2026 at 03:00 PM
Closing date & Time of Submission	:	Dt. 06.04.2026 at 05.00 PM
Date & time of online Technical Bid opening	:	Dt 10.04.2026 at 11.00 AM
Date & time of opening of Price Bid	:	Opening Notice will be uploaded in CPPP & AIIMS BBSR website.

INSTRUCTIONS TO BIDDERS (ITB)

1.1 The Bidders must go through the complete Tender Document for details before submission of their Bids. The bid submitted by Bidder and all subsequent correspondence and documents relating to the bid exchanged between Bidder and the Procuring Entity shall be written in English or the Official Language. However, the language of any printed literature furnished by Bidder in connection with its bid may be written in any other language provided a translation accompanies the same in the bid language. For purposes of interpretation of the bid, translation in the language of the bid shall prevail. Instructions to Bidders shall form part of this bid document and consequent contract out of this bid.

1.2 The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Bhubaneswar will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

1.3 Bid Validity: The validity of the Bid/ Tender Document shall be **180 DAYS** from the date of opening of the bid.

1.4 Bidder's Eligibility: Tender should be quoted only by the original manufacturer (OEM) or by their Authorized Distributor or Selling Agent. Bidder other than OEM shall submit a current authority letter from the original manufacturer concerned in the format given at "**Annexure-III**".

1.4.1 The bidder must be a natural person, private entity or public entity (State-owned enterprise or institution).

1.4.2 The bidder must not be a Joint Venture/ Consortium (an association of several persons, firms, or companies- hereinafter referred to as JV/C).

1.4.3 The bidder must not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of these reasons.

1.4.4 The bidder must not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities.

1.4.5 The bidder must not be of the near relations of executive of Procuring Entity involved in this Tender Process.

1.4.6 Any bidder having a conflict of interest, which substantially affects fair competition, shall not be eligible to bid in this tender. Bids found to have a conflict of interest shall be rejected as non-responsive.

1.4.7 Any bidder (as defined in paragraph 6 of the Order No. F. No. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance Department of Expenditure Public Procurement Division) from a country which shares a land border with India will be eligible to bid in this tender if the bidder is registered with the Competent Authority as prescribed in the aforesaid order. Proof of such registration should be enclosed with the bid documents.

In case where the manufacturer has submitted the bid, the bids of its authorized dealer will not be considered and EMD will be returned.

1.5 Bidders are required to quote strictly as per specification of the Consumables. Deviation, if any to specification, must be brought out clearly giving deviation statement in **Annexure-IV**.

1.6 Earnest Money Deposit (Bid Security):

S. No.	Description	Quantity	EMD (in Rs.)
1.	Supply of Modular storage drawer-block storage cabinet	1020 Units	Rs. 1,80,000/- (Rupees One Lakh Eighty Thousand Only)

1.6.1 The bidder needs to deposit the EMD Amount as per above mentioned item in the form of FDR/ Bank Guarantee in favour of “AIIMS, Bhubaneswar” and its legible scanned copy must be uploaded in the e-tendering solutions and Hard Copy of EMD in sealed envelope should be submitted on or before the last date of submission of bid in the Tender box kept in the office of **The Executive Director’s Mini Board, 1st Floor, Admin Block, AIIMS Bhubaneswar-751 019.**

The AIIMS, Bhubaneswar will not pay any interest on any EMD Amount to bidder. The FDR or BG submitted as EMD are subject to verification from the issuing bank before its acceptance. If at any time, the said instrument is found to be fake or not as a valid banking instrument, the said bidder submitting such instrument shall be black listed and shall be debarred from participating in further tenders of the Institute.

The EMD of the successful bidder shall be returned after the successful completion of the contract and in case of unsuccessful bidders the same would be returned after award of the Contract. AIIMS, Bhubaneswar shall not pay any interest on EMD to any bidders.

1.6.2 Exemption: Firms registered with NSIC (for sale of Medical Equipment/ Instrument/ Apparatus/ Consumables) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India/ State Government departments/ Undertakings are also exempted from EMD. However, the respective departments/ firm have to submit the relevant certificate (NSIC etc.) and financial limit to avail this exemption.

1.6.3 Further, to enjoy the benefits as per Public Procurement Policy of MSEs Order, 2012, the firms/ units registered as MSME vendor, declaration of UAM (Udyog Aadhar Memorandum) number by the vendor on CPPP is mandatory. The documentary evidence in support of UAM number must be attached with the bid document.

1.7 Pre- Bid Conference (PBC):

All the Prospective bidders are requested to attend the Pre-Bid Conference at Board Room, Academic Block, AIIMS, Bhubaneswar on **06-03-2026 at 03:30 P.M.** to have a clear understanding on schedule of requirements, specifications and on terms & conditions of the tender. After due deliberation, changes if any may be incorporated in the tender document and will be uploaded on our official website as “Corrigendum”. Therefore, bidders may submit their bid accordingly as per changes if any incorporated after PBC. No press advertisement will be made for corrigendum(s).

After the Corona Pandemic situation throughout the country, local representative of the prospective bidders may participate in PBC. Those who are not able to attend the PBC may submit their queries/ doubts/ representation/ clarification by e-mail to below mentioned IDs on that day which will be taken care by the tender committee in consultation with the User Department.

1.8 Clarification of bidding documents:

The Tender Inviting Authority shall not be responsible for individually informing the prospective bidders for any notices published related to this bid. Bidders are requested to browse e-Tender portal or website of the Tender Inviting Authority for information/general notices/amendments to bid document etc. on a day to day basis till the bid is concluded before submission of bid.

A prospective bidder requiring any clarification of the bidding documents shall contact the purchaser in writing at the purchaser's e-mail address i.e. spo@aiimsbhubaneswar.edu.in , aso_tapan@aiimsbhubaneswar.edu.in, and sp_helpdesk@aiimsbhubaneswar.edu.in . The purchaser will respond in writing (through e-mail) to any request for clarification, provided that such request is received not later than 10 (ten) days prior to the deadline for submission of bids.

1.9 Amendments in Bidding Documents:

(i) At any time prior to the dead line for submission of Bid, the Tender Inviting Authority may, for any reason, modify the bid document by amendment and publish it in e-tender portal, <https://eprocure.gov.in/eprocure/app> and AIIMS, Bhubaneswar website.

(ii) At any time till **07 (Seven) days** before the deadline for submission of bids, the AIIMS, Bhubaneswar may, for any reason, whether at own initiative or in response to a clarification requested by a prospective bidder, modify through amendment. All amendments will be uploaded on the website regularly. AIIMS, Bhubaneswar shall not be responsible to notify the amendments to individual bidders. All amendments by the AIIMS, Bhubaneswar till 07 (Seven) days before the deadline for submission of bids, shall be binding on the participatory bidders.

1.10 Terms of Two Bid System: The Tender shall be submitted in 02 (Two) Parts On-line:

1.10.1 Technical Bid: All required documents to be submitted online.

1.10.2 Financial Bid: Financial Bid is to be submitted on-line. The Financial Bid of bidders, who qualify at Technical Bid Evaluation, will be opened thereafter. While submitting Financial Bid following points need to be taken care of by the bidder.

1.10.2.1 The Rates are to be quoted in the given format as per Annexure-VI & VII.

1.10.2.2 All quoted rates should be inclusive of packaging & forwarding charges, insurance charges & freight (transportation) charges, other incidental charges and GST (percentage of GST must be mentioned clearly).

1.10.2.3 The rates should be quoted in Indian Rupees in figures as well as in words.

1.10.2.4 If a firm quotes NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered.

1.10.2.5 After due evaluation of the bids, Institute will award the contract to the responsive Bidder(s) who has/have quoted the Lowest Price inclusive of GST for annual requirement of all the consumables in Financial Bid-Part-I (Annexure-VI), subject to MII preference clause. Total Value of annual requirement of all the consumables will be evaluated for determining lowest quoted price.

1.10.2.6 Prices quoted by Bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

1.10.3. Manual Submission of Following Documents in ORIGINAL:

The following documents are to be sent to Sr. Procurement-Cum-Store Officer, AIIMS, Bhubaneswar- 751 019, separately in a sealed envelope superscripted as: e-Tender for

Procurement of Modular storage drawer-block storage cabinet at AIIMS, Bhubaneswar. The sealed envelope should reach on or before the last date & time of submission of e-tender online, failing which the bid will not be considered.

a. Earnest Money Deposit

b. Undertaking for acceptance of all Terms & Conditions as per **Annexure-I.**

c. Notarised affidavit on Indian Non-judicial stamp paper of Rs. 10/- as per **Annexure-II**

1.11 Withdrawal, Substitution and Modification of Tender: No bid will be allowed to withdrawn in the interval between the deadline for submission of bids and expiration of the period of validity. Withdrawal of a bid during this period will result in forfeiture of the bidder's bid security (EMD).

1.12 Public Procurement (Preference to Make in India/ MSEs/ Start-ups):

1.12.1 The Procurement of goods and services under this tender will be regulated as per the applicable provisions of Public Procurement (Preference to Make in India), order 2017 of MoC&I (DIPP), Government of India and revised orders issued on 04.06.2020 2020 & 16.09.2020. As per said orders Bidders/Contractors are divided into three categories based on Local Content.

Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid.

Local content in the context of this policy is the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.:

a) 'Class-I Local Supplier' with local content equal to or more than 50%.

b) 'Class-II Local Supplier' with local content more than 25%, but less than that applicable for Class-I Local Supplier.

c) 'Non - Local Supplier' with local content less than or equal to 25%.

The 'Class-I Local Supplier'/ 'Class-II Local Supplier' at the time of bidding shall be required to indicate the percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I Local Supplier'/ 'Class-II Local Supplier', as the case may be.

Bids with false declarations regarding Local contents shall be rejected as unresponsive, in addition to punitive actions under the MII orders and for violating the Code of Integrity as per the Tender Document.

Bidders have to submit self-declaration of their local content and their status as Class-I/ Class-II/ Non-local Supplier and their eligibility to participate in this tender.

If a Bidder is claiming exemption (as obtained from relevant authorities) from meeting the stipulated local content on account of manufacturing the product in India under a license from a foreign manufacturer with the precise phasing of increase in local content, he must provide proof thereof.

1.12.2 Purchase Preference as per Make in India will be exercised as follows:

(a) If the Goods are not Divisible in Nature:

Among all qualified bids, the lowest bid shall be termed as L-1. If L-1 is 'Class-I Local Supplier' (Under MII clause at 1.12.1), the contract shall be awarded to L-1.

If L-1 is not 'Class-I Local Supplier', the lowest bidder among the 'Class-I Local Supplier' shall be invited to match the L-1 price subject to Class-I Local Supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I Local Supplier' subject to matching the L-1 price.

If such lowest eligible 'Class-I local Supplier' fails to match the L-1 price, the 'Class-I local Supplier' with the next higher and so on, bid within the margin of purchase preference shall be invited to match the L-1 price, and the contract shall be awarded accordingly. If none of the 'Class-I local Supplier' within the margin of purchase preference matches the L-1 price, the contract shall be awarded to the L-1 bidder.

(b) If the Goods are Divisible in Nature:

Among all qualified bids, the lowest bid shall be termed as L-1. If L-1 is 'Class-I local Supplier', the contract for full quantity shall be awarded to L-1.

If the L-1 bid is not a 'Class-I local Supplier', 50% of the order quantity shall be awarded to L-1. After that, the lowest bidder among the 'Class-I local Supplier' whose quoted price falls within the margin of purchase preference shall be invited to match the L-1 price for the remaining 50% quantity, and a contract for that quantity shall be awarded to him, subject to matching the L-1 price. In case such lowest eligible 'Class-I local Supplier' fails to match the L-1 price or accepts less than the offered quantity, the next higher 'Class-I local Supplier' within the margin of purchase preference shall be invited to match the L-1 price for the remaining quantity and so on, and the contract shall be awarded accordingly. If some quantity is still left uncovered on Class-I local Suppliers, such balance quantity shall also be ordered on the L-1 bidder.

(c) Where contract is to be awarded to multiple bidders:

In Bids where contracts are to be awarded to multiple bidders subject to matching of L-1 rates or otherwise, the 'Class-I Local Supplier' shall get purchase preference over 'Class-II Local Supplier' as well as 'Non-Local Supplier', as per following procedure:

If there is sufficient local capacity and competition for the item to be procured, as notified by the nodal Ministry, only Class I Local Suppliers shall be eligible to bid. As such, the multiple Contractors, who would be awarded the contract, should be all and only 'Class I Local Suppliers'. In Bids, other than the sufficient local capacity and competition for the item to be procured, 'Class II local Suppliers' or both 'Class II local Suppliers' and 'Nonlocal Suppliers' may also participate in the tender process along with 'Class I Local Suppliers'.

If 'Class I Local Suppliers' qualify for the contract award for at least 50% of the tendered quantity in tender, the contract shall be awarded to all the qualified bidders as per award criteria stipulated in the Tender Documents. However, in case 'Class I Local Suppliers' do not qualify for the award of contract for at least 50% of the tendered quantity as per award criteria, purchase preference should be given to the 'Class I local Supplier' over 'Class II Local Suppliers'/'Non-local Suppliers' provided that their quoted rate falls within the margin of purchase preference of the highest bid considered for award of contract. To ensure that the 'Class I Local Suppliers' taken in totality are considered for award of contract for at least 50% of the tendered quantity.

First purchase preference has to be given to the lowest among such eligible 'Class-I local Suppliers', subject to its meeting the prescribed criteria for the award of contract as also the constraint of the maximum quantity that can be sourced from any single Contractor. If the lowest among such 'Class-I local Suppliers' does not qualify for purchase preference because of aforesaid constraints or does not accept the offered quantity, an opportunity shall be given to next higher among such 'Class-I local Supplier', and so on.

To avoid any ambiguity during bid evaluation process, the procuring entity may stipulate its own tender specific criteria for award of contract amongst different bidders including the procedure for purchase preference to 'Class-I Local supplier' within the broad policy guidelines.

1.12.3. This tender will also be regulated under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time and Start-up Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20\212014-PPD dated 25.07.2016 and subsequent clarifications. The condition of prior turnover and prior experience may be relaxed for start-ups (as defined by Department for Industrial Policy & Promotion) subject to meeting of quality & technical specifications. Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.

1.13 Procurement outside GeM: As per the Circular No. F.6/18/2019-PPD issued by Ministry of Finance, Dept of Expenditure dated **23 Jan 20** and DO No.214/CEO-GeM/2020 dated 10.11.2020 regarding procurement of goods/ services outside GeM, bidders are required to submit documents in support of their registration with GeM i.e., Unique GeM Seller Id. with their bid. However, the bidder who is not registered with GeM at the time of submitting the tender needs to submit an undertaking on firm's letter head that GeM Seller Id. will be provided at the time of award of contract positively failing which their contract will be treated as null & void and will be dealt suitably.

An undertaking also to be given in company letter head that **“Such already registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM”**.

1.14 Bid Opening: The Technical Bid will be opened as per schedule mentioned in E-Tender Schedule. The bidder(s) or their authorized representative(s) may remain present at the scheduled date and time. In case the scheduled date is declared Holiday, the tender shall be opened on next working day at the same time.

1.15 Evaluation of Bid: The bid will be evaluated as per the documents asked in this bid and contract will be awarded to the bidder(s) who has/have quoted the Lowest Price inclusive of GST for annual requirement of all the consumables in Financial Bid-Part-I (Annexure-VI), subject to above mentioned conditions. Total Value of annual requirement of all the consumables will be evaluated for determining lowest quoted price mentioned in Financial Bid (PART-I)- Annexure-VI.

The contract shall be valid for a period of 01 (One) year from the date of award of contract. The contract may be extendable, subject to maximum period of 01 (One) year, on the same prices & terms and conditions or with some addition/ deletion/ modification as mutually agreed upon by the supplier and All India Institute of Medical Sciences (AIIMS), Bhubaneswar.

Award of Bid will be guided as per Purchase preference clause under Make in India as mentioned under para 1.12.2 above. Further, if a bidder quotes “0” or “Nil” prices against any serial/tendered item, bid of that bidder shall be considered as 'Non-Responsive' and will be rejected.

Sr. Procurement-Cum-Store Officer (I/c)
AIIMS, Bhubaneswar

2. GENERAL TERMS AND CONDITIONS:

2.1 The Validity of the Bid/ Tender Document shall be for **180 Days** from the Date of Opening of the Bid.

2.2 Tenders should be quoted only by the Original Manufacturer (OEM) or their authorized distributor or selling agent, who shall submit a current authority letter in support of the same from the Original Manufacturer (OEM) concerned in the format given at “**Annexure-III**”.

Bidders are required to quote strictly as per specifications of the Consumables. Deviation, if any to specification, must be brought out clearly giving deviation statement as per “**Annexure-IV**”.

Additional features/ offer if any, should be listed separately in the offer.

2.3 The consumables should have a life span of at least 01 year or 75% before the date of expiry whichever is more from the date of supply. Following text shall be printed or stamped in indelible ink on label/ pack/ cartons. “**Not for Sale, For Use by AIIMS, Bhubaneswar Only.**”

2.4 The items supplied to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications and particulars contained/ mentioned in the clauses hereof and should not be of sub-standard or spurious. The purchaser will be entitled to reject the said consumables or such portion thereof as may be discovered not to conform to the said description and quality.

2.5 The Bidder should state categorically whether they have fully trained technical staff for efficient after sales services. The bidder should ensure continuous and non-stop supply of the consumables during the entire contract period.

2.6 Deleted.

2.7 The supplier further warrants that the items/Stores supplied under the contract shall have no defect arising from design, materials (except when the design adopted and/ or the material used are as per the AIIMS, Bhubaneswar specifications) or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied items under the conditions prevailing in India.

2.8 Replacement will be undertaken for the defective/sub-standard/spurious items at no extra cost. Proper marking has to be made for all items for identification.

2.9 The Supplier along with its Indian Agent shall ensure continued supply of the consumables to the purchaser during the period of rate contract.

2.10 Fall Clause: If at any time during the execution of the contract, the Manufacture/ Distributor/ Dealer reduces the sale price or sells or offers to sell such items, as are covered under the contract, to any person/ organization including the purchaser or any department of Central Government or any department of AIIMS, Bhubaneswar/ other INI/ PSUs at a price lower than the price chargeable under the contract during the Currency of the contract, they will forthwith notify AIIMS, Bhubaneswar. The difference in cost due to such reduction or sale or offer of sale would be refunded by the bidder to AIIMS Bhubaneswar, if the contract has already been concluded or AIIMS Bhubaneswar will deduct from the pending bills/ Performance Security Deposit to recover the loss to the Government.

2.11 DELIVERY OF THE CONSUMABLES:

2.11.1 The quantity indicated in 3.2 is approximate yearly requirement which may increase or decrease as per original requirement of user department. Supply order shall be placed to

successful bidder on staggered quantity basis and the Delivery of Consumables should be made in good condition at the Central Stores, AIIMS, Bhubaneswar campus or place indicated in the Supply Order by the bidder at their own cost. AIIMS Bhubaneswar is not liable for payments on account of Packing & Forwarding charges, Freight, Insurance and other incidental charges.

2.11.2 The firm will be bound to Supply the consumables within 30 (Thirty) days from the date of Purchase Order/ Supply Order. Thereafter suitable action as deemed fit, will be initiated. The institute will recover the general damages or extra expenditure incurred in the risk purchase at the risk and cost of bidder and amount paid in excess shall be deducted from their pending bills. The above shall be in addition to forfeiture of Bid Security and black listing of the firm depending upon the circumstances of the default/ merit of the case.

2.11.3 If the Seller fails to deliver and install any or all of the Goods/ Services within the original/ re-fixed delivery period(s) specified in the Purchase Order, AIIMS, Bhubaneswar will be entitled to deduct/ recover the Liquidated Damages for the delay @ 0.5% per week or part of the week of delayed period as pre-estimated damages subject to maximum of 10% of the Purchase Order Value without any controversy/ dispute of any sort whatsoever. In case, Service Level Agreement (SLA) is applicable, the same shall be applicable for the Contract.

2.11.4 Part/Partial supply will not be accepted. For any part/ partial supply, the total quantity should be completed within given delivery period. However, Part Billing is strictly prohibited.

2.11.5 The firm shall supply the consumables with proper packing and marking for transit so as to be received at destination free from any loss or damage.

2.11.6 The consumables should be adequately covered under transit insurance at the risk and cost of the bidder.

2.12 The Executive Director, AIIMS Bhubaneswar has full authority to take into account the performance of manufacturer/authorized dealer or distributor/ bidder and they should submit latest performance certificate from any other Govt. Hospitals/ Institutions/ PSUs to testify the proper dealing & performance as well as in-time supply of the items.

2.13 INSPECTION OF SUPPLIES:

Inspection will be done by the duly constituted committee members nominated by Director, AIIMS, Bhubaneswar and or his authorized representatives in AIIMS, Bhubaneswar premises at designated place.

2.14 PAYMENTS:

- 100% Payment shall be released after successful & satisfactory delivery of the ordered goods against a satisfactory inspection report by the User Department and only after execution of contract agreement & submission of Performance Security Deposit.
- For processing the payment, the supplier has to submit three copies of Invoice along with receipted challan copy and other relevant papers like Lorry Receipts etc.
- All payments shall be made in Indian Rupees only.

2.15 PERFORMANCE SECURITY DEPOSIT:

2.15.1 The successful Bidder will be liable to deposit 5% of value of the contract as per required tentative annual quantity as Performance Security Deposit in favour of "AIIMS, Bhubaneswar" by way of "Irrevocable Performance Bank Guarantee" or FDR (duly endorsed in favour of AIIMS

Bhubaneswar) from a Nationalized /Commercial Bank. These instruments are subject to verification from issuing bank before its acceptance by the authorities.

2.15.2 The Performance Security should be valid for 14 months from date LoA, which is refundable after two months of expiry of the contract period of 01 (One) year subject to successful fulfilment of terms and conditions and on receipt of requisite “No Dues Certificate” from the concerned Departments /authorities. While making such instruments as PSD, bidders may take care of the period of coverage in the instrument as stated above.

2.15.3 The Security Deposit is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect.

2.16 DISPUTES AND ARBITRATION: All disputes or differences arising during the execution of the contract shall be resolved by the mutual discussion, failing which the matter will be referred to an Arbitrator who will be appointed by the Executive Director, AIIMS Bhubaneswar for arbitration for settlement of disputes in accordance with Arbitration & Conciliation Act 1996 or its subsequent amendment, whose decision shall be binding on the contracting parties.

2.17 LAW GOVERNING THE CONTRACT AND JURISDICTION: The contract shall be governed under Indian Contract Act 1872 and instructions thereon from the government of India. The Court of Bhubaneswar shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

2.18 POWER TO IGNORE MINOR DEVIATIONS: AIIMS, Bhubaneswar reserves right to ignore any trivial nature of deviation(s) in tender documents as decided by the competent authority while processing the tender. The Institute may also seek any clarification/ documents to substantiate the claim of the bidder at the later stage if felt necessary. However, the bidder can't claim it as a matter of right and will be bound to comply the Terms & Conditions of the tender without citing the ground of trivial deviation/ seeking of the clarification/ documents in support of the cancellation of his/ her bid.

2.19 OTHERS: -

2.19.1 After due evaluation of the bid, Institute will award the contract to the responsive Bidder(s) who has/have quoted the Lowest Price inclusive of GST for each consumable, subject to MII preference clause. Item-wise evaluation will be done for determining lowest quoted price for each item.

2.19.2 The Bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency(ies) without prior written consent of the Director, AIIMS, Bhubaneswar. If it is found that the firm has given sub-contract to another Agency, the contract shall stand cancelled & the performance security deposit of such Bidder shall be forfeited by AIIMS, Bhubaneswar.

2.19.3 The AIIMS Bhubaneswar shall not be responsible for any financial loss or other damage or injury to any item or person deployed/ supplied by the Supplier Agency during the course of their performing the duties to this office in connection with purchase order/ supply order for supplying, installation & commissioning of ordered Equipment/ Accessories/ Items at AIIMS Bhubaneswar.

2.19.4 If the bidder denies/ fails to execute the contract/ order after being awarded for the same or to submit the Performance Security, the bid security (EMD) shall be forfeited and the vendor will be debarred for a period of two years from participating in future tenders of the Institute.

2.19.5 At the time of awarding the contract, the tendered quantity can be increased or decreased by 25-30 per cent for ordering if so warranted.

2.20 Debarment from bidding:

- (i) A bidder shall be debarred if he has been convicted of an offence-
 - (a) under the Prevention of Corruption Act, 1988; or
 - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (ii) A bidder debarred under sub-section (i) or any successor of the bidder, shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Department of Commerce (DGS&D) will maintain such list which will also be displayed on the website of DGS&D as well as Central Public Procurement Portal.
- (iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Ministry/Department will maintain such list which will also be displayed on their website.
- (iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.

2.21 Code of Integrity:

No official of the bidder shall act in contravention of the codes which includes

(i) Prohibition of

- (a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or other wise to influence the procurement process.
- (b) any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- (c) any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
- (d) improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- (e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
- (f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- (g) obstruction of any investigation or auditing of a procurement process.
- (h) making false declaration or providing false information for participation in a tender process or to secure a contract;

(ii) Disclosure of conflict of interest.

(iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause with any entity in any country during the last three years or of being debarred by any other procuring entity.

2.22 The purchaser will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

2.23 The Tender Document and associated correspondence are subject to copyright laws and shall always remain the property of the Procuring Entity and must not be shared with third parties or reproduced, whether in whole or part, without prior written consent of AIIMS, Bhubaneswar authorities.

2.24 The supply contract will be valid from the date; when the Purchase Order Issued /formalities completed by AIIMS Bhubaneswar. This office will, however, reserve the right to conduct performance review at any time during the supply contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the supply contract by giving 30 days' notices at any point of time

2.25 *The Institute reserves the right to accept in part or in full or reject any or more Tender / offer without assigning any reasons or cancel the tendering process and reject all Tender at any time prior to award of contract, without accepting any liability, whatsoever*

2.26 The Executive Director, AIIMS Bhubaneswar (Odisha, India) has the full and exclusive right to accept or reject, any or all Bids, abandon/ cancel the Tender process, and issue another tender for the same or similar Goods at any time before the award of the contract without assigning any reasons thereof. It would have no liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for such action(s).

Seal & Signature of Bidder

3. Technical Bid (Specification):

Name of the e-Tender: Supply of Modular storage drawer-block storage cabinet at AIIMS, Bhubaneswar.

3.1 Schedule of Requirements:

The institute requires **Supply of Modular storage drawer-block storage cabinet for the Department of Pathology and Lab Medicine at AIIMS, Bhubaneswar**. The Consumables are to be delivered within 30 (Thirty) days from placing of Purchase Order at the Central Store of AIIMS, Bhubaneswar at the quoted/ negotiated price without any additional cost to the Institute as per Specifications given below.

3.2 Specification & Details for Supply of Modular storage drawer-block storage cabinet at AIIMS, Bhubaneswar:

Modular storage drawer Specification

- 1.** Material-High Impact Polystyrene(HIPS)
- 2.** Temperature range -80 °C to +80 °C
- 3.** Length - 40.5cm/15.875 in
- 4.** Width - 23 cm/9.125 in
- 5.** Height – 5.1 cm / 2.125 in
- 6.** Storage Capacity- Each drawer 7 columns holds up to 165 embedding rings or 250 cassettes, ensuring efficient use of space.

7. **Stackable Design:** Interlocking ridges on the top and bottom allow for stable stacking to any convenient height.
8. **Produced in compliance with an ISO 9001-certified quality management system.**
9. **Physical demonstration will be done after technical evaluation.**
10. **Easy identification:** Includes identification labels for quick and accurate labelling of stored items.

3.3 Technical Bid (Submission Format):

The Scanned copies of the following Mandatory documents to be uploaded on e-Tendering Portal in the following format:

S. No.	Details / Particulars	Uploaded (Yes/No)	Page No.
A	(To be Mentioned in the Letter head of the Firm). 1. Name & Address of Bidder with phone number, email-id. 2. Specify whether a Proprietorship/ Partnership firm/ Company 3. Name of Proprietor/ Partner/ Managing Director/ Director.		
B	Name, address & designation of the authorized person for signing the bid documents. (Authorization should be made in Letter head of the Organization by its competent person(s)/ Board of members)		
C	Whether you have fully trained technical staff for efficient after sales services? If yes, Name, Address, Phone No., e-mail ID of Service Centre at Bhubaneswar or nearby, if any		
D	PAN No. (enclose the self-attested copy of PAN Card)		
E	GST No. (enclose GST Registration Certificate of the firm)		
F	Income Tax Return for the last Three years. (Note: The condition of prior turnover and prior experience may be relaxed for Startups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality and technical specifications.)		
G	Annual Turn Over Certificate for last Three Financial Years (Duly signed by Chartered Accountant) along with Financial Statements of last three years. (Note: The condition of prior turnover and prior experience may be relaxed for Startups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality and technical specifications.)		
H	Details of Earnest Money Deposit (EMD) Rs. 1,80,000/- (Rupees One Lakh Eighty Thousand Only) FDR/ BG No.: _____ Date: ____ - ____ - 2024		
I	Firms registered with NSIC for Sale of Medical Equipment/ Instrument/Apparatus and are claiming exemption for submission of EMD (subject to the financial limits indicated in the NSIC certificate) must enclose copy of NSIC Certificate in full.		
J	Whether the firm is a Registered firm under MSME or SSI. MSME registered bidders are to mention UAM (Udyog Aadhar Memorandum) number issued by MSME. Whether declaration of UAM number by the bidder on CPPP has been made or not.		

	(attach copy of such certificate(s) in full).		
K	Undertaking for acceptance of all Terms & Conditions in original (Annexure-I) .		
L	Notarized affidavit as per Annexure –II on Indian Non Judicial Stamp Paper of Rs.10/-. (If you don't submit this, your tender will be out rightly rejected.)		
M	Manufacturers' Authorization form as per Annexure – III (Undertaking by manufacturer of tendered consumables for providing after sales service during the contract period)		
N	Whether the items quoted is as per specification, if not, the statement of deviation (Parameter wise) from the tender technical specification must be enclosed as per Annexure-IV .		
O	Have you previously supplied these items to any government / reputed private organization? If yes, to list Major Customers to be given on a separate sheet as per Annexure – V . (PO copies of same/ similar item supplied must be enclosed.)		
P	All relevant documents under Public Procurement (Preference to Make in India), order 2017 of MoC&I (DIPP), Govt. of India including self-declaration on Class of Supplier and Local contents.		
Q	Unique GeM Seller Id. (Enclose self-attested copy of relevant document provided by GeM) N.B. <i>The bidder who is not registered with GeM at the time of submitting the tender needs to submit an undertaking on firm's letter head that GeM Seller Id. will be provided at the time of award of contract positively failing which their bid will be treated null & void and contract will be dealt suitably.</i>		
R	Copy of Certificate of Registration with Competent Authority in case of a bidder is from country sharing land border with India		
S	Literatures/ catalogue pertaining to technical details, makes/brands of the equipment with specification, whether indigenous or imported with name of manufacturer & address must be enclosed.		
T	Bank Details: 1. Beneficiary Name: 2. Bank Name: 3. Account No: 4. IFSC Code: 5. Branch Address :		
U	Manual Submission of Documents		
V	Financial Bid as per Annexure – VI (Note: to be submitted on line only)		
W	Integrity Pact		
X	Any other information, if necessary		

Name of the e-Tender: Supply of Modular storage drawer-block storage cabinet at AIIMS, Bhubaneswar.

e-Tender No.: STORE-28/44/2025-STPUR SEC/50.

Dated: 27.02.2026

Bid Covering Letter

(Should be submitted on Letter head of the bidding firm which should contain complete address, phone no., e-mail id. etc.)

To
The Executive Director,
AIIMS, Bhubaneswar
Sir/ Madam,

Having examined the abovementioned Tender Document, I/we, the undersigned hereby submit/ upload our Techno-Commercial and Financial Bid for the supply of equipment/ Services in conformity with the said Tender Documents.

We declare that we are a Proprietorship/ Partnership firm/ Limited Liability Partnership/ Private Limited/ Public Limited Company/ Company Limited by shares. The registration copy to that effect is submitted.

We are submitting this bid on our behalf, and there are no agents/ dealers involved in this tender, and hence no agency agreement is involved. Our company law and taxation regulatory requirements and authorization for signatories and related documents are submitted herewith.

We hereby certify that We/ Our Principals/ OEM M/s are proven, established, and reputed manufacturers with factories at which are fitted with modern equipment and where the production methods, quality control, and testing of all materials and parts manufactured or used.

We further declare that we have fully trained technical staff for installation, commissioning of the Equipment and efficient after sales services. The Name, Address, Phone No., e-mail id of Service Centre at Bhubaneswar or nearby is as under:

Name: _____, Address: _____, Phone No.: _____

We comply with all the eligibility criteria stipulated in this Tender Document.

We offer to supply the subject Goods of requisite quality and within Delivery Schedules in conformity with the Tender Document.

We have submitted the Bid Security of Rs 1,80,000/- in shape of FDR/ BG No. _____ dated _____ and other documents as required under this bid.

Signature of the bidder with Seal

Annexure-I

Name of the e-Tender: Supply of Modular storage drawer-block storage cabinet at AIIMS, Bhubaneswar.

UNDERTAKING

FOR COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS TENDER DOCUMENT

To

**The Executive Director,
AIIMS, Bhubaneswar**

Sir/ Madam,

1. The undersigned certify that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/ us are valid and binding on me/ us for acceptance till the validity of tender.
2. I/ We undersigned hereby bind myself/ ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR, ODISHA- 751 019 to supply the approved awarded Consumables/ Items in the approved prices to AIIMS, Bhubaneswar.
3. The Consumables/ Items shall be brand new, of the best quality and of the kind as per the requirement of the institution. The decision of the Director, AIIMS Bhubaneswar, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
4. I/We undertake to arrange for a demonstration/sample submission of the Consumables/ Items, if required. Failure to arrange for a demonstration on the given date may lead to cancellation of our bid. Cost of such demonstration shall be borne by me/us.
5. I/We hereby undertake to supply the Consumables/ Items during the validity of tender as per directions given in supply order within stipulated period positively.
6. I/We undertake that the items supplied are as per Make/ Model /Catalogue/ technical literature description.
7. If I/We fail to supply the Consumables/ Items in stipulated period, necessary action can be taken by the Director, AIIMS Bhubaneswar who has full power to compound or forfeit the Bid Security/ Security deposit.
8. If it is deemed necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
9. Performance security @ 5% of value of the contract as per required tentative annual quantity shall be deposited by me/us in the form of FDR/ Irrevocable Bank Guarantee in favour of All India Institute of Medical Sciences, Bhubaneswar on award of the contract from a Nationalised/ Commercial Bank and shall remain in the custody of the Director, AIIMS, Bhubaneswar till the

validity of the contract period plus two months (i.e. valid for 14 months from date of award of contract).

10. I/We declare that no legal/financial irregularities are pending against the proprietor Partner/Director of the tendering firm or manufacturer.

11. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Government of India/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the Consumables/ Items at the prices and rates not exceeding those mentioned in the Financial Bid.

12. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.

13. I/We undertake to supply the all Literature (Log Book/ Maintenance Record/ Troubleshooting/ Operation Manuals etc.) supplied with each Consumables/ Items by Principal Manufacturer in Original to AIIMS Bhubaneswar.

14. I/We have necessary infrastructure for the maintenance of the Consumables/ Items and will provide efficient after sales service as and when required during contract period.

15. As per the Circular No. F.6/18/2019-PPD issued by Ministry of Finance, Dept. of Expenditure dated 23 Jan 20 and DO No.214/CEO-GeM/2020 dated 10.11.2020 regarding procurement of goods/ services outside GeM, bidders are required to submit documents in support of their registration with GeM i.e., Unique GeM Seller ID with their bid. We have submitted GeM Seller ID with the bid/ we hereby to submit an undertake that GeM Seller ID will be provided at the time of award of contract positively failing which the contract may be treated as null & void and will be dealt suitably (tick appropriate line).

I/we undertake that **“the Consumables/ Items in tender will be boarded on GeM as and when the item or service gets listed on GeM” as a registered supplier in GeM.**

16. I we enclose Manufacturer’s Certificate that the quoted consumables are as per technical specification of this tender document.

17. I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period, the Director, All India Institute of Medical Sciences, Bhubaneswar (India) will have full authority to take appropriate action as he/she may deem fit.

Signature of Bidder
with Seal of Firm
(Name of Bidder)

Place

Date

Annexure-II

Name of the e-Tender: Supply of Modular storage drawer-block storage cabinet at AIIMS, Bhubaneswar.

CRIMINAL LIABILITY UNDERTAKING

(To be executed on Rs. 10/- Non-Judicial Stamp Paper duly attested by Public Notary)

I.....S/o.....
Resident of

do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director /authorized signatory of M/s.
2. No police case and/or case by CBI/FEMA/Income Tax/ Sales Tax authorities are pending against the Proprietor / Partner /Director of the firm/ company (Agency) and also against the firm/ company.
(Indicate any convictions if any against the above persons or Firm/ Company.)
3. The Proprietor / Partner /Director of the firm/ company (Agency) and also the firm/ company has never been blacklisted/ debarred/ banned by any Government authority/ organization within last three years.
4. The firm/company has not been declared insolvent, bankrupt, not in receivership, or being wound up, not have its affairs administered by a court or a judicial officer.
5. To our best of knowledge and belief, none of the Proprietor/Partner/Director of the firm/ company is the near relations of executives of Procuring Entity involved in this Tender Process.
6. We certify that we have no conflict of interest in accordance with ITB clause 1.4.6 and the prices quoted against the tender are competitive and without adopting any unfair/ unethical means including cartelization.
7. I/We have not quoted the price higher than previously supplied to any Government Institute / Organization / reputed Private Organization or DGS&D rate in recent past.

Signature

(Name)

Seal of the Participating Bidder Company

Affirmation/ Verification
By Notary Public

Annexure-III

Manufacturer's Authorization Form

(The Bidder shall require the manufacturer to fill in this form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.)

Date: **Insert date (as day, month and year)** of Bid Submission

Tender No.: **(Insert number from Invitation for Bids)**

To

The Executive Director
AIIMS, Bhubaneswar
Sijua, Odisha, India

WHEREAS

We (***Insert Complete name of Manufacturer***), who are official manufacturer in (***Insert type of goods manufactured***), having factories at (***insert full address of Manufacturer's Factories***), do hereby authorize (***Insert Complete Name of Bidder***) to submit a bid the purpose of which is to provide the following equipment, manufactured by us (***insert name and or brief description of the consumables***), and to subsequently negotiate and sign the contract.

We accept the Warranty / Guarantee condition mentioned in the tender documents of AIIMS Bhubaneswar.

We also hereby confirm that we would be responsible for the satisfactory execution of contract placed on the authorized agent for the period of 01 year for supplied consumables to AIIMS Bhubaneswar.

Signed: (***insert signature of authorized representative of the manufacturer***)

Name: (***insert complete name of authorized representative of the manufacturer***)

Duly authorized to sign this authorization of behalf of: (***insert complete name of manufacturer***)

Date on _____ day of _____
(***insert date of signing***)

Annexure-IV

Deviation Statement Form

1. The following are the particulars of deviations from the requirements of the tender Specifications:

Specification	Deviations	Remarks (including Justification)

Place:

Date:

Signature and Seal of the
Manufacturer/ Bidder

Note: Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No Deviations”

Annexure- V

Performance Statement Form

Name of the Firm: _____

S. No.	Order placed by (Full address of Purchaser)	Order No. & Date	Value of Order (Equipment)	Have the items been installed & commissioned satisfactorily (Yes/ No)

Signature and seal of the manufacturer/ Bidder

Place:

Date:

Note: Documents to be attached in support of the above (i.e. recent PO copies for supply of similar equipment to other AIIMS/ INI/ PSU).

Annexure- VI

Financial Bid (PART-I)

Name of the e-Tender: Supply of Modular storage drawer-block storage cabinet at AIIMS, Bhubaneswar.

S. No.	Item Description	Quantity(unit or PCS)	Rate Per pcs	GST %	GST Amount	Amount (Incl. GST)
1.	Modular Storage Drawer-block storage cabinet	1020				
TOTAL AMOUNT (Inclusive of GST)						

Note: If a/any bidder(s) quotes "0" or "Nil" prices against any serial/tendered item, bid of that bidder shall be considered as 'Non-Responsive' and will be rejected.

1. I/We have gone through the Terms & Conditions as stipulated in the tender enquiry document and confirm to accept and abide by the same.
2. The above quoted rates are inclusive of packing & forwarding charges, insurance, freight and other incidental charges payable up to AIIMS Bhubaneswar site. No other charges would be payable by the Institute.
3. That I/We shall supply the consumables of requisite quality.
4. That the consumables will be delivered within 30 days from date of Supply Order/ Purchase Order and as per conditions of GTC.
5. That I/We undertake that the information given in this tender are true and correct in all respect.

Signature of the bidder with seal.
Name(s) of the Bidder

Name of the Firm:

Date:
Place:

Form of Performance Guarantee / Bank Guarantee Bond

In consideration of the Director of All India Institute of Medical Sciences Bhubaneswar (hereinafter called "AIIMS Bhubaneswar") having offered to accept the terms and conditions of the proposed agreement between AIIMS Bhubaneswar and (hereinafter called "the said Vendor(s)") for the supply of (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs. (Rupees only) as a bid security/performance guarantee from the vendor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement with reference to tender No.....

1. We, (hereinafter referred to as "the Bank") hereby undertake to pay to the AIIMS Bhubaneswar an amount not exceeding Rs. (Rupees..... Only) on demand by the AIIMS Bhubaneswar.

2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the AIIMS Bhubaneswar stating that the amount claimed as required to meet the recoveries due or likely to be due from the said vendor(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. (Rupeesonly)

3. We, the said bank further undertake to pay the AIIMS Bhubaneswar any money so demanded notwithstanding any dispute or disputes raised by the vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the vendor(s) shall have no claim against us for making such payment.

4. We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the AIIMS Bhubaneswar under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Director AIIMS Bhubaneswar on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Vendor(s) and accordingly discharges this guarantee.

5. We, (indicate the name of the Bank) further agree with the AIIMS Bhubaneswar that the Institute shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Vendor(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 vendor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Vendor(s) or for any forbearance, act of omission on the part of the AIIMS

Bhubaneswar or any indulgence by the AIIMS Bhubaneswar to the said Vendor(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.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Vendor(s).

7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the AIIMS Bhubaneswar in writing.

8. This guarantee shall be valid up tounless extended on demand by the AIIMS Bhubaneswar. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees) 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 this guarantee shall stand discharged.

Dated theday offor.....(indicate the name of the Bank)

(Name, designation and code No. of the Bank Officer(s) signing the guarantee)

(Address & other details of the Controlling Officer of the branch of the bank issuing the BG)

Contract Form

(To be made on Rs 100.00 Non Judicial Stamp/E Stamp Paper)

FORMAT of Contract Agreement for

(Supply of Modular storage drawer-block storage cabinet at AIIMS, Bhubaneswar in the Department of Pathology and Lab Medicine at AIIMS, Bhubaneswar.

This agreement is made at Bhubaneswar on the ____ day ____ month of Two Thousand Twenty-Four between **All India Institute of Medical Sciences (AIIMS) Bhubaneswar, Sijua, Dumuduma, Bhubaneswar-751019 (Odisha)** (hereinafter called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Party**.

BETWEEN

M/s. _____, having its registered office at _____ (hereinafter called the '**Vendor/ Agency/ OEM/ Authorized Dealers**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Party**.

WHEREAS the '**Client**' is desirous to engage the '**Vendor**' for supplying (**Modular storage drawer-block storage cabinet**) on e-Tender basis at AIIMS Bhubaneswar for which the '**Vendor**' has accepted the terms and conditions as per the Tender document for execution and completion of supply as well as guarantee of trouble-free use of such consumables and rectification of defects therein.

Terms & Conditions of the Contract Agreement:

1. Period of Contract Agreement: The contract shall be valid for a period of 01 (One) year from the date of award of contract. The contract may be extendable, subject to maximum period of 01 (One) year, on the same prices & terms and conditions or with some addition/ deletion/ modification as mutually agreed upon by the supplier and All India Institute of Medical Sciences (AIIMS), Bhubaneswar.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

- (a) Notice Inviting E-Tender, Instruction to Bidders (ITB).
- (b) General Conditions of Contract (GCC).
- (c) Special Condition of Contract.
- (d) Technical Specification
- (e) Technical and Financial Bid
- (f) Clarifications of Pre Bid queries and amendment/ corrigendum published before bid opening.
- (g) Amendment/corrigendum on technical specifications.
- (h) All the correspondence till award of contract i.e. Notification/Letter of Award.
- (i) Supply/Purchase Order placed to the vendor
- (j) Payment Terms: as per Terms & Conditions of the Tender Document
- (k) Uptime Guarantee & Downtime Penalty Clause: as per Terms & Conditions of the Tender Document

3. Expiry: The Consumables should have life span of at least 01 year or 75% before the date of expiry whichever is more from the date of supply. And following text shall be printed or stamped in inedible ink on label/ pack/ cartons. **“Not for Sale”, For Use by AIIMS, Bhubaneswar Only.”**

4. Penalty & Recovery of Sums Due:

(i) If the Vendor fails to deliver the **(Modular storage drawer-block storage cabinet)** or replace the defected/spurious/expired/ soon to expire items within the original/ re-fixed delivery period(s) specified in the Purchase Order, AIIMS, Bhubaneswar will be entitled to deduct/ recover the Liquidated Damages for the delay @ 0.5% per week or part of the week of delayed period as pre-estimated damages subject to maximum of 10% of the Purchase Order Value without any controversy/ dispute of any sort whatsoever. In case, Service Level Agreement (SLA) is applicable, the same shall be applicable for the contract. Such penalty (L.D.) shall be deducted from the Vendor's pending bills or Performance Security.

(ii) On failure by the Vendor to supply the desired **(Modular storage drawer-block storage cabinet)**, if the items are procured from other sources, any extra cost incurred/ paid on account of such other sources procurement by AIIMS, Bhubaneswar will be recovered from any of his subsequent/pending bills or Performance Security Deposit. In case of change in Local Authorized dealer by Vendor, any pending purchase order should be completed within stipulated delivery period. LD recoverable on such non-compliance shall be recovered from pending bills or Performance Security.

(iii) In case the sum of the above is insufficient to cover the full amount recoverable, the Vendor shall pay to the client, on demand of the remaining balance due.

5. Upon selection of the Vendor, if at any stage, the documents furnished by him/her is found to be false or the quality of the items are found to be poor quality/different specifications, or rates are higher than the quoted rate it would be deemed to be a breach of terms of contract and the contract shall be cancelled and performance security shall be forfeited.

6. AIIMS Bhubaneswar shall not be responsible for any financial loss or other damage or injury to any item supplied or person deployed by the vendor in the course of their performing the duties in connection with purchase order/supply order.

7. The rate quoted by the selected Vendor/Agency/Authorized Dealer or which have been approved after due negotiation by the AIIMS, Bhubaneswar shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.

8. Fall Clause:

(a) Prices charged for supplies under Rate Contract by the vendor should in no event exceed the lowest prices at which he quotes/ bids to sell or sells the stores of identical description to any other Govt. hospitals/ renowned private hospitals during the period of the contract.

(b) If at any time during the Contract period, the Manufacturer/ Vendor/ Distributor/ Dealer reduces sale price or sells or offers to sell such stores as are covered under the contract to any person/ Organisation including the purchaser or any Department of Central Government of any Department of AIIMS, Bhubaneswar Hospital/ PSUs at a price lower than the price chargeable under the contract. The benefit of such price reduction would be passed on to AIIMS, Bhubaneswar by the Vendor, If any such price reduction in case for any of above approved item come to the notice of

AIIMS Bhubaneswar, the Vendor is liable to pass on correspondingly reduction of price to AIIMS, Bhubaneswar and deposit such reduction price difference to AIIMS Bhubaneswar, in case of supplied items from the date of coming in to force of such reduction or AIIMS Bhubaneswar will deduct such difference amount from the pending bills/ Performance Security Deposit to recover the loss to the Government.

9. The Competent Authority of AIIMS Bhubaneswar reserves the right to relax/ withdraw any of the terms and conditions mentioned in the Contract, in doing so if it is in the interest of the AIIMS Bhubaneswar. If at any time during the period of this contract, the client feels that performance of this contract is not beneficial to it, the Director, AIIMS, Bhubaneswar reserves the right to terminate this contract without assigning any reasons.

10. **Force Majeure:** If at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restriction, strikes, lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by the second party to the client within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive.

Further, if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, AIIMS, Bhubaneswar shall be at liberty to terminate the contract.

11. Any complementary scheme offered by the Manufacturer shall be provided to the AIIMS Bhubaneswar with no additional cost.

12. **Price List & Implementation of GST:** The (Modular storage drawer-block storage cabinet) to be supplied by the Vendor/ Agency/ Authorized Dealer under Rate Contract basis is attached herewith as (Annexure-I)

13. **Performance Security:** The Vendor/Agency/Authorized Dealer have to furnish Performance Security of Rs. (Rupees) (**Performance Security Amount as per Award of Contract**) in shape of FDR/ TDR/ Irrevocable Bank Guarantee in the name of All India Institute of Medical Sciences, Bhubaneswar. The Performance Security should be kept valid for 14 months i.e. One year + Two months after completion of obligations under the contract.

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

12. **Right to call upon information regarding status of contract:** The AIIMS, BBSR will have the right to call upon information regarding status of contract at any point of time.

13. **Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Bhubaneswar, Odisha and all obligations here under shall be deemed to be located at

Bhubaneswar, Odisha and Court within Bhubaneswar, Odisha will have Jurisdiction to the exclusion of other courts.

14. Obligation of the Vendor: The Vendor shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The vendor shall keep AIIMS, Bhubaneswar fully indemnified against liability of tax, interest, penalty if any imposed by any statutory authority of this contract and paid on behalf of the vendor.

15. In addition to above, all other terms and conditions express and implied and essential for execution of this agreement as per Tender enquiry document will form part of this agreement.

THIS AGREEMENT will take effect from _____ Day _____ Month of _____ Two Thousand Twenty-Five and shall be valid for One Year.

IN WITNESS WHERE OF both the parties here to have caused their respective common seals 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:

<p>For and on behalf of the 'Vendor /Agency /Authorized Dealer'</p> <p>Signature of the Authorized Official</p> <p>Name of the Official</p> <p>Seal of the 'Vendor/ Agency/ Authorized Dealer'</p> <p>Signed, sealed and delivered by the said official of Vendor in presence of</p>	<p>For and on behalf of the 'Executive Director, AIIMS, Bhubaneswar'</p> <p>Signature of the Authorized Officer</p> <p>Name of the Officer</p> <p>Seal of the Authorized Officer</p> <p>Signed, sealed and delivered by the said officer in presence of</p>
<p>Witness: _____ Name: _____ Address: _____ _____ _____</p>	<p>Witness: _____ Name: _____ Address: _____ _____ _____</p>

e-TENDERING INSTRUCTIONS TO BIDDERS

Instructions for Online Bid Submission:

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

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

1. REGISTRATION ON CPP PORTAL:

1.1 Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.

1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode / eMudhra etc.), with their profile.

1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.

1.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2. SEARCHING FOR TENDER ENQUIRY DOCUMENT

2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3. PREPARATION OF BIDS

3.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.

3.2 Please go through the tender advertisement and the Tender Enquiry Document carefully to understand the documents required to be submitted as part of the bid. Please note the number of

covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3.3 Bidder, in advance, should get ready the documents/BoQ to be uploaded as indicated in the Tender Enquiry Document and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Scanned documents to be uploaded may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document and resulting in fast uploading. It is the responsibility of the bidder to ensure that uploaded scanned documents are legible.

3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4. SUBMISSION OF BIDS

4.1. Submission of Bids

4.1.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

4.1.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender Enquiry document.

4.1.3 Bidder has to select the payment option as "offline" to pay the Bid Security/ EMD as applicable and enter details of the instrument.

4.1.4 Bidder should prepare the Bid Security/EMD as per the instructions specified in the Tender Enquiry Document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the Tender Enquiry Document. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

4.1.5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

4.1.6 The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is

done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers" public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

1) The uploaded Tender/Bid shall become readable only after the tender opening by the authorized bid openers.

2) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

3) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

6. ASSISTANCE TO BIDDERS

6.1.1 Any queries relating to the Tender Enquiry Document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the NIT.

6.1.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk

INSTRUCTION TO OEMS FOR ONLINE REGISTRATION AND SUBMISSION OF BIDS

General: OEM to follow all necessary instructions/guidelines available in Home page of Central Public Procurement Portal to register and to participate in the Tender.

For any technical related queries please call at 24 x 7 Help Desk Number

0120-4001 002

0120-4001 005

0120-6277 787

Email Support:

For any Issues or Clarifications relating to the published tenders, OEMs are requested to contact the respective Tender Inviting Authority

Technical: **support-eproc(at)nic(dot)in**

Policy Related: **cppp-doe(at)nic(dot)in**

INTEGRITY PACT

(As per Central Vigilance Commission of India Letter No- 025/VGL/067/74733 Dated-10-10-25)

1. To improve transparency and fairness in tendering process and/or during execution of Tender undertaken, the Purchaser is to implement a transparency pact.
2. The Pre-Contract Integrity Pact, signed by all the prospective OEMs and the Purchaser shall commit the persons/ officials of both the parties, not to exercise any corrupt / fraudulent / collusive / coercive practices in the tendering process and also during implementation of the contract. Only those OEMs who have entered into Integrity Pact with the Purchaser shall be eligible to participate in the bidding process. Entering into Integrity Pact as per Performa (Annexure) provided in the tender is a basic qualifying requirement.
3. Pre-contract Integrity Pact is to be executed on plain paper with AIIMS Bhubaneswar at the time of submission of Bids. The successful OEM (Contractor) shall submit duly executed Integrity Pact on Non-Judicial Stamp Paper of appropriate value prior to issue of Supply Order.
4. To oversee the compliance under the Integrity pact, *Shri Santanu Mukherjee*, Ex-MD SBH has been appointed as Independent External Monitor (IEM) by the CVC for the Buyer. The contact address of IEM is as under:

Shri Santanu Mukherjee,
Flat No-303, E-Tower, My Home
ABHRA Opp. Inorbit Mall, Madhapur
Hyderabad, Telengana-500032
MOB NO-9866327000, 9951726000
email ID : santanu96@gmail.com

(Format of Integrity Pact)
PRE-CONTRACT INTEGRITY PACT

Between

AIIMS Bhubaneswar under Ministry of Health & Family Welfare, Govt. of India hereinafter referred to as “The Buyer” which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns of the **First Part**.

And

M/s _____, a company/ firm/ individual (status of the company) and having its registered office at represented by Shri _____, hereinafter referred to as “The OEM/Contractor” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns of the **Second Part**.

WHEREAS the Buyer proposes to procure under laid down organizational procedures, contract/s for -----
(Name of the Tender/ goods/ services) and the OEM/Contractor is willing to offer against NIT
No.

WHEREAS the OEM/Contractor is a private company / public company/Government undertaking/partnership/consortium/joint venture constituted in accordance with the relevant law in the matter and the Buyer is a Public Sector Enterprise.

NOW, THEREFORE,

1. To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

(a) Enabling the Buyer to obtain the desired said (Tender/ goods/ services) at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and enabling the OEM(s)/Contractor(s) to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the Buyer will commit to prevent corruption, in any form, by its officials by following transparent procedures.

Commitments of the Employee:

1. The Buyer undertakes that no official of the Buyer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the OEM/Contractor, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

2. The Buyer will, during the pre-contract stage, treat all the OEMs/Contractors alike, and will provide to all the OEMs/Contractors the same information and will not provide any such information to any particular OEM/Contractor which could afford an advantage to that particular OEM/Contractor in comparison to other OEMs/Contractors.

3. All the officials of the Buyer will report to the appropriate Authority any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach. In case any such preceding misconduct on the part of such official(s) is reported by the OEM to the Buyer with full and verifiable facts and the same is prima facie found to be correct by the Buyer, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the Buyer or Independent External Monitor and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the Buyer the proceedings under the contract would not be stalled.

Commitments of the OEM(s)/Contractor(s)

1. The OEM(s)/Contractor(s) commits themselves to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit themselves to observe the following principles during participation in the tender process and during contract execution: -

(a) The OEM(s)/Contractor(s) will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Buyer, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

(b) The OEM/Contractor further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Buyer or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with Buyer for showing or forbearing to show favor or dis-favor to any person in relation to the contract or any other contract with Buyer.

(c) The OEM(s)/Contractor(s) shall disclose the name and address of agents and representatives and Indian OEM(s)/Contractor(s) shall disclose their foreign principals or associates.

(d) The OEM(s)/Contractor(s) shall, when presenting their bid, disclose any /all payments made, is committed to or intends to make to agents, brokers or any other intermediaries, in connection with this bid/award of the contract

(e) The OEM, either while presenting their bid or during pre-contract negotiations or before signing the contract, shall disclose any payments made, is committed to or intends to make to officials of the Buyer or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

(f) The OEM/Contractor will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

(g) The OEM/Contractor will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

(h) The OEM/Contractor shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information contained in

electronic data carrier. The OEM/Contractor also undertakes to exercise due and adequate care lest any such information is divulged.

(i) The OEM(s)/Contractor(s) commit to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

(j) The OEM(s)/Contractor(s) shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

(k) If the OEM/Contractor or any employee of the OEM/Contractor or any person acting on behalf of the OEM/Contractor, either directly or indirectly, is a relative of any of the officers of the Buyer, or alternatively, if any relative of an officer of the Buyer has financial interest/stake in the OEM(s)/Contractor(s) firm (excluding Public. Company listed on Stock Exchange), the same shall be disclosed by the OEM/Contractor at the time of filling of tender.

(l) The term 'relative' for this purpose would be as defined in Section 2(77) of the Companies Act 2013.

(m) The OEM(s)/Contractor(s) shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the Buyer.

(n) The representative of the OEMs/Contractors signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will wait their decision in the matter.

(o) In case of Sub-Contracting, the OEM shall take the responsibility of the adoption of Integrity Pact by the Sub-Contractor.

Previous Transgression

2. The OEM(s)/Contractor(s) declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect on any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India.

Earnest Money (Security Deposit)

3. The provision regarding Earnest Money/Security Deposit as detailed in the Notice Inviting Tender (NIT) and Instruction to OEMs (ITB) section of the Bid Document is to be referred.

Sanctions for Violations

4. Any breach of the aforesaid provisions, before award or during execution by the OEM/Contractor or any one employed by it or acting on its behalf such as to put their reliability or credibility in question. shall entitle the Buyer to take action as per the procedure mentioned in the "[Guidelines on Banning of Business Dealings](#)" attached as **Appendices to Integrity pact** and initiate all or any one of the following actions, wherever required: -

(i) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the OEM/Contractor. However, the proceedings with the other OEM(s)/Contractor(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is Signed) shall stand forfeited either fully or partially, as decided by the Buyer and the Buyer shall not be required to assign any reason thereof.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the Contractor. The OEM/Contractor shall be liable to pay compensation for any loss or damage to the Buyer resulting from such cancellation/rescission and the Buyer shall be entitled to deduct the amount _____ so payable from the money(s) due to the OEM/Contractor.

- (iv) To encash the Bank guarantee, in order to recover the dues if any by the Buyer, along with interest as per the provision of contract.
- (v) To debar the OEM/Contractor from participating in future bidding processes of AIIMS Bhubaneswar, as per provisions of “Guidelines on Banning of Business Dealings” of AIIMS Bhubaneswar. (**Appendices to Integrity pact**), which may be further extended at the discretion of the Buyer.
- (vi) To recover all sums paid in violation of this Pact by OEM(s)/Contractor(s) to any middleman or agent or broker with a view to securing the contract.
- (vii) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the Buyer with the OEM/ Contractor, the same shall not be opened/operated.
- (viii) Forfeiture of Performance Security in case of a decision by the Buyer to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- (ix) The Buyer will be entitled to take all or any of the actions mentioned at para 6.1 (i) to (x) of this Pact also on the Commission by the OEM/Contractor or any one employed by it or acting on its behalf (whether with or without the knowledge of the OEM/Contractor), of an offence as defined in Chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- (x) The decision of the Buyer to the effect that a breach of the provisions of this Pact has been committed by the OEM/Contractor shall be final and conclusive on the OEM/Contractor. However, the OEM/Contractor can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

Independent External Monitor(s)

5. The Buyer has appointed Independent External Monitors (hereinafter referred to as monitors) for this Pact after approval by the Central Vigilance Commission.
- (i) The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
 - (ii) The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. The Monitor reports to Executive Director, AIIMS Bhubaneswar.
 - (iii) Both the parties accept that the Monitors have the right to access all the Contract documents relating to the project/procurement, including minutes of meetings, whenever required. The right to access records should only be limited to the extent absolutely necessary to investigate the issue related to the subject tender/contract.
 - (iv) As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he / she will so inform Executive Director, AIIMS Bhubaneswar and request AIIMS Bhubaneswar to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
 - (v) The OEM(s)/Contractor(s) accepts that the Monitor has the right to access without restriction, to all Project documentation of the Buyer including that provided by the OEM/Contractor. The OEM/Contractor will also grant the Monitor, upon his / her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable

to Subcontractor(s). The Monitor shall be under contractual obligation to treat the information and documents of the OEM/Contractor/Subcontractor(s) with confidentiality. The Monitor has also signed declaration on 'Non-Disclosure Agreement' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Executive Director, AIIMS Bhubaneswar and recuse himself / herself from that case.

(vi) The Buyer will provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings as and when required.

(vii) The Monitor will submit a written report to the Executive Director, AIIMS Bhubaneswar, within 8 to 10 weeks from the date of reference or intimation to him by the Buyer/OEM and should the occasion arise, submit proposals for correcting problematic situations.

Facilitation of Investigation

6. In case of any allegation of violation of any provisions of this Pact or payment of commission, the Buyer or its agencies shall be entitled to examine all the documents including the Books of Accounts of the OEM/Contractor and the OEM/Contractor shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

Law and Place of Jurisdiction

8. This Pact is subject to Indian Law. The place of performance and jurisdiction is the Registered Office of the Buyer, i.e. Bhubaneswar (Odisha). The arbitration clause provided in the tender document/contract shall not be applicable for any issue/dispute arising under Integrity Pact.

Other Legal Actions

9. The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

10. Changes and supplements as well as termination notice need to be made in writing. If the Contractor is a partnership or a consortium or a joint venture, this pact must be signed by all partners of the consortium/joint venture.

Validity

11. The validity of this Integrity Pact shall be from date of its signing and expires for the Contractor 12 months after the last payment under the contract, and for all other OEMs 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the OEMs and exclusion from business dealings.

12. Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intention.

13. Issues like Warranty / Guarantee etc. shall be outside the purview of IEMs.

1. In the event of any contradiction between Integrity Pact and its Appendix, the clause in the Integrity Pact will prevail.

For & On behalf of the Buyer

For & On behalf of the OEM / Contractor

(Office Seal)

(Office Seal)

Place-----

Place-----

Date

Date

Witness1. _____ (Name and address)

Witness1. _____ (Name and address)

2. _____ (Name and address)

2. _____ (Name and address)

GUIDELINES ON BANNING OF BUSINESS DEALINGS

Introduction

1. AIIMS Bhubaneswar deals with Agencies viz. parties/ contractors/ suppliers/ OEMs, who are expected to adopt ethics of highest standards and a very high degree of integrity, commitments and sincerity towards the Tender undertaken. It is not in the interest of AIIMS Bhubaneswar to deal with Agencies who commit deception, fraud or other misconduct in the tendering process and/or during execution of Tender undertaken. AIIMS Bhubaneswar is committed for timely completion of the Projects within the awarded value without compromising on quality.
2. Since suspension/ banning of business dealings involves civil consequences for an Agency concerned, it is incumbent that adequate opportunity of hearing is provided and the explanation, if tendered, is considered before passing any order in this regard keeping in view the facts and circumstances of the case.

Scope

1. AIIMS Bhubaneswar reserves its rights to remove from list of approved suppliers / contractors (if such list exists) or to Suspend/Ban Business Dealings if any Agency has been found to be non / poor performing or have committed misconduct or fraud or anything unethical or any of its action(s) which falls into any such grounds as laid down in this policy.
2. The procedure of (i) Removal of Agency from the List of approved suppliers / contractors; (ii) Suspension and (iii) Banning of Business Dealing with Agencies, has been laid down in these guidelines.
3. These guidelines shall apply to all the units of AIIMS Bhubaneswar.
4. The suspension/banning except suspension/banning under Integrity Pact shall be with prospective effect, i.e. future business dealings.
5. "Investigating Committee" shall mean a Committee appointed by Competent Authority to conduct investigation.

Initiation of Banning / Suspension

1. Action for Suspension / Banning Business Dealings with any Agency shall be initiated by the department responsible for invitation of Bids/Engineer-in-charge after noticing the irregularities or misconduct on the part of Agency concerned.
2. Besides the concerned department, Vigilance Department of each Unit/ Corporate Vigilance may also be competent to initiate such action.

Suspension of Business Dealings

1. If the conduct of any Agency dealing with AIIMS Bhubaneswar is under investigation, the Competent Authority may consider whether the allegations (under investigation) are of a serious nature and whether pending investigation, it would be advisable to continue business dealing with the Agency.
2. If the Competent Authority, decides that it would not be in the interest to continue business dealings pending investigation, it may suspend business dealings with the Agency.
3. The order of suspension would operate for a period not more than six months and may be communicated to the Agency as also to the Investigating Committee. The Investigating Committee may ensure that their investigation is completed and whole process of final order is over within such period.

4. However, if the investigations are not completed within six months, the investigation committee shall put up the proposal to the competent authority for approval of extension of time maximum up to further three months with in which the committee shall conclude the proceedings.
5. The order of suspension shall be effective throughout AIIMS Bhubaneswar in case of Tender falling in the Competency of Executive Director.
6. If the Agency concerned asks for detailed reasons of suspension, the Agency may be informed that its conduct is under investigation. It is not necessary to enter into correspondence or argument with the Agency at this stage.
7. It is not necessary to give any show-cause notice or personal hearing to the Agency before issuing the order of suspension.
8. The format for intimation of suspension of business dealing is placed at **Appendices – III**

Ground on which Banning of Business Dealings can be initiated

1. If the security consideration, including questions of loyalty of the Agency to AIIMS Bhubaneswar so warrants;
2. If the director /owner of the Agency, proprietor or partner of the firm, is convicted by a Court of Law for offences involving moral turpitude in relation to its business dealings with the Government or any other public sector enterprises, during the last five years;
3. If the Agency has resorted to Corrupt, Fraudulent, Collusive, Coercive practices including misrepresentation of facts and violation of the any provisions of the Integrity Pact provided in the Contract.
4. If the Agency uses intimidation / threatening or brings undue outside pressure on AIIMS Bhubaneswar or its official for acceptance / performances of the job under the contract;
5. If the Agency misuses the premises or facilities of AIIMS Bhubaneswar, forcefully occupies or damages the AIIMS Bhubaneswar's properties including land, water resources, forests / trees or tampers with documents/records etc.
6. If the Agency does not fulfil the obligations as required under the Contract and Violates terms & conditions of the contract which has serious affect for continuation of the Contract.
7. If the Tender awarded to the agency has been terminated by AIIMS Bhubaneswar due to poor performance of the contract in the preceding 5 years.
8. If the Central Vigilance Commission, Central Bureau of Investigation or any other Central Government investigation Agency recommends such a course in respect of a case under investigation or improper conduct on agency's part in matters relating to the institute (AIIMS Bhubaneswar) or even otherwise;
9. On any other ground upon which business dealings with the Agency is not in the public interest.
10. If business dealings with the Agency have been banned by the Ministry of Power, Government of India OR any PSU/ any other authority under the MOP if intimated to AIIMS Bhubaneswar or available on MOP Website, the business dealing with such agencies shall be banned with immediate effect for future business dealing except banning under Integrity Pact without any further investigation.

(Note: The examples given above are only illustrative and not exhaustive. The Competent Authority may decide to ban business dealing for any good and sufficient reason).

Procedure for Banning of Business Dealings

1. An Investigating Committee shall be constituted by the authority competent to Ban the dealing comprising members from Purchase/Engineering/Indenting department (convener), Finance, Law and Contract. The level of the committee members shall be Executive Director and above members (as applicable) for Tenders falling in the competency of Executive Director.
2. The order of Banning of Business Dealings shall be effective throughout the AIIMS Bhubaneswar. During the period of Banning of Business Dealings, no Business Dealing shall be held with the Agency.
3. The functions of Investigating Committee in each Unit to be appointed by the competent authority in line with para 3 (iii) shall, inter-alia include:
 - (a) To study the report of the department responsible for invitation of bids and decide if a prima-facie case for banning exists, if not, send back the case to the Competent Authority.
 - (b) To recommend for issue of show-cause notice (after vetting by legal dept.) to the Agency by the concerned department as per clause 7.4 “Show Cause Notice”.
 - (c) To examine the reply to show-cause notice and call the Agency for personal hearing, if required.
 - (d) To submit final recommendations to the Competent Authority for banning or otherwise including the period for which the ban would be operative considering the implications for AIIMS BHUBANESWAR on account of the act/ omission on the part of the agency, intention of the agency as established from the circumstances of the case etc.

Show Cause Notice

1. Once the proposal for issuance of Show Cause Notice is approved by the Competent Authority, a ‘Show Cause Notice’ (as per format at **Appendices -IV** of these guidelines) shall be issued to the delinquent Agency by the Competent Authority or by a person authorized by the Competent Authority for the said purpose. The Agency shall be asked to submit the reply to the Show Cause Notice within 15 days of its issuance. Further, the Agency shall be given an opportunity for Oral hearing to present its case in person, if it so desires, and the date for Oral Hearing shall necessarily be indicated in the Show Cause Notice.
2. The purpose of issuing the Show Cause Notice is only that the Agency concerned shall be given an opportunity to explain their stand before any action is taken. The grounds on which action is proposed to be taken shall be disclosed to the Agency inviting representation and after considering that representation, orders may be passed. Such orders require only the satisfaction of the authority that passed the final orders.
3. If the Agency requests for inspection of any relevant document in possession of AIIMS BHUBANESWAR, necessary facility for inspection of documents may be provided. During the conductance of oral hearing, only the regular duly authorized employees of Agency will be permitted to represent the Agency and no outsider shall be allowed to represent the Agency on its behalf.
4. Reply to the Show Cause Notice given by the Agency and their submissions in oral hearing, if any, will be processed by the Committee for obtaining final decision of the Competent Authority in the matter.
5. In case, no reply to Show Cause Notice is received from the Agency within stipulated time, further reminder shall be given with further period of 10 days thereafter if no reply is received action for processing ex-parte against the concerned Agency shall be initiated.

Speaking Order

1. The speaking order (reasoned order) for banning the business dealing with the Agency shall be issued by the Competent Authority or by a person authorized for the said purpose.
2. The decision regarding banning of business dealings taken after the issue of a Show Cause Notice and consideration of representation, if any, in reply thereto, shall be communicated to the Agency concerned along with a reasoned order.
3. The fact that the representation has been considered shall invariably be mentioned in the communication. Also the fact that if no reply was received to the Show Cause Notice shall invariably be indicated in the final communication to the Agency. The format for intimation of banning of business dealing is placed at Appendices – V.

Period of banning

1. In case banning is processed for violation of provisions of Integrity pact or due to corrupt or fraudulent practices, the competent authority shall decide on the period of banning on case to case basis depending on the gravity of the case and considering the implications for AIIMS BHUBANESWAR on account of the act/ omission on the part of the Agency, intention of the Agency as established from the circumstances of the case etc. The period of banning shall not be less than 6 months and shall not exceed 2 years and in case termination of contract due to poor performance the period of banning shall be for 5 years. For contracts awarded to JV/Consortium, a constituent of the JV shall be permitted to participate in the bidding process if it has not been banned on grounds of its role and responsibility in the tendering process for which the Joint Venture has been banned in Past. In case if the Joint Venture which has been banned does not indicate the roles and responsibility of individual Partner(s) then, the partner of the banned Joint Venture shall only be allowed to participate in the bidding process if its participation share is less than 35%.
2. In case the information/documents submitted by Agency in competing for the tender found to be false/forged then AIIMS Bhubaneswar, without prejudice to any other rights or remedies it may possess, shall recover from Agency the cost incurred in carrying out physical assessment for establishing veracity of such information/documents. In case Agency refuses to reimburse such cost to AIIMS BHUBANESWAR then banning period of Agency shall be extended by another one year.

Effect of Banning:

1. As far as possible, the existing ongoing contract(s) with the Agency may continue unless the Competent Authority, having regard to the circumstances of the case, decides otherwise, keeping in view contractual and legal issues which may arise thereof. In case the existing Contracts are allowed to continue, the suspension/Banning of Business Dealing along with default of the Contractor shall be recorded in the experience certificate issued for the Tender.
2. The Agency, (after issue of the order of banning of business dealings) would not be allowed to participate in any future tender enquiry and if the Agency has already participated in tender process as stand-alone OR constituent of joint venture and the price bids are not opened, his techno-commercial bid will be rejected and price bid will be returned unopened. However, where the price bids of Agency have been opened prior to order of banning, bids of Agency shall not be rejected and tendering process shall be continued unless Competent Authority having regard to the circumstances of the case decides otherwise keeping in view the Contractual, Legal issues which may arise thereafter. However, in case the suspension /Banning is due to default of an Agency for the provisions under Integrity Pact and the Agency happens to be Lowest OEM (L1), the tendering process shall be annulled and fresh tenders shall be invited.

3. During the Suspension/ Banning period, if it is found at any stage that Agency has participated in tender enquiry under a different name then such Agency would immediately be debarred from the tender/contract and its Bid Security/Performance Security would be forfeited. Payment, if any, made shall also be recovered.
4. After Suspension/ Banning order, the Suspended/ Banned Agency shall not be allowed to participate as Sub-Vendor/Sub-Contractor in the tenders.
5. Further, if the Suspended/ Banned agency is an approved Sub-Vendor under any Contract for such equipment/component/service/supply of PTACA balloon of various sizes/ consumables, the Main Contractor shall not be permitted to place Tender order/Purchase order/Contract on the Suspended/ Banned agency as a Sub-Vendor /Sub-Contractor after the date of Suspension/ Banning even though the name of the party has been approved as a Sub- Vendor /Sub-Contractor earlier.
6. Banning of business dealing shall not be applicable to the Subsidiary Company of the Banned agency provided subsidiary company has not participated on the strength of the Banned agency. However, in case of a default by a Subcontractor, the banning shall be applicable to the Sub-Contractor as well as the Lead Partner of the concerned JV or the Sole OEM as the case may be.

Hosting at AIIMS Bhubaneswar website

1. The concerned unit shall forward the name and details of the Agency (ies) banned along with period and reasons of banning to the _____ for displaying the same on the AIIMS Bhubaneswar website.

Appeals against the Decision of the Competent Authority

The Agency may file an appeal against the order of the Competent Authority banning of business dealing before Appellate Authority. Such an appeal shall be preferred within 30 (Thirty) Days from the date of receipt of the order of banning of business dealing. Appellate Authority would consider the appeal if convinced may constitute another committee for further investigation. The investigation committee constituted by the appellate Authority shall study the report of the previous investigating committee and replies submitted by the Agency while filing its case for appeal and call the agency for personal hearing, if requested by the agency. Based on the recommendation of the committee Appellate Authority shall pass appropriate Speaking (Reasoned) order in line with Sub-Para 7.5 above which shall be communicated to the Appellate Agency as well as the Competent Authority (as per format enclosed as **Appendices -VI** with these guidelines).

Circulation of the names of Agencies with whom Business Dealings have been banned

The name of the concerned banned agency shall also be shared with MOP and other PSU in the sector and all the units of AIIMS Bhubaneswar.

The provisions of this policy supersede and will have overriding effect on all earlier guidelines, procedures & system issued for the similar purpose.

Appendices – ‘III’

FORMAT FOR INTIMATION OF SUSPENSION OF BUSINESS DEALING

BY REGD. POST/SPEED POST/COURIER

No.

Date:

To M/s,,,,,,,,,

Attn.: Shri,,,,,,,,

Sub: Intimation of Suspension of Business Dealings

Dear Sir,

1. Whereas the Tender of.....was awarded to your firm vide letter of award nodt,.....amounting to Rs..... OR in response to AIIMS BHUBANESWAR NIT (e-tender / physical tender) nodt. you have submitted your bid. (strike out whichever is not applicable)

2. Whereas the conduct of your firm in respect of the following is under investigation:

Brief of the default

“Whereas the Competent Authority prima facie considered the allegations (under investigation) are of a serious nature and decided pending investigation, it is not in the interest of the corporation to continue business dealing with your firm This order shall have the following effects:

(i) Further business dealings with your firm is Suspended within Region/Project/Unit of AIIMS Bhubaneswar. The order of Suspension is effective with immediate effect and would operate for a period of six months or till the investigation is completed and whole process of final order is over within such period. However, if investigations are not completed in six months’ time, the Competent Authority may extend the period of Suspension.

(ii) During the period of Suspension, no business dealing shall be held with your firm. No enquiry / bid / tender shall be issued to your firm nor will the bids submitted by your firm be entertained.

(iii) In cases where tenders have already been issued to you and price bids are yet to be opened, the Price Bid submitted by you shall not be opened and BG/EMD, if any, submitted by you shall be returned.

(iv) In cases where tenders have already been issued to you and Price Bids have already been opened, the tendering process shall be continued

(v) In case of ongoing contracts between you & AIIMS BHUBANESWAR, (including cases where contract has already been awarded before the issue of Suspension order) you will be required to continue with the execution and perform as per terms of the contract.

(vi) In case the Firm is in Joint Venture the following would also be applicable:

Participation of Agency in Joint Venture

1. Tenders in which your firm has been proposed as Joint Venture Partner by any of the OEMs and price bids have been opened prior to Suspension of your firm in such cases the tendering process shall not be annulled on this ground and the Agency shall be permitted to continue as Partner in the Joint Venture for such bidding.

2. However, where event of Price Bid opening has not taken place prior to Suspension/Banning of Agency then in such case Agency shall not be permitted to participate as Partner in the Joint Venture.

Banning of joint Venture:

1. As the Joint Venture is Banned, your firm intends to bid as Partner(s) of Joint Venture in bidding process then it shall be permitted to participate in the bidding process if it has not been Banned on grounds of its role and responsibility in the tendering process for which the Joint Venture has been Banned in Past. In case if the Joint Venture which has been Banned does not indicate the roles and responsibility of individual Partner(s) then, the partner of the Banned Joint Venture shall only be allowed to participate in the bidding process if its participation share is less than 35%.

2. Your firm shall not be allowed to participate as Sub-Vendor/Sub-Contractor in the tenders.

3. Further if your firm is an approved Sub-vendor under any Contract for such equipment/component/service/Goods supply, the Main Contractor shall not be permitted to place Tender order/Purchase order/Contract on your agency as a Sub-Vendor/Sub-Contractor after the date of Suspension/ Banning even though the name of the party has been approved as a Sub-Vendor/Sub-Contractor earlier.

4. As per Govt of India standard protocol regarding accessories/disposable and consumables/required items if spurious, unauthorized, unethical are supplied from any associated partner will be immediately disqualify and legal remedial action will be taken for providing false information in the bid document.

5. Banning of business dealing shall not be applicable to the Subsidiary company of the Banned agency provided subsidiary company has not participated on the strength of the Banned agency.

6. On expiry of the above period of Suspension/Banning, you may approach, (*Indicate the concerned procurement department*), with request for revocation of the order mentioning inter-alia the steps taken by you to avoid recurrence of misconduct which has led to Suspension.

Yours faithfully,

For & On behalf of AIIMS BHUBANESWAR

FORMAT OF SHOW CAUSE NOTICE

BY REGD. POST/SPEED POST/COURIER

Ref. No.,,,.

Date,,,. ,

To

M/s ,,.,.,.,.,.,.

.,.,.,.,.,.,.,.,.

Attn.: Shri ,,.,.,.,.,.,.,.,.

Sub: Show Cause Notice

Ref :

Dear Sir,

You are hereby required to Show Cause in writing within 15 days from the date hereof why Business Dealing with your firm should not be banned / your firm is placed in the Banning List (as the case may be) and be debarred from entering into any contracts with AIIMS BHUBANESWAR for the following reasons:

(Give Reasons)

Your reply (if any) should be supported by documents and documentary evidence which you wish to rely in support of your reply. In case you desire to present your case in person to AIIMS BHUBANESWAR, a personal hearing shall be conducted on.....at Hours for which prior intimation be furnished to this office. Should you fail to reply to this Show Cause Notice within the time and manner aforesaid, it will be presumed that you have nothing to say and we shall proceed accordingly.

Your reply, if any, and the documents / documentary evidence given in support shall be taken into consideration prior to arriving at a decision.

Yours faithfully,

For & On behalf of AIIMS BHUBANESWAR

FORMAT FOR INTIMATION OF BANNING OF BUSINESS DEALING

BY REGD. POST/SPEED POST/COURIER

Ref. No.,,,

Date,,,

To

M/s ,,.,.,.,.,.

Attn.: Shri ,,.,.,.,.

Sub: Intimation of Banning of Business Dealings

Dear Sir,

1. Whereas the Tender of ,,.,. was awarded to your firm vide letter of award no ,dtd,.. amounting to ,,.,. OR In response to AIIMS BHUBANESWAR NIT (e-tender / physical tender) no ,,dt. you have submitted your bid.(strike whichever is not applicable).

2. Whereas the Competent Authority had prima facie considered the allegations as detailed below are of a serious nature and decided to conduct investigation.

“Brief of the Default may be mentioned”

3. Whereas show cause notice vide no , dtd,..was served upon you. (Whereas in spite of the opportunity given to you, you failed to submit the reply to the show cause notice within the time period mentioned there upon or further extended period, if any). Whereas you submitted the reply along with documents vide your letter no.dt. _and presented your case in the personal hearing dated.....(if any). After considering the allegations made in the show cause notice, your reply to the show cause notice documents/documentary evidence in support thereof and personal hearing dated(if any), it hasbeen decided to Ban the Business Dealing with you and you are hereby debarred from entering into contracts with AIIMS Bhubaneswar.

4. In order to make the intimation of Banning of Business Dealing Speaking Order (reasoned order), the issue of a show cause notice and consideration of representation in reply to show cause notice, opportunity of personal hearing, if any, shall be communicated to the agency concerned along with a reasoned order. The order for banning should also contain the reasons with detailed justification for conclusion of decision to ban the agency. Also the fact that if no reply to the show cause notice was received or request for personal hearing was not made shall invariably be indicated in the communication to the agency. The above order shall mention the grounds considering violation of any provision of Integrity Pact, any ground mentioned in Guidelines of Banning of Business Dealings, default by the

agency under fraudulent practice / or any unethical practice and / or violation of any provision of Tender / Contract condition having serious implications.)

This order shall have the following effects:

5. Further business dealings with your firm are banned with immediate effect. The order of Banning would operate for a period of _____years/month Competent Authority may extend the period of Banning.
6. During the period of Banning, no Business Dealing shall be held with your firm. No Enquiry/ Bid/ Tender shall be issued to your firm nor will the bids submitted by your firm be entertained.
7. In cases where tenders have already been issued to you and Price Bids are yet to be opened, the Price Bid submitted by you shall not be opened and BG/EMD, if any, submitted by you shall be returned.
8. In cases where tenders have already been issued to you and price bids have already been opened, the Tendering Process shall be continued.
9. In case of ongoing contracts between you & AIIMS BHUBANESWAR, (including cases where contract has already been awarded before the issue of banning order) you will be required to continue with the execution and perform as per terms of the contract.
10. In case the Firm is in Joint Venture the following would also be applicable.

Participation of Agency in Joint Venture:

1. Tenders in which your firm has been proposed as Joint Venture Partner by any of the OEMs and price bids have been opened prior to Banning of your firm in such cases the tendering process shall not be annulled on this ground and the Agency shall be permitted to continue as Partner in the Joint Venture for such bidding.
2. However, where event of price bid opening has not taken place prior to Banning of Agency then in such case Agency shall not be permitted to participate as Partner in the Joint Venture.

Banning of joint Venture:

1. As the Joint Venture is banned, your firm intends to bid as Partner(s) of Joint Venture in bidding process then it shall be permitted to participate in the bidding process if it has not been banned on grounds of its role and responsibility in the tendering process for which the Joint Venture has been banned in Past.
2. In case if the Joint Venture which has been banned does not indicate the roles and responsibility of individual Partner(s) then, the partner of the banned Joint Venture shall only be allowed to participate in the bidding process if its participation share is less than 35%.
3. Your firm shall not be allowed to participate as Sub-Vendor/Sub-Contractor in the tenders. Further if your firm is an approved Sub-vendor under any Contract for such equipment/ component/ service/ supply of Consumables, the Main Contractor shall not be permitted to place Tender Order/Purchase Order/Contract on your agency as a Sub Vendor/Sub-Contractor after the date of Banning even though the name of the party has been approved as a Sub-Vendor/Sub- Contractor earlier.

4. As per Govt of India standard protocol regarding Consumable if spurious, unauthorized & , unethical Consumables & Disposables/accessories, are supplied from any associated partner will be immediately disqualify and legal remedial action will be taken for providing false information in the bid document.

5. Banning of Business Dealing shall not be applicable to the Subsidiary company of the Banned Agency provided subsidiary company has not participated on the strength of the Banned Agency. However, in case of a default by a Sub-Contractor, the banning shall be applicable to the Sub-Contractor as well as the Lead Partner of the concerned JV or the Sole OEM as the case may be.

6. On expiry of the above period of Banning, you may approach_____ (Indicate the concerned procurement department), with request for revocation of the order mentioning inter-alia the steps taken by you to avoid recurrence of misconduct which has led to Banning.

7. Further if you desire to appeal against this order you may do so within 30 days from the date of issue of this order to the appellate authority as here under:

Authority: Designation:

Yours faithfully,

Address

Ph No

e-mail

For on behalf of AIIMS Bhubaneswar

FORMAT FOR COMMUNICATION OF APPELLATE DECISION ON SUSPENSION/ BANNING ORDER

BY REGD. POST/SPEED POST/COURIER

Ref No.,,,

Date,

To

M/s ,,,,,,,

Attn.: Shri ,,,,,,,

Sub: Suspension / Banning of Business Dealings - Intimation of decision of Appellate

Authority Ref:

1. Order dated..... Placing M/s..... on Suspension/Banning List by AIIMS Bhubaneswar;
2. Your Appeal reference..... Dt.....

Dear Sir,

1. This has reference to the order dt.,, placing you on Suspension/Banning List and your appeal petition reference

... .. dt., on the same.

2. After considering the findings of the Original Authority in order and submissions made by you in your appeal, and the documents/documentary evidences available on record, it has been decided finally that:

3. There is no infirmity in the order of the Original Authority, and the allegations stand substantiated and the Suspension/ Banning for the period of, years/month from the date of order, as ordered by the original Authority is upheld,

4. Considering your submissions, the order of Suspension/Banning passed by the original authority is upheld, but with a reduction in period of Suspension/Banning for,, years/months from the date of order of original authority;

5. Considering your submissions and the evidence available on record, there is enough justification to annul the order of the original authority.

*(*** Incorporate any one of the above as applicable)*

In order to make the Communication of Appellate Authority on Banning of Business Dealings speaking in Order (reasoned order), the fact that the representation of the agency has been considered and reference of grounds brought forward by the Agency his defence and if any opportunity of personal hearing has been given to the agency as apart of principle of natural justice shall invariably be mentioned in the communication. The order for Banning should also contain the reasons with detailed justification for conclusion of decision to Ban the Agency. Also the fact that if no sufficient ground has been furnished shall invariably be indicated in the final communication to the agency. In case the option for banning of agency or reduction of time period for banning of agency is exercised then above order shall mention the grounds considering violation of any provision of Integrity Pact, any ground mentioned in Guidelines of banning

business dealings, default by the agency under fraudulent or any unethical practice and / or violation of any provision of Tender / Contract condition having serious implications.)

Yours faithfully,

Address, Ph No,e-mail

For on behalf of AIIMS Bhubaneswar

*****End of Tender Document*****