

# अखिलभारतीयआयुर्विज्ञानसंस्थान, मंगलगिरी

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI

Guntur, Andhra Pradesh – 522503

*A CAB under Ministry of Health & family Welfare, Government of India*

**Tender No. AIIMS/MG/STORE/ENT/Tender/2021-22/Portable Endoscopy Unit**

## **NOTICE INVITING TENDER “FOR PROCUREMENT OF PORTABLE ENDOSCOPY UNIT FOR ENT DEPARTMENT” AT AIIMS, MANGALAGIRI**

**Director, ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI** invites online tenders under Two Bids System (Technical and Financial) for Tender for procurement of Portable Endoscopy Unit for ENT department at AIIMS, Mangalagiri as detailed below in complete accordance with enclosed tender document.

<b>CRITICAL DATES &amp; DATA</b>	
Mode of Tender	E- Tender
Type of Bid	Two Cover Bid
Tender Publishing Date	08 / 09 / 2021
Last date and time for submission of Tender	18 / 09 / 2021 06.00 PM
Date and time for opening of tender	20 / 09 / 2021 10.00 AM
EMD	Exempted
For viewing, quoting the detailed NIT and Qualifying Requirement, bidders may also visit our website	<a href="http://aiimsmangalagiri.edu.in">http://aiimsmangalagiri.edu.in</a> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>

**Disclaimer:** This Tender is not an offer by the All-India Institute of Medical Sciences, Mangalagiri but an invitation to receive offer from vendors/bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officers of the All-India Institute of Medical Sciences, Mangalagiri with the vendor/ bidder.

## ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) MANGALAGIRI

Old TB Sanatorium Road, Mangalagiri Guntur (AP), 522503 (India)

Website: <https://www.aiismangalagiri.edu.in/>

Tendering Portal: [www.eprocure.gov.in](http://www.eprocure.gov.in),

### Tender Notice

Tender No. AIIMS/MG/STORE/ENT/Tender/2021-22/Portable Endoscopy Unit

### Public Tender

The Director, AIIMS Mangalagiri invites Tenders in Two Bid System (i.e. Technical and Financial Bid) from reputed, experienced original Manufacturer/authorized distributors of the following equipment's through on-line e-procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in)

**Table 1: -**

Sr. No.	Item Description	Req. Qty.	Tentative Cost	EMD
1	Portable Endoscopy Unit for ENT department	1 No.	Rs. 1,50,000/-	NIL

Bidders can download complete set of bidding document from e-procurement platform [www.eprocure.gov.in](http://www.eprocure.gov.in)

The Tender notice and Tender documents are also available in our website: [www.aiismangalagiri.edu.in](http://www.aiismangalagiri.edu.in), [www.eprocure.gov.in](http://www.eprocure.gov.in)

Bidders have to submit the bids online by uploading all the required documents through [www.eprocure.gov.in](http://www.eprocure.gov.in) Bids for this tender will be accepted through online only.

The Director, AIIMS Mangalagiri reserves the right to accept or reject any quotation in full or part thereof without assigning any reason.

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. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid. The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 of MoC&I (DIPP), Govt. Of India, therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim. The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Mangalagiri will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

**Manual bids and conditional bids will not be accepted under any circumstances and will be out rightly rejected.**

A.O. (Procurement),  
For Director, AIIMS Mangalagiri

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The Director, AIIMS Mangalagiri, invites E-Bids in Two Bid System (i.e., Technical and Financial Bid) from eligible Manufacturers / Direct Importers/ Authorized distributor online through E-procurement solution portal <https://eprocure.gov.in/> for: – Procurement of Portable Endoscopy Unit for ENT department at AIIMS, Mangalagiri on mutually agreed terms and conditions and satisfactory performance

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/>

### **1. REGISTRATION**

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/> ) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- b) As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

### **2. SEARCHING FOR TENDER DOCUMENTS**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

### **3. PREPARATION OF BIDS**

- a) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.

- b) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- c) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **4. CORRIGENDUM**

- a) At any time prior to the deadline for submission of bids, the purchaser may, for any reason deemed fit by it, modify the Tender Enquiry Document by issuing suitable Corrigendum to it.
- b) Corrigendum in technical specification issued after pre-bid meeting will be final & no corrigendum will be issued thereafter.
- c) Corrigendum will be notified through <https://eprocure.gov.in/eprocure/app> and website of AIIMS Mangalagiri.

#### **5. SUBMISSION OF BIDS:**

- a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and upload it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- d) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders will be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology.
- f) Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opens public keys.

- g) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- i) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **6. ASSISTANCE TO BIDDERS**

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be call directed to the 24x7 CPP Portal Helpdesk.

Institute website: <http://aiimsmangalagiri.edu.in>

E-Tendering Portal: <https://eprocure.gov.in/eprocure/app>

For any technical related queries please call at 24 x 7 Help Desk Number  
0120-4001 002, 0120-4001 005, 0120-6277 787

Email Support: [cpp-doe@nic.in](mailto:cpp-doe@nic.in) , [support-eproc@nic.in](mailto:support-eproc@nic.in)

Tender queries: [admin.stores@aiimsmangalagiri.edu.in](mailto:admin.stores@aiimsmangalagiri.edu.in)

## **GENERAL INSTRUCTIONS TO BIDDERS (GIB)**

### **1. Preamble:-**

- a) **Eligibility of Bidders:-** Before formulating the tender and submitting the same to the purchaser, the bidder should read and examine all the terms, conditions, instructions, checklist, Technical specifications, etc. contained in the Tender documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these tender documents may result in rejection of its tender.
  - b) **Availability of fund:-** Expenditure to be incurred for the proposed purchase will be met from the funds available with the purchaser/consignee
  - c) **Language of Tender:-**The tender submitted by the bidder and all subsequent correspondence and documents relating to the tender exchanged between the bidder and the purchaser, shall be written in English language, unless otherwise specified in the Tender Enquiry. However, the language of any printed literature furnished by the bidder in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail.  
The tender submitted by the bidder and all subsequent correspondence and documents relating to the tender exchanged between the bidder and the purchaser, may also be written in the Hindi language, provided that the same are accompanied by English translation, in which case, for purpose of interpretation of the tender etc, the English translations shall prevail.
  - d) **Tendering Expenses:-** The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. The purchaser will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.
  - e) **Corrigendum to Tender Documents:-**
    - a) At any time prior to the deadline for submission of bids, the purchaser may, for any reason deemed fit by it, modify the Tender Enquiry Document by issuing suitable Corrigendum to it.
    - b) Corrigendum in technical specification issued after pre-bid meeting will be final & no corrigendum will be issued thereafter.
    - c) Corrigendum will be notified through <https://eprocure.gov.in/eprocure/app> and website of AIIMS Mangalagiri i.e. [www.aiismangalagiri.edu.in](http://www.aiismangalagiri.edu.in).
  - f) **Clarification of Tender Documents: -**
    - a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
    - b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be call directed to the 24x7 CPP Portal Helpdesk.
- ### **2. Tender currencies: -**
- a) The bidder supplying indigenous goods or already imported goods shall quote only in Indian Rupees (INR).
  - b) Bids, where prices are quoted in any other way shall be treated as non - responsive and will be rejected.
- ### **3. Tender Prices: -**
- a) The bidder shall indicate all specified components of prices shown therein on the Price Schedule provided in BoQ including the unit prices, applicable taxes and total bid

prices of goods and services. It proposes to supply against the requirement. The entire column shown in BoQ should be filled up as required. Cost per Test will be considered for Price evaluation.

- b) After due evaluation of the bid(s) Institute will award the contract to the responsive bidder, who has quoted the lowest Price per test on cumulative basis as per category.
4. **Firm Prices:** - The quoted rates must be valid for a period for 180 Days from the date agreement. 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
5. **Bid validity:** -
  - a. The bids shall remain valid for acceptance for a period of 180 days (One hundred and Eighty days) after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
  - b. In exceptional cases, the bidders may be requested by the purchaser to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by email. The bidders, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender.
  - c. In case the day up to which the tenders are to remain valid falls on / subsequently declared a holiday or closed day for the purchaser, the tender validity shall automatically be extended up to the next working day.
6. **Non- responsive tender:** -Non submission of the following are some of the important aspects, for which a tender shall be declared non – responsive during the evaluation and will be ignored:
  - a) Tender Acceptance Form as per Annexure-I (signed & stamped) not uploaded.
  - b) Bid validity is shorter than the required period.
  - c) Required Bid Security (Amount, validity etc.)/ Exemption documents have not been uploaded as per stipulated provisions.
  - d) Bidder has not agreed to give the required performance security of required amount in an acceptable form for due performance of the contract.
  - e) Bidder has not agreed to other essential condition(s) specially incorporated in the Tender document like terms of payment, liquidated damages clause, comprehensive warranty clause, dispute resolution mechanism, and applicable law.
  - f) Poor/unsatisfactory past performance.
  - g) Bidders who stand de-registered/ banned/ blacklisted by any Central Govt. Ministries/ Departments/ Hospitals/Institutes.
  - h) Bidder has not agreed for the delivery terms and delivery schedule.
7. **Discrepancies in Prices:** The Bidder(s) shall quote Rate up-to two decimals only. Bidder(s) to note that only first two decimals shall be considered for evaluation if quotation having more than two decimals.
8. **Price Preference Policy and Exemption for submission of various eligibility Criteria documents to the Bidder Registered under Make in India Initiative:** -

The Bidder Companies, those have registered under Make in India initiative and producing their products under “**Make in India Policy of Government of India**” shall be given Price Preference as per Govt. of India applicable Rules and Guidelines on submission of relevant certificate (i.e. Make In India Certification) for availing the Price Preference and Exemption for submission of exempted documents against this bid along with their Pre-Qualification Bid Documents. If the no bidder will upload/submit the requested “Make in India” Certificate along with their Bid, it will be treated as open tender bid and no preference shall be given to such BIDDERS on producing “Make in India” Certification in later bid stage.

**Price preference to “Make in India” product shall be as follows:**

- a. If the “Make in India” product and other products are at the same price range, preference shall be given to “Make in India” product.
- b. If the “Make in India” product is not L1, however it is with in the 5% range of L1 price, option shall be given to the “Make in India” product to match the L1 price and to quote a price lower than L1 vendor.

In addition, as per recent instructions, dt. 23.6.2020, no. 39-60/2020-A.C from Ministry of Consumer Affairs, Food & Public Distribution, any item made in China cannot be purchased.

**9. Bidder’s capability to perform the contract:**

- a) The purchaser, through the above process of tender scrutiny and tender evaluation will determine to its satisfaction whether the bidder, whose tender, has been determined as the lowest evaluated responsive tender is eligible, qualified and capable in all respects to perform the contract satisfactorily. If, there is more than one schedule in the Schedule of Requirements, then, such determination will be made separately for each schedule.
- b) The above-mentioned determinations will inter-alia take into account the bidder’s financial, technical and production capabilities for satisfying all the requirements of the purchaser as incorporated in the Tender document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the bidder in its tender as well as such other allied information as deemed appropriate by the purchaser.

**10. Contacting the Purchaser:** In case a bidder attempts to influence the purchaser in the purchaser’s decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the bidder shall be liable for rejection in addition to appropriate administrative actions being taken against that bidder, as deemed fit by the purchaser.

**11. Purchaser’s Right to accept any tender and to reject any or all tenders**

The purchaser reserves the right to accept in part or in full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidders.

**12. Scrutiny and Evaluation of Tenders:-**

- i) Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the bidders in their tenders.
- ii) The Purchaser will examine the Tenders to determine whether they are complete, devoid of computational errors required sureties furnished, and documents signed & stamped duly.
- iii) The Tender/Bid will be opened online at <https://eprocure.gov.in/eprocure/app> in the O/o Store officer at AIIMS Mangalagiri Premises at designated bid opening.
- iv) Financial bids will be opened only for the Technically qualified bidders.
- v) In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the bid. No information of any sat will be given to individual bidders.

**13. Signing of Contract:** The successful bidder shall execute an agreement for ensuring satisfactory supply, installation, commissioning and the after sales service/support during

the comprehensive warranty period and during the Comprehensive Annual Maintenance Contract.

14. **Award Criteria:** The Purchaser will award the contract to the bidder whose bid has been determined to be substantially responsive and who has bided the lowest evaluated bid price.
  - i) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract
  - ii) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the purchase order. The Director reserves the right to accept or reject any or all tenders without assigning reasons.
15. The Director reserves the right to modify, add or delete any terms & conditions of the contract as and when required.

## GENERAL TERMS & CONDITIONS

1. **Pre-Qualification Criteria:**
  - a. Bidder should be the manufacturer/authorized dealer/Distributor/Trader/ Supplier. Letter of Authorization from Manufacturer for the same and specific to the tender should be uploaded in the prescribed place.
  - b. An undertaking from the original Manufacturer is required stating that they would facilitate the bidder on regular basis with technology/product updates and extend support for the warranty as well. The scanned copy of same to be uploaded (if applicable)
2. **Performance Security: -**
  - a) The Successful Contractor will be required to furnish an amount 3% of total purchase value as a performance security in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the " AIIMS, Mangalagiri " payable at Mangalagiri within 2 weeks from the award of contract. Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. In case of the contract fails to submit the requisite PSD even after 2 weeks from the date of issue of LOA the contract shall be terminated duly forfeiting the EMD and other dues if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that item. Performance Security Deposit is mandatory.
  - b) The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract.
  - c) Successful supplier/firm should submit performance Security Deposit as prescribed in favour of “AIIMS, Mangalagiri” and to be received in the *office of A.O. (Procurement), Fourth Floor, Nursing College Building, AIIMS Mangalagiri, Guntur-522503* before the date of commencement of supply or 2 weeks from the date of acceptance of the purchase order, whichever is earlier. The Performance Security Deposit to be furnished in the form of Bank Guarantee as per given Performa of the tender documents, for an amount covering 3% of the contract value.
  - d) Validity of the Performance Security Deposit shall be for a period of 60 days beyond of entire warranty period from the date of issue of installation & commissioning
3. **Delivery & Installation :** The successful bidder should strictly adhere to the following delivery schedule supply of above instruments should be affected within 3 Week from the date of purchase order and this clause should be strictly adhere to failing which administrative action as deemed fit under rules will be taken against the defaulter. Otherwise, Liquidation Damages will be imposed as per clause no. 4. Purchase order will be placed as required by consignee.
4. **Penalty:** If the suppliers fails to deliver and place any or all the Equipment or perform the service by the specified date as mention in purchase order, penalty at the rate of 0.5% per week of delayed value of goods subject to the maximum of 10% of delayed goods value will be deducted, afterwards another penalty may be imposed.
5. **Penalties for non-performance**

The penalties to be imposed, at any stage, under this tender are;

  - a) imposition of liquidated damages,
  - b) forfeiture of performance security,
  - c) termination of the contract,
  - d) Blacklisting/debarring of the bidder.
6. **Training and Demonstration (If required):** Suppliers needs to provide adequate training

and demonstration at AIIMS Mangalagiri to the nominated person of AIIMS Mangalagiri at their cost. AIIMS Mangalagiri will not bear any training or living expenditure in this regard. The Supplier should arrange for regular weekly visit to the AIIMS, Mangalagiri campus by its technical team and assist in maintenance of the item/equipment within warranty period. Assistance limited to locking companies with manufacturer will not be considered sufficient

7. **Right of Acceptance:** AIIMS, Mangalagiri reserves the right to accept or reject any or all tenders/quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender. AIIMS, Mangalagiri also reserves the rights to accept all the equipment/instruments in the given tender or only part of it in any given schedule without assigning any reason.
8. **Risk Purchase & Recovery of sums due:**
  - a) Failure or delay in supply of any or all items as per Requisition / Purchase Order, Specification or Brand prescribed in the tender, shall be treated as 'non-compliance' or 'breach of contract' and the order in part of full be arranged from alternative source(s) at the discretion of the hospital authority and the difference in price has to be recovered from the tenderer as mentioned elsewhere.
  - b) The amount will be recovered from any of his subsequent / pending bills or security Deposit.
  - c) In case the sum of the above is insufficient to cover the full amount recoverable, the contractor shall pay to the purchaser, on demand the remaining balance due.
9. **Guarantee/Warranty, CMC, Installation, Service, Maintenance:**
  - a) The tenderers must quote for 05 Year onsite warranty including all accessories and bought out items from the date of completion of the satisfactory installation as certified by the stipulated committee/HoD of the Concerned Department.
  - b) Comprehensive Maintenance contract for 05 years after the completion of warranty must be provided.
  - c) Rates of the spares/accessories which are not covered under guarantee/warranty should be quoted by the company (item not mentioned in the list are assumed under comprehensive warranty and company have to provide for proper function of equipment) any spares/accessories not quoted by the company will be presumed to be supplies free by the company.
  - d) Equipment down time should never be more than a week. The dealer shall provide a standby machine in case the machine downtime due to repairs is expected to be more than 30 days as the patient services should not be affected.
  - e) The equipment and all accessories should be installed, tested and commissioned at the department of ENT, AIIMS Mangalagiri free of cost.
  - f) The supplier must train the technical staff and faculty of the institute, regarding all the operations available on the system.
  - g) The Warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected.

In the installation report the model number of instrument and all spares' parts/ accessories numbers should be in the line of purchase order. And suppliers must be written in the warranty declaration that "everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification and shall be completed enough to carry out the experiments, as specified in the tender document." If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges (shipping cost both ways).

**Installation must be done within stipulated time period from the date of delivery of the item/ equipment as specified in the purchase order**

**Time Limits prescribed:**

S.No	Activity	Time Limit
1	Installation & Delivery period	3 weeks from date of issuance of Supply Order
2	warranty period	5 years from the date of successful installation.
3	CMC period	5 years after expiry of the 5 years warranty
4	Frequency of visits to all User Institution concerned during Warranty/CMC	One visits every three months (4 visits in a year) for periodic/ preventive maintenance and any time for attending repairs/break down calls.
5	Frequency of payment of CMC charges	Every six months after completion of the Period.
6	Submission of Performance Security and entering into contract	14 days from the date of issuance of Letter of Intent
7	Maximum time to attend any Repair call	Within 24 hours.
8	Uptime in a year during warranty as well as during CAMC period.	95% of 365 days.

10. **Communication of Acceptance:** AIIMS, Mangalagiri reserves all right to reject any tender including of those tenderers who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Institute in this regard will be final and binding.
11. **Insolvency etc.:** In the event of the firm 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, Mangalagiri shall have the power to terminate the contract without any prior notice.
12. **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, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall 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, that 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, Mangalagiri party may, at least option to terminate the contract.
13. **Breach of Contract/Agreement:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the contract/agreement without assigning any reasons thereof and nothing will be payable by

AIIMS, Mangalagiri. In that event the security deposit shall also stand forfeited.  
*False declaration will be in breach of the code of integrity under rule 175 (1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to Two Years as per rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law*

14. **Subletting of contract:** The firm shall not assign or sublet the contract or any part of it to any other person or party without having prior permission from AIIMS, Mangalagiri, which will be at liberty to refuse if thinks fit.

15. **Payment Terms:**

16.1 Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

**A) Payment for Domestic Goods of foreign Origin Located within India**

Payment shall be made in Indian Rupees as specified in the contract in the following manner:

**a) On delivery:** 70% payment of the contract price shall be paid on receipt of goods in good condition at the consignee premises and upon the submission of the following documents:

- i. Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount with revenue stamp;
- ii. Two copies of packing list identifying contents of each package;
- iii. Certificate of origin and certificate of guarantee and warrantee.
- iv. Consignee receipt certificate in original issued by the authorised representative of the consignee

**b) On Acceptance:** Balance 30% payment would be made against 'Final Acceptance Certificate' of goods to be issued by the consignees subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise. Or

**100% payment after receipt and acceptance of material (If Applicable)**

16.2 The supplier shall not claim any interest on payments in any circumstance.

16.3 Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Supplier at rates as notified from time to time.

16.4 No payment shall be made for rejected Stores. Rejected equipment's must be removed by the supplier within 10 days of the date of issue of rejection advice at their own cost & replace immediately. In case these are not removed these will be auctioned at the risk and responsibility of the suppliers without notice.

16. **Compulsory Enlistment of Indian Agents:**

As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents who desire to quote directly on behalf of their foreign manufacturers/principals, to get themselves enlisted with the Department of Expenditure, through the Central Purchase Organization (e.g. DGS&D).

The compulsory enlistment of Indian Agents under the scheme of Ministry of Finance is simpler and differs from the registration of Indian Agents with the Central Purchase Organization (e.g. DGS&D) described in the earlier paragraphs.

The registration of the foreign manufacturer is not a must for enlisting the Indian Agent under this scheme. No Inspection Report in respect of the foreign manufacturer/principal is necessary.

The enlistment under the scheme is not equivalent to the Registration with DGS&D. Such firms do not enjoy the same status as that of DGS&D registered suppliers. A note to this

effect is given in the Enlistment Letter to the firm.

17. **Custom Duty on Imported Goods** In respect of imported goods, the tenderers shall also specify separately the total amount of custom duty included in the quoted price. The tenderers should also indicate correctly the rate of custom duty applicable for the goods in question and the corresponding Indian Customs Tariff Number. Where customs duty is payable, the contract should clearly stipulate the quantum of duty payable etc. in unambiguous terms. AIIMS, Mangalagiri is exempted from payment of excise duty and is eligible for concessional rate of custom duty. Necessary certificate will be issued as demand. AIIMS, Mangalagiri will not make necessary arrangements for clearance of imported goods at the airport.

18. **Custom Duty Reimbursement:** The supplier will pay the customs duty wherever applicable, which will be reimbursed by purchaser as per documentary evidence. The custom duty exemption certificate will be provided to the supplier as and when required.

19. **Goods & Services Tax:-**

- i. GST rates applicable on your quoted item may please be confirmed.
- ii. Please confirm if there any change (Upward/Reduction) in your **Basic Price** structure. And you are also requested to pass the Input Credit as per the following Anti Profiteering Clause of GST. **“Upon Implementation of GST. Any reduction in the rate of tax on supply of goods or service or the benefit of input tax credit shall be passed on to AIIMS Mangalagiri by way of commensurate reduction in the prices”**
- iii. HSN Code for each item should be clearly mentioned.

20. **Fall Clause:**

- i) Prices charged for supplies under Rate Contract by the supplier should in no event exceed the lowest prices at which he bids to sell or sells the stores of identical description to any other State Government/DGS&D/Public Undertaking during the period of the contract.
- ii) If at any time during the period of contract, the prices of tendered items is reduced or brought down by any law or Act of the Central or State government, the supplier shall be bound to inform Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates after wards.
- iii) If at any time during the period of contract, the supplier quotes the sale price of such goods to any other State Govt./DGS&D and Public Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable under the rate contract for the equipment's supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.

Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction/ specifications specified in the Purchase order and demonstrate at the their own cost

21. **Use of contract documents and information**

- (i) The supplier shall not, without the purchaser's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of the purchaser in connection therewith, to any person other than the person(s) employed by the supplier in the performance of the

- contract emanating from this Tender document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.
- (ii) Further, the supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in this tender except for the sole purpose of performing this contract.
  - (iii) Except the contract issued to the supplier, each and every other document mentioned in tender shall remain the property of the purchaser and, if advised by the purchaser, all copies of all such documents shall be returned to the purchaser on completion of the supplier's performance and obligations under this contract.
22. **Assignment:** The bidder shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Purchaser's prior written permission.
23. **Sub Contracts**
- (i) The bidder shall notify the Purchaser in writing of all sub contracts awarded under the contract if not already specified in its tender. Such notification, in its original tender or later, shall not relieve the bidder from any of its liability or obligation under the terms and conditions of the contract.
  - (ii) Sub contract shall be only for bought out items and sub-assemblies.
  - (iii) Sub contracts shall also comply with the provisions of "Country of Origin".
24. **Signing the Contract:** - The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 500/- (Rs. Five Hundred only) along with performance security within fifteen (15) days from the issue of notification of award. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the acceptance of BID shall be considered as cancelled.
25. **Corrupt or Fraudulent Practices:** It is required by all concerned namely the Consignee/Bidders/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser defines, for the purposes of this provision, the terms set forth below as follows:-
- a) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; &
  - b) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
  - c) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
  - d) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
26. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
27. The quantity of item given in the tender is tentative, which may be increased or decreased as per the institute's requirement.

28. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
29. After due evaluation of the bid(s), Institute will award the contract to the lowest evaluated responsive tenderer on individual item basis.
30. Conditional bid will be treated as unresponsive and it may be rejected.
31. The Income Tax/ Any other Taxes as applicable shall be deducted from the bill unless exempted by the Income-tax department.
32. The items will have to be supplied at Institute's designated site. No transportation/ cartage charges will be provided for the same.
33. The Successful Tenderer shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of making arrangement for supply of the desired goods even on short notice to AIIMS, Mangalagiri.
34. **Subletting of Contract:** Bidder shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other Second Party without prior written consent of the AIIMS Mangalagiri. If it is found that the bidder has given sub-contract for supply of reagents for AIIMS Mangalagiri on the basis of Procurement/Purchase Order, the contract shall stand cancelled & the performance security shall be forfeited.  
AIIMS Mangalagiri shall not be responsible for any financial loss or other damages or injury to any time or person deployed/supplied by the bidder in the course of the performing the duties to this office in connection with purchase order/supply order for supplying of reagents.
35. The bidder is required to submit compliance sheet, which should reflect details of clause-by-clause compliance of technical specifications as well as general terms & conditions failing which their offer shall be rejected.
36. **Governing language** The contract shall be written in English language. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.
37. **UAM Number on CPPP**  
In purchase of Government of India order no. F/5/4/2018-PPD dated 28/02/2018 UAM number by the vendors on CPPP may be made mandatory from 01/04/2018. Autonomous Bodies/Statutory Bodies/CPSEc/Departments get declaration on UAM number by MSE bidders on CPPP. Failing which such bidder will not be able to enjoy the benefits as per public procurement policy for MSE's order 2012 tender invalid electronically through CPPP.
38. **Arbitration / Resolution of disputes:-**
  - a) In the event of any dispute or difference(s) between the vendee (AIIMS Mangalagiri) and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause what so ever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Director AIIMS Mangalagiri who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
  - b) If the parties fail to resolve their dispute or difference by such mutual consultation within twenty- one days of its occurrence then, either the Purchaser/Consignee or the supplier may give notice to the other party of its intention to commence arbitration.
39. **Applicable Law & Jurisdiction of Courts**
  - a) The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

- b) All disputes arising out of this tender will be subject to the jurisdiction of courts of law in Vijayawada/Guntur/Mangalagiri (Andhra Pradesh, India).

**A.O. (Procurement)**  
**AIIMS Mangalagiri**

## **TECHNICAL BID DOCUMENTS FOR BIDDER ELIGIBILITY:**

The following documents are required to upload by the Bidder along with Technical Bid as per the tender document:

- 1) Signed and scanned copy of duly attested copy of PAN, duly attested copy of GST registration certificate
- 2) Firm/Company registration certificate should be uploaded.
- 3) Signed and Scanned copy of Tender Acceptance letter “Annexure-I” and No deviation certificate “Annexure-II
- 4) Signed and scanned copy of proof of Status of Bidder: Manufacturer or Authorized Agent of the Manufacturer/ Whether Public Undertaking/Public Ltd. /Private Ltd. Company / Proprietary Firm. -Annexure-III”.
- 5) Tenderer must provide evidence of 3 years’ market experience.
- 6) Proof of large number of installations within the Three years in the country in reputed institutions and preferably in Govt. hospitals and user list of at least 5 users must be uploaded
- 7) Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof. Please provide a certificate on letter head that you have not quoted the price higher than previously supplied to any government Institute/ Organization/ reputed Private Organization or DGS&D rate in recent past. If you don’t fulfil this criterion, your tender will be out rightly rejected.
- 8) Income Tax Return of last three years (i.e., 2018-2019, 2019-2020 & 2020-2021) should be uploaded.
- 9) Signed and scanned Copy of Annual turnover statement as per Annexure-“VIII” and Attach Annual turnover & balance sheet of last three year (i.e., 2018-2019, 2019-2020 & 2020-2021) duly certified by CA as mentioned in tender document should be uploaded.
- 10) OEM must be an BIS /ISO/ European CE or USFDA certified company
- 11) Relevant brochure/catalogue pertaining to the items quoted with full specifications etc.
- 12) Technical Specifications Compliance Report.
- 13) Signed & scanned copy of Mandate form.
- 14) In the event of increase in price detailed justification and supporting evidence may be submitted for our consideration.

**Note:** Bidders are requested to upload the clearly visible documents only other wise if not clearly visible than offer shall be liable for rejection without any further communication.

## **PRICE BID**

Price bid in the form of BOQ\_XXXX .xls

The below mentioned Financial Proposal/ Commercial bid format is provided as BOQ.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BOQ.xls as it is quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected.

## **SCHEDULE OF REQUIREMENT**

<b>SI No</b>	<b>Name of the Department</b>	<b>Name of the equipment</b>	<b>Qty.</b>	<b>Warranty required</b>	<b>CAMC required</b>
1	ENT	Portable Endoscopy Unit (as per technical specification)	1	5 Years	5 Years

### **The Scope of work Includes:**

Providing Portable Endoscopy Unit to the Department of ENT for at AIIMS, Mangalagiri based on Technical Specification and international standard specifications with keeping in mind the following essential requirement to participation in this Tender document:

1. We are looking for reputed well known Manufacturer's/Authorized Distributors/ Authorized Dealers/ Authorized Supplier companies, who will supply the high-quality Equipment/ Instruments as per the Technical Specification and Standard mentioned in Schedule of requirement at AIIMS Mangalagiri.
2. Description of Equipment, accessories along with reagents required for Department of ENT for Portable Endoscopy Unit given in requirement of schedule may be purchased immediately and Tenderer should arrange the visit of faculty/officers (Technical Specification Committee) to their warehouse/ facility for display/ testing of the equipment.
3. Companies well known in the line of manufacturing/Authorized Distributor/Dealer of the Equipment/Instruments/ should only quote due to as per our requirement the supply Delivery time is 6 weeks (i.e. 45 Days) (in case of Indian Make) and 10 Weeks (i.e. 70 Days) (in case of Imported Item) only after the issue of NOA/Purchase Order.
4. The required in-situ works like minor Electrical/Plumbing/Civil/any other Engineering Works, any accessories and consumables for 300 test during the warranty period, if any required for Equipment/Instrument installation for making it operational at client site, will carried out and borne by the Successful L-1 Agency, and for this purpose no extra payment, what so ever will not paid by AIIMS Mangalagiri to any Agency. Accordingly, the vendor may bid.
5. Bidders will be required to arrange a demonstration of the quoted equipment, if desire by the technical specification committee. Cost of organizing such demonstration shall be borne by the bidder.

## **Technical Specification for “Portable Endoscopy Unit” with Components**

1. Shock proof carry case with lock
2. Ergonomic design with strong, sturdy, shockproof, rust proof ABS body made up of fire retardant material
3. Light source
  - LED Light
  - Power  $\geq$  150 watt
  - Illumination  $>$  100,000 Lux
  - Life span  $\geq$  20,000 hours
  - LED display
  - Compatible with universal light carrier
  - Optical fibre light cable  $\geq$  2M
4. Monitor
  - Medical grade monitor  $>$  11 inches
  - Resolution  $>$  1900 X 1000 pixel
  - Horizontal resolution  $>$  800 TVL
5. Processor and camera
  - Sensor – 1/3inch high sensitivity CCD
  - Automatic and manual white balance
  - Colour adjusting option
  - Automatic brightness control
  - Inbuilt recording
  - USB ports
  - Single click start-stop

### **General Specifications**

1. Suitable to be used with antiviral disinfectant.
2. Easy to operate and low maintenance.
3. The system should be mounted on compact case to ensure easy mobility.
4. The system should be complete in itself and fully functional.
5. Guarantee/Warranty: 5 years + 5 Years CMC (Desirable).
6. Rates of the spares/accessories which are not covered under guarantee/warranty should be quoted by the company (item not mentioned in the list are assumed under comprehensive warranty and company have to provide for proper function of equipment) any spares/accessories not quoted by the company will be presumed to be supplies free by the company.
7. The instruments might be call for demonstration and approval. It is the sole discretion of the department to approve or disapprove the quality.
8. All the equipment including all the accessories should be provided with the detailed data sheet along with the original brochure of the quoted model (Photocopies/Print outs are not accepted).
9. After sales service should be prompt.

-----  
(Signature & Stamp of the bidder)

**A.O. (Procurement)**  
**AIIMS Mangalagiri**

**PRICE BID FORM**

To,

The Director,  
AIIMS Mangalagiri

1. I/We .....submitted the bid for Tender No. ...., dated .....  
for “Tender for procurement of Portable Endoscopy Unit for ENT department at AIIMS, Mangalagiri”
2. I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.
3. I/We hereby offer to supply at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.

Sl.No.	Description of Item	Qty	HSN Code	Country of Origin	Basic rate Incl. Warranty in Rs.	GST in Rs.	Total Amount incl All taxes
1	Portable Endoscopy Unit for ENT department (incl. 5 years warranty)	1 No.					
2	CMC 6 <sup>th</sup> Year	1 No.					
3	CMC 7 <sup>th</sup> Year	1 No.					
4	CMC 8 <sup>th</sup> Year	1 No.					
5	CMC 9 <sup>th</sup> Year	1 No.					
6	CMC 10 <sup>th</sup> Year	1 No.					

\*L1 will be decided only on lowest bid quoted for the equipment (Sl.No. 01) not on CMC.

Note: Rates are inclusive of all Taxes, levies, and duties except Service Tax. Service Tax shall be paid as per actual, hence it should be shown separately. “Discount” or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

Date

Place

Signature of the Bidder / Authorized signatory Name

Address

Telephone

Seal

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

To,  
The Director,  
AIIMS Mangalagiri

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/ Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), technical Specifications etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**NO DEVIATION CERTIFICATE**

Bidder's Name  
& Address:

To,  
Director  
AIIMS Mangalagiri,  
Andhra Pradesh-522503.

1. With reference to our Bid (Reference No. .... dated ..... ) for .....I works at AIIMS Mangalagiri, Andhra Pradesh, we hereby confirm that we comply with all terms, conditions and specifications of the Bidding Documents read in conjunction with Amendments(s) / Clarification(s) / Addenda / Errata (if any) issued by the Owner prior to opening of Techno – Commercial Bids and the same has been taken into consideration while making our Techno – Commercial Bid & Price Bid and we declare that we have not taken any deviation / exceptions in this regards.
2. We further confirm that any deviation variation or additional conditions etc or any mention, contrary to the Bidding Documents and its Amendments(s) / Clarification(s) / Addenda / Errata (if any) as mentioned at 1.0 above found anywhere in our Techno – Commercial Bid and / or price Bid, implicit or explicit, shall stand unconditionally withdrawn, without any cost implication whatsoever to the Owner, failing which the Bid Security shall be forfeited.

For and on behalf of : .....

Stamp & Signature : .....

Name : .....

Designation : .....

Date : .....

(Sign with seal of bidder)

**MANUFACTURER'S AUTHORISATION FORM**  
**(To be submitted by authorized dealers/representatives/importers)**

No.

Dated:

To

**Director,  
All India Institute of Medical Sciences,  
Mangalagiri – 522503 (Andhra Pradesh, India)**

Dear Sir,

Tender No \_\_\_\_\_ :

1. We ..... (name of the OEM) are the original manufacturers of the above equipment/Items having registered office at ..... (full address with telephone number/fax number & email ID and website), having factories at \_\_\_\_\_ and \_\_\_\_\_, do hereby authorize M/s. \_\_\_\_\_ (Name and address of bidder) to submit tenders, and subsequently negotiate and sign the contract with you against the above tender no.
2. No company or firm or individual other than M/s. \_\_\_\_\_ are authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.
3. We also hereby undertake to provide full guarantee/warranty /Comprehensive Annual Maintenance Contract as agreed by the bidder in the event the bidder is changed as the dealers or the bidder fails to provide satisfactory after sales and service during such period of Comprehensive Warranty / Comprehensive Annual Maintenance Contract and to supply all the spares/ accessories / consumables etc. during the said period.
4. We also hereby declare that we have the capacity to manufacture and supply, install and commission the quantity of the equipments tendered within the stipulated time.

(Name)  
For and on behalf of M/s. \_\_\_\_\_

Date: \_\_\_\_\_ (Name of manufacturers)

Place:

**Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.**

**BANK GUARANTEE FORM**

(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

To,  
All India Institute of Medical Sciences  
Mangalagiri - 522503

In consideration of All India Institute of Medical Sciences, Mangalagiri [hereinafter referred to as AIIMS', which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] having agreed to exempt M/s \_\_\_\_\_ [hereinafter referred to as 'supplier /contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with AIIMS a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as required under the terms and conditions of contract / work order no dated \_\_\_\_\_ [hereinafter referred as the order'] placed by AIIMS on the said supplier /contractor. We, \_\_\_\_\_ the bank [hereinafter referred to as 'the bank' which expression shall include its successors and assigns] do hereby undertake to pay AIIMS an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) on the demand made by AIIMS on us due to a breach committed by the said supplier /contractor of the terms and conditions of the contract /order.

1. We \_\_\_\_\_ the bank hereby undertakes to pay the amount under the guarantee without any demur merely on a demand from AIIMS stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by AIIMS without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
2. We, \_\_\_\_\_ 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 order and that it shall continue to be enforceable till the dues of AIIMS under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till AIIMS certifies that the terms and conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.
3. We \_\_\_\_\_ the bank, undertake to pay to AIIMS any money so demanded notwithstanding any dispute or disputes raised by the said supplier /contractor in any suit or proceedings pending before

any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.

4. We \_\_\_\_\_ the bank further agree that AIIMS shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the AIIMS against the said supplier / contractor and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of AIIMS or any indulgence by AIIMS to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.
5. Our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and shall remain in force up to \_\_\_\_\_ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. \_\_\_\_\_. We shall be discharged from all liabilities under this guarantee thereafter.
6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier / contractor.
7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to The A.O. (Procurement) Officer, All India Institute of Medical Sciences, Mangalagiri.
8. We, \_\_\_\_\_ the bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of the AIIMS in writing.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_

**Signature**

**For the Bank**

**Witness:**

**Name(s) & Designation(s)**

**Name & Address**

**POWER OF ATTORNEY**  
**(On a Stamp Paper of relevant value)**

I/ We.....(name and address of the registered office)  
do hereby constitute, appoint and authorize Sri/Smt ..... (Name  
and address) who is presently employed with us and holding the position of  
..... as our attorney, to act and sign on my/our behalf to  
participate in the tender no..... for  
..... (Equipment /Item name).

I/ We hereby also undertake that I/we will be responsible for all action of  
Sri/Smt..... Undertaken by him/her during the tender  
process and thereafter on award of the contract. His / her signature is attested below

Dated this the \_\_\_ day of 20\_ For \_\_\_\_\_

(Name, Designation and Address)

Accepted

\_\_\_\_\_

(Signature)

(Name, Title and Address of the Attorney)

Date: \_\_\_\_\_

**Format of Experience certificate**

Contract No./Supply order No.	Name of the Purchaser*	Description of work	Qty Supplied	Value of Contract (Rs. In Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion

\* Attach certificate(s) of payments.

**AFFIDAVIT**

**(On Non-Judicial Stamp paper of Rs. 100)**

I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ resident of \_\_\_\_\_ Proprietor/Director  
authorized signatory of the agency/Firm (M/s \_\_\_\_\_), do hereby solemnly affirm and  
declare as follows:

1. I am authorised signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
2. I have carefully read and understood entire tender document including all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director etc. as individual or against legal entity of the Company /Firm/Agency.
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Faculty-in-Charge Procurement Cell, AIIMS, Mangalagiri immediately after we are informed but, in any case, not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such an Agency which is banned/suspended in future during the currency of the Contract with you.
6. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.

Date:  
Place:  
Seal of the Agency

(Signature of the  
Bidder)  
Name:  
Designation  
Address:

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent

**ANNUAL TURNOVER STATEMENT**

(At the Letter Head of Chartered Accountant)

I/We have examined the books of account and other relevant records of .....  
(bidding firm name), having its registered office at ..... (full  
address of bidding firm) and do hereby certify that:

(1) Annual gross turnover as per Annual Accounts of the firm for last three years is as under-

Sl.No.	Financial year	Turnover
1.	2018-2019	
2.	2019-2020	
3.	2020-2021	

(2) Average turnover of the firm for last three financial years is Rs. ....

Signature of CA (with stamp of Firm) .....

Name- .....

(Registration No.- .....

**(Chartered Accountant)**

**UDIN Number:** .....

Firm name- .....

Proprietor name .....

Signature (with stamp) .....

**Date-** .....

**CERTIFICATE OF PRICE JUSTIFICATION**

[To be given on letter head]

Tender No.:

I/We, M/s. \_\_\_\_\_ certify that the rates provided are our best rates and we have not given regents to any Government Department/PSU/Institution for lesser than these rates in last one year.

**SIGNATURE AND STAMP OF THE BIDDER**

**MANDATE FORM**  
**(Account/s Information form)**  
**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME**  
**GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) /**  
**INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS**  
**A. DETAILS OF ACCOUNT HOLDER:**

NAME OF ACCOUNT HOLDERER / FIRM	
COMPLETE CONTACT ADDRESS	
MOBILE NUMBER / PH NO	
E.MAIL	

**B. BANK DETAILS**

<b>ACCOUNT NAME</b> (Name appearing in your Cheque Book)	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NO	
BRANCH CODE	
<b>COMPLETE BANK ACCOUNT NUMBER</b> (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant.)	
IFSC CODE	
TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)	
MICR CODE OF BANK	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information

I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected or me as a participant under the scheme.

(.....)  
**Signature of Customer**

**(Bank’s Stamp)**

(.....)  
**Signature of Customer**

**Certified that the particulars furnished above are correct as per our records.**  
**Please attach a Cancelled Cheque along with the account information form.**

**PRE-REQUISITE INFORMATION**

[To be given on letter head]

Tender No.:

Sl.	Item / Work Description	Quantity (if any)
1.		
2.		
3.		
4.		
5.		

**SIGNATURE AND STAMP OF THE BIDDER**