



ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Bhubaneswar, (Odisha) – 751 019

Website: www.aiimsbhubaneswar.nic.in

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

E-TENDER DOCUMENT

Name of the E-Tender : Rate Contract for Supply of Consumables for CSSD at AIIMS, Bhubaneswar.

Notice Inviting E-Tender

E -Tender No. 11062/24/AIIMSBBBSR/CSSD/2020-21/58

Dated:01-02-2021

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/AIIMSBBBSR>) on mutually agreed terms and conditions and satisfactory performance for Rate Contract for Supply of Disposables and Consumables for CSSD at AIIMS Bhubaneswar and supply of items as per the Specifications. **The Supply Shall be for 01 (One) year on Rate Contract Basis extendable for another one year on mutually agreeable conditions.**

The Bidder is expected to examine all instructions, terms and conditions, forms, 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 and revised order dated 04 Jun 2020 of MoC&I (DIPP) & order vide F.No.6/18/2019-PPD dated 23 Jul 2020 of Ministry of Finance, Govt. of India. 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://www.tenderwizard.com/AIIMSBBBSR>

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 : Rate Contract for Supply of Consumables for CSSD 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.nic.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 be opened online as per the schedule given in the https://www.tenderwizard.com/AIIMSBBSR In case the Scheduled date is declared Holiday the tender shall be opened on next working day.
Tender Document Cost payable to AIIMS Bhubaneswar	To be downloaded from website, hence no cost is 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 Bidder.
EMD	"Bid Security Declaration" as per OM issued by GOI, Ministry of Finance, Dept of Expenditure(Procurement Policy Division) vide F.9/4/2020-PPD dated 12 Nov 2020 to be submitted.
<u>Schedule of Tender :</u>	
Issue / Publishing Date	Dt. 01-02-2021
Pre-Bid Conference	Dt. 16-02-2021 , at 04:00 PM
Last date and time of Submission of e-tender	Dt. 19-03-2021 , at 11:00 AM
Date & time of opening of e-Tender	Dt. 19-03-2021 , at 01.00 PM
Amount of Earnest Money Deposit (EMD)	NIL
Venue	All India Institute of Medical Sciences Bhubaneswar - 751019

Earnest Money Deposit (Bid Security):

No	Description of Product/ Service	EMD
1	Rate Contract for Supply of Consumables for CSSD at AIIMS, Bhubaneswar	Bid Security Declaration to be submitted

Tenderer need to submit “**Bid Security Declaration**” as per OM issued by GOI, Ministry of Finance, Dept of Expenditure(Procurement Policy Division) vide F.9/4/2020-PPD dated 12 Nov 2020 that if bidder withdraw or modify their bids during period of validity etc then they will be black listed and shall be debarred from participating in future tenders of the Institute for 02(Two) years. Scanned copy of declaration must be uploaded in the E-Tendering Solution and Hard copy of same be submitted on or before the Date of Submission of Bid in the Tender Box kept in the Office of Sr. Procurement-cum Store Officer, Academic Block, AIIMS Bhubaneswar -751 019 failing to which bid will be treated as incomplete and will be rejected.

Exemption: Firms registered with NSIC (for sale of Medical Equipment/Instrument Apparatus) 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.

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 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.**

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@aiimsbhubaneswar.edu.in , spo@aiimsbhubaneswar.edu.in & aso.jkbiswal@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.

All the prospective bidder shall attend the Pre-Bid Conference at Board Room, Academic Block, AIIMS, Bhubaneswar **on 16-02-2021 at 3.00PM**. Changes, if any, may be incorporated in the bidding document after the Pre-Bid Conference and will be uploaded on our official website as “Corrigendum”. Therefore, bidders are requested to submit their bids accordingly to revise changes after PBC, if any. No press advertisement will be made for corrigendum. **Due to ensuing lockdown situation through out the country following corona pandemic, local representation of the prospective bidders may be participate in PBC. Those who are not able to attend the PBC may submit their queries/doubts/representation/clarification by e-mail to above mentioned e-mail ids, which will be taken care of by the tender committee in consultation with user department.**

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 7 (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 (Original):**

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 Rate Contract for Supply of Consumables for CSSD at AIIMS, Bhubaneswar. The sealed enveloped should reached on or before last date & time for submission of e-Ternder. i.e before the due date of submission of online bidding.

- a. EMD – Declaration of Bid Security (**Annexure- VII**)
- b. Undertaking for acceptance of all Terms & Conditions (**Annexure- I**).
- c. Notarised affidavit on Indian Non judicial stamp paper of Rs.10/- as per **Annexure - II**
- d. Details of Make, Model of items, Country of Origin without mentioning price.
- e. Technical Literature/ Catalogues & documents those are technically relevant and supportive to the bid.
- f. Manufacturers Authorisation certificate in case of authorised distributor of OEM (**Annexure- III**)
- g. The statement of deviation (Parameter wise) from the tender technical Bid Specification - (**Annexure-IV**)

(i) Technical Bid (Specification) :

Technical Specifications for Rate Contract for Supply of Consumables for CSSD at AIIMS Bhubaneswar.

SPECIFICATIONS FOR DISPOSABLES AND CONSUMABLES FOR CSSD ITEMS

SL No.	Code	Name of the item	Specification	Approx. Annual Requirement
1	CSSD0051	Documentation Label-Steam	(1) Three-line label indicator documentation to be used in labelling gun. The indicator should not change color in dry heat at 140 ⁰ C for 30 minutes as per ENIOS 11140-1. (2) Each roll should contain 750no. of pieces. (3) It should be lead and heavy metal free. (4) It should have three-line double adhesive with alpha numeric and numeric letter imprinted with Class-1 as per ENIOS11140-1.	800 rolls
2	CSSD0052	Batch Monitoring System-Steam (Strip)	(1) Class 2 indicator for compact metal PCD to test hollow load according to EN 867-5. (2) It should be lead and heavy metal free. (3) Indicator should not change color in dry head at 140 ⁰ C as per EN-11140. (4) It should be with self-adhesive for easy documentation.	12000 strips
3	CSSD0053	Bowie and Dick test (Strip)	(1) Class 2 indicator for 7 Kg/4 Kg load to be used with compact PCD EN 285, 867-5. (2) Indicator should not change color in dry heat as per EN-11140. (3) It should be lead and heavy metal free. (4) It should be with self-adhesive for easy documentation.	4000 strips
4	CSSD0054	Package Monitoring Indicator Steam (Class-6) (Pieces)	(1) Class 6 indicator to check steam penetration. (2) It should not pass in dry heat at 140 ⁰ C for 30 minutes. (3) It should be with self-adhesive for easy documentation. (4) It should be free of lead and heavy mentals.	160000 pieces
5	CSSD0055	Instant Biological Indicator for Steam (Ampule)	(1) Self-contained biological indicator with class 5 indicator for immediate release. (2) It should compatible to metal PCD. (3) The biological indicator ampule should contain a thin plastic sticker in which the Lot No, expiry date and population count of G. Stearthermophilusi.e 105 should be imprinted for documentation.	500 ampules

6	CSSD0056	Documentation Label Plasma	(1) Three Line Label indicator documentation to be used in labeling gun. (2) It should be lead and heavy metal free. (3) It should have three line label double adhesive with alpha numeric and numeric letters imprinted with class-I as per ENISO 11140-1. (4) It should contain 750 pieces per roll.	20 rolls
7	CSSD0057	Batch Monitoring System Plasma (Strip)	(1) Class 2 Chemical indicator to monitor VH_2O_2 sterilization compatible to the metal PCD. (2) It should be lead and heavy metal free. (3) It should be with self-adhesive for easy documentation.	1000 strips
8	CSSD0058	Biological Indicator Plasma (Ampule)	(1) It should be self contained biological indicator for VA_2O_2. (2) It should have population of G. Stearothermophilus is 10^6. (3) It should be compatible to metal PCD. (4) The biological indicator ampule should contain a thin plastic sticker in which Lot No, Expiry date and population count of G. stearothermophilus spore 10^6 should be imprinted for documentation. (5) It must be free of cellulose carrier.	260 ampules
9	CSSD0059	Steam Indicator Tape (Class-I Indicator)	(1) The indicator tape should change color from white to black when expose to steam. (2) The chemical used should not be rubbed off and cannot contaminate surgical instruments. (3) It should be made of saturated crepe paper with color changing properties at a temperature $121^{\circ}C$/$134^{\circ}C$. (4) FDA/ISO as applicable. (5) Adhesive should be non toxic. (6) The tape size should be 18 MMx50 mtr. (7) The ink should not contain lead and heavy metal.	100 rolls
10	CSSD0060	Sterilization Bags (9cm x5cm x17cm)	(1) It should be heat sealable paper to paper pouch. (2) It should have steam and EO Indicator as per EN ISO 11140. (3) Povidine Iodine should not pass through paper side. (4) The quality of paper should be 60 GSM.	10000 number
11	CSSD0061	Sterilization Bags (11cm x3cm x19cm)	(1) It should be heat sealable paper to paper pouch. (2) It should have steam and EO indicator as per EN ISO 11140. (3) Povidine iodine should not pass through the paper side. (4) Quality of the paper should be 60 GSM.	2000 number

12	CSSD0062	Sterilization Bags (14cmx7.5cm x25cm)	(1) It should be head sealable paper to paper pouch. (2) The quality of paper should be 60 GSM. (3) It should have steam and EO indicator as per ENISO 11140. (4) Povidine Iodine should not pass through paper side.	2000 number
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13	CSSD0063	Autoclave stain Cleaner (650 ML)	(1) It should remove all rust, stains and corrosion from walls of autoclaves and from stainless steel carts and trays. (2) It should be non-corrosive having CE/ISO as applicable. (3) Free rinsing and leaves no residue. (4) No flammability and toxicity properties. (5) It should be mild acidic in nature. (6) It contain phosphoric acid of $p^H > 1$.	400 number
14	CSSD0064	Rust Cleaner (4 L)	(1) It should be mild acid solution to remove stains, spots and rust from stainless steel instruments. (2) Can be used for WD and ultra sonic cleaner. (3) It should be non-corrosive with CE/ISO as applicable. (4) Free rinsing, non-aerosol and environmentally safe. (5) Water soluble and not flammable. (6) Chemical contain phosphoric acid of $pH > 2$.	40 no
15	CSSD0065	Fogging Solution (1L)	(1) The chemical should be 3rd Generation Quaternary Ammonium Compound. (2) It should be US EPA registered as per CDC. (3) It should be Broad Spectrum, Non toxic, Surface Compatibility, Odorless, Soluble in water, good cleaning properties and ECO friendly and Biodegradable. (4) Microbicidal time up to 10 Minutes. (5) Chemical can work as Disinfectant, Bactericide, Virucide, Fungicide, Tuberculocide, Sporicide and Cleaner.	240 no
16	CSSD0066	Surface Disinfection Wipes (Pieces)	(1) It should be composite of 3rd generation Quaternary Ammonium compound. (2) It should be aldehyde, alcohol and bleach free wipes. (3) It must be US-EPA Registered. (4) It meets CDC and OSHA guidelines- Maintain Compliance to protocols. (5) It can work as Disinfectant, Bactericidal, Virucidal, Fungicidal and Deodorizer. (6) It must have atleast 90 days of shelf life after opening. (7) Contact time should be 10 min or less. (8) It should be WHO certified.	20 boxes

17	CSSD0067	High Level Disinfectant Bottle (810 gm)	(1) It should contain the chemical compound of sodium perborate. (2) It should be aldehyde free and biodegradable ingredient. (3) Fast acting with neutral PH (4) It must have shelf life of 2 yrs after opening the seal. (5) Ideal for disinfection and sterilization of rigid and flexible endoscope, surgical instruments (stain less steel and heat sensitive). (6) It is effective against pathogens such as bacteria, viruses, Fungi and Spores. (7) The contact time should be 10 Min or less.	40 bottles
18	CSSD0068	Enzyme Instrument Pre-Cleaner (Spray Can with applicator)	(1) It should be helpful in breaking down blood, fat protein and carbohydrates. (2) It should not have more messy spills or splashing. (3) It should be easy and safe to use. (4) Should be 100% biodegradable. (5) Should be Neutral pH (Non-abrasive) (6) Free rinsing and will not harm any metals, plastics, rubber or corrugated tubings (7) Prevent dried on bioburden (8) Must contain multi-tiered enzymatic foam spray (9) Must be CE/ISO as applicable	800 number
19	CSSD0069	Personal Protective Equipment (PPE) set	The PPE set should include face shield, goggles, gloves and heavy duty apron. Face shield- It should be made of clear plastic and provide good visibility to wearer. It should protect face and eyes against accidental exposure from splattering or splashing of hazardous or infectious materials. It should have an adjustable band to attach firmly around the head and fit snugly against the forehead. It should be resistant to fog. It should meet the OSHA bloodborne pathogens standard. It should be ultra light weight and latex free. It should completely cover the sides of the face. It should be re-usable and decontaminated by ethylene oxide. Can be worn with surgical face mask, eye goggles or safety goggles. It should be CE/GMP/FDA/ISI/QCI certified as applicable. Goggles: It should be transparent with zero power, well fitting, covered from all sides with elastic band or adjustable holder. It should have proper seal with the skin of the face. It should have flexible frame for easy fitting around the face contour without too much	480 sets

			pressure. It should be fog and scratch resistance. It should have an adjustable band to secure firmly so as not to become loose during cleaning activities. It should have indirect venting option to reduce fogging. It should be re-usable. It should have option for its decontamination by chemical, thermal and ethylene oxide gas. It should have GMP/FDA/ISI/QCI/ CE certified as applicable. Gloves: The gloves should be of no-7, made from nitrile, non-sterile and powder free. The length of the gloves should be atleast 280mm (long cuff) so that it can reach up to mid forearm. It should be in pairs and in inside one packet having printing of size, ISI mark and name of the manufacturer with detailed address. It should have GMP/FDA/ISI/QCI/CE certified as applicable. Heavy duty apron: It should be straight with bib. The fabric should be polyester with PVC coating or 100% PVC or 100% rubber or other fluid resistant coated material. It should be water proof, sewn strap for neck and back fastening. Its minimum weight should be 250-300gm/m². The covering size should be 70-90cm width x 120-150cm height or standard adult size. It should be reusable. It should be decontaminated by appropriate decontaminant like ethylene oxide. It must be of light colour (except black or red) so that possible contamination can be detected. It should have elastic cuff to anchor sleeves in place. It should be of full sleeve. It should have GMP/FDA/ISI/QCI/CE certified as applicable.	
20	CSSD0070	Thermal printing paper	It should be suitable for steam sterilization. Its dimension should be 110mm x 30mm. It should be of 70GSM and white in colour.	400 no

Technical BID (Eligibility Criteria):

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 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	GST Registration Certificate showing clearly GST no. 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 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.)		
G	Annual Turn Over for last Three Financial Years (Duly signed by Chartered Accountant) (Note: 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.)		
H	Bidders to submit the GeM registration details that they are already registered in GeM as the category of the product is not available in GeM, they are not able to participate in it. It is mandatory to submit the relevant documents as supporting evidence 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” .		
I	Whether the firm is a Registered firm under MSEs, SSI or NSIC (attach copy of certificate). 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.		
J	Undertaking for acceptance of all Terms & Conditions in original (Annexure-I).		
K	Notarised affidavit as per Annexure –II 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 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.)		

Sl no.	Details / Particulars	Uploaded (Yes/No)	Page No
M	Manufacturers' Authorisation form as per Annexure – III		
N	Whether the item quoted is as per specification, if not, the statement of deviation (Parameter wise) from the tender technical specification must be enclosed. - (Annexure-IV)		
O	Have you previously supplied these items to any government / reputed private organization? If yes, list of Major Customers may be given on a separate sheet and proof of previous satisfactory supply, purchase order copies with reflection of price should enclosed (Annexure - V) Purchase order copies with reflection of price should be enclosed.		
P	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, 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.		
S	The makes/brands of the Equipment/Instruments/Apparatus with specification, whether indigenous or imported with name of manufacturer & address must be enclosed.		
	Declaration of Bid Security - (Annexure-VII)		
T	Manual Submission of Documents in Original as per Terms of Two Bid Systems in Clause no – (iii)		
U	Bank Details : 1. Beneficiary Name : 2. Bank Name : 3. Account No : 4. IFSC Code : 5. Branch Address :		
V	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, & 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. L-1 will be decided on the lowest price including of GST of each product for which the bidder is quoting. Taxes has to be mentioned clearly in percentage of GST for each product.
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 articles, 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.** 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 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.

- E. 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.** 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 Supply of Items.

G. DELIVERY OF THE SUPPLIES/STORES: -

- I. I. Delivery of stores shall be **F.O.R to Central Store, 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 the ordered items 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. All the aspects of safe delivery of goods shall be the exclusive responsibility of the supplier. Piece meal supply of ordered items will not be acceptable and supplier will supply all items mentioned in supply order. In case items are not available with the manufacturer a certificate to that effect from manufacturer stating the date of availability and supply should be submitted.

- iv. 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. The competent authority of the institute may also cancel the supply. In such a case, bid security of the supplier shall stand forfeited.
- v. Part/Partial supply will not be accepted. In case of part/partial supply, Part billing is strictly prohibited.
- vi. In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.
- vii. In case the tenderer on whom the supply order has been placed, fails to made supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Bhubaneswar) may recover from the tenderer the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer.
- viii. The details of the item needed as mentioned in Technical Bid is approximate detail and is subject to increase/decrease at the discretion of the competent authority of AIIMS, Bhubaneswar. The payment would be made for actual supply taken and no claim in this regard should be entertained.
- ix. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to AIIMS Bhubaneswar.
- x. Order shall be issued for tentative annual requirement on actual need basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made by AIIMS Bhubaneswar.
- xi. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of GST or other applicable taxes deposited to Tax Authorities by the firm for recent period, just before the submission of Bills must also be enclosed for reference of AIIMS Bhubaneswar authorities.
- xii. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS) Bhubaneswar while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.

- XIII. The Lowest quoted rate by the selected tendering Firm/Agency/ Company, and as approved by the All India Institute of Medical Sciences (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.
- XIV. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the 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 contract by giving one month's notices at any point of time.
- XV. The Life period of any of the item supplied by the successful Bidder/Bidders will have the ***Minimum of two third of the expiry period remaining on the date of receipts of Items*** in AIIMS Bhubaneswar. The supplied items having less than two-third expiry period to AIIMS Bhubaneswar shall not be accepted. Loss or premature deterioration due to biological and/or other Factors during life span of Stores against the manufacture's standard warranty/ Expiry of such items shall be replaced by the Bidder on free of cost.
- XVI. 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.
- XVII. Both on large and smallest units (Bottle/Strips/pack) of the CSSD Consumables it is mandatory to Print/ Sticker / stamp in indelible ink on label / packets / cartons "**Not for sale / for use by AIIMS Bhubaneswar only**" & No Price Should be quoted/printed on the Label. Cases wherein quoting of price cannot dispensed with, it should be covered in indelible ink.
- XVIII. The manufacture or it authorized agent should have their office & Godown within 60 km of Bhubaneswar. A declaration to that effect should be furnished in form of Affidavit in the Technical Bid.

H. 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.

I. PAYMENTS: -

- 100% payment shall be released after successful delivery of the ordered goods against the satisfactory inspection report by the User Dept. and only after the submission of the performance security.

J. OTHERS:-

Tenderer 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 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 of Stores/ Goods/ Items at AIIMS Bhubaneswar.

K. 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.

L. 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.

M. 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.

N. PERFORMANCE SECURITY DEPOSIT:-

The successful tenderer will be required to furnish a Security Deposit of Rs.1,00,000/- as Performance Security Deposit in favour of "AIIMS Bhubaneswar" by way of "Performance Bank Guarantee or Fixed Deposit Receipt" from a nationalized /Commercial Bank refundable after expiry of the contract/or after the completion of 2 (Two) years Contract period + 2 (Two) months i.e valid for 26 months. Security Deposit is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect

O. After due evaluation of the bid(s) Institute will award the contract to the responsive tenderer who has quoted the lowest Price in each of the items. Item wise evaluation will be done for determining lowest quoted price in each of the Items.

P. Conditional Bids will be treated as unresponsive and therefore may be rejected.

Q. *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.*

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 evidence in support of their claim.*

S. 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@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.

T. 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.

U. 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

S/N	Particulars	Annexure Ref.	Refer Page
1	Undertaking for Compliance of All Tender Terms & Conditions mentioned in this Tender Document	Annexure- I	19-20
2	Criminal Liability Undertaking	Annexure- II	21
3	Manufacturers Authorisation Form	Annexure- III	22
4	Deviation Statement Form	Annexure- IV	22
5	Performance Statement Form	Annexure- V	24
6	Financial Bid	Annexure- VI	25-26
7	Declaration of Bid Security	Annexure- VII	27

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

Name of the E-Tender : Rate Contract for Supply of Consumables for CSSD 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 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 of Rs.1,00,000/- 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 Contract period plus two month (i.e. for 26 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 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 items at the prices and rates not exceeding those mentioned in the Financial Bid.
14. 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 : Rate Contract for Supply of Consumables for CSSD 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. I am the Proprietor/Partner/Director /authorized signatory of
M/s.
2. No police case is 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 by any Government authority/ organisation.
4. I/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.

Name & Signature
Seal of the participating Bidder Company
Affirmation/Verification

Annexure-III

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.

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 on 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 Technical Bid Specifications (parameter wise).

Specification	Deviations (Yes/No)	Remarks (including Justification)

Note :

- 1) Where there is no deviation, the statement should be returned duly signed with an endorsement indicating (parameter wise) “***No Deviations***”

Place :

Date :

Signature and seal of the
Manufacturer/Bidder

Performance Statement Form

Name of the Firm

Sl No.	Order placed by (Full address of Purchaser)	Order No. & date	Value of order (Consumables)	Have the items been supplied satisfactorily (Yes/No)

Signature and seal of the manufacturer / Bidder

Place :

Date :

Note : Documents to be attached in support of the above (i.e. PO copies for supply of similar items which has been executed by the firm)

Financial Bid

SL No.	Drug Code	Name of the item	Brand Name	Pack Size	MRP (Inclusive of all taxes) (in Rs)	Unit Price	GST %	GST Amount	Total Amount (Inc. GST)
1	CSSD0051	Documentation Label-Steam							
2	CSSD0052	Batch Monitoring System-Steam (Strip)							
3	CSSD0053	Bowie and Dick test (Strip)							
4	CSSD0054	Package Monitoring Indicator Steam (Class-6) (Pieces)							
5	CSSD0055	Instant Biological Indicator for Steam (Ampule)							
6	CSSD0056	Documentation Label Plasma							
7	CSSD0057	Batch Monitoring System Plasma (Strip)							
8	CSSD0058	Biological Indicator Plasma (Ampule)							
9	CSSD0059	Steam Indicator Tape (Class-I Indicator)							
10	CSSD0060	Sterilization Bags (9cm x5cm x17cm)							
11	CSSD0061	Sterilization Bags (11cm x3cm x19cm)							
12	CSSD0062	Sterilization Bags (14cmx7.5cmx25cm)							
13	CSSD0063	Autoclave stain Cleaner (650 ML)							

SL No.	Drug Code	Name of the item	Brand Name	Unit Pack	MRP (Inclusive of all taxes) (in Rs)	Unit Price	GST %	GST Amount	Total Amount (Inc. GST)
14	CSSD0064	Rust Cleaner (4 L)							
15	CSSD0065	Fogging Solution (1L)							
16	CSSD0066	Surface Disinfection Wipes (Pieces)							
17	CSSD0067	High Level Disinfectant Bottle (810 gm)							
18	CSSD0068	Enzyme Instrument Pre-Cleaner (Spray Can with applicator)							
19	CSSD0069	Personal Protective Equipment (PPE) set							
20	CSSD0070	Thermal printing paper							

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.

Place:

Date:

Declaration of Bid Security

Name of the E-Tender: Rate Contract for Supply of Consumables for CSSD
at AIIMS, Bhubaneswar.

To

The Director
AIIMS Bhubaneswar
Sijua, Patrapada
Bhubaneswar – 751 019

Dear Madam/Sir,

I/We Mr./Ms._____ authorized person to sign the bid document for Tender for Rate Contract for Supply of Consumables for Dept. of CSSD do hereby declare 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/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents.

If we withdraw or modify the bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/ LoA, we will be suspended for the period of time specified in the debarment clause in tender document from being eligible to submit Bids/Proposals for contracts with AIIMS Bhubaneswar.

Signature of Bidder

With seal of firm

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 prospective Bidders:

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 to **The Sr. Procurement-cum Store Officer, AIIMS, Sijua, Bhubaneswar (Odisha) – 751019** 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 imparted 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**