



ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Bhubaneswar, (Odisha) – 751 019

Website: www.aiimsbhubaneswar.nic.in

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

E-TENDER DOCUMENT

Name of the E-Tender: Rate Contract for Supply of Laboratory Reagents & Chemicals, Glassware, Plastic ware to AIIMS, Bhubaneswar

Notice Inviting E-Tender

E-Tender No. 11021/014/AIIMSBBBSR/ACADEMIC/2021-22/12

Dated: 29-07-2021

The Director, AIIMS Bhubaneswar, invites E-Bids in Two Bid System (i.e. Technical and Financial Bid) from eligible **Manufacturers / Authorised Selling Agent/ Dealer / Distributor 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 Reagents & Chemicals, Glassware & Plastic ware to 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, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. The bid should not be conditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 and revised order dated 04 Jun 2020 of MoC&I (DIPP) & order vide F.No.6/18/2019-PPD dated 23 Jul 2020 of Ministry of Finance, Govt. of India. Condition of prior turnover and prior experience may be relaxed for startups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality& Technical Specification.

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

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

E-Tendering Portal:

<https://www.tenderwizard.com/AIIMSBBBSR>

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

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

Mob: 07377708585 /011-49424365.

E-TENDERING SCHEDULE

Name of the E-Tender: Rate Contract for Supply of Laboratory Reagents & Chemicals, Glassware, Plastic ware to AIIMS, Bhubaneswar.

Date of availability of E-Tender document in the AIIMS BBSR E-Tendering Solution portal	As per e-Tendering Portal of AIIMS Bhubaneswar www.tenderwizard.com/AIIMSBBSR , www.aiimsbhubanewar.nic.in and CPP Portal www.eprocure.gov.in for downloading/ participating
Last Date of downloading/participating in the E-Tendering Solution for this E-Tender	As per e-Tendering Portal of AIIMS BBSR https://www.tenderwizard.com/AIIMSBBSR
Date, Time & Place of submission of indicated desired Hard Copies in the Sealed Envelope	As per e-Tendering Portal of AIIMS, Bhubaneswar https://www.tenderwizard.com/AIIMSBBSR in the Tender box kept in the Office of the Sr. Procurement-cum Store Officer, AIIMS, Bhubaneswar -751019 (Odisha) Tele No-0674 - 2476044
Date, Time & Place of Opening of Technical Bid	The Technical Bid will be opened online as per the schedule given in the https://www.tenderwizard.com/AIIMSBBSR In case the Scheduled date is declared Holiday the tender shall be opened on next working day.
Tender Document Cost payable to AIIMS Bhubaneswar	To be downloaded from website, hence no cost is applicable.
E-Tendering Solution processing fee for providing online participation support & necessary DSC Certificates to Vendor for participate in Online E-Tender process	As applicable and displayed on https://www.tenderwizard.com/AIIMSBBSR and payable to www.tenderwizard.com directly by the prospective Bidder.
EMD	“Bid Security Declaration” as per OM issued by GOI, Ministry of Finance, Dept. of Expenditure(Procurement Policy Division) vide F.9/4/2020-PPD dated 12 Nov 2020 to be submitted.
Schedule of Tender	
Issue / Publishing Date	Dt. 29-07-2021
Pre-Bid Conference	Dt. 12-08-2021 , at 11:30 AM
Last date and time of Submission of e-tender	Dt. 14-09-2021 , at 01:00 PM
Date & time of opening of e-Tender	Dt. 14-09-2021 , at 02.00 PM
Amount of Earnest Money Deposit (EMD)	NIL
Venue	All India Institute of Medical Sciences Bhubaneswar - 751019

Deposit (Bid Security):

S.No	Description of Product/ Service	EMD
1	Rate Contract for Supply of Laboratory Reagents & Chemicals , Glassware, Plastic ware to AIIMS, Bhubaneswar	Bid Security Declaration to be submitted

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

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

Further, to enjoy the benefits as per Public Procurement Policy of MSEs Order, 2012, the firms/ units registered as MSME vendor, declaration of UAM (Udyog Aadhar Memorandum) number by the vendor on CPPP is mandatory.

The condition of prior turnover and prior experience may be relaxed for startups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality& Technical Specification. **Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.**

Clarification of bidding documents.

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

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 12-08-2021, 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

At any time till 7 (seven) days before the deadline for submission of bids, the AIIMS, Bhubaneswar may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document through amendment. All amendments will be uploaded on the website regularly. AIIMS, BBSR shall not be responsible to notify the amendments to individual bidders. All amendments by the AIIMS, BBSR till 7 (seven) days before the deadline for submission of bids, shall be binding on the participatory bidders.

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

Two Bid System Terms & Conditions:

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

- (i) **Technical Bid:** All required documents submitted to be online.
- (ii) **Financial Bid:** 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:**

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 Reagents & Chemicals, Glassware, Plastic ware to AIIMS, Bhubaneswar. The sealed enveloped should reached on or before last date & time for submission of e-Tender. i.e before the due date of submission of online bidding.

- a. Undertaking for acceptance of all Terms & Conditions in original **(Annexure- I)**.
- b. Undertaking for Criminal Liability on Non Judicial Stamp Paper worth of Rs. 10/- as per **(Annexure-II)**, duly attested by notary public in original
- c. Details of Make, Model of items, Country of Origin without mentioning price.
- d. Technical Literature/ Catalogues & documents that are technically relevant and supportive to the bid.
- e. Manufacturers Authorisation certificate in case of authorised distributor of OEM **(Annexure- III)**
- f. Item wise catalogue with price (2 Sets) and 2 Nos. of non-writable CD of the Principal Manufacturers.
- g. EMD – Declaration of Bid Security **(Annexure- VII)**

The bidder(s) or their authorized representative(s) may remain present at the scheduled date and time. In case the Scheduled date is declared Holiday the tender shall be opened on next working day.

(i) Technical Bid (Specification):

Name of the E-Tender: Rate Contract for Supply of Laboratory Reagents & Chemicals, Glassware, Plastic ware to AIIMS, Bhubaneswar.

SPECIFICATIONS FOR LABORATORY CHEMICALS, GLASS WARE & PLASTIC WARE ITEMS

1. Laboratory Chemicals and Reagents of high purity standards, Molecular biology and Microbiological Media, Laboratory essentials, ELISA kits, Diagnostic Units, Rapid Diagnostic kits and Related Products
2. Glassware including Silica wares
3. Plastic wares / Lab wares including filters, filtration units/holders, liquid handling products and laboratory essentials

Technical BID (Eligibility Criteria):

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

Sl No.	Details / Particulars	Uploaded (Yes/No)	Page No
A	(To be Mentioned in the Letter head of the Firm). 1. Name & Address of Bidder with phone number, email-id. 2. Specify whether a Proprietorship / Partnership firm/ Company 3. Name of Proprietor /Partner/Managing Director/Director.		
B	Name, address & designation of the authorized person for signing the bid documents. (Authorization should be made in Letter head of the Organisation)		
C	Name, Address, Phone & Fax No. of Branch Office at Bhubaneswar or nearby, if any.		
D	PAN No. (enclose the attested copy of PAN Card)		
E	GST Registration Certificate showing clearly GST no. of the firm		
F	Income Tax Return for the last Three years. (Note: The condition of prior turnover and prior experience may be relaxed for startups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality& Technical Specification. Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.)		
G	Annual Turn Over for last Three Financial Years (Duly signed by Chartered Accountant) along with Financial Statements. (Note: The condition of prior turnover and prior experience may be relaxed for startups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality& Technical Specification. Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.)		
H	Unique GeM Seller ID. (Enclose self-attested copy of relevant document provided by GeM) <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 & void and contract will be dealt accordingly.</i>		
I	Whether the firm is a Registered firm under MSEs, SSI or NSIC (attach copy of certificate). MSME registered bidders are to mention UAM (Udyog Aadhar Memorandum) number issued by MSME. Whether declaration of UAM number by the bidder on CPPP has been made or not.		
J	Undertaking for acceptance of all Terms & Conditions in original (Annexure-I).		
K	Notarised affidavit as per Annexure –II on Indian Non Judicial Stamp Paper of Rs.10/- that (i) No police case is pending against the Proprietor / Partner/ Director of the Firm/Company (Agency). (Indicate any convictions if any against the Company/firm/partner.) (ii) proprietor/firm has never blacklisted by any organization. (iii) We have not quoted the price higher than previously supplied to any Government Institute / Organisation / reputed Private Organisation or DGS&D rate in recent past. (If you don't fulfil these criteria, your tender will be out rightly rejected.)		

Sl no.	Details / Particulars	Uploaded (Yes/No)	Page No
L	Manufacturers' Authorisation form as per Annexure – III (Undertaking by manufacturer of equipment for servicing the equipment & supply of spare parts & labour whenever required for a period of 10 (Ten) years i.e., 5 year warranty & 5 year CMC period.		
M	Whether the item quoted is as per specification, if not, the statement of deviation (Parameter wise) from the tender technical specification must be enclosed. - (Annexure-IV)		
N	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 (Annexure - V) The purchase order copies for same equipment with price supplied to any Govt / PSU/INIs Institute /reputed private Hospital same & similar items may be enclosed in bid documents.		
O	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.		
P	Financial Bid as per Annexure – VI (to be submitted online Only)		-----
Q	Declaration of Bid Security - (Annexure-VII)		
R	Manual Submission of Documents in Original as per Terms of Two Bid Systems in Clause no – (iii)		
S	Bank Details: 1. Beneficiary Name: 2. Bank Name: 3. Account No: 4. IFSC Code: 5. Branch Address :		
T	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.
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. Contract will be awarded on the higher percentage of discount on the catalogue base price (Exclusive of GST) of each make / brand for which the bidder is quoting. Bidder should attach the original company catalogue in the bid.

**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. The Tender** should be quoted only by the actual manufacturer or their authorized distributor/ dealer 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**” i.e., valid authorisation on the date of bid submission and beyond.
- C.** Qualified Bidders are required to arrange a demonstration of the goods/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.
- D.** The selected tendering Firm/Agency/Company shall 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.
- 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 Currency of the contract, he shall forthwith notify AIIMS, Bhubaneswar about such reduction. 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 be deposited at 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 supply of Items.

G. DELIVERY OF THE SUPPLIES/STORES: -

- I. Delivery of stores/ articles shall be F.O.R to Central Store, AIIMS Bhubaneswar. The AIIMS Bhubaneswar is not liable for payments on account of Freight/ Taxes/ allied expenditures, which are to be quoted inclusively by the bidders.
- II. The firm will be bound to supply the ordered items within 30 days. If the bidder fails to supply within the reasonable time, thereafter suitable action as deemed fit, will be initiated. 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. If the vendor supplies any article not as per standard accepted/ sample provided or sub-standard or spurious in nature should be replaced immediately without any fail with no extra cost to the Institute. 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 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 for any inordinate delay in delivery.

- III. **Risk Purchase:** The hospital will recover the general damages or extra expenditure incurred in the risk purchase in case of failure in supply by the bidder within a reasonable time at the risk and cost of bidder and amount paid in excess of rate finalised with the bidder 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.
- IV. All the aspects of safe delivery of goods shall be the exclusive responsibility of the supplier. Piece meal supply, part/partial 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. However, in exceptional circumstances part/partial supply may be allowed with prior intimation regarding same and after approval of competent authority. Part billing is strictly prohibited.
- V. **Late Delivery (LD) Charges:** If the supplier fails to deliver the goods on or before the stipulated date, then Late Delivery charges at the rate of 0.5% per week or part there of shall be levied subject to maximum of 10% of the total order value exceeding 3 days from the stipulated date. (Excluding the date of issue of Supply Order / acceptance letter and date of delivery). Purchaser may also resort to termination of the Supply Order/ contract 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 for any breach of contract. In such a case, bid security of the supplier shall stand forfeited.
- VI. The details of the item needed is mentioned in Financial Bid. However, it is not an exhaustive list and is subject to increase/decrease at the discretion of the competent authority of AIIMS, Bhubaneswar before finalisation of the tender.
- VII. Order shall be issued for tentative annual requirement on actual need basis. No minimum business guarantee is provided by the Institute. Orders shall be placed as and when requirement basis for which the bidder should be ready to deliver within the stipulated period.
- VIII. 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 reduce the discount percentage shall not be entertained at any stage. However, increase in the rate of discount for any or all items, during the currency of contract, shall be welcomed by the Institute.
- IX. The Shelf 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** at 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.
- X. Both on large and smallest units (Bottle/Strips/pack) of the Reagents & Chemicals 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.
- XI. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS) Bhubaneswar while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.

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: -

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 GST & Income Tax Rules and any other deductions as per Government rules only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted. If any item is found to be defective, or not of the desired quality, the payment against such bills shall not be released unless the same has/have been replaced immediately with no extra payment by AIIMS Bhubaneswar.

The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on the bill along with the Bank account details for remittance through e-payment modes. 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.

- 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 valid for contract period plus 2 or more months.

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 supply contract will be valid from the date when the formal Contract Agreement is signed by the bidder(s) in response to the Letter of Award issued by the Institute along with submission of Performance Security Deposit (PSD) and other formalities completed by both the bidder & 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.

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 supply 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 this contract.

N. PERFORMANCE SECURITY DEPOSIT (PSD):

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 (PBG) or Fixed Deposit Receipt (FDR/TDR)” from a nationalized /Commercial Bank valid for minimum 14 months i.e., Contract period of 01 (One) year + minimum 2 (Two) months which is refundable after expiry of the contract or after due completion of all obligations under the contract. Security Deposit (PSD) is liable to be forfeited if the bidder withdraws or impairs or derogates the bid or there is a breach in due performance of the contract in any respect.

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

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. Debarment from bidding.

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

S. Code of Integrity:

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

- (i) Prohibition of
 - (a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - (b) any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - (c) any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.

- (d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- (e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
- (f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- (g) obstruction of any investigation or auditing of a procurement process.
- (h) making false declaration or providing false information for participation in a tender process or to secure a contract;
- (i) Disclosure of conflict of interest.
- (j) 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 VII

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

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

Name of the E-Tender: Rate Contract for Supply of Laboratory Reagents & Chemicals, Glassware, Plastic ware to AIIMS Bhubaneswar.

UNDERTAKING

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

To

**The Director,
AIIMS Bhubaneswar,**

Sir/Madam,

1. The undersigned certify that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. I/We undersigned hereby bind myself/ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR, ODISHA-751019 to supply the approved awarded Equipment/Instruments/Apparatus/items in the approved prices to AIIMS Bhubaneswar.
3. The articles shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Director, AIIMS Bhubaneswar, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
4. I/we undertake to arrange for a demonstration of the Items, if required. Failure to arrange for a demonstration on the given date may lead to cancellation of the bid. Cost of such demonstration shall be borne by me/us.
5. Performance security 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 minimum two month (i.e. for minimum 14 months).
6. If it is deemed necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
7. I/We hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated period positively.
8. If I/We fail to supply the stores in stipulated period the AIIMS Bhubaneswar has full power to compound or forfeit the Bid Security/security deposit.
9. I/We declare that no legal/financial irregularities are pending against the proprietor Partner of the tendering firm or manufacturer.

10. I/we undertake to supply the ordered items within stipulated period and if fail to supply during the stipulated period the necessary action can be taken by the Director, AIIMS Bhubaneswar, India.
11. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
12. I/We undertake that the items supplied are as per Make/Model /Catalogue/ technical literature description.
13. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the Equipment 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.....

Annexure – II

Name of the E-Tender: Rate Contract for Supply of Laboratory Reagents & Chemicals, Glassware, Plastic ware to 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/GST 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 authorised **(Insert Complete name of Bidder)** to Submit a bid the purpose of which is to provide the following Goods, manufactured by us (**insert name and or brief description of the Goods**), and to subsequently negotiate and sign the contract.

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

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

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

Duly authorised to sign this authorisation of behalf of: **(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

Name of the Firm

Sl No.	Order placed by (Full address of Purchaser)	Order No. & date	Value of order	Have the items been Supplied satisfactorily (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 reagents / Chemicals)**

Financial Bid

SNo	Type of Article	Name of the Brands/Company	Company-wise Discount Offered in Percentage (%)
1	Culture Media	Hi Media	
		BD (For Difco)	
		Titan Media	
		Thermo Fisher Scientific India Pvt. Ltd (For Oxoid)	
2	Antibiotic Disks, E-test & Sensititre plates for bacteria and fungi	Hi Media	
		Biomerieux	
		Thermo Fisher Scientific India Pvt. Ltd	
		Liofilchem	
		BD (For Difco)	
3	Laboratory Chemicals & Reagents	Himedia	
		Sigmaaldrich	
		Genetix	
		Qualigen	
		SRL	
		Rankem	
		Merck	
		Avantor /VWR	
		Thermofisher	
		Sakura	
		Milipore	
		Leica	
4	Plastic ware & Glassware	Tarsons	
		Corning (including axygen)	
		Eppendorf	
		Thermofisher including Nunc	
		Abdos	
		Polylab	
		Prolab	
		Borosil	
		HiMedia	
		Bluestar	
		Simport	
		Nice	
		Duran Scotch	
		Merck / Millipore	
		Leica	
		Pathnsitu	
		Rainin	
		Riviera	
		Nunc	
		Synergy	

		Sakura	
		Slee	
		Colepalmer	
		Genaxy	
		Biorad	
		Biocare	
		Yorco	
5	Molecular Biology	Sigma aldrich	
		New England biolabs	
		DSS Takara	
		Zymo	
		Qiagen	
		Thermofisher /Invitrogen	
		GCC Biotech	
		Genei Laboratories	
		MP biomedical	
		Genetix	
		Promega	
		Dako	
		Biocare	
		Pathnsitu	
		Cell Signaling	
		Roche	
		Zytovision	
		Vysis, Abbot Laboratories	
		Dainova	
		Novocrastra (Leica)	
		Millipore	
		Agilent Technology	
		Cell Marque	
		Zeta	
		Bio-Rad	
		Qiagen	
		Abcam	
		Leica Biosystem	
		Santa Cruz	
		B.D For Flowcytometry	
		Advanced Molecular Diagnostic	
		DNA Diagnostic	
		3B Black Bio	
6	ELISA, Rapid tests, LAL assay	J Mitra	
		Alere	
		Tulip	
		Immunoshop	
		Diapro	
		Panbio	
		In bios	
		Hycor	

		Lonza(LAL assay)	
		Bio-Rad	
		Immy diagnostics	
		HYCOR	
		Fungitell(b D Glucan)	
		Binax	
		Abott	
		Vircell	
		Fuller	
		Epitope Diagnostics	
		Savyon Diagnostics	
		Techlab	
		NovaTec Immunodiagnostica	
		Euroimmune	
		Medource Ozone	
		B D Biosciemce	
7	Real-time PCR kits	Altona Real star	
		Fast Track Diagnostics	
		Pathonostics	

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 except applicable GST.
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.
5. Contract will be awarded on the higher percentage of discount on the catalogue base price (Exclusive of GST) of each make / brand for which the bidder is quoting.

Signature of the bidder with seal.

Date:

Place:

Declaration for Bid Security

(To be typed on Company Letter head)

To
The Director
AIIMS Bhubaneswar
Sijua, Patrapada
Bhubaneswar – 751 019.

Refer: e-Tender Number: **11021/014/AIIMSBSR/ACADEMIC/ 2021-22**

Dated: -07-2021

Dear Madam/Sir,

I/We Mr./Ms._____ authorized person to sign the bid document for Tender for Supply of Laboratory Reagents & Chemicals, Glassware, Plastic ware 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, <https://eprocure.gov.in> or 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
 3. Create Users on the above portal
 4. View Notice Inviting Tender (NIT) on the above portal
 5. Download Official Copy of Tender Documents from the above portal
 6. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, BBSR
 7. Bid-Submission on the above portal.
 8. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part
 9. Post-TOE Clarification on the above portal (Optional) – Respond to AIIMSBBSR's Post-TOE queries.
 10. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders)
- For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates:

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

4. Registration:

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

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

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

Bid submission

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

Broad outline of submissions are as follows:

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

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

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

Offline Submissions:

The bidder is requested to submit the following documents offline to **The Sr. Procurement-cum Store Officer, AIIMS, Sijua, Bhubaneswar (Odisha) – 751019** on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (name of the work), the tender number and the words ‘DO NOT OPEN BEFORE’ (due date & time).

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

Public Online Tender Opening Event (TOE)

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

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

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

Other Instructions

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

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

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

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

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

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