



ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Bhubaneswar, (Odisha) – 751 019

Website: [www.aiimsbhubaneswar.nic.in](http://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 Laboratory Plastic ware & Glass ware etc. at AIIMS, Bhubaneswar.

### **Notice Inviting E-Tender**

**E -Tender No. 11021/010/AIIMSBBBSR/ACADEMIC/2020-21/11**

**Dated :14-07-2021**

The Director, AIIMS Bhubaneswar, invites E-Bids in Two Bid System (i.e. Technical and Financial Bid) from eligible **Manufacturers / Authorised Distributor/ Selling Agent of Manufacturer** 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 Laboratory Plastic ware & Glass ware 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](mailto:twhelpdesk614@gmail.com) or [twhelpdesk404@gmail.com](mailto:twhelpdesk404@gmail.com) , **Mob:** 07377708585  
/011-49424365.

## **E-TENDERING SCHEDULE**

**Name of the E-Tender :** Rate Contract for Supply of Laboratory Plastic ware & Plastic ware 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 <a href="http://www.tenderwizard.com/AIIMSBBSR">www.tenderwizard.com/AIIMSBBSR</a> , <a href="http://www.aiimsbhubanewar.nic.in">www.aiimsbhubanewar.nic.in</a> and CPP Portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> 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 <a href="https://www.tenderwizard.com/AIIMSBBSR">https://www.tenderwizard.com/AIIMSBBSR</a>                                                                                                                                                                                       |
| Date, Time & Place of submission of indicated desired Hard Copies in the Sealed Envelope                                                                         |  | As per e-Tendering Portal of AIIMS, Bhubaneswar <a href="https://www.tenderwizard.com/AIIMSBBSR">https://www.tenderwizard.com/AIIMSBBSR</a><br>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 <a href="https://www.tenderwizard.com/AIIMSBBSR">https://www.tenderwizard.com/AIIMSBBSR</a><br>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 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 <a href="https://www.tenderwizard.com/AIIMSBBSR">https://www.tenderwizard.com/AIIMSBBSR</a> and payable to <a href="http://www.tenderwizard.com">www.tenderwizard.com</a> directly by the prospective Tenderer.                                                                            |
| 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.                                                                                                                                          |

### **Schedule of Tender**

|                                              |   |                                                                 |
|----------------------------------------------|---|-----------------------------------------------------------------|
| Issue / Publishing Date                      | : | <b>Dt. 14-07-2021</b>                                           |
| Pre-Bid clarification last date              | : | <b>Dt. 28-07-2021 , at 05:00 PM</b>                             |
| Last date and time of submission of e-tender | : | <b>Dt. 18-08-2021 , at 11:00 AM</b>                             |
| Date & time of opening of e-Tender           | : | <b>Dt. 18-08-2021 , at 12.30 PM</b>                             |
| Amount of Earnest Money Deposit (EMD)        | : | <b>Bid Security Declaration to be submitted</b>                 |
| Venue                                        | : | All India Institute of Medical Sciences<br>Bhubaneswar – 751019 |

## Earnest Money Deposit (Bid Security):

| No | Description of Product/ Service                                                          | EMD                                             |
|----|------------------------------------------------------------------------------------------|-------------------------------------------------|
| 1  | Rate Contract for Supply of Laboratory Plastic ware and Glassware at AIIMS, Bhubaneswar. | <b>Bid Security Declaration to be submitted</b> |

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.

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

(ii) 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](mailto:aso@aiimsbhubaneswar.edu.in), [aso.rnpattnaik@aiimsbhubaneswar.edu.in](mailto:aso.rnpattnaik@aiimsbhubaneswar.edu.in) & [spo@aiimsbhubaneswar.edu.in](mailto:spo@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.

(iii) Due to ensuing lockdown situation throughout the country following Corona Pandemic, prospective bidders may submit their queries/doubts /representation/ clarification by e-mail to above mentioned e-mail ids on or before **28-07-2021, at 05:00 PM**, which will be taken care of by the tender committee in consultation with user department. bidders are requested to submit their bids accordingly to revise changes after Pre-Bid clarification (PBC), if any. No press advertisement will be made for corrigendum.

### Amendments in Bidding Documents

(i) At any time prior to the dead line for submission of Bid, the Tender Inviting Authority may, for any reason, modify the bid document by amendment and publish it in e-tender portal, tender wizard and AIIMS, BBSR website.

(ii) 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/corrigendum 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 is to be submitted online. 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 Laboratory Plastic ware and Glassware at AIIMS, Bhubaneswar. The sealed envelope should be reached on or before last date & time for submission of e-Tender. 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 that 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** )

## Technical Bid (Specification) :

### Technical Specifications for Rate Contract for Supply of Laboratory Plastic & Glassware at AIIMS Bhubaneswar.

#### SPECIFICATIONS FOR LABORATORY PLASTIC WARE & GLASS WARE ITEMS:

- A. Laboratory Glassware including Silica wares.
- B. Plastic wares / Lab wares including filters, filtration units/holders, liquid handling products and laboratory essentials.
- C. **Glassware** – Borosilicated Reusable, Transparent, inert, Capacity to withstand extreme temperature for Laboratory purpose.
- D. **Plasticware** – Autoclavable, inert, light weight, microwave safe, reusable for laboratory purpose.
- E. Demonstration is part of Technical Evaluation if required ( Ref. Point –B of General Terms of conditions of e-Tender.

| S No | Particulars                                    |                                                                  | Remarks |
|------|------------------------------------------------|------------------------------------------------------------------|---------|
| 1    | Sterile surgical blades size-24                | Individual foil peel packs V.C.I Protected                       |         |
| 2    | Bluple Nitrile Examination gloves, non sterile | Size-Small. Lightly Powdered                                     |         |
| 3    | Bluple Nitrile Examination gloves, non sterile | Size- Medium. Lightly Powdered                                   |         |
| 4    | Bluple Nitrile Examination gloves, non sterile | Size- Large. Lightly Powdered                                    |         |
| 5    | Bluple Nitrile Examination gloves, sterile     | Size-Small. Lightly Powdered, ETO sterilized, individually pack  |         |
| 6    | Bluple Nitrile Examination gloves, sterile     | Size-Medium. Lightly Powdered, ETO sterilized, individually pack |         |
| 7    | Bluple Nitrile Examination gloves, sterile     | Size-Large. Lightly Powdered, ETO sterilized, individually pack  |         |
| 8    | Neubauer chamber                               | Material-Glass                                                   |         |
| 9    | Purple Nitrile Examination gloves, non sterile | Size-Small. Powder free                                          |         |
| 10   | Purple Nitrile Examination gloves, non sterile | Size- Medium. Powder free                                        |         |
| 11   | Purple Nitrile Examination gloves, non sterile | Size- Large. Powder free                                         |         |
| 12   | Slide carrying tray                            | Aluminium, keeping twenty slides 75 × 25 mm in flat position.    |         |
| 13   | Ph papers                                      | Range: 2 to 10.5                                                 |         |
| 14   | Ph papers                                      | Range: 5 to 7.5                                                  |         |
| 15   | Ph papers                                      | Range: 6.5 to 9.0                                                |         |
| 16   | Ph papers                                      | Range: 1 to 14                                                   |         |
| 17   | Cedarwood oil                                  | For Microscopy                                                   |         |
| 18   | Tissue paper                                   | Tissue paper roll                                                |         |
| 19   | Tissue paper box                               | Tissue paper box                                                 |         |
| 20   | Spirit                                         | Surgical spirit                                                  |         |
| 21   | Test tube wash brush                           | Plastic/other                                                    |         |
| 22   | Printed slide sticker                          | AIIMS BBBSR printed                                              |         |
| 23   | Probes                                         | Metal. Size - Small                                              |         |
| 24   | Probes                                         | Metal. Size - Medium                                             |         |
| 25   | Probes                                         | Metal. Size - Large                                              |         |
| 26   | Lancet needle                                  | Ultrathin                                                        |         |
| 27   | Sample cup                                     | For coagulation                                                  |         |
| 28   | Test tube holder                               |                                                                  |         |
| 29   | Spirit lamp                                    |                                                                  |         |
| 30   | Hand care                                      | EVA disposable gloves. Size - Small                              |         |
| 31   | Hand care                                      | EVA disposable gloves. Size – Medium                             |         |
| 32   | Hand care                                      | EVA disposable gloves. Size - Large                              |         |
| 33   | Acrylic Museum jar                             | 6x4x2 Inch                                                       |         |
| 34   | Acrylic Museum jar                             | 9x9x5 Inch                                                       |         |
| 35   | Acrylic Museum jar                             | 12x6x4 Inch                                                      |         |

| S No | Particulars                                             |                                                                                                       | Remarks |
|------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------|
| 36   | Acrylic Museum jar                                      | 6x6x2 Inch                                                                                            |         |
| 37   | Acrylic Museum jar                                      | 6x5x3 Inch                                                                                            |         |
| 38   | Acrylic Museum jar                                      | 9x4x3 Inch                                                                                            |         |
| 39   | Acrylic Museum jar                                      | 9x6x3 Inch                                                                                            |         |
| 40   | Acrylic Museum jar                                      | 20x10x5 Inch                                                                                          |         |
| 41   | Acrylic Museum jar                                      | 5x4x2 Inch                                                                                            |         |
| 42   | Acrylic Museum jar                                      | 4x3x2 Inch                                                                                            |         |
| 43   | Acrylic Museum jar                                      | 6x5x2 Inch                                                                                            |         |
| 44   | Acrylic Museum jar                                      | 6x6x2 Inch                                                                                            |         |
| 45   | Slide Rack                                              | Slide rack to keep slides in vertical position before and after mounting. Made of Anodized Aluminium. |         |
| 46   | Blood cell counter                                      | 8 keys and a totalizer, including percentage & A bell automatically sound at every hundred.           |         |
| 47   | Blood cell counter                                      | 12 keys and a totalizer                                                                               |         |
| 48   | Acrylic colour red                                      |                                                                                                       |         |
| 49   | Acrylic colour Green                                    |                                                                                                       |         |
| 50   | Acrylic colour blue                                     |                                                                                                       |         |
| 51   | Acrylic colour black                                    |                                                                                                       |         |
| 52   | Acrylic colour orange                                   |                                                                                                       |         |
| 53   | Disposable Apron                                        | For Neck to TOE Protection                                                                            |         |
| 54   | Needle Size-18                                          | Sterile single use only                                                                               |         |
| 55   | Needle Size-20                                          | Sterile single use only                                                                               |         |
| 56   | Needle Size-22                                          | Sterile single use only                                                                               |         |
| 57   | Needle Size-24                                          | Sterile single use only                                                                               |         |
| 58   | Needle Size-24                                          | Sterile single use only                                                                               |         |
| 59   | Paint brush extra small                                 |                                                                                                       |         |
| 60   | Paint brush small                                       |                                                                                                       |         |
| 61   | Paint brush medium                                      |                                                                                                       |         |
| 62   | Paint brush large                                       |                                                                                                       |         |
| 63   | Thermal paper roll                                      |                                                                                                       |         |
| 64   | <b>Aluminium Foil (All Purpose)</b>                     |                                                                                                       |         |
| 65   | Cryovials (Internally threaded 2.0m)                    |                                                                                                       |         |
| 66   | Corning Stripettor ultra pipette controller             |                                                                                                       |         |
| 67   | Cool Rack (15 ml)                                       |                                                                                                       |         |
| 68   | Cool Rack (50 ml)                                       |                                                                                                       |         |
| 69   | Digital Pipettor (8-Channel) 5-50 µl                    |                                                                                                       |         |
| 70   | Digital pipette (8-Channel) (50-300 µl)                 |                                                                                                       |         |
| 71   | Flat bottom polystyrene TC-Treated Microplate (96 Well) |                                                                                                       |         |
| 72   | Filter tips (0.5-10 µl)                                 |                                                                                                       |         |
| 73   | Filter tips (200 µl)                                    |                                                                                                       |         |
| 74   | Filter tips (1000 µl)                                   |                                                                                                       |         |
| 75   | Gloves-Large (bluple Nitrite)                           |                                                                                                       |         |

| S No | Particulars                                                           |  | Remarks |
|------|-----------------------------------------------------------------------|--|---------|
| 76   | Gloves-Medium (bluple Nitrite)                                        |  |         |
| 77   | Hi-Dispo Bag                                                          |  |         |
| 78   | ICE Bucket with Lid                                                   |  |         |
| 79   | Micropipette (0.1- 2 µl)                                              |  |         |
| 80   | Micropipette (0.5-10 µl)                                              |  |         |
| 81   | Micropipette (10-100 µl)                                              |  |         |
| 82   | Micropipette (100-1000 µl)                                            |  |         |
| 83   | Multiple Well plate (6 well clear TC treated)                         |  |         |
| 84   | Multiple Well plate (24 well clear TC treated)                        |  |         |
| 85   | Microtubes (1.5ml Boil proof)                                         |  |         |
| 86   | Para film wrap and dispenser (2'w x 250 ft Length)                    |  |         |
| 87   | Pipettor stand for 8 and 12 channel pipettor                          |  |         |
| 88   | Rectangular cell Culture flask canted neck (25 cm <sup>2</sup> )      |  |         |
| 89   | Syringe – driven filter MCE hydrophilic membrane (25 cm diameter)     |  |         |
| 90   | Sterile media bottles                                                 |  |         |
| 91   | Stripette serological pipette (5 ml)                                  |  |         |
| 92   | Stripette serological pipette (10 ml)                                 |  |         |
| 93   | Stripette serological pipette (50 ml)                                 |  |         |
| 94   | U-shaped cell Culture flask (75 cm <sup>2</sup> canted neck, Ventcap) |  |         |
| 95   | Vaccum filtration assembly – 250ml                                    |  |         |
| 96   | Vaccum filtration assembly – 500ml                                    |  |         |
| 97   | Gloves – Large ( Nitrile Coated)                                      |  |         |
| 98   | Gloves – Medium ( Nitrile Coated)                                     |  |         |
| 99   | Pipettor stand for 8 pipettor                                         |  |         |
| 100  | Pipette stand to hold 5 pipettes                                      |  |         |
| 101  | Beaker 50 ml                                                          |  |         |
| 102  | Beaker 100 ml                                                         |  |         |
| 103  | Beaker 250 ml                                                         |  |         |
| 104  | Beaker 500 ml                                                         |  |         |
| 105  | Burette stand with clamp                                              |  |         |
| 106  | Burette glass (50 ml)                                                 |  |         |
| 107  | Conical Flask 100 ml                                                  |  |         |
| 108  | Conical Flask 1000 ml                                                 |  |         |
| 109  | Cover Sleep                                                           |  |         |
| 110  | Conical Flask – 500 ml                                                |  |         |
| 111  | Chromatography chamber                                                |  |         |
| 112  | Centrifuge tube 15 ml                                                 |  |         |
| 113  | Autopipette stand                                                     |  |         |
| 114  | Funel (small)                                                         |  |         |
| 115  | Funel (Big)                                                           |  |         |

| S No | Particulars                         |  | Remarks |
|------|-------------------------------------|--|---------|
| 116  | Glass red thick                     |  |         |
| 117  | Glass red thin                      |  |         |
| 118  | Glass slide                         |  |         |
| 119  | Measuring Cylinder 50 ml            |  |         |
| 120  | Measuring Cylinder 100 ml           |  |         |
| 121  | Measuring Cylinder 250 ml           |  |         |
| 122  | Measuring Cylinder 500 ml           |  |         |
| 123  | Measuring Cylinder 1000 ml          |  |         |
| 124  | Glass pipettes 0.1 ml               |  |         |
| 125  | Glass pipettes 1 ml                 |  |         |
| 126  | Glass pipettes 5 ml                 |  |         |
| 127  | Glass pipettes 10 ml                |  |         |
| 128  | Petridish                           |  |         |
| 129  | Pipet rack stand                    |  |         |
| 130  | Pipette stand plastic verticle      |  |         |
| 131  | Reagent bottle                      |  |         |
| 132  | Reagent bottle 250 ml               |  |         |
| 133  | Reagent bottle 500 ml               |  |         |
| 134  | Reagent bottle 1000 ml              |  |         |
| 135  | Spirit lamp                         |  |         |
| 136  | Test tube (12x75 mm)                |  |         |
| 137  | Test tube holder                    |  |         |
| 138  | Volumetric flask 25 ml              |  |         |
| 139  | Volumetric flask 50 ml              |  |         |
| 140  | Volumetric flask 100 ml             |  |         |
| 141  | Volumetric flask 250 ml             |  |         |
| 142  | Volumetric flask 500 ml             |  |         |
| 143  | Microcentrifuge tube (0.5ml)        |  |         |
| 144  | Microcentrifuge tube (1.5ml)        |  |         |
| 145  | Sample tips 20-200 micro lt.        |  |         |
| 146  | Sample tips 100-1000 micro lt. 1 ml |  |         |
| 147  | Hitachi cup                         |  |         |
| 148  | Tissue cup                          |  |         |
| 149  | Tissue paper                        |  |         |
| 150  | Sample tips 5 ml                    |  |         |
| 151  | Rubber tips small                   |  |         |
| 152  | Rubber tips Medium                  |  |         |
| 153  | Rubber tips Large                   |  |         |
| 154  | Spatula                             |  |         |
| 155  | Sample tips 10 microlitre           |  |         |

| S No | Particulars                                                  |  | Remarks |
|------|--------------------------------------------------------------|--|---------|
| 156  | Microtips (10µl, 20-200µl)                                   |  |         |
| 157  | Macro tips (1000µl)                                          |  |         |
| 158  | Polystyrene plastic tube (12x75mm)                           |  |         |
| 159  | Plastic Pasteur Pipette 3ml                                  |  |         |
| 160  | Single Channel Fixed size Pipette (10µl, 25µl, 50µl, 1000µl) |  |         |
| 161  | Single Channel variable size Pipette (20-200µl, 100-1000µl)  |  |         |
| 162  | Variable 8 Channel Pipette (10-100µl, 20-200µl)              |  |         |
| 163  | Pipette rack Stand                                           |  |         |
| 164  | Cryovial 2-5ml                                               |  |         |
| 165  | Cryobox for 2-5ml cryovial                                   |  |         |
| 166  | Plastic conical centrifuge tube 15-50ml                      |  |         |
| 167  | Rack for Plastic conical centrifuge tube 15-50ml             |  |         |
| 168  | Cryo Gloves (Medium size, Large size)                        |  |         |
| 169  | Plastic bottle (100ml, 250ml, 500ml)                         |  |         |
| 170  | Wash bottle plastic (500ml)                                  |  |         |
| 171  | Dropping bottle (60-150ml)                                   |  |         |
| 172  | Trilevel plastic Test tube rack for 12x75mm test tube        |  |         |
| 173  | Microscope Glass slide (25x75mm)                             |  |         |
| 174  | Glass tube (12x75mm)                                         |  |         |
| 175  | Glass tube (15x130/15x100mm)                                 |  |         |
| 176  | Glass Beaker (100ml, 500ml, 1000ml)                          |  |         |
| 177  | Glass Pasteur Pipette with teats 3ml                         |  |         |
| 178  | Cover Glass (22x22 mm)                                       |  |         |
| 179  | Slide box (25 place minimum)                                 |  |         |
| 180  | Neubauer improved Counting Chamber                           |  |         |
| 181  | Nageotte counting Chamber                                    |  |         |
| 182  | Polystyrene Petri Dish (90-100mmx 15-20mm)                   |  |         |

## **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 |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------|
| <b>A</b> | (To be Mentioned in the Letter head).<br>1. Name & Address of Tenderer with phone number, email –id.<br>2. Specify whether a Company /Proprietorship / Partnership firm<br>3. Name of Proprietor /Partner/Managing Director/Director.                                                                                                                                                                                                                                                                                                                                                                                  |                   |         |
| <b>B</b> | Name, Address & designation of the authorized person for signing the bid documents. (Authorization should be made in Letter head of the Organisation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |         |
| <b>C</b> | Name, Address, Phone & Fax No. of Service Centre at Bhubaneswar or nearby, If any.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |         |
| <b>D</b> | PAN No. (enclose the attested copy of PAN Card)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |         |
| <b>E</b> | GST Registration Certificate showing clearly GST no. of the firm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |         |
| <b>F</b> | Income Tax return for the last Three years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |         |
| <b>G</b> | Annual Turn Over for last Three Financial Years (Duly signed by CA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |         |
| <b>H</b> | Unique GeM Seller ID. (Enclose self attested copy of relevant document provided by GeM)<br><i>N.B: The bidder who is not registered with GeM at the time of submitting the tender needs to submit an undertaking on firm's letter head that GeM seller Id. Will be provided at the time of award of contract positively failing which their bid will be treated null &amp; void and contract will be dealt accordingly.</i>                                                                                                                                                                                            |                   |         |
| <b>I</b> | Firms registered with NSIC (for manufacturer /sales & Service of Similar Items) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate).                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |         |
| <b>J</b> | Whether the firm is a Registered firm under MSEs, SSI or NSIC (attach copy of certificate).<br>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.                                                                                                                                                                                                                                                                                                                                               |                   |         |
| <b>K</b> | Undertaking for acceptance of all Terms & Conditions in original <b>(Annexure-I)</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |         |
| <b>L</b> | Notarised affidavit as per <b>Annexure –II</b> on Indian Non Judicial Stamp Paper of Rs.10/- that<br>(i) No police case is pending against the Proprietor / Partner/ Director of the Firm/Company (Agency).<br>(Indicate any convictions if any against the Company/firm/partner.)<br>(ii) proprietor/firm has never blacklisted by any organization.<br>(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.<br>(If you don't fulfil these criteria, your tender will be out rightly rejected.) |                   |         |
| <b>M</b> | Manufacturers' Authorisation form as per <b>Annexure – III</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |         |
| <b>N</b> | Whether the items quoted is as per specification, if not, the statement of deviation (Parameter wise) from the tender technical specification must be enclosed. - <b>( Annexure-IV )</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |         |

| Sl no.   | Details / Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Uploaded (Yes/No) | Page No |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------|
| <b>O</b> | 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, if any <b>(Annexure - V)</b><br><b>The purchase order copies of any with price to supplied any Govt / PSU/INIs Institute /reputed private Hospital same &amp; similar items may be enclosed in bid documents.</b>                                                                                                                                      |                   |         |
| <b>P</b> | 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. |                   |         |
| <b>Q</b> | Declaration of Bid Security <b>Annexure- VII</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |         |
| <b>R</b> | The makes/brands of the Plastic ware and Glass ware with specification, whether indigenous or imported with name of manufacturer & address must be enclosed.                                                                                                                                                                                                                                                                                                                                                                                                  |                   |         |
| <b>S</b> | Manual Submission of Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |         |
| <b>T</b> | <b>Bank Details :</b><br>1. Beneficiary Name :<br>2. Bank Name :<br>3. Account No :<br>4. IFSC Code :<br>5. Branch Address :                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |         |
| <b>U</b> | 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, GST etc. deliverable at Stores of AIIMS, Bhubaneswar.
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 quoted price of each item and for each product for which the bidder is quoting. Taxes has to be mentioned clearly in percentage including GST.

**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 21 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 thereof 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. For 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 make supplies within the delivery schedule and the purchaser has to resort to 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 AIIMS Bhubaneswar reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm (s) in emergency/ unavoidable situation.**
- IX. Order shall be issued for tentative **Quarterly / Six months** 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 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.
- x. The details of the item needed is mentioned in Financial Bid but it 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.
- xi. 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.
- xii. 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.
- xiii. 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 stand forfeited.
- xiv. The percentage of discount quoted 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.

- xv. 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.
- xvi. 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.
- xvii. 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.
- xviii. Both on large and smallest units (Bottle/Strips/pack) of the Plastic ware and Glass ware 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.

#### **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 01 (One) year Contract period + 2 (Two) months i.e valid for minimum 14 months from date of signing the rate contract. 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 or highest discount in catalogue 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 support in support of their claim.*

## **S. 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.

## **T. 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**

| <b>S/N</b> | <b>Particulars</b>                                                                            | <b>Annexure Ref.</b> | <b>Refer Page</b> |
|------------|-----------------------------------------------------------------------------------------------|----------------------|-------------------|
| 1          | Undertaking for Compliance of All Tender Terms & Conditions mentioned in this Tender Document | <b>Annexure- I</b>   |                   |
| 2          | Criminal Liability Undertaking                                                                | <b>Annexure- II</b>  |                   |
| 3          | Manufacturers Authorisation Form                                                              | <b>Annexure- III</b> |                   |
| 4          | Deviation Statement Form                                                                      | <b>Annexure- IV</b>  |                   |
| 5          | Performance Statement Form                                                                    | <b>Annexure- V</b>   |                   |
| 6          | Financial Bid (PART -I)                                                                       | <b>Annexure- VI</b>  |                   |
| 7          |                                                                                               |                      |                   |

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

## Annexure-I

**Name of the E-Tender :** Rate Contract for Supply of Plastic ware and Glass ware 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 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 Rs.1,00,000/- (Rupees One lakh Only) shall be deposited by me/us in the form of FDR/Bank Guarantee in the name 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 minimum 14 months from date of signing the Rate Contract).
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/ Director 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 Laboratory Plastic ware and Glass ware at AIIMS, Bhubaneswar.

**CRIMINAL LIABILITY UNDERTAKING**

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

I.....S/o.....

Resident of .....

.....

do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director /authorized signatory of  
M/s. ....
2. No police case and / or case by CBI/FEMA/Income Tax authorities are pending against the Proprietor / Partner /Director of the firm/ company (Agency) and also against the firm/ company.  
(Indicate any convictions if any against the above persons or Firm/ Company.)
3. The Proprietor / Partner /Director of the firm/ company (Agency) and also the firm/ company has never been blacklisted 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 authorise ( **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 / Expiry 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 on: (**insert complete name of manufacturer**)

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**  
**( Last Three Years)**

Name of the Firm .....

| Sl No. | Order placed by<br>( Full address of Purchaser) | Order No. &<br>date | Value of order | Have the items been<br>Supplied<br>satisfactorily<br>(Yes/No) |
|--------|-------------------------------------------------|---------------------|----------------|---------------------------------------------------------------|
|        |                                                 |                     |                |                                                               |

**Signature and seal of the manufacturer / Bidder .....**

**Place :**

**Date :**

**Note : Documents to be attached. ( i.e. PO copies of earlier supplies made to any AIIMS/  
Govt. Hospitals / Reputed Pvt. Hospitals for same type of Plastic ware and  
Glassware)**

**Financial Bid**

| S No | Particulars                                    | Part /Code No. of Item | Pack Size | Rate per unit/piece (Excluding GST) | GST % | Rate per unit / no / pieces ( including GST) |
|------|------------------------------------------------|------------------------|-----------|-------------------------------------|-------|----------------------------------------------|
| 1    | Sterile surgical blades size-24                |                        |           |                                     |       |                                              |
| 2    | Bluple Nitrile Examination gloves, non sterile |                        |           |                                     |       |                                              |
| 3    | Bluple Nitrile Examination gloves, non sterile |                        |           |                                     |       |                                              |
| 4    | Bluple Nitrile Examination gloves, non sterile |                        |           |                                     |       |                                              |
| 5    | Bluple Nitrile Examination gloves, sterile     |                        |           |                                     |       |                                              |
| 6    | Bluple Nitrile Examination gloves, sterile     |                        |           |                                     |       |                                              |
| 7    | Bluple Nitrile Examination gloves, sterile     |                        |           |                                     |       |                                              |
| 8    | Neubauer chamber                               |                        |           |                                     |       |                                              |
| 9    | Purple Nitrile Examination gloves, non sterile |                        |           |                                     |       |                                              |
| 10   | Purple Nitrile Examination gloves, non sterile |                        |           |                                     |       |                                              |
| 11   | Purple Nitrile Examination gloves, non sterile |                        |           |                                     |       |                                              |
| 12   | Slide carrying tray                            |                        |           |                                     |       |                                              |
| 13   | Ph papers                                      |                        |           |                                     |       |                                              |
| 14   | Ph papers                                      |                        |           |                                     |       |                                              |
| 15   | Ph papers                                      |                        |           |                                     |       |                                              |
| 16   | Ph papers                                      |                        |           |                                     |       |                                              |
| 17   | Cedarwood oil                                  |                        |           |                                     |       |                                              |
| 18   | Tissue paper                                   |                        |           |                                     |       |                                              |
| 19   | Tissue paper box                               |                        |           |                                     |       |                                              |
| 20   | Spirit                                         |                        |           |                                     |       |                                              |
| 21   | Test tube wash brush                           |                        |           |                                     |       |                                              |
| 22   | Printed slide sticker                          |                        |           |                                     |       |                                              |
| 23   | Probes                                         |                        |           |                                     |       |                                              |
| 24   | Probes                                         |                        |           |                                     |       |                                              |
| 25   | Probes                                         |                        |           |                                     |       |                                              |
| 26   | Lancet needle                                  |                        |           |                                     |       |                                              |
| 27   | Sample cup                                     |                        |           |                                     |       |                                              |
| 28   | Test tube holder                               |                        |           |                                     |       |                                              |
| 29   | Spirit lamp                                    |                        |           |                                     |       |                                              |
| 30   | Hand care                                      |                        |           |                                     |       |                                              |
| 31   | Hand care                                      |                        |           |                                     |       |                                              |
| 32   | Hand care                                      |                        |           |                                     |       |                                              |
| 33   | Acrylic Museum jar                             |                        |           |                                     |       |                                              |
| 34   | Acrylic Museum jar                             |                        |           |                                     |       |                                              |
| 35   | Acrylic Museum jar                             |                        |           |                                     |       |                                              |
| 36   | Acrylic Museum jar                             |                        |           |                                     |       |                                              |
| 37   | Acrylic Museum jar                             |                        |           |                                     |       |                                              |
| 38   | Acrylic Museum jar                             |                        |           |                                     |       |                                              |
| 39   | Acrylic Museum jar                             |                        |           |                                     |       |                                              |
| 40   | Acrylic Museum jar                             |                        |           |                                     |       |                                              |

| S No | Particulars                                             | Part /Code No. of Item | Pack Size | Rate per unit/piece (Excluding GST) | GST % | Rate per unit / no / pieces ( including GST) |
|------|---------------------------------------------------------|------------------------|-----------|-------------------------------------|-------|----------------------------------------------|
| 41   | Acrylic Museum jar                                      |                        |           |                                     |       |                                              |
| 42   | Acrylic Museum jar                                      |                        |           |                                     |       |                                              |
| 43   | Acrylic Museum jar                                      |                        |           |                                     |       |                                              |
| 44   | Acrylic Museum jar                                      |                        |           |                                     |       |                                              |
| 45   | Slide Rack                                              |                        |           |                                     |       |                                              |
| 46   | Blood cell counter                                      |                        |           |                                     |       |                                              |
| 47   | Blood cell counter                                      |                        |           |                                     |       |                                              |
| 48   | Acrylic colour red                                      |                        |           |                                     |       |                                              |
| 49   | Acrylic colour Green                                    |                        |           |                                     |       |                                              |
| 50   | Acrylic colour blue                                     |                        |           |                                     |       |                                              |
| 51   | Acrylic colour black                                    |                        |           |                                     |       |                                              |
| 52   | Acrylic colour orange                                   |                        |           |                                     |       |                                              |
| 53   | Disposable Apron                                        |                        |           |                                     |       |                                              |
| 54   | Needle Size-18                                          |                        |           |                                     |       |                                              |
| 55   | Needle Size-20                                          |                        |           |                                     |       |                                              |
| 56   | Needle Size-22                                          |                        |           |                                     |       |                                              |
| 57   | Needle Size-24                                          |                        |           |                                     |       |                                              |
| 58   | Needle Size-24                                          |                        |           |                                     |       |                                              |
| 59   | Paint brush extra small                                 |                        |           |                                     |       |                                              |
| 60   | Paint brush small                                       |                        |           |                                     |       |                                              |
| 61   | Paint brush medium                                      |                        |           |                                     |       |                                              |
| 62   | Paint brush large                                       |                        |           |                                     |       |                                              |
| 63   | Thermal paper roll                                      |                        |           |                                     |       |                                              |
| 64   | Aluminium Foil (All Purpose)                            |                        |           |                                     |       |                                              |
| 65   | Cryovials (Internally threaded 2.0m)                    |                        |           |                                     |       |                                              |
| 66   | Corning Stripettor ultra pipette controller             |                        |           |                                     |       |                                              |
| 67   | Cool Rack (15 ml)                                       |                        |           |                                     |       |                                              |
| 68   | Cool Rack (50 ml)                                       |                        |           |                                     |       |                                              |
| 69   | Digital Pipettor (8-Channel) 5-50 µl                    |                        |           |                                     |       |                                              |
| 70   | Digital pipette (8-Channel) (50-300 µl)                 |                        |           |                                     |       |                                              |
| 71   | Flat bottom polystyrene TC-Treated Microplate (96 Well) |                        |           |                                     |       |                                              |
| 72   | Filter tips (0.5-10 µl)                                 |                        |           |                                     |       |                                              |
| 73   | Filter tips (200 µl)                                    |                        |           |                                     |       |                                              |
| 74   | Filter tips (1000 µl)                                   |                        |           |                                     |       |                                              |
| 75   | Gloves-Large (bluple Nitrite)                           |                        |           |                                     |       |                                              |
| 76   | Gloves-Medium (bluple Nitrite)                          |                        |           |                                     |       |                                              |
| 77   | Hi-Dispo Bag                                            |                        |           |                                     |       |                                              |
| 78   | ICE Bucket with Lid                                     |                        |           |                                     |       |                                              |
| 79   | Micropipette (0.1- 2 µl)                                |                        |           |                                     |       |                                              |
| 80   | Micropipette (0.5-10 µl)                                |                        |           |                                     |       |                                              |
| 81   | Micropipette (10-100 µl)                                |                        |           |                                     |       |                                              |
| 82   | Micropipette (100-1000 µl)                              |                        |           |                                     |       |                                              |

| S No | Particulars                                                          | Part /Code<br>No. of Item | Pack<br>Size | Rate per<br>unit/piece<br>(Excluding<br>GST) | GST<br>% | Rate per<br>unit / no /<br>pieces<br>( including<br>GST) |
|------|----------------------------------------------------------------------|---------------------------|--------------|----------------------------------------------|----------|----------------------------------------------------------|
| 83   | Multiple Well plate (6 well clear TC treated)                        |                           |              |                                              |          |                                                          |
| 84   | Multiple Well plate (24 well clear TC treated)                       |                           |              |                                              |          |                                                          |
| 85   | Microtubes (1.5ml Boil proof)                                        |                           |              |                                              |          |                                                          |
| 86   | Para film wrap and dispenser (2'w x 250 ft Length)                   |                           |              |                                              |          |                                                          |
| 87   | Pipettor stand for 8 and 12 channel pipettor                         |                           |              |                                              |          |                                                          |
| 88   | Rectangular cell Culture flask canted neck (25 cm2)                  |                           |              |                                              |          |                                                          |
| 89   | Syringe – driven filter MCE hydrophilic<br>membrane (25 cm diameter) |                           |              |                                              |          |                                                          |
| 90   | Sterile media bottles                                                |                           |              |                                              |          |                                                          |
| 91   | Stripette serological pipette (5 ml)                                 |                           |              |                                              |          |                                                          |
| 92   | Stripette serological pipette (10 ml)                                |                           |              |                                              |          |                                                          |
| 93   | Stripette serological pipette (50 ml)                                |                           |              |                                              |          |                                                          |
| 94   | U-shaped cell Culture flask (75 cm2 canted neck,<br>Ventcap)         |                           |              |                                              |          |                                                          |
| 95   | Vaccum filtration assembly – 250ml                                   |                           |              |                                              |          |                                                          |
| 96   | Vaccum filtration assembly – 500ml                                   |                           |              |                                              |          |                                                          |
| 97   | Gloves – Large ( Nitrile Coated)                                     |                           |              |                                              |          |                                                          |
| 98   | Gloves – Medium ( Nitrile Coated)                                    |                           |              |                                              |          |                                                          |
| 99   | Pipettor stand for 8 pipettor                                        |                           |              |                                              |          |                                                          |
| 100  | Pipette stand to hold 5 pipettes                                     |                           |              |                                              |          |                                                          |
| 101  | Beaker 50 ml                                                         |                           |              |                                              |          |                                                          |
| 102  | Beaker 100 ml                                                        |                           |              |                                              |          |                                                          |
| 103  | Beaker 250 ml                                                        |                           |              |                                              |          |                                                          |
| 104  | Beaker 500 ml                                                        |                           |              |                                              |          |                                                          |
| 105  | Burette stand with clamp                                             |                           |              |                                              |          |                                                          |
| 106  | Burette glass (50 ml)                                                |                           |              |                                              |          |                                                          |
| 107  | Conical Flask 100 ml                                                 |                           |              |                                              |          |                                                          |
| 108  | Conical Flask 1000 ml                                                |                           |              |                                              |          |                                                          |
| 109  | Cover Sleep                                                          |                           |              |                                              |          |                                                          |
| 110  | Conical Flask – 500 ml                                               |                           |              |                                              |          |                                                          |
| 111  | Chromatography chamber                                               |                           |              |                                              |          |                                                          |
| 112  | Centrifuge tube 15 ml                                                |                           |              |                                              |          |                                                          |
| 113  | Autopipette stand                                                    |                           |              |                                              |          |                                                          |
| 114  | Funel (small)                                                        |                           |              |                                              |          |                                                          |
| 115  | Funel (Big)                                                          |                           |              |                                              |          |                                                          |
| 116  | Glass red thick                                                      |                           |              |                                              |          |                                                          |
| 117  | Glass red thin                                                       |                           |              |                                              |          |                                                          |
| 118  | Glass slide                                                          |                           |              |                                              |          |                                                          |
| 119  | Measuring Cylinder 50 ml                                             |                           |              |                                              |          |                                                          |
| 120  | Measuring Cylinder 100 ml                                            |                           |              |                                              |          |                                                          |
| 121  | Measuring Cylinder 250 ml                                            |                           |              |                                              |          |                                                          |

| S No | Particulars                                                  | Part /Code<br>No. of Item | Pack<br>Size | Rate per<br>unit/piece<br>(Excluding<br>GST) | GST<br>% | Rate per<br>unit / no /<br>pieces<br>( including<br>GST) |
|------|--------------------------------------------------------------|---------------------------|--------------|----------------------------------------------|----------|----------------------------------------------------------|
| 122  | Measuring Cylinder 500 ml                                    |                           |              |                                              |          |                                                          |
| 123  | Measuring Cylinder 1000 ml                                   |                           |              |                                              |          |                                                          |
| 124  | Glass pipettes 0.1 ml                                        |                           |              |                                              |          |                                                          |
| 125  | Glass pipettes 1 ml                                          |                           |              |                                              |          |                                                          |
| 126  | Glass pipettes 5 ml                                          |                           |              |                                              |          |                                                          |
| 127  | Glass pipettes 10 ml                                         |                           |              |                                              |          |                                                          |
| 128  | Petridish                                                    |                           |              |                                              |          |                                                          |
| 129  | Pipet rack stand                                             |                           |              |                                              |          |                                                          |
| 130  | Pipette stand plastic verticle                               |                           |              |                                              |          |                                                          |
| 131  | Reagent bottle                                               |                           |              |                                              |          |                                                          |
| 132  | Reagent bottle 250 ml                                        |                           |              |                                              |          |                                                          |
| 133  | Reagent bottle 500 ml                                        |                           |              |                                              |          |                                                          |
| 134  | Reagent bottle 1000 ml                                       |                           |              |                                              |          |                                                          |
| 135  | Spirit lamp                                                  |                           |              |                                              |          |                                                          |
| 136  | Test tube (12x75 mm)                                         |                           |              |                                              |          |                                                          |
| 137  | Test tube holder                                             |                           |              |                                              |          |                                                          |
| 138  | Volumetric flask 25 ml                                       |                           |              |                                              |          |                                                          |
| 139  | Volumetric flask 50 ml                                       |                           |              |                                              |          |                                                          |
| 140  | Volumetric flask 100 ml                                      |                           |              |                                              |          |                                                          |
| 141  | Volumetric flask 250 ml                                      |                           |              |                                              |          |                                                          |
| 142  | Volumetric flask 500 ml                                      |                           |              |                                              |          |                                                          |
| 143  | Microcentrifuge tube (0.5ml)                                 |                           |              |                                              |          |                                                          |
| 144  | Microcentrifuge tube (1.5ml)                                 |                           |              |                                              |          |                                                          |
| 145  | Sample tips 20-200 micro lt.                                 |                           |              |                                              |          |                                                          |
| 146  | Sample tips 100-1000 micro lt. 1 ml                          |                           |              |                                              |          |                                                          |
| 147  | Hitachi cup                                                  |                           |              |                                              |          |                                                          |
| 148  | Tissue cup                                                   |                           |              |                                              |          |                                                          |
| 149  | Tissue paper                                                 |                           |              |                                              |          |                                                          |
| 150  | Sample tips 5 ml                                             |                           |              |                                              |          |                                                          |
| 151  | Rubber tips small                                            |                           |              |                                              |          |                                                          |
| 152  | Rubber tips Medium                                           |                           |              |                                              |          |                                                          |
| 153  | Rubber tips Large                                            |                           |              |                                              |          |                                                          |
| 154  | Spatula                                                      |                           |              |                                              |          |                                                          |
| 155  | Sample tips 10 microlitre                                    |                           |              |                                              |          |                                                          |
| 156  | Microtips (10µl, 20-200µl)                                   |                           |              |                                              |          |                                                          |
| 157  | Macro tips (1000µl)                                          |                           |              |                                              |          |                                                          |
| 158  | Polystyrene plastic tube (12x75mm)                           |                           |              |                                              |          |                                                          |
| 159  | Plastic Pasteur Pipette 3ml                                  |                           |              |                                              |          |                                                          |
| 160  | Single Channel Fixed size Pipette (10µl, 25µl, 50µl, 1000µl) |                           |              |                                              |          |                                                          |
| 161  | Single Channel variable size Pipette (20-200µl, 100-1000µl)  |                           |              |                                              |          |                                                          |

| S No | Particulars                                           | Part /Code No. of Item | Pack Size | Rate per unit/piece (Excluding GST) | GST % | Rate per unit / no / pieces ( including GST) |
|------|-------------------------------------------------------|------------------------|-----------|-------------------------------------|-------|----------------------------------------------|
| 162  | Variable 8 Channel Pipette (10-100µl, 20-200µl)       |                        |           |                                     |       |                                              |
| 163  | Pipette rack Stand                                    |                        |           |                                     |       |                                              |
| 164  | Cryovial 2-5ml                                        |                        |           |                                     |       |                                              |
| 165  | Cryobox for 2-5ml cryovial                            |                        |           |                                     |       |                                              |
| 166  | Plastic conical centrifuge tube 15-50ml               |                        |           |                                     |       |                                              |
| 167  | Rack for Plastic conical centrifuge tube 15-50ml      |                        |           |                                     |       |                                              |
| 168  | Cryo Gloves (Medium size, Large size)                 |                        |           |                                     |       |                                              |
| 169  | Plastic bottle (100ml, 250ml, 500ml)                  |                        |           |                                     |       |                                              |
| 170  | Wash bottle plastic (500ml)                           |                        |           |                                     |       |                                              |
| 171  | Dropping bottle (60-150ml)                            |                        |           |                                     |       |                                              |
| 172  | Trilevel plastic Test tube rack for 12x75mm test tube |                        |           |                                     |       |                                              |
| 173  | Microscope Glass slide (25x75mm)                      |                        |           |                                     |       |                                              |
| 174  | Glass tube (12x75mm)                                  |                        |           |                                     |       |                                              |
| 175  | Glass tube (15x130/15x100mm)                          |                        |           |                                     |       |                                              |
| 176  | Glass Beaker (100ml, 500ml, 1000ml)                   |                        |           |                                     |       |                                              |
| 177  | Glass Pasteur Pipette with teats 3ml                  |                        |           |                                     |       |                                              |
| 178  | Cover Glass (22x22 mm)                                |                        |           |                                     |       |                                              |
| 179  | Slide box (25 place minimum)                          |                        |           |                                     |       |                                              |
| 180  | Neubauer improved Counting Chamber                    |                        |           |                                     |       |                                              |
| 181  | Nageotte counting Chamber                             |                        |           |                                     |       |                                              |
| 182  | Polystyrene Petri Dish (90-100mmx 15-20mm)            |                        |           |                                     |       |                                              |

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:

**Declaration of Bid Security**

**Name of the E-Tender:** Rate Contract for Supply of Laboratory Plastic ware & Glass ware etc. 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 Laboratory Plastic ware & Glass ware etc do here by 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](http://www.tenderwizard.com/AIIMSBBSR), <https://eprocure.gov.in> or [www.aiimsbhubaneswar.nic.in](http://www.aiimsbhubaneswar.nic.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](http://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](http://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 (i.e. Rs.2000 +GST 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/AIIMSBBSR>

#### **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.

**Processing Fee :** Firm have to pay processing fee (i.e. 0.1% of ECV+ GST as applicable (min.750/- & Max Rs.7500/- + GST as applicable) through online (Credit card/ Debit Card/ Net Banking), When participating in the e-Tender.

#### **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 tender), 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 provides 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 Swadesh Kumar Bal (07377708585/ 09776823641), Helpdesk-011-49424365, ITI email ID for mailing communication:- twhelpdesk404@gmail.com /twhelpdesk680@gmail.com/ twhelpdesk614 @ gmail.com.**