



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Bhubaneswar, (Odisha) – 751 019**

Website: www.aiimsbhubaneswar.edu.in

E-Tendering Portal: <https://www.tenderwizard.com/AIIMSBBSR>

E-TENDER DOCUMENT

Name of the E-Tender : Supply of (1) Chairs with Armrest (2) Tables (3) Hostel Beds with Mattress at AIIMS Bhubaneswar.

Notice Inviting E-Tender

E -Tender No. 11014/(031)/AIIMSBBSR/HOSTEL/2017-18/37 Dated:21.02.2018

The 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.tenderwizard.com/AIIMSBBSR>) on mutually agreed terms and conditions and satisfactory performance for the Supply of Chairs with Armrest, Tables and Hostel Bed with mattress at AIIMS Bhubaneswar and supply of items as per the Specifications.

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 every 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 of MoC&I (DIPP), Govt. Of India, therefore bidders who are claiming to be regulated under the said order are to submit documentary support 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://www.tenderwizard.com/AIIMSBBSR>

For E-tendering Queries contact Representative of ITI Limited (Bhubaneswar).

Email: twhelpdesk614@gmail.com or twhelpdesk404@gmail.com ,

Mob: 07377708585 /011-49424365.

E-TENDERING SCHEDULE

Name of the E-Tender : Supply of (1) Chairs with Armrest (2) Tables (3) Hostel Beds with Mattress 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 www.tenderwizard.com/AIIMSBBSR, www.aiimsbhubanewar.edu.in and CPP Portal www.eprocure.gov.in for downloading/ participating
- Last Date of downloading/participating in the E-Tendering Solution for this E-Tender : As per e-Tendering Portal of AIIMS BBSR <https://www.tenderwizard.com/AIIMSBBSR> -
- Date, Time & Place of submission of indicated desired Hard Copies in the Sealed Envelope : As per e-Tendering Portal of AIIMS Bhubaneswar <https://www.tenderwizard.com/AIIMSBBSR> in the Tender box kept in the Office of the Sr. Procurement-cum Store Officer, AIIMS, Bhubaneswar -751019 (Odisha)
- Date, Time & Place of Opening of Technical Bid : The Technical Bid will open online as per the schedule given in the <https://www.tenderwizard.com/AIIMSBBSR>
- Tender Document Cost payable to AIIMS Bhubaneswar : To be downloaded from website hence no cost applicable.
- E-Tendering Solution processing fee for providing online participation support & necessary DSC Certificates to Vendor for participate in Online E-Tender process : **As applicable and displayed on <https://www.tenderwizard.com/AIIMSBBSR> and payable to www.tenderwizard.com directly by the prospective Tenderer**

Schedule of Tender

Issue / Publishing Date	:	Dt. 21.02.2018
Last date and time of submission of e-tender	:	Dt. 21.03.2018 at 11:00 AM
Date & time of opening of e-Tender	:	Dt. 21.03.2018 at 12.00 PM
Venue	:	All India Institute of Medical Sciences Bhubaneswar - 751019

Earnest Money Deposit (Bid Security): EMD amount in the form of FDR/BG from the nationalized /Commercial bank valid for 06 months in favour of AIIMS Bhubaneswar

Sl. No	Description of Product/ Service	No. of Units	EMD
01	Chairs with Armrest	250 nos.	Rs.50,000
02	Tables	200 nos.	Rs.50,000
03	Hostel Beds with Mattress	156 nos.	Rs.1,00,000

Tenderer need to deposit the EMD amount as per above mentioned Item in the Form of FDR/Bank Guarantee from a nationalised /commercial bank , valid for a period of six(6) months in favour of “AIIMS Bhubaneswar” and its legible scanned copy must be uploaded in the E-Tendering Solution and Hard copy of EMD in sealed envelope should be submitted on or before the Date and time of Submission of Bid in the Tender Box kept in the Office of **Sr. Procurement-cum Store Officer, Academic Block (1st Floor) , AIIMS Bhubaneswar -751 019**. AIIMS Bhubaneswar will not pay any interest on any EMD Amount to bidder

The EMD of the successful bidder shall be returned after the successful completion of 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.

Exemption: Firms registered with NSIC (for sales & Service of same Items) 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 firm / departments have to submit the relevant certificate (NSIC etc.) and financial limit to avail this exemption.

Clarification of bidding documents.

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. aso.jkbiswal@aiimsbhubaneswar.edu.in & spo@aiimsbhubaneswar.edu.in. The purchaser will respond in writing (e-mail) to any request for clarification, provided that such request is received not later than ten (10) days prior to the deadline for submission of bids.

Amendments in Bidding Documents

At any time till **7 (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 the bidding document through amendment. All amendments will be uploaded on the website regularly. AIIMS, BBSR shall not be responsible to notify the amendments to individual bidders. All amendments by the AIIMS, BBSR till 07 (seven) days before the deadline for submission of bids, shall be binding on the participatory bidders.

**Sr. Procurement-cum Store Officer
AIIMS Bhubaneswar**

Two Bid System :Terms & Conditions.

The tender shall be submitted in 2 (Two) parts online:

- (i) **Technical Bid:** All required documents submitted to be online.
- (ii) **Financial Bid:** The Financial Bid of bidders, who qualify at Technical Bid Evaluation, will be opened thereafter.

(iii) Manual Submission of Following Documents:

The following documents are to be sent to Sr. Procurement-cum Store Officer, AIIMS, Bhubaneswar- 751019, separately in a sealed envelope superscripted as: e-Tender for supply of **(1) Chairs with Armrest (2) Tables (3) Hostel Beds with Mattress** at AIIMS Bhubaneswar. The sealed envelope should reach on or before last date & time for submission of e-Tender. i.e. before the due date and time of submission of online bidding.

- a. EMD in original
- b. Undertaking for acceptance of all Terms & Conditions in original **(Annexure- I)**.
- c. Undertaking for Criminal Liability on Non Judicial Stamp Paper worth of Rs. 10/- as per **Annexure-II**, duly attested by notary public in original
- d. Details of Make , Model of items, Country of Origin without mentioning price.
- e. Technical Literature/Catalogues & documents that are technically relevant and supportive to the bid.
- f. Manufacturers Authorisation certificate in case of authorised distributor/dealer of OEM **(Annexure- III)**

TECHNICAL SPECIFICATIONS

Item No. -01 : CHAIR WITH ARMREST (Sample):



- 1.The seat and back are made up of 1.2 cm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam with PVC lipping all around.
- 2.The back foam is designed with contoured lumbar support for extra comfort. Mid back Chair 49.0 cm.(W) x 47.0 cm.(H) SEAT SIZE: 49.0 cm.(W) x 44.0 cm.(D)
- 3.The polyurethane foam is moulded with density = 45 +/-2 kg/m³ and Hardness = 20 +/- 2 on Hampden machine at 25% compression.
- 4.The one-piece armrests made of black integral skin polyurethane with 50-70Shore 'A' Hardness and reinforced with M.S. insert.
- 5.The armrests are scratch And weather resistant.
- 6.The armrests are fitted to the seat with seat / armrest connecting strip assembly made of 0.5 cm. thk. HR. steel.
- 7.The tubular frame is cantilever type & made of Dia. 2.54 cm.(1")x 14 BG M.S. E.R.W. tube and black powder coated

TECHNICAL SPECIFICATIONS

Item No. -02: TABLE(Sample):



- 1.Size : 1199mm(L) X 590mm (D) X 735 mm(H)
- 2.Box: 0.8 MM CRC Sheet
- 3.Frame (Tubular): 1" Dia meter
- 4.Thickness: 16 Gauge Table Top: 25MM pre- laminated particle board with 2mm edge bending tape.
- 5.Coating: Powder coated

TECHNICAL SPECIFICATIONS

Item No. -03 : Hostel Bed With Mattress (Sample):



This is a strong bed cot to be used by the students of AIIMS Bhubaneswar in hostels etc of approximately 6'3" X 3'. The specifications are as follows :

1. Bed surface Dimension Width – 920mm, Length – 1900mm, Height – 450mm
2. Bed structure consists of metal frames made of Powder coated MS rectangular pipe 1.5mm thickness of 75mmX50mm
3. Height of head end from floor 800mm, W 100mm, Foot end height from floor 550mm made of 35mm board, laminated with 1.5mm thickness total edge binding with hot glued beading of matching colour. Bed fitted with polypropylene grommets. Bed made of 12mm ply wood screwed on frame reinforcement on 2 sections of rectangular pipe 16 SWG 25mmX25mm by welding.
4. Under storage one single drawer unit side opening half length only on 4 castors made of 12 mm ply board with matching ratex paint or half bed box with side hinged lifting cover.
5. 4 inch thick coir mattress with peeled foam quilting on one side of 12 mm thickness in good quality.
6. Having sandwich construction with round corners and coir thickness 15mm & Hilton sheet thickness of 60mm.
7. Material of bed should be made in particle board.
8. All metal parts should be powder coated.

Parameters and Technical Specifications for Executing the Work:

(Valid & Up to date Documentary Evidence to be enclosed with technical Bid as mentioned)

1. The participant manufacturer/companies having own manufacturing units or their authorized dealer can only participate. Proof of manufacturing is to be attached. Authorised official of AIIMS Bhubaneswar may also visit and inspect the manufacturing set up as deemed fit.
2. Company /manufacturer/firm must have branch office within Bhubaneswar/Cuttack/Khurda. Address details be provided. Copy of Shop and establishment Act registration certificate may be enclosed as proof of Establishment.
3. Manufacturer should be a member of BIFMA International (Business and Institutional Furniture Manufacturers Association). Please enclose certificate of Manufacturer Company. This certificate is required to ensure the reliability, functionality and superior design standard of the furniture and safety of the user ensuring that the products are hazard free. Dealers participating should enclose certificates from their parent manufacturer company.
4. Manufacturer should have ISO 9001:2008 & ISO 14001:2004, certificate. Dealers participating should enclose certificate from their parent manufacturer company.
5. The firm should be registered and should have the annual turnover of ₹50 lakhs (Rupees Fifty lakhs only) or more in the last three consecutive financial years.
6. The tenderer should have satisfactorily completed in his own name at least one contract of similar nature i.e. furniture items of minimum value of Rs.5.00 Lakh (Rupees Five Lakh Only) during the last 03 years prior to the submission of bid. Copy of supply orders may be furnished.
7. The firm has to submit a proof of turnover as mentioned above supported by attested documentary materials.
8. The delivery of the items will have to be made at AIIMS, Bhubaneswar. No transportation/ carriage charges will be provided for the same.
9. The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten.

Sr. Procurement-cum Store Officer
AIIMS, Bhubaneswar. .

Technical BID (Eligibility Criteria :

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

Sl. no.	Details / Particulars	Uploaded (Yes/No)	Page No
A	(To be Mentioned in the Letter head). 1. Name & Address of Tenderer with phone number, email –id. 2. Specify whether a Company /Proprietorship / Partnership firm 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 Organisation)		
C	Name, Address, Phone & Fax No. of Service Centre at Bhubaneswar or nearby, If any.		
D	PAN No. (enclose the attested copy of PAN Card)		
E	Signed copy of GST Certificate showing clearly GST no. of the firm		
F	Income Tax return for the last Three Financial years i.e. 2014-15,2015-16 & 2016-17.		
G	Annual Turn Over for last Three Financial Years (Duly signed by CA) i.e 2014-15,2015-16 & 2016-17.		
H	Whether the Firm/Agency has signed each and every page of Tender / NIT		
I	Details of the Earnest Money Deposit (EMD) to be mentioned.		
J	Firms registered with NSIC (for sales & Service of same Items) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate).		
K	Whether the firm is a registered firm under MSEs, SSI or NSIC (attached copy of certificate). And also to be mentioned if it is owned by SC/ST Entrepreneurs		
L	Notarised affidavit on Indian Non judicial stamp paper of Rs.10/- that (i) No police case is pending against the Proprietor / Partner/ Director of the Firm/Company (Agency).Indicate any convictions if any against the Company/firm/partner. (ii) Proprietor/firm has never been blacklisted by any organization. (iii) We have not quoted the price higher than previously supplied to any Government Institute / Organisation / reputed Private Organisation or DGS&D rate in recent past. (If you don't fulfil these criteria, your tender will be out rightly rejected.)		
M	Undertaking for acceptance of all Terms & Conditions in original (Annexure-I) .		
N	Undertaking for Criminal Liability on Non Judicial Stamp Paper worth of Rs. 10/- as per Annexure , duly attested by notary public in original (Annexure-II)		
O	Manual Submission of Documents as per clause-iii at page-4		

Sl no.	Details / Particulars	Uploaded (Yes/No)	Page No
P	Undertaking by manufacturer for repairing the items & supply of spare parts & Labour whenever required at least for 3 (Three) years after completion of warranty/Guaranty. Manufacturers' Authorisation form - (Annexure - III)		
Q	Whether the items quoted is as per specification, if not the statement of deviation (Parameter wise) from the tender technical specification must be enclosed. - (Annexure-IV)		
R	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 of MoC&I (DIPP), Govt. Of India, therefore bidders who are claiming to be regulated under the said order are to submit documentary support in support of their claim.		
S	List of Major Customer may be given on a separate sheet and proof of previous satisfactory supply, if any		
T	The name of items with specification and makes/brands of the items, indigenous or imported with name of manufacturer & address must be enclosed		
U	Have you previously supplied these items to any government /reputed private organization? If yes, attach the relevant poof.		
V	Bank Details : 1. Beneficiary Name : 2. Bank Name : 3. Account No : 4. IFSC Code : 5. Branch Address :		
W	Any other information, if necessary		

(ii) FINANCIAL BID :

1. The Rates are to be quoted in the given format “**Annexure- VI**”.
2. All quoted rates should be inclusive of freight charges, packing charges, forwarding & insurance Charges, Transportation, 03 (Three) Years Onsite Warranty inclusive of all spares & Labour, percentage of GST etc.
3. The rates should be quoted in Indian Rupees in figure as well as in words only.
4. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
5. The Custom Duty (applicable CD % beyond the CDEC provided by AIIMS Bhubaneswar) etc. wherever applicable, should be indicated separately in the respective column given in the Financial Bid. Non-indication will denote that nothing will be charged as Custom Duty (applicable CD % beyond the CDEC provided by AIIMS Bhubaneswar).
6. After due evaluation of the bid(s) Institute will award the contract to the responsive tenderer who has quoted the lowest Price for each of the items including CMC charges. **Item wise evaluation will be done for determining lowest quoted price for each of the Items.**

**Sr. Procurement-cum Store Officer
AIIMS Bhubaneswar**

GENERAL TERMS AND CONDITIONS :

- A. Validity of Tender:** The validity of the Bid tender Document shall be for 180 days.
- B. Qualified Bidders** are required to arrange a demonstration of the above items, if required by evaluation committee. Failure to arrange for a demonstration on the given date may lead to cancellation of the bid. Cost of organizing such demonstration shall be borne by the bidder.
- C. Tenders** should be quoted only by the actual manufacturer or their authorized distributors or selling agent of a particular firm. It should submit a current authority letter in support of the same from the actual manufacturer concerned in the format given at “**Annexure-III**”.
- D. The model, make of the item offered should not be obsolete /out of production for at least 10 years from the date of supply of the above items in good and acceptable condition .**
- E. Warranty (36 Months Onsite Warranty including Spare Parts & Labour etc.)**
- I. Tenderer should submit a written guarantee/warranty from the manufacturers stating that the **items** being offered is the latest model as per the specifications and the spares for the same will be available for a period of at least 10 (Ten) years after the guarantee/warranty period.
- II. The supplier warrants comprehensively for 36 (Thirty-Six) months Onsite Warranty including Spare Parts & Labour etc. that the Items/Stores supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by the purchaser in the contract. 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. **Conditional warranty like mishandling, manufacturing defects etc. is not acceptable.**
- III.** Replacement and repair will be under taken for the defective items. Proper marking has to be made for all spares for identification like marking of installation and repair dates. The firm will be required to pay a penalty of Rs. 300/-(Three Hundred) per day for per unit in case the repair/replacement job is not taken up within 72 hours of communication.
- IV. Upon receipt of such notice, the supplier shall, within 48 hours on a 24 X 7 X 365 basis respond to take action to repair or replace the defective **items** or spare parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts /Equipment/Stores after providing their replacements and no claim, whatsoever shall lie on the purchaser for such replaced parts/ Stores thereafter. The penalty clause for non-replacement will be applicable as per tender conditions.
- V. The tenderer hereby declares that the items/ stores/articles 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 the particulars contained/mentioned in the clauses here of and the tenderer hereby guarantee/ warranty that the said goods / stores/ articles conform to the description and quality aforesaid. The purchaser will be entitled to reject the said goods/equipment/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality as follows:-

Tenderer should state categorically whether they have fully trained technical staff for installation/commissioning of the Equipment and efficient after sales services.

- VI. If the supplier, having been notified, fails to respond to take action to replace the defect(s) within 48 hours on a 24 X 7X 365 basis, the purchaser may proceed to take such remedial action(s) as deemed fit by the purchaser, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which the purchaser may have against the supplier.

The supply of Equipment/Goods/Stores/Articles should be brand new and supply should be made in good condition to the Central stores, AIIMS, BBSR by the bidder at their own cost up to F.O.R. to AIIMS Bhubaneswar.

- VII. The Supplier along with its Indian Agent and the CMC provider shall ensure continued supply of the spare parts for the machines and Equipment supplied by them to the purchaser for 10 years from the date of installation and handing over.

- VIII. **The bidder will give 3 (Three) Years onsite GUARANTEE/WARRANTY inclusive of all Spares and Labour. One visit every three months (4 visits in a year) for periodic /preventive maintenance and any time for attending repairs /breakdown calls:-**

The bidder will give an onsite guarantee/ warranty for trouble free functioning and maintenance of the facility for Three Years including spares and labour from the date of installation, commissioning and acceptance of the facility. The bidder would submit a performance bank guarantee for 10% of the cost of the Purchase Order for the period of warranty plus 02 (Two) months indemnifying the AIIMS against all losses incurred by the AIIMS during the warranty/maintenance period. This has to be submitted after satisfactory installation along with the bills.

IX. Fall Clause: If at any time during the execution of the contract, the Contractor/Manufacture/Distributor/Dealer reduces the sale price or sells or offers to sell such stores, 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/PSUs at a price lower than the price chargeable under the contract during the Current Financial Year, he shall forthwith notify AIIMS, Bhubaneswar, The necessary difference amount about such reduction or sale or offer of sale to the purchaser and the price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced and deposited to AIIMS Bhubaneswar by the Bidder or AIIMS Bhubaneswar will deduct from the pending bills/Performance Security Deposit to recover the loss to the Government.

- F. Bidders are required to quote strictly as per specification of the equipment/Apparatus. Deviation is to specification, it must be brought out clearly giving deviation statement in **Annexure-IV**.
- G. Additional features (in case of equipment), if any, should be listed separately in the offer.
- H. The firms should confirm that the furniture is brand New, is of latest technology and have facility for up gradation, if necessary.
- I. The Director, AIIMS Bhubaneswar has full authority to take into account the performance of manufacturer/authorized dealer or distributor/bidder and they should submit a latest performance certificate from any other Govt. Hospitals/Institutions/PSUs to testify the proper dealing & performance as well as installation and maintenance of equipment

J. DELIVERY OF THE SUPPLIES/STORES: -

- I. Delivery of items shall be **F.O.R to Central Stores, AIIMS Bhubaneswar**. The AIIMS Bhubaneswar is not liable for payments on account of Freight/Taxes/Expenditures, which are to be paid inclusively by the suppliers.
- II. The firm will be bound to supply & Fixing of the furniture within 30 days. Thereafter suitable action as deemed fit, will be initiated. The hospital 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.
- III. If the supplier fails to deliver the goods on or before the stipulated date, then Late Delivery charges at the rate of 0.5% per week or part there of shall be levied subject to maximum of 10% of the total order value exceeding 3 days from the stipulated date. (Excluding the date of issue of Supply Order / acceptance letter and date of delivery). Purchaser may also resort to termination of the Supply Order & even Tender at any time after expiry of the allowable period for supply of the materials.
- IV. Part/Partial supply will not be accepted. For non-supply or part/partial supply, Part billing is strictly prohibited.

K. 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.

L. PAYMENTS: -

- 70 % payment of the total order value shall be released after the successful installation & Commissioning of the ordered goods against submission of the test report & on furnishing of Performance security & execution of Contract Agreement.
- Balance 30% of the order value shall be released after one month of successful installation & Commissioning of the equipment and basing upon the report of satisfactory functioning to be furnished by AIIMS, Bhubaneswar.

M. OTHERS:-

Tenderer shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency 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 Tenderer shall be forfeited by AIIMS Bhubaneswar.

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 in the course of their performing the duties to this office in connection with purchase order/supply order for supplying/installation/ commissioning of ordered Equipment/ Stores/ Goods/ Items at AIIMS Bhubaneswar.

N. PACKING & MARKING OF SUPPLIES:-

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

O. 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 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.

P. 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.

Q. PERFORMANCE SECURITY DEPOSIT:-

The successful Bidder will be liable to deposit 10% of value of the Contract / Purchase Order as Performance Security Deposit in favour of “AIIMS Bhubaneswar” by way of “Performance Bank Guarantee”/FDR from nationalized /Commercial Bank refundable after expiry of the contract/or after the completion of 3 (Three) years warranty period + 2 (Two) months i.e valid for 38 months.) in case of supply of furniture, subject to successful fulfilment of terms and conditions, and on receipt of requisite No dues certificate from the concerned Departments /authorities. Security Deposit is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect.

R. 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.

S. 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 to otherwise 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 behaviour 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.

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.

The Director, AIIMS Bhubaneswar, India has the full and exclusive right to accept or reject, increase or decrease order quantity, any or all the tenders without assigning any reasons thereof and also to cancel the supply at any time without assigning any reason.

Seal & Signature of Bidder

Please see annexure enclosed: - Annexure-I to VI

**Sr. Procurement-cum Store Officer
AIIMS, Bhubaneswar**

Name of the E-Tender : Supply of (1) Chairs with Armrest (2) Tables (3) Hostel Beds with Mattress at AIIMS Bhubaneswar.

UNDERTAKING

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

To

The 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-751019 to supply the approved awarded Equipment/Instruments/Apparatus/items in the approved prices to AIIMS Bhubaneswar.
3. The articles shall be 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 of the **items**, if required. Failure to arrange for a demonstration on the given date may lead to cancellation of the bid. Cost of such demonstration shall be borne by me/us.
5. Performance security 10% of the cost of the supply value shall be deposited by me/us in the form of FDR/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 BBSR till the validity of the warranty period plus two month (i.e. for 38 months).
6. 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.
7. I/We hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated period positively.
8. If I/We fail to supply the stores in stipulated period, the AIIMS Bhubaneswar has full power to compound or forfeit the Bid Security/security deposit.
9. I/We declare that no legal/financial irregularities are pending against the proprietor Partner of the tendering firm or manufacturer.

10. I/we undertake to supply the ordered items within stipulated period and if fail to supply during the stipulated period the necessary action can be taken by the Director, AIIMS Bhubaneswar, India.
11. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
12. I/We undertake that the items supplied are as per Make/Model /Catalogue/ technical literature description.
13. I/We undertake to supply the all Literature (Log Book/ Maintenance Record/ Troubleshooting / Operation Manuals etc.) supplied with each Equipment by Principal Manufacturer in Original to AIIMS Bhubaneswar.
14. 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 Govt. of India/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the furniture at the prices and rates not exceeding those mentioned in the Financial Bid.
15. I/we have necessary infrastructure for the maintenance of the items and will provide all accessories/spares as and when required during warranty period.
16. I/we undertake to get the items repaired within 48 hours of the receiving of the complaint from the AIIMS failing which a penalty at the rate of 300/- per day from pending bill/Bank Guarantee before releasing the same to us after 38 (Thirty Eight) months.
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.....

Name of the E-Tender : Supply of (1) Chairs with Armrest (2) Tables (3) Hostel Beds with Mattress 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:

1. That I am the proprietor /partner/authorized signatory of

M/s.

.....
.....

2. That my firm has not been declared defaulter by any Govt. Agency and that NO case of any nature i.e. CBI/FEMA/Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against my firm.

Name & Signature

Seal of the participating Bidder Company

Affirmation/Verification

Manufacturers' Authorisation Form

The Bidder shall require the manufacturer to fill in this form in accordance with the instructions indicated. This letter of authorisation 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. : insert Complete name and address of Purchaser

WHEREAS

We **(Insert Complete name of Manufacturer)**, Who are official Manufacturers in ***(Insert type of goods manufactured)***, having factories at ***(insert full address of Manufacturer's Factories)***, do hereby authorised **(Insert Complete name of Bidder)** to Submit a bid the purpose of which is to provide the following Goods, manufactured by us **(insert name and or brief description of the Goods)**, 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 including availability of Spares parts & Consumables for the period of 5 years for supplied **items** to AIIMS Bhubaneswar.

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

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

Duly authorised to sign this authorisation of behalf of: **(insert complete name of Bidder)**

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

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 :

- 1) Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No deviations”

Performance Statement Form

Name of the Firm

Sl No.	Order placed by (Full address of Purchaser)	Order No. & date	Value of order	Has the items have been installed & Commissioned satisfactorily (Yes/No)

Signature and seal of the manufacturer / Bidder

Place :

Date :

Note : Documents to be attached.

Annexure- VI

Financial Bid

Sl. No	Name of Item	Quantity	Basic Rate Per Unit	GST (%)	Total Amount (including GST)
1	Chairs with Armrest	250 nos.			
2	Tables	200 nos.			
3	Hostel Beds with Mattress	156 nos.			

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. No other charges would be payable by the Institute.
3. That I/We shall supply the items of requisite quality.
4. That I/We undertake that the information given in this tender are true and correct in all respects.

Signature of the bidder with seal.

Date:

Place:

E-TENDERING INSTRUCTIONS TO BIDDERS

General:

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

Instructions:

1. Tender Bidding Methodology:

Two Stage Online Bidding

2. Broad outline of activities from Bidders prospective:

1. Procure a Class III Digital Signature Certificate (DSC)
 2. Register on the e-Procurement portal www.tenderwizard.com/AIIMSBBSR
 3. Create Users on the above portal
 4. View Notice Inviting Tender (NIT) on the above portal
 5. Download Official Copy of Tender Documents from the above portal
 6. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS,BBSR
 7. Bid-Submission on the above portal.
 8. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part
 9. Post-TOE Clarification on the above portal (Optional) – Respond to AIIMSBBSR's Post-TOE queries.
 10. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders)
- For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates:

For integrity of data and authenticity / non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration :

To use the Electronic Tender portal www.tenderwizard.com/AIIMSBBSR, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorised Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

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

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

Bid submission

The entire bid-submission would be online on the Tenderwizard portal i.e. <https://www.tenderwizard.com/AIIMSBBBSR>

Broad outline of submissions are as follows:

- (i) Submission of Bid Parts (Technical & Financial)
- (ii) Submission of information pertaining to Bid Security/ EMD.
- (iii) Submission of signed copy of Tender Documents/Addendums.

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

The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule as **Annexure** are to be uploaded.

Offline Submissions:

The bidder is requested to submit the following documents offline **Sr. Procurement-cum Store Officer, Academic Block (1st Floor) , AIIMS Bhubaneswar -751 019** on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (name of the work), the tender number and the words ‘DO NOT OPEN BEFORE’ (due date & time).

1. EMD-Bid Security in Original, in shape of FDR/BG only pledged in favour of AIIMS, Bhubaneswar, valid for a period 180 days
2. Documents as Per NIET

Public Online Tender Opening Event (TOE)

The e-Procurement portal offers a unique facility for ‘Public Online Tender Opening Event (TOE). Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices.

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

Important Note: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMSBBBSR by the bidders in time, then AIIMSBBBSR will promptly reschedule the affected event(s).

Other Instructions

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

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

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

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc)

While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each and every registered bidder under this portal shall be impacted by the ASP, M/s. ITI, Bhubaneswar, if required, before participation in the online tendering.

For any further assistance, please contact Mr Sanjeeb Kumar Mahapatra (07377708585), Helpdesk-011-49424365, ITI email ID for mailing communication:- twhelpdesk404@gmail.com /twhelpdesk680@gmail.com/ twhelpdesk614 @ gmail.com.