



Ref : J-11064(004)/AIIMS BBSR/22-23/06

DEPT OF S&P
AIIMS BHUBANESWAR

E-TENDER

for

Tentage (Tent house arrangement) & Food/
Seating arrangements for the
Delegates/Faculty/Students/ Staffs for the 4th
Convocation
of
AIIMS, Bhubaneswar



Name of the e-Tender : Supply of **Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation**

Notice Inviting E-Tender

E -Tender No. F.NO /AIIMSBBBSR/111064(004)/Convocation/22-23/06 Dated- 24 Aug 2022

The Director, AIIMS Bhubaneswar, invites E-Bids in Two Bid System (i.e. Technical Bid and Financial Bid) from eligible Firms online through C-PPPortal as per terms and conditions contained in this document for satisfactory performance for Supply of **Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation** at AIIMS Bhubaneswar as per the Specifications mentioned in Technical Bid.

The Bidder is expected to examine all Instructions, Terms and Conditions, Forms, and specifications in the bidding document. The bid should be complete and in the prescribed format as per the requirement of the bid document. **The bid should not be conditional.** Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in all respect will be at the Bidder's risk and may result in rejection of the bid.

The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 and revised order on 04.06.2020 and 16.09.2020 of MoC&I (DIPP), Govt. of India and the condition of prior turnover and prior experience may be relaxed for start-ups (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.

Name of the e-Tender : Supply of Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation at AIIMS, Bhubaneswar.

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Sr. Procurement-cum Store Officer
AIIMS, Bhubaneswar

E-TENDERING SCHEDULE

Name of the e-Tender : Supply of Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation at AIIMS, Bhubaneswar.

- Date of availability of E-Tender document in the AIIMS BBSR E-Tendering Solution portal : As per e-Tendering Portal of AIIMS Bhubaneswar <https://www.tenderwizard.com/CPPPortal/AIIMSBBSR>, www.aiimsbhubanewar.edu.in and CPP Portal www.eprocure.gov.in for downloading/ participating
- Last Date of downloading/ participating in the E-Tendering Solution for this E-Tender : As per e-Tendering Portal of AIIMS BBSR <https://www.tenderwizard.com/CPPPortal/AIIMSBBSR>
- Date, Time & Place of submission of Hard Copies of indicated/ desired documents in the Sealed Envelope : As per e-Tendering Portal of AIIMS, Bhubaneswar <https://www.tenderwizard.com/CPPPortal/AIIMSBBSR> in the Tender box kept in the Office of the Sr. Procurement-cum Store Officer, Academic Building, AIIMS, Bhubaneswar -751019 (Odisha)
- Date, Time & Place of Opening of Technical Bid : The Technical Bid will be opened online as per the schedule given in the <https://www.tenderwizard.com/CPPPortal/AIIMSBBSR>
- 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/CPPPortal/AIIMSBBSR> and payable to <https://www.tenderwizard.com/CPPPortal/AIIMSBBSR> **directly by the prospective Bidder.**
- Bid Security/ EMD : **Rs. 25,000.00**

Important Dates of Tender

Issue / Publishing Date	:	Dt. 24 Aug 2022
Last date and time of submission of e-tender	:	Dt. 09 Sep 2022, at 11:00 AM
Date & time of Pre-bid Conference	:	Dt., 02 Sep 2022 at 15.00 Hr at All India Institute of Medical Sciences, Bhubaneswar - 751019
Date & time of opening of e-Tender	:	Dt., 09 Sep 2022 at 12.00 PM
Date & time of opening of Financial Bid	:	To be notified in due course in the portal

INSTRUCTIONS TO BIDDERS (ITB)

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

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

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

1.4 Bidder' Eligibility: Tender should be quoted only by the bidders those who are having experience to handle related functions.

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

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

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

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

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

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

1.5 Bidders are required to quote strictly as per technical specifications advertised in the e-Tender. Deviation if any to specification, must be brought out clearly giving deviation statement in **Annexure-III**.

1.6 Earnest Money Deposit (Bid Security):

SL NO	Description	EMD (Rs.)
1	Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation	25,000.00

1.6.1 The bidder needs to submit **Bid Security in the form of FDR duly endorsed in favour of AIIMS Bhubaneswar** and its legible scanned copy must be uploaded in the E-Tendering Solution and Hard copy of the EMD should be submitted along with Technical Bid in the Tender Box kept in the Office of Sr. Procurement-cum Store Officer, Academic Block, AIIMS Bhubaneswar -751 019 on or before the Date and Time of Submission of e-Bid.

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

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

1.7 Pre-Bid Conference (PBC):

All the prospective bidders are requested to attend the Pre-Bid Conference at Board Room, Academic Block, AIIMS Bhubaneswar on **12 Aug 22 at 3.00 PM** to have a clear understanding on schedule of requirements, specifications and on terms & conditions of the tender. After due deliberation, changes if any may be incorporated in the tender document and will be uploaded on our official website as “Corrigendum”. Therefore, bidders may submit their bid accordingly as per changes if any incorporated after PBC. No press advertisement will be made for corrigendum(s).

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

1.8 Clarification of bidding documents:

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

A prospective bidder requiring any clarification of the bidding documents shall contact the purchaser in writing at the purchaser’s e-mail address i.e. stokee_tapan@aiimsbhubaneswar.edu.in & 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.

1.9 Amendments in Bidding Documents:

(i) 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.

(ii) 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.

1.10 Terms of Two Bid System:

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

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

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

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

1.10.2.2 All quoted rates should be inclusive of packing & transportation charges, and GST (percentage of GST must be mentioned clearly).

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

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

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

1.10.3 Manual Submission of Following Document in 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 Supply, Installation & Commissioning of *Equipment* at AIIMS, Bhubaneswar. The sealed envelope should reach on or before the last date & time of submission of e-Tender online.

- a. EMD as per tender terms and condition.
- b. Undertaking for acceptance of all Terms & Conditions as per **Annexure- I**.
- c. Notarised affidavit on Indian Non-judicial stamp paper of Rs.10/- as per **Annexure-II**
- d. The statement of deviation (parameter wise) from the tender technical bid specification as per **Annexure – III**.

1.11 Withdrawal, Substitution and Modification of Tender:

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

1.13. Procurement outside GeM:

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

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

1.14. Bid Opening:

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

1.15 Evaluation of Bid :

The bid will be evaluated as per the documents asked in this bid and contract will be awarded to the bidder who has **quoted lowest price for tentage and food supplies taken together.**

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

2.0 GENERAL TERMS AND CONDITIONS :

2.1 The validity of the Bid /Tender Document shall be for **180** days from the date of opening of the bid.

2.2 The Bidder should state categorically whether they have fully trained staffs for executing the important services related to food delivery and distribution in different places during the Convocation. The details are mentioned in the technical specification and scope of work required for the said work. **Food will not be prepared in AIIMS premises. However the Technical Committee will visit the site and check the cleanliness and hygienic condition of the food preparation area.**

2.3 Rate: Rates should be quoted in Indian Rupees (INR) on F.O.R destination Basis i.e.at AIIMS, Bhubaneswar, Odisha, Inclusive of all the Charges, with break-up as:

- Basic Cost.
- GST as applicable.
- Total Cost (F.O.R at AIIMS Bhubaneswar).
- **The rate to be quoted column-wise against the respective heads and order to be placed to the cumulative L1 bidder based on total cost (Basic cost + GST).**

2.4 Validity: The quoted rates must be valid for a period for 60 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

2.5 In case the tenderer withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the Earnest Money Deposit shall be forfeited without assigning any reason thereto. The Tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original Tender on mutual consent.

3. QUALIFICATION CRITERIA

The Bidder should have the turnover of minimum Rs.40.00 lakh and above per annum (Certified copy from the Chartered Accountant to be produced) and should have valid food and catering license.

Xerox copy of the following documents duly attested by the proprietor/ Partner/ Director must be submitted along with the technical bid:

- a) Income tax Return (Last 3 years i.e. 2019-20, 2020-21, 2021-22)
- b) Balance Sheet and Profit & Loss Account - last 3 years
- c) PAN
- d) GST Certificate
- e) Municipal License/ Trade License
- f) EPF/ ESI registration of employees
- g) Work orders/ Work Completion Certificate of similar nature of work (Tent house work and catering services) completed earlier from other reputed Institute/ Organizations (Minimum 2nos.)
- h) All pages of the tender document should be signed and sealed by the bidder and should be numbered serially.

4. PERFORMANCE SECURITY:

- (a) The successful tenderer will be required to furnish a Performance Security Deposit value i.e. Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of FDR from any Scheduled Bank duly pledged in the name of the "**All India Institute of Medical Sciences, Bhubaneswar**". The EMD/Security money deposit can be forfeited by this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory

performance as per the Contract Agreement. EMD/Performance Security should be kept valid upto 60 days after completion of obligations under the contract.

5. **Payment Term:** 100% payment of the total order value shall be released after the successful completion of Service. Payment will be made as per actual supply **(As per the token collected by the supplier)** as per Purchase Order. **The provision of Advance/Part payment is not permissible.**

(a) The Vendor guarantees that the food supplied by them is checked and as per existing food safety standard. The vendor is also to ensure that there is no problem to the erected tents and it's full safety. The Vendor will be required to pay a penalty of Rs. 50,000/-(Rupees Fifty Thousand only) if there is any problem in quality of food, transportation of food and distribution of food. The food will be inspected **by the Catering Committee of Convocation.**

(b) Penalty Amount, will be recovered from the 100% bill of the Supplier, the Performance Security/ Bank Guarantee Deposit given by the Vendor.

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

6. **Fall Clause:** If at any time during the Contract period, the Manufacturer/Distributor/Dealer reduces sale price or sells or offers to sell such stores, as are covered under the contract to any person/Organisation including the purchaser or any Department of Central Government of any Department of AIIMS, Bhubaneswar Hospital/PSUs at a price lower than the price chargeable under the contract. The benefit of such price reduction would be passed on to AIIMS, Bhubaneswar by the Agency, If any such price reduction in case for any of above approved item come to the notice of AIIMS Bhubaneswar, the Vendor is liable to pass on correspondingly reduction of price to AIIMS, Bhubaneswar and deposit such reduction price difference to AIIMS Bhubaneswar, in case of supplied items from the date of coming in to force of such reduction or AIIMS Bhubaneswar will deduct the such difference amount from the pending bills/ Performance Security Deposit to recover the loss to the Government.

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

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

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

9. Any complementary scheme offered by the supplier shall be provided to the AIIMS Bhubaneswar with no additional cost.
10. **Insolvency etc.:** In the event of the Vendor/Agency/Authorized Dealer being adjudged insolvent or having a receiver appointed for it by a court or any other under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Bhubaneswar shall have the power to terminate the contract without any prior notice.
11. **Right to call upon information regarding status of contract:** The AIIMS, BBSR will have the right to call upon information regarding status of contract at any point of time.
12. **Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Bhubaneswar, Odisha and all obligations here under shall be deemed to be located at Bhubaneswar, Odisha and Court within Bhubaneswar, Odisha will have Jurisdiction to the exclusion of other courts.
13. **Obligation of the Vendor:** The Vendor shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The vendor shall keep AIIMS, Bhubaneswar fully indemnified against liability of tax, interest, penalty if any imposed by any authority in connection with this contract.
14. Bidder shall submit the Tender with each page signed with seal to confirm the acceptance of the entire Terms & Conditions as mentioned in the tender enquiry document.
15. After due evaluation of the bid(s) Institute will award the contract to the responsive tenderer who has quoted the lowest Price (both price for tent house and food supplies taken together). The L1 bidder has to complete the allotted tentage work at the designated places as per Purchase Order terms and conditions positively for verification by authorities.
16. Conditional Bids will be treated as unresponsive and therefore may be rejected.
17. ***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 tender at any time without assigning any reason.***

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 Office near to Buyer location		
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(2019-20, 20-21,21-22).		
G	Annual Turn Over for last Three Financial Years{(2019-20, 20-21,21-22)} (Duly signed by Chartered Accountant) (Note: the condition of prior turnover and prior experience may be relaxed for startups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality& Technical Specification. Therefore bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.)		
H	Details of the Earnest Money Deposit (EMD) ₹.25,000/- (Rupees Twenty Five Thousand only). EMD will be accepted in the form of FDR or BG (Bank Guarantee). {DD (Demand Draft) will not be accepted}.		
I	Firms registered with NSIC (for the said services) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate).		
J	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.		
K	Undertaking for acceptance of all Terms & Conditions in original (Annexure-I) .		
L	Notarised affidavit as per Annexure –II on Indian Non Judicial Stamp Paper of ₹.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. (If you don't fulfil these criteria, your tender will be out rightly rejected.)		
N	Whether the items quoted is as per specification, if not,		

	The statement of deviation (Parameter wise) from the tender technical specification must be enclosed. - (Annexure-III)		
O	Have you previously supplied these items to any government / reputed private organization? If yes, list of Major Customers may be given on a separate sheet and proof of previous satisfactory supply, if any (Annexure - IV)		
P	The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 and revised order dated 04 Jun 2020 of MoC&I (DIPP), Govt. of India, therefore bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.		
T	Manual Submission of Documents		
U	Bank Details : 1. Beneficiary Name : 2. Bank Name : 3. Account No : 4. IFSC Code : 5. Branch Address :		
V	Any other information, if necessary		

SCOPE OF WORK

Technical Specifications

Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation at AIIMS, Bhubaneswar.

Sl No	Description	Quantity
1	Round Table	20
2	Steel Chair	200
3	Stand Fan	05
4	Food Stall	7 stalls (Nursing College – 03, Examination Hall-02, LT-02)
5	Buffet for Guest (50 persons) (Including Crockery & adequate serving persons in all locations)	As per lunch menu
6	Food delivery staff (In proper dress code)	03 nos. per stall
7	a. Roof cover to protect from rain (Tarpaulin Cover) b. Roof ceiling with best quality cloth c. Matting floor (green cloth) Decorative walling all around	2000 Sq ft (40'X50')
8	Box Gate (well decorated, standard size with flex)	2 Nos
9	Wash Basin (At the Buffet area)	2 No.
10	Dustbin	Adequate nos. in each area (Minimum 02)
11	<u>Lunch Menu-</u> Jeera Rice, Paratha, Dal Fry (Arhar), Dry Mix Veg, Paneer Butter Masala, Gulab Jamun/ Rasgullah, Green Salad, Mineral Water Bottle (300 ml) Bisleri/ Aqua including adequate manpower for serving.	(1750 Approx.) with good quality of food (10 days prior to the Convocation, we will intimate the exact no. of Food tray required for the programme).
12	<u>Tiffin Packets</u> Veg Cutlet-01, Samosa-01, Gulab Jamun-01, Tomato Ketch up-01, Mineral Water Bottle (300 ml) Bisleri/ Aqua -01, Tea/ Coffee.	(Total Qty -600 Approx. Pkt) (in 3 phases) (10 days prior to the Convocation, we will intimate the exact no. of Food tray required for the programme).
13	<u>Coupon</u> For Lunch & Tiffin, a coupon is to be separately printed with each serially numbered from 01 onwards.	(10 days prior to the Convocation, we will intimate the exact no. required for the programme).
14	Food will be served in good quality Plastic tray (disposable) with spoon, all the above said food items are to be nicely packed in the tray. It should be properly sealed with transparent sheet at AIIMS premises.	
15	For Buffet, the necessary arrangement for 300 persons will be separately arranged with good quality crockery and serving staff with good dress.	
16	Transportation of the Food trays from one place to another in a proper package.	
17	You have to follow the State & Central Govt Covid guidelines very strictly.	
18	All the above terms and conditions may change according to Covid guidelines, even if the technical and Finance bid is finalised.	
19	Food will not be prepared in AIIMS premises. However, the Technical Committee will visit the site and check the cleanliness and hygienic condition of the food preparation area.	







Annexure-I

Name of the E-Tender : Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation 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 food served and tentage shall be in the approved prices to AIIMS Bhubaneswar.
3. The food preparation 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 food, packaging and also supply mode as per the terms and conditions of tender.
5. I/We hereby undertake to supply of the food and tentage items during the validity of tender as per directions given in supply order within stipulated period positively.
6. I/We undertake that the items supplied are as per the scope of the tender.
7. If I/We fail to supply the Food and tentage in stipulated period, necessary action can be taken by the Director, AIIMS Bhubaneswar who has full power to compound or forfeit the Bid Security/ Security deposit.
8. If it is deemed necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
9. Performance security of 3% of the cost of the supply value shall be deposited by me/us in the form of FDR/ Irrevocable Bank Guarantee in favour of All India Institute of Medical Sciences, Bhubaneswar on award of the contract from a Nationalised / Commercial Bank and shall remain in the custody of the Director, AIIMS BBSR till the validity of the warranty period plus two month (i.e. valid for 62 months from date of installation).
10. I/We declare that no legal/financial irregularities are pending against the proprietor Partner/Director of the tendering firm or manufacturer.
11. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Government of India institute at the prices and rates not exceeding those mentioned in the Financial Bid.

12. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
13. I/we have necessary infrastructure for the tent house arrangement and food supply and distribution.
14. As per the Circular No. F.6/18/2019-PPD issued by Ministry of Finance, Dept of Expenditure dated **23 Jan 20** and DO No.214/CEO-GeM/2020 dated 10.11.2020 regarding procurement of goods/ services outside GeM, bidders are required to submit documents in support of their registration with GeM i.e., Unique GeM Seller Id. with their bid. We have submitted GeM Seller Id. with the bid / we hereby to submit an undertake that GeM seller Id. will be provided at the time of award of contract positively failing which the contract may be treated as null & void and will be dealt suitably (tick appropriate line).
15. 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: **Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation at AIIMS, Bhubaneswar**

CRIMINAL LIABILITY UNDERTAKING

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

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

Resident of

do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director /authorized signatory of M/s.
2. No police case and/or case by CBI/FEMA/Income Tax/ Sales Tax authorities are pending against the Proprietor / Partner /Director of the firm/ company (Agency) and also against the firm/ company.
(Indicate any convictions if any against the above persons or Firm/ Company.)
3. The Proprietor / Partner /Director of the firm/ company (Agency) and also the firm/ company has never been blacklisted/ debarred/ banned by any Government authority/ organisation within last three years.
4. The firm/company has not been declared insolvent, bankrupt, not in receivership, or being wound up, not have its affairs administered by a court or a judicial officer.
5. To our best of knowledge and belief, none of the Proprietor/Partner/Director of the firm/ company is the near relations of executives of Procuring Entity involved in this Tender Process.
6. 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.

Signature

(Name)

Seal of the participating Bidder Company

Affirmation/Verification
By Notary Public

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 (Equipment)	Have the items been installed & commissioned satisfactorily (Yes/No)

Signature and seal of the manufacturer / Bidder

Place :

Date :

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

Financial Bid

Name of the E-Tender **Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation at AIIMS, Bhubaneswar**

Sl No.	Description	Quantity required	Units	Basic cost per unit	GST(%)	Total Amount (Basic Cost +GST) (Rs)
TENTAGE						
1	a. Roof cover to protect from rain (Tarpolin Cover) b. Roof ceiling with best quality cloth c. Matting floor (green cloth) d. Decorative walling all around	2000/- sq.ft.	Per 1sq.ft.			
2	Box Gate (well decorated, standard size with flex) + Music System	02	Entrance (01)			
3	Round Table with cover	20				
4	Steel Chair with cover	200				
5	Stand Fan	05				
6	Food Stall	2 stalls				
7	Food Stall (Packed Tray as per menu) (Different locations)	7 stalls				
8	Utensils like Plates (bone china), Spoons (Good quality)	For 50 persons				
9	Cheff in dish items (Good quality)	3 nos.	One Person/Per item			
10	Wash Basin	02				
11	Dustbins (Adequate Nos.)	3 in each location				
CATERING/ FOOD						
12	Jeera Rice, Paratha, Dal Fry (Arhar), Dry Mix Veg, Paneer Butter Masala, Gulab Jamun/ Rasgullah, Green Salad, Mineral Water Bottle (300 ml) Bisleri/ Aqua	50 (Buffet)	Per person			
		1750 (Plastic Tray)	Per person			
13	Veg Cutlet-01, Samosa-01, Gulab Jamun-01, Tomato Ketch up-01, Mineral Water Bottle (300 ml) Bisleri/ Aqua -01, Tea/ Coffee.	600 (3 Phases)				
	GRAND TOTAL : (A)					
	Total cost for organizing the event (Tentage + Lunch for 1800 persons) including GST = GRAND TOTAL (A)					
	Cost per Person = GRAND TOTAL (A) / 1800					

The Cost per person shall be taken into account for evaluation of L1.

Form of Performance Guarantee / Bank Guarantee Bond

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

1. We, (hereinafter referred to as “the Bank”) hereby undertake to pay to the AIIMS Bhubaneswar an amount not exceeding Rs. (Rupees..... Only) on demand by the AIIMS Bhubaneswar.
2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the AIIMS Bhubaneswar stating that the amount claimed as required to meet the recoveries due or likely to be due from the said vendor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupeesonly)
3. We, the said bank further undertake to pay the AIIMS Bhubaneswar any money so demanded notwithstanding any dispute or disputes raised by the vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the vendor(s) shall have no claim against us for making such payment.
4. We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the AIIMS Bhubaneswar under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Director AIIMS Bhubaneswar on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Vendor(s) and accordingly discharges this guarantee.
5. We, (indicate the name of the Bank) further agree with the AIIMS Bhubaneswar that the Institute shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Vendor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said vendor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Vendor(s) or for any forbearance, act of omission on the part of the AIIMS Bhubaneswar or any indulgence by the AIIMS Bhubaneswar to the said Vendor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Vendor(s).

7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the AIIMS Bhubaneswar in writing.
8. This guarantee shall be valid up tounless extended on demand by the AIIMS Bhubaneswar. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

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

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

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

Contract Form
(To be made on Rs 100.00 Non-Judicial Stamp/E Stamp Paper)
FORMAT of Contract Agreement for

Name of the E-Tender : **Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation at AIIMS, Bhubaneswar**

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

BETWEEN

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

WHEREAS the '**Client**' is desirous to engage the '**Vendor**' for supplying **Tentage (Tent house arrangement) & Food/ Seating arrangements for the Delegates/Faculty/Students/ Staffs for the 4th Convocation at AIIMS, Bhubaneswar** on e-Tender basis at AIIMS Bhubaneswar for which the '**Vendor**' has accepted the terms and conditions as per the Tender document for execution and completion of the above said contract as per the terms and conditions specified.

Terms & Conditions of the Contract Agreement:

1. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (a) Notice Inviting E-Tender, Instruction to Bidders (ITB).
 - (b) General Conditions of Contract (GCC).
 - (c) Special Condition of Contract.
 - (d) Technical Specification
 - (e) Technical and Financial Bid
 - (f) Clarifications of Pre Bid queries and amendment/ corrigendum published before bid opening.
 - (g) Amendment/corrigendum on technical specifications.
 - (h) All the correspondence till award of contract i.e. Notification/Letter of Award.
 - (i) Supply/Purchase Order placed to the vendor
 - (j) Payment Terms: as per Terms & Conditions of the Tender Document

2. Penalty & Recovery of Sums Due:

- (a) The Vendor guarantees that the food supplied by them is checked and as per existing food safety standard. The vendor is also to ensure that there is no problem to the erected tents and it's full safety. The Vendor will be required to pay a penalty of Rs. 50,000/-(Rupees Fifty Thousand only) if there is any problem in quality of food, transportation of food and distribution of food.
- (b) In case the Penalty Amount is not paid by the Vendor, then AIIMS, Bhubaneswar will recover the same from the Performance Security/ Bank Guarantee Deposit given by the Vendor.

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

with purchase order/supply order.

4. **Fall Clause:** If at any time during the Contract period, the Manufacturer/Distributor/Dealer reduces sale price or sells or offers to sell such stores, as are covered under the contract to any person/Organisation including the purchaser or any Department of Central Government of any Department of AIIMS, Bhubaneswar Hospital/PSUs at a price lower than the price chargeable under the contract. The benefit of such price reduction would be passed on to AIIMS, Bhubaneswar by the Agency, If any such price reduction in case for any of above approved item come to the notice of AIIMS Bhubaneswar, the Vendor is liable to pass on correspondingly reduction of price to AIIMS, Bhubaneswar and deposit such reduction price difference to AIIMS Bhubaneswar, in case of supplied items from the date of coming in to force of such reduction or AIIMS Bhubaneswar will deduct the such difference amount from the pending bills/ Performance Security Deposit to recover the loss to the Government.

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

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

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

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

8. **Performance Security:** The Vendor/Agency/Authorized Dealer have to furnish Performance Security of Rs. (Rupees) **(Performance Security Amount as per Purchase Order)** in shape of FDR/ TDR/ Irrevocable Bank Guarantee in the name of All India Institute of Medical Sciences, Bhubaneswar. The Performance Security should be kept valid for 62 months i.e. Five years + Two months after completion of obligations under the contract.

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

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

11. **Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Bhubaneswar, Odisha and all obligations here under shall be deemed to be located at Bhubaneswar, Odisha and Court within Bhubaneswar, Odisha will have Jurisdiction to the exclusion of other courts.

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

13. statutory authority of this contract and paid on behalf of the vendor.

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

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

IN WITNESS WHERE OF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Bhubaneswar in the presence of the witness:

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

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 [CPPPortal/AIIMSBBSR,https://eprocure.gov.in](https://eprocure.gov.in) or www.aiimsbhubaneswar.edu.in

Instructions:

1. Tender Bidding Methodology:

Two Stage Online Bidding

2. Broad outline of activities from prospective Bidders:

1. Procure a Class III Digital Signature Certificate (DSC)
2. Register on the e-Procurement portal CPPPortal/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, 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 CPPPortal i.e. /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.

Processing Fee: Firm have to pay processing fee (Max Rs. 2000/- + 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/ Bid Security Declaration.
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