



Government  
eProcurement  
System

## eProcurement System Government of India

### Tender Details

Date : 08-Dec-2025 05:36 PM

Print

#### Basic Details

Organisation Chain	All India Institute of Medical Sciences-Mangalagiri-Andhra Pradesh  Procurement Cell - AIIMS Mangalagiri		
Tender Reference Number	AIIMS/MG/Proc/EOI/LIBRARY BOOKS		
Tender ID	2025_AIMSM_888985_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	EOI
Tender Category	Goods	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

#### Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft

#### Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/ Technical	.pdf	Technical bid
2	Finance	.xls	Financial bid

#### Tender Fee Details, [Total Fee in ₹ \* - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

#### EMD Fee Details

EMD Amount in ₹	4,00,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Payable To AIIMS Mangalagiri	EMD Payable At	Payable At Mangalagiri

[Click to view modification history](#)

#### Work /Item(s)

Title	EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF PUBLISHERS OR DISTRIBUTORS OR VENDORS FOR SUPPLY OF BOOKS TO AIIMS MANGALAGIRI				
Work Description	EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF PUBLISHERS OR DISTRIBUTORS OR VENDORS FOR SUPPLY OF BOOKS TO AIIMS MANGALAGIRI				
Pre Qualification Details	As per tender document				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	2,00,00,000	Product Category	Miscellaneous Goods	Sub category	NA
Contract Type	Empanelment	Bid Validity(Days)	180	Period Of Work(Days)	NA
Location	AIIMS Mangalagiri	Pincode	522503	Pre Bid Meeting Place	Procurement cell
Pre Bid Meeting Address	Procurement cell, AIIMS Mangalagiri	Pre Bid Meeting Date	16-Dec-2025 03:30 PM	Bid Opening Place	Procurement cell
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

#### Critical Dates

Publish Date	08-Dec-2025 06:00 PM	Bid Opening Date	30-Dec-2025 06:00 PM
Document Download / Sale Start Date	08-Dec-2025 06:00 PM	Document Download / Sale End Date	29-Dec-2025 06:00 PM

<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	08-Dec-2025 06:00 PM	<b>Bid Submission End Date</b>	29-Dec-2025 06:00 PM

**Tender Documents**

NIT Document					
	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	NIT	395.77	
Work Item Documents					
	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_934374.xls	BOQ	286.50
	2	Tender Documents	document.pdf	Expression of Interest (EOI) For Empanelment of Publishers or Distributors or Vendors for Supply of Books to AIIMS Mangalagiri	2414.83

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	montoshchakraborty@aiismangalagiri.edu.in	Montosh Chakraborty	MONTOSH CHAKRABORTY
2.	sumit_rai@aiismangalagiri.edu.in	Sumit Rai	SUMIT RAI
3.	se@aiismangalagiri.edu.in	Lt. Col. Ravi Shekhar Sinha	RAVI SHEKHAR SINHA

**GeMARPTS Details**

<b>GeMARPTS ID</b>	F8BVPY042EA2
<b>Description</b>	Library Books
<b>Report Initiated On</b>	08-Dec-2025
<b>Valid Until</b>	07-Jan-2026

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Stage to disclose Bid Details in Public Domain</b>	Technical Bid Opening
<b>BoQ Comparative Chart model</b>	Normal	<b>BoQ Compartive chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	H	<b>Form Based BoQ</b>	No

**TIA Undertaking**

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	<a href="#">PPP-MII Order 2017</a>	Agree	
2	<a href="#">MSEs Order 2012</a>	Agree	

**Tender Inviting Authority**

<b>Name</b>	Executive Director
<b>Address</b>	AIIMS Mangalagiri

**Tender Creator Details**

<b>Created By</b>	Sumit Rai
<b>Designation</b>	FICProcurement
<b>Created Date</b>	08-Dec-2025 05:22 PM

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/Proc/EOI/LIBRARY BOOKS**

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF PUBLISHERS /  
DISTRIBUTORS / VENDORS FOR SUPPLY OF BOOKS TO AIIMS MANGALAGIRI**

Executive Director, ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI invites Expression of Interest (EOI) For Empanelment of Publishers/ Distributors/ Vendors for Supply of Books to AIIMS Mangalagiri as detailed below in complete accordance with enclosed tender document.

1. The salient terms & conditions of the bid are stated below:

Critical Data sheet	
Mode of Tender	E- Tender
Type of Bid	Two Cover Bid
Tender Publishing Date	08-12-2025 @ 06.00 PM
Pre- Bid Meeting	16-12-2025 @ 03.30 PM
Pre – Bid Venue	Room no: 2151, Procurement cell, AIIMS Mangalagiri
Last date and time for submission of Tender	29-12-2025 @ 06.00 PM
Date and time for opening of tender	30-12-2025 @ 06.00 PM
EMD	Rs. 4,00,000/-
Period of Contract	Two years from the date of purchase order and may be extendable further for one year with the same terms and conditions.
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 AIIMS, Mangalagiri with the vendor/ bidder.

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

**Executive Director, ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI**

**invites** Expression of Interest (EOI) For Empanelment of Publishers/ Distributors/ Vendors for Supply of Books to AIIMS Mangalagiri as detailed below in complete accordance with enclosed tender document online through E-procurement solution portal <https://eprocure.gov.in/> on mutually agreed terms and conditions and satisfactory performance for Supply of books to Central Library, AIIMS, Mangalagiri.

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 DSCs 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 openers 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://aiismangalagiri.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: [procurement@aiismangalagiri.edu.in](mailto:procurement@aiismangalagiri.edu.in)

## **BIDDER'S ELIGIBILITY CRITERIA**

### **Part - A**

**Technical Bid:** The following documents are to be uploaded using DSC by the bidder along with Technical Bid as per the tender document:

1. Signed and scanned copy of duly attested copy of Trade, PAN & GST registration certificate.
2. Signed and scanned copy of proof of Status of Bidder: Manufacturer/Authorized dealer/ Authorized supplier- Whether Public Undertaking/Public Ltd. /Private Ltd. Company / Proprietary Firm.
3. Agency/vendor must be an authorized distributor / dealer/ supplier of the books from leading publishers in Medical Science. The supplier shall have to furnish the proof for holding direct account with publisher. (Enclose List of Publisher holding Direct Account).
4. The agency should have a minimum continuous three years of experience in supplying books to AIIMS, Government Medical College, Private Medical Universities, Government Universities/ Institutes of National Importance. The Prospective bidder has to enclose the Photocopies of a minimum of five work orders / Purchase order/ Supply Order from reputed educational institutions for the supply of books of which at least two should be of AIIMS, Government Medical College, Government Universities/ Institutes of National Importance.
5. Signed and Scanned Copy of affidavit duly certified by the notary that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending against either bidder legal entity or against individual Directors of the company or partners etc. of the firm etc.
6. **Turnover**
  - Average annual minimum turnover for last three years should not be less than Rs 1,00,00,000/- for a distributor and should not be less than Rs 3,00,00,000/- for OEM. Please attach balance sheet (duly certified by Chartered Accountant) for last three (3) years.
7. At any time, before the date of submission of the bids, AIIMS, Mangalagiri, may for any reason whether at its own initiative or in response to a clarification required by a prospective bidder during the pre-bid meeting, modify the bid documents by amendments. The amendments shall be uploaded at AIIMS, Mangalagiri website [aiimsmangalagiri.edu.in](http://aiimsmangalagiri.edu.in) and [www.eprocure.gov.in/epublishing/app](http://www.eprocure.gov.in/epublishing/app) site and these amendments will be binding on all prospective bidders.
8. Any bid received after the deadline for submission of bids shall be liable to be summarily rejected.

**Note:** Bidders are requested to upload clearly visible documents only; otherwise, if not clearly visible then offer shall be liable for rejection without any further communication.

*Firm/company who has withdrawn after participating in any of the previous Rate contracts of All India Institute of Medical Sciences – Mangalagiri are not eligible to participate in this Rate contract.*

## **1. GENERAL INSTRUCTIONS:**

Duration of the contract will be for two years from the date of award of a contract with an option of extension for a further period of one year according to satisfactory performance of first year as desired by AIIMS, Mangalagiri at the same discount rates as well as same terms and conditions.

## **2. BID OPENING & EVALUATION:**

- The bids will be opened by a committee duly constituted for this purpose. Bids (complete in all respect) received will be opened as per Schedule as mentioned above, in presence of Agencies representative if available. Only one representative will be allowed to participate in the Bids opening if applicable.
- Place for opening of Bids: Procurement cell, Logistic Block, AIIMS Mangalagiri
- The Technical bid will be first opened and evaluated, In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated.
- Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing.
- If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- The bidders who meet all the technical qualification criteria as stipulated in this Expression of Interest (EOI) document shall be considered technically qualified.
- The Financial bid of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of technically ineligible bidders will not be opened.
- The bidders are required to quote the percentage (%) of discount they are willing to offer on the applicable prevailing MRP of the books.
- Discount Structure: A minimum discount of 23% has to be offered for the supply of all books to qualify for empanelment.

## **3. Selection of Successful Bidder:**

- Based on the evaluation of the Financial Bids, all technically qualified bidders offering discount of 23% or higher shall be empaneled with the Institute.
- The decision of the Institute in respect of empanelment shall be final and binding on all participating bidders.

## **4. Terms and conditions to the empaneled vendor for the supply of books:**

Subject to meeting the conditions the empaneled vendor will be required to enter into an agreement with AIIMS MANGALAGIRI by submitting an instrument of agreement on a non-judicial stamp paper of Rs.100/-. The initial period of empanelment will be two years extendable to a further one more year at the discretion of the Competent Authority of AIIMS MANGALAGIRI, depending on past performance review and mutual consent of the Institute and vendor. However, during the extended period of the agreement, the terms and conditions of the empanelment shall remain the



same. AIIMS MANGALAGIRI does not bind itself to not add any new vendor to its approved list of empaneled vendors. All successful vendors, who fulfil the AIIMS MANGALAGIRI terms and conditions for empanelment will be informed through a letter about their empanelment. The vendors will be required to accept the terms and conditions given in this EOI document.

#### **5. Earnest Money Deposit:**

- a) Bidders shall submit EMD either by depositing to the AIIMS Bank Account (A/c No. 38321557910 Account Name - AIIMS Mangalagiri - Receipts State Bank of India IFSC - SBIN0061485) or by DD drawn in favor of Director AIIMS Mangalagiri, as mentioned in table 1, for a sum of Rs. 4,00,000/- (Rupees Four Lakh only) payable at AIIMS Mangalagiri as mentioned, valid for 3 months/90 days. The scanned copy of Deposit receipt/transfer details/DD is to be uploaded while submitting the bid.
- b) The Original Bank Transfer details/DD EMD should reach Procurement Cell, Room no: 2151, logistic block, AIIMS, Mangalagiri, Guntur, and Andhra Pradesh 522503 within the bid submission date and time for the tender. Bids received without EMD or after due date will be rejected.
- c) Exemption: Firms registered with NSIC/MSME (for Similar Items) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India/State Government departments/Undertakings are also exempted from EMD. However, the respective firm / departments have to submit the relevant certificate (NSIC/MSME etc.) and financial limit to avail this exemption

#### **6. Enquiry on availability of Books & Other Resources:**

- a) After the empanelment, the vendor shall be eligible for quoting rates as and when asked for the procurement of books for the Institute.
- b) The Institute shall, as and when the requirement arises, communicate the requirement to all the empaneled suppliers. The library will place an enquiry with all the empaneled suppliers/vendors for the required titles and number of copies of each thereof, by email/speed post/ courier.

As per the provided list of books or other materials, the empaneled vendors/ suppliers shall be asked to respond within seven (07) working days, only by email with the following details:

- Number of copies available.
- Unit price (In original currency). This shall be at latest price printed on the book as MRP. However, the Vendor shall have to submit the authentic price proof, duly certified and stamped, in support of the price charged, if the price of the book is not printed in the book itself.
- Discount Offered. This discount percentage should be equal to or more than the discount percentage offered in the financial bid section of this tender document.
- Final post-discount unit price for a given book title (after the discount percentage has been applied to the quoted unit price)
- Shipping time/supply time and validity of quoted price(s), etc.

A proforma for filling up the above details will be provided to the empaneled vendors

- c) The empaneled vendors/ suppliers shall submit their discount offer for the required items, ensuring that the discount offered in percentage terms shall not be less than the percentage quoted in their Financial Bid submitted under this EOI.

- d) For each procurement requirement, the Purchase Order (PO) shall be issued to the vendor/ supplier offering lowest final post-discount book prices among the empaneled vendors for any particular book title.
- e) However, AIIMS Mangalagiri nevertheless reserves the right to further negotiate the discounted book price with the selected vendor, to arrive at a further lower fair and reasonable final price.
- f) In case of there being more than one vendor who have quoted the same lowest final post- discount unit book price for a given book title, the vendor/supplier with the highest turnover of preceding last three financial years (duly certified by the Chartered Accountant) shall receive the purchase order for that book title.
- g) AIIMS MANGALAGIRI reserve the right to increase or decrease the quantity of titles/ volumes/items of the resource after quotation has been obtained.
- h) In case a vendor is found to reply selectively to queries placed by the library, choosing to reply only in case of titles of certain publishers, and/or replying as “Out of Print/ Out of Stock” for other publishers’ titles, AIIMS MANGALAGIRI reserves the right to seek an explanation.
- i) In case a malafide intent is established, the Institute may issue a warning. Repeated acts may lead to the removal of the vendor from the empanelment list.

#### **7. Issuance of Purchase Order:**

- i. After the approval of the purchase proposal by the competent authority, the library shall place the purchase order to the empaneled vendor offering the lowest final post- discount price for any given book title on agreed terms and conditions.
- ii. Exchange/ conversion rates for foreign currency will be charged as per RBI/ nationalized bank exchange selling rate prevailing on the date of issue of the purchase order or date billing for books/ journals and other resources, whichever is lower.
- iii. The supply of resources have to be made strictly according to the purchase order(s) only.
- iv. The purchase order(s) should be acknowledged by the vendor(s) within 7 working days by e-mail or speed post.
- v. Any clarification/query regarding the purchase order should be sought from the library within five (05) days of receipt of the order.
- vi. Vendor should send the supply position/status of books or other resources within 07 days from the date of issue of the Purchase order. AIIMS MANGALAGIRI reserve the right to cancel the order and transfer it to another vendor in case the supply position/status is not received within the given time frame.

#### **8. Time frame for the supply of resources:**

- i. 30 days (maximum) for titles available in India.
- ii. 120 days (maximum) - for foreign titles (if not available in India).
- iii. If the requested title(s) is OFP (Out of Print) or POD (Print on Demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
- iv. In the case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.

- v. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the library explaining the same and seeking an additional required time to supply the same at least seven (07) working days before the supply due date. If the provided reason for the delay is justified with adequate proof i.e communication from publisher/publisher's distributor or stockiest, the Competent Authority may consider extending the supply time as may be deemed fit.
- vi. The delivery should be provided mandatorily at the AIIMS MANGALAGIRI campus without any freight charges, whatsoever.

#### **9. Supply of Books:**

- i. By default, latest paperback, Indian reprints/editions must be supplied unless otherwise specified, (In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the library regarding supply of the available editions in lieu of the default).
- ii. Any resources found damaged, or resources found without supplements as prescribed shall be rejected by the library and intimation shall be sent to the vendor within 10 working days of the receipt of resources. The vendor will be bound to supply or replace such resources at their own cost.
- iii. Payment shall be made within 30 days on the completion of supply and the receipt of the duly certified invoice along with all supporting documents by the library.
- iv. All handling/postage/transportation/freight charges shall be borne by the vendor towards supplying the resource(s) to the Institute library.
- v. The Institute will not accept damaged books. Damaged books or books with missing pages shall have to be accepted back by the vendor at his/her own cost, even in the case where they have been stamped for accessioning.

#### **10. Mandatory enclosures with Invoice:**

- i. A copy of publisher's/distributor's invoice/copy of the printed catalogue of the order as price proof and currency conversion proof with a date. Every price proof and currency conversion proof should contain the Firm's IT PAN, seal, and authorized signature of the vendor.
- ii. pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies) and revenue stamp should be affixed on the original bill and should be signed by an authorized signatory.
- iii. Invoice should be raised in favour of "AIIMS Mangalagiri, Andhra Pradesh".
- iv. Only one invoice should be raised against one purchase order (P.O) Titles from different P.O.s should not be combined and supplied under one invoice.
- v. The prices in the invoice should be indicated in original currencies, and Indian rupees, with the currency conversion rate(s), as applicable

#### **11. Conditions for cancellations of the released purchase orders:**

- i. The vendor(s) shall supply all the ordered books/library resources within the given time frame as specified in the purchase order. If a vendor fails to supply the ordered items within the stipulated time as provided in the supply order, the Institute reserves the right to cancel either the entire order or part thereof without any further notice/reminder.
- ii. The Liquidated Damages (LD) clause shall be applicable as per the purchase order@ 0.5% per week and up to a maximum of 10% of the value of the purchase order/contract value on the late delivery of books.
- iii. In case, the supplier needs additional time for the supply of resources, the vendor shall have to seek permission in writing on sound, satisfactory and justifiable ground at least seven days before

the scheduled supply date. Request for the extension of supply date and waiving off the LD shall be subject to the approval of the Competent Authority of the Institute.

iv. The decision of accepting supply of cancelled titles shall be at the sole discretion of the AIIMS MANGALAGIRI and the decision of the competent authority shall be final in this regard.

**12. Force Majeure:**

Any failure or omission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to the contract if such failure or omission or commission arises from an act of God, Which shall include all act of natural calamities such as fire, flood, earthquake, pandemic, hurricane or any pestilence or from civil strikes, compliance with any stature and/ or regulation of the government, lockouts and strikes, riots, an embargo of from any political or other reasons beyond the supplier's/ Institute's own control including war (whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within four weeks from the date of occurrence of such an event which could be attributed to force majeure conditions.

**13. No gratification clause:**

The vendor will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted resources. Any such act shall debar the firm from participating in other EOI/tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.

**14. Termination of Empanelment:**

i. In case, where it is established that the vendor has indulged in lapses/ violating the terms and conditions of the agreement or supplying old and remaindered books, overcharging the price of books/ resources and defaulted in supplying books even on an extended time limit without reasonable grounds and unsatisfactory service, the Institute shall give an opportunity to vendor to represent their side. In case the vendor fails to submit a satisfactory reply, the Firm/agency shall be liable for termination of empanelment (including blacklisting) with/ without the imposition of a penalty/ forfeiting of Security Deposit/EMD (As decided by the Institute).

ii. In case of disputes and differences arising out or concerning the work, breach of any terms of the agreement, unsatisfactory/ inefficient service on the part of the vendor, or at any time, if it is found that the information provided by the empanelled vendor in any form about publications, services and related matters is incorrect, the Institute shall be at liberty to terminate the empanelment of an empanelled vendor(s)/ supplier(s) without any prior notice, and also reserves the right to claim the amount of loss incurred by the Institute, based on the available invoices submitted by that empanelled vendor(s)/supplier(s).

**15. Arbitration:**

(i) If dispute or difference of any kind shall arise between AIIMS MANGALAGIRI and the vendor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

(ii) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Director, AIIMS Mangalagiri as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules framed thereunder. His/ her/ its decision will be final & binding on both the parties. The venue of arbitration shall be Mangalagiri, India.

**16. Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Mangalagiri and all obligations hereunder shall be deemed to be located at the Mangalagiri and the Court within Mangalagiri will have jurisdiction to the exclusion of all other Courts

### **FINANCIAL BID**

(To be submitted on the letterhead of the Agency)

#### **FOR EMPANELMENT OF VENDORS FOR BOOK SUPPLY TO AIIMS, MANGALAGIRI**

Books are to be supplied to the Institute by any convenient mode except VPP as specified in tender.

<b>Sl. No.</b>	<b>Book Category</b>	<b>Percentage of Discount Offered on MRP</b>
1.	<b>Indian Publications</b>	
2.	<b>Foreign Publications</b>	

#### **Note:**

- i. The discount percentage for **Indian Publications, Foreign Publications** are to be quoted in the BOQ.
- ii. The suppliers who are not fulfilling the eligibility criteria or conditions for foreign book supplier, may quote the discount percentage for Indian Books only, so that their financial bid for Indian/ National Books may only be considered.
- iii. The discount percentage shall remain unchanged during the entire period of empanelment.
- iv. Please fill '0' (Zero), in case of not applicable. For example, the agency does not have the eligibility in supplying books of foreign publishers, they need to quote '0' (Zero) in Table above.

Place:

Date:

(Signature with stamp of the bidder)

**TECHNICAL BID**

**(To be submitted on the letterhead of the Agency) FOR EMPANELMENT OF VENDORS FOR BOOK SUPPLY TO AIIMS MANGALAGIRI**

Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist

<b>Particulars of the Firm/Company/Agency</b>		
1.	Name of the Firm (In Block Letters)	
2.	Registered Office Address (With telephone no. & email address)	
3.	Legal Status of Ownership Proprietary/partnership/Pvt. Ltd. /Public Ltd. Company	
4.	Year of Incorporation/ constitution of agency	
5.	Registration No./Trade License No.	
6.	Authorized Signatory Details	Name: _____ Designation: _____ Mobile No. _____ Email: _____
7.	Details of contact person other than Authorized Signatory	Name: _____ Designation: _____ Mobile No. _____ Email: _____
8.	PAN No.	
9.	GST No. and Date of Registration under Goods & Service Tax Act.	
10.	Total No. of year of similar experience. Details of work experience (as per Annexure-IV) in support of Experience related eligibility criteria).	
11.	Turnover of preceding last three financial years, duly certified by the Chartered Accountant (in Lakhs)	

12.	Agreed to provide all amenities as per tender document / EOI document?	
13.	Agreed to sign for one years, which may be extended for a further period of one year	
14.	Whether agrees to abide by the terms and conditions of the EOI document, in the event of award of the contract?	
15.	Payment Terms agreed as Specified in EOI documents?	
16.	Bank Details	
17.	Any other details the Firm would like to furnish (Example: Awards & Accreditations)	

This is to certify that all the information stated above is true and correct to the best of my/our knowledge. I/We understand and accept the terms and conditions and further accept that if there is any suppression, fabrication, and misstatement of facts in any form, will at once result in cancellation of my application/ contact and that AIIMS Mangalagiri reserves its rights to take such action as it may deem fit in such an eventuality. (Signature of the authorized Signatory)

Date:..... Name of Signatory: .....  
Place:..... Name of the Service Provider(s)/ firm (s)/Agencies:  
.....

**INDEX/COMPLIANCE SHEET**

(To be submitted on the letterhead of the Agency)

Sl. No.	Document Name	Compliance (Yes/No)	Page No		Remarks
			From	To	
1.	Technical Bid as per <b>Annexure-I</b>				
2.	Letter for acceptance of terms & conditions as per <b>Annexure-III</b>				
3.	Recent authorization certificate from reputed publishers for authorized distributor/ dealer/ supplier of the publishers.				
4.	Registration Certificate of Firm/Agency.				
5.	Copy of Permanent Account Number (PAN)				
6.	Copy of GST Registration Certificate				
7.	Duly signed certificate (with membership number) from Chartered Accountant (CA) clearly showing financial year-wise turnover of Distributor and as well as Publisher as per bidder eligibility criteria point no.6				
8.	ITR of last three financial years (i.e. 2022- 2023 ,2023-2024, 2024-2025)				
9.	Details of Work experience ( <b>as per Annexure- IV</b> )				
10.	Proof of Experience: Copies of Appointment Letters/ Empanelment letters/ Agreement/ Purchase Orders etc. as per bidder eligibility criteria point no. 4				
11.	Self- Declaration about Non - Black Listing <b>as per Annexure-V</b> Affidavit raised on non- judicial stamp paper of Rs. 100				
12.	Duly signed and stamped of the entire tender document, all Annexures along with its corrigendum, if any				

Place:

Date:

(Signature with stamp of the Agency)



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

**Date:**

To,  
The Executive Director, AIIMS Mangalagiri

Sub: Acceptance of Terms & Conditions of Tender.

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

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

Dear Sir,

- 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).
- 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), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
- The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
- I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
- 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)

**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.

(Signature of the Bidder)

Date:

Place:

Seal of the Agency

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 noting 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.	2023-2024	
2.	2024-2025	
3.	2025-2026	

(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-** .....

**Deviation Statement Form**

The following are the particulars of deviations from the requirements of the tender Specifications.

<b>S. No</b>	<b>Item Code</b>	<b>Description</b>	<b>Specification as per Tender</b>	<b>Deviation</b>	<b>Remarks (including Justification)</b>

Place :

Date :

Signature and seal of the Bidder

**Note:** Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No deviations”