



ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Kalyani, (West Bengal)-741245

Website: www.aiimskalyani.edu.in

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

E-TENDER DOCUMENT

Name of the E-Tender: Supply & Refilling of Medical Gases in Cylinder and Liquid Medical Oxygen (LMO) at All India Institute of Medical Sciences, Kalyani for a period of one year from the date of agreement extendable for one more year on mutually agreed Terms and Conditions.

Notice Inviting E-Tender

E-Tender No.:P-12028/1/22-23/E-Tender/Anaes/Medical Gas/ET-06

Dt. 28/06/2022

The Director, AIIMS Kalyani, invites E-Bids in Two Bid System (i.e. Technical and Financial Bid) from eligible Manufacturers only through E-procurement solution portal of AIIMS Kalyani (<https://www.tenderwizard.com/AIIMSKALYANI>) on mutually agreed terms and conditions and satisfactory performance for **Supply & Refilling of Medical Gases in Cylinder** at AIIMS, Kalyani and supply of items as per the Specifications. **The agreement shall be for a period of 01(One) year extendable for another one year on mutually agreeable conditions.**

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, Kalyani will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

E-Tendering Portal:

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

**For E-tendering Queries contact Representative of AIIMS (Kalyani).email:e-tendert@aiimskalyani.edu.in
PH:(033)29991575.**

**For E-tendering Web Site Related Queries contact Representative of ITI Limited (Kalyani).
email:sanjeem@tenderwizard.com PH:08249821902**

Section-I
TENDER SCHEDULE

1) Schedule of Tender

Bid Ref.No. / E-Tender No.- P-12028/1/22-23/E-Tender/Anaes/Medical Gas/ET-06

Dt. 28/06/2022

| | |
|---|--|
| Date of availability of E-Tender document in the AIIMS KALYANI E-Tendering Solution portal | As per e-Tendering Portal of AIIMS Kalyani www.tenderwizard.com/AIIMSKALYANI , www.aiimskalyani.edu.in and CPP Portal www.eprocure.gov.in for downloading/participating |
| Last Date of downloading/participating in the E-Tendering Solution for this E-Tender | As per e-Tendering Portal of AIIMS KALYANI https://www.tenderwizard.com/AIIMSKALYANI |
| Date, Time & Place of submission of indicated desired Hard Copies in the Sealed Envelope | As per e-Tendering Portal of AIIMS Kalyani https://www.tenderwizard.com/AIIMSKALYANI in the Tender box kept in the Office of the Procurement-cell, Ground Floor, Academic (I) Block, AIIMS,Kalyani-741245(West Bengal) |
| Date, Time & Place of Opening of Technical Bid | The Technical Bid will open online as per the schedule given in the https://www.tenderwizard.com/AIIMSKALYANI In case the Scheduled date is declared Holiday the tender shall be opened on next working day. |
| Tender Document Cost payable to AIIMS Kalyani | To be downloaded from website hence no cost applicable. |
| E-Tendering Solution processing fee for providing online participation support & necessary DSC Certificates to Vendor for participate in Online E-Tender process | As applicable and displayed on https://www.tenderwizard.com/AIIMSKALYANI and payable to www.tenderwizard.com directly by the prospective Bidder. |

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| Cost of Bid Document | : | Nil (can be downloaded from website) |
| Amount of Earnest Money Deposit (EMD) (in shape of FDR/BG) | : | Rs.1,00,000/-(Rupees One Lakh only) |
| Validity of Bid | : | 180 (One hundred and eighty) days from the last date of bid submission. |
| Performance Security | : | Minimum Rs.3,00,000/-(Rupees Three Lakh only) OR an amount proportionately be decided by AIIMS, KALYANI. |
| Validity of Performance security | : | The performance security shall remain valid for a period of 14 months from the date of Agreement. |
| Venue | : | All India Institute of Medical Sciences, kalyani,(West-Bengal Nadia-741245 |

2) Important Dates

| | | |
|--|---|---|
| Issue/Publishing Date | : | 28/06/2022 |
| Date & time of Pre-Bid Conference | : | 08/07/2022 at 10:30 AM |
| Start date and time of submission of e-tender (Bid) | : | 28/06/2022 at 18:00 PM |
| Last date & Time of Submission of e-Tender (Bid) | : | 19/07/2022 at 18:00 PM |
| Date & time of online Technical Bid opening of e-Tender | : | 20/07/2022 at 10:00 AM |
| Date & time of opening of Price Bid | : | Will be informed to the Technically qualified Bidders. |

Section-II
INSTRUCTION TO BIDDERS

1. The Bidder is expected to examine all instructions section wise. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. The bid should not be conditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
2. **Language of Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and Tender inviting Authority, shall be in English language. Supporting documents and printed literature furnished by the Bidder may be written in another language provided that they are accompanied by an authenticated accurate translation of the relevant passages in the English Language in which case, for the purpose of interpretation of the Bid, the English translation shall prevail.
3. **Exemption:** Firms registered with NSIC are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India/State Government departments/Undertakings are also exempted from EMD. However, the respective manufacturers have to submit the relevant certificate (NSIC etc.) and financial limit to avail this exemption. Further, CPPP already has a provision of capturing UAM (Udyog Aadhar Memorandum) number issued by MSME of the vendors in order to identify themselves as MSME vendor. MSME vendors are to declare UAM number on CPPP, failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy of MSEs Order, 2012 for tender invited electronically through CPPP. Declaration of UAM number by the vendors on CPPP is mandatory.
4. **EMD:** Bidders need to deposit the EMD amount of Rs.1,00,000/-(Rupees One Lakh only) in the form of FDR/Bank Guarantee in favor of "Executive Director AIIMS Kalyani" in a sealed envelope on or before the Date of Submission of Bid in the Tender Box kept in the Office of **Procurement-Cell, Ground Floor, Academic Block-1, AIIMS Kalyani-741245** and its legible scanned copy must be uploaded in the E-Tendering Solution.
AIIMS Kalyani will not pay any interest on any EMD Amount to bidder. The EMD of the successful bidder shall be returned after the receipt of Performance Security Deposit and in case of unsuccessful bidders the same will be returned after award of the contract. The EMD of a Bidder will be forfeited, if a bidder withdraws bid after opening of Technical Bid/ misrepresents facts or submit fabricated/ forged/tampered/altered/manipulated documents.
5. The FDR or BG submitted as EMD are subject to verification from the issuing bank before its acceptance. If at any time the said instrument is found to be fake or not as a valid banking instrument, the bidder submitting such instrument shall be black listed and shall be debarred from participating in future tenders of the Institute. *The EMD BG should cover the liability period from last date of bid submission and should be valid for a minimum period of 180 days and claim date should be two months from expiry of BG validity period.*

6. **Clarification of bidding documents:** A prospective bidder requiring any clarification of the bidding documents shall contact the purchaser in writing at the purchaser's e-mail address i.e. e-tender@aiimskalyani.edu.in. Or contact at Ph. (033)-29991575 / 24. The purchaser will respond in writing (e-mail) to any request for clarification, provided that such request is received **not later than 07 (Seven) days from the Pre-Bid Conference day.**
7. **Pre-Bid Conference:** All the prospective bidders shall attend the Pre-Bid Conference at Ground Floor Academic Block-1 AIIMS, Kalyani on **08/07/22 at 10:30AM.** Changes, if any, may be incorporated in the bidding document after the Pre-Bid Conference and will be uploaded on our official website i.e. CPP Portal, Tender Wizard and AIIMS, KALYANI as "Corrigendum". Therefore, bidders are requested to submit their bids as per revisions/changes/corrigendum if any, after the Pre-Bid Conference (PBC). No press advertisement will be made for corrigendum.
8. **Amendments in Bidding Documents:** At any time till **07 (seven) days before the deadline for submission of bids,** the AIIMS, Kalyani may for any reason, whether at own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document through amendment. All amendments will be uploaded on the website regularly. AIIMS, KALYANI shall not be responsible to notify the amendments to individual bidders. All amendments by the AIIMS, KALYANI till 07 (seven) days before the deadline for submission of bids, shall be binding on the participatory bidders.
9. **Withdrawal of Bid:** The Bidder can withdraw its Bid before the closure date and time of receipt of the Bid. The system shall not allow any withdrawal after expiry of closure time of the Bid.

Section-III

TWO BID SYSTEM AND CONDITIONS

- 1. Technical Bid:** - To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria: -
- (a) Duly filled format of Technical Bid & required document proof as per Annexure –I.
 - (b) **Financial Status:** - The average annual turnover from similar jobs, of the firm should not be less than **02 crores** in the last three years. Copies of profit & loss account and balance sheets duly authenticate by a Chartered Accountant for the last three years should be enclosed.
 - (c) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
 - (d) The technical bid should be accompanied by Demand Draft of Rs.1,00,000/- (Rupees One Lakh Only) for EMD. EMD should be prepare and drawn in favour of "Executive Director AIIMS Kalyani"
 - (e) Manufacturer Authorization letter for Oxygen from Drug License Department.
 - (f) Manufacturer Authorization letter for Nitrous Oxide & Carbon dioxide.
 - (g) Copy of quarterly Income Tax Return Acknowledgement for last Three years.
 - (h) Copy of PAN Card.
 - (i) Copy of GST registration certificate with monthly return.
 - (j) Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.
 - (k) Certificate as per given Annexures.
 - (l) Should have reputation and experience of over last 5 years as Medical Gas manufacturer/ authorized supplier to at least two of more than 250 bedded reputed government hospitals and should be supported with Copies of Supply Order.
 - (m) The supplier shall also submit the copy of the satisfactory performance certificate of two highest valued contracts awarded in last three financial years duly signed by the appropriate authority of the concerned Hospital. Performance certificate should have been issued at least after one year of completion of work.
 - (n) In case of Authorized Supplier Agency, the Manufacturing Company Authorization Certificate as per the Format given at Annexure-III must enclosed with Technical Bid.
 - (o) Self-declaration that the manufacturer for the Medical Gases has an in-house testing facility to for testing and logging for impurities in each batch of manufactured gas & cylinders per latest directions/notification from PESO.
 - (p) Self-declaration that the manufacturer for the Medical Gases has an in-house testing facility to for measuring the tare weight, Hydraulic pressure tests etc. as per norms for compressed gas cylinders under explosives Act 1981.
 - (q) Self-declaration that the manufacturer for the Medical Gases has its own full-fledged laboratory with full-time chemist to test cylinders and to provide testing reports on quarterly basis.

(Note: All the copies of uploaded documents duly signed & stamped by the Bidder as per the sections of Tender document, must be filed in a ring binder, properly indexed with page numbers).

2. Financial Bid: The Financial Bid to be submitted on line as per prescribed format in Section IX. The Financial Bid of bidders, who qualify in Technical Bid Evaluation, will be opened thereafter.

- a) The Rates are to be quoted in the given format “Section-IX”.
- b) All quoted rates should be inclusive of freight, packing, forwarding & insurance & Labour charges and also percentage of GST etc.
- c) The rates should be quoted in Indian Rupees in figure as well as in words only.
- d) If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
- e) **L-1 will be decided on the lowest price excluding GST of each product** for which the bidder is quoting. GST has to be mentioned clearly in percentage for each product. Item wise evaluation will be done for determining lowest quoted price for each of the Items.
- f) The price in the Financial Bid to be quoted as per the formulation unit only as mentioned in the list of items.
- g) The Tender Evaluation Committee may also verify the veracity of claims in respect of known performance of the item(s) offered, experience and reputation of the bidder in the field, the financial solvency etc.
- h) An offer submitted in vague/ambiguous financial terms and the like, shall be termed as non-responsive and shall summarily be rejected.

The financial bid shall contain: Price Bid Form [As per Annexure - VI] – Price must be quoted as per format specified, failing which tender shall be summarily rejected.

3. The bidder should send the hard copy of supporting documents, submitted with technical bid on CPPP portal, to the office of Procurement Cell, AIIMS Kalyani. The hard copy must not contain any price or financial bid. If found, the bidder will be disqualified for financial bidding. Each and every page of document should be signed by the bidder.

4. BID PRICES:

- (a) It should be submitted in form given in **Annexure VI**. The price quoted will be inclusive of taxes and inclusive of all applicable charges (i.e. packing, forwarding, postage and transportation) at Freight on Road (F.O.R.) AIIMS, Kalyani and shall be fixed and final. Taxes, as applicable will be extra, which will separately be quoted in the bid, At the time of payment Income Tax or any other Tax payable shall be deducted at source.
- (b) The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the Institute.
- (c) The rate quoted by the bidder shall remain fixed during the entire period of agreement and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- (d) 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.
- (e) The rate quoted by the participating Firm/Agency/Company should not be higher than the rates at which the items are being supplied by it to other Government

Institutes/Ministries/Departments/PSUs. If subsequently it is found that the firm has supplied such items at higher rates to the All India Institute of Medical Sciences (AIIMS), Kalyani, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 500/- (Five Hundred) on firm on such occasion and shall be doubled on subsequent occasions.

5. TECHNICAL EVALUATION:

(a) Detailed technical evaluation shall be carried out by Institute pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

(b) The Institute may call the responsive bidders for discussion to facilitate and assess their understanding of the scope of work and its execution. However, the Institute shall have sole discretion to call for discussion.

(c) AIIMS Kalyani shall have right to accept or reject any or all tenders without assigning any reasons thereof.

6. FINANCIAL EVALUATION:

(a) The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The institute shall inform the date, place and time for opening of financial bid.

(b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

(c) The AIIMS Kalyani does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The AIIMS Kalyani reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever. The tender is not awarded in piece meal and item wise to the firm(s) who have quoted the lowest rate(s) for item(s).

7. Award of Contract: The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technical and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.

8. Opening of Tender: The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification.

9. Validity of the bids: The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be specified by the tenderer in the financial bid.

10. Contract Period: The e-tender for Supply & Refilling of Medical Gases Cylinders initially for a period of (1) one year and can be continued / renewed for further (1) year subject to satisfaction of the All India Institute of Medical Sciences (AIIMS), Kalyani and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time.

11. Right of acceptance: The AIIMS, Kalyani reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The AIIMS Kalyani reserve the right to reject any or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

12. Payment clause: Payment shall be released on the submission of Bills in Triplicate in each Calendar month wise after the verification of Medical Gases supply Records of claimed Calendar period, and payment of bills shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules. No payment will be made for poor quality of work.

13. Performance Security: The Successful bidder will be required to furnish an amount equals to 3% of the contract 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 "**Executive Director AIIMS Kalyani**" within 15 days from the award of contract. Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations.

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.

In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited.

Performance Security will be discharged after completion of contractor's performance obligations under the contract.

14. 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, explosion, 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 by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, 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, either party may, at least option to terminate the contract.

15. Insolvency etc: In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order 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, Kalyani shall have the power to terminate the contract without any prior notice.

16. Breach of Terms and Conditions: In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Kalyani in that event the security deposit shall also stands forfeited.

17. Subletting of Work: The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Kalyani, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

18. Right to call upon information regarding status of work: The AIIMS, Kalyani will have the right to call upon information regarding status of work / job at any point of time. To assist in the analysis, evaluation and computation of the bids, the Institute, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

19. The decision of AIIMS, KALYANI in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

20. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by Director, AIIMS, Kalyani.

21. The provisions of Arbitration and Conciliation Act 1996 shall be applicable. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

22. Legal Jurisdiction: The agreement shall be deemed to have been concluded in Kalyani, West Bengal and all obligations hereunder shall be deemed to be located at Kalyani, West Bengal and Court within Kalyani, West Bengal will have Jurisdiction to the exclusion of other courts.

23. Other Conditions: The successful firm will be required to do the work / job for a period of one year from the date of award the contract. AIIMS, Kalyani shall, however, reserve the right to terminate the contract at any time without assigning any reason.

24. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.

25. Quantities of the work may vary as per actual requirement.

26. Payments will be made on monthly basis only after the receipt of every ordered Medical Gases supply as per terms and conditions and specification against the respective e-Tender/Supply Order in the designated place of Hospital or Hospital stores duly approved on satisfactory inspection, acceptance in the concerned user department against the pre-receipted bills in triplicate along with delivery challan. Bill should be submitted to the Accounts Branch for the Number of refilling and replacement carried out during the month. The vendor should keep proper record for goods/services duly certified by the concern department.

- 27.** All pages of the tender and related papers are to be duly authenticated by tenderer.
- 28.** The firm should also have a valid GST number, which should be mentioned.
- 29.** The Tenderers should furnish a copy of GST registration number. Tenders not complying with this condition will be rejected.
- 30.** Please indicate if you are currently registered with any Govt. Organization and if registered, furnish all relevant details.
- 31.** Please states whether business dealings with your firm presently stand banned by any Government organization and, if so, furnish relevant details.
- 32.** The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
- 33.** AIIMS, Kalyani shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.
- 34.** The firm should have an Office or a Branch Office located at Kalyani. Availability of a responsible person on call on all working days between 09:00 Hrs to 18:00 Hrs.
- 35.** 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 items even on short notice to AIIMS, Kalyani.
- 36.** The rate quoted by the participating Firm/Agency/Company should not be higher than the rates at which the items are being supplied by it to other Government Institutes/Ministries/Departments/PSUs. If subsequently it is found that the firm has supplied such items at higher rates to the All India Institute of Medical Sciences (AIIMS), Kalyani, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 500/- (Five Hundred) on firm on such occasion and shall be doubled on subsequent occasions.
- 37.** Applicable taxes will be deducted at source at the time of settlement of bills. TDS certificate will be issued.
- 38.** The agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.
- 39.** The bidder shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS), Kalyani while submitting the tender or at subsequent stage. Upon selection of the Tenderer, if at any stage, the documents furnished by him/her are found to be false, it would be deemed

to be a breach of terms of contract, the contract shall be cancelled at the discretion of competent authority and performance security shall be stand forfeited.

40. The firm has not been blacklisted in the past by any government/ Private institution and there is no Vigilance/CBI case pending against the firm supplier.

41. The rate quoted by firm should be final and written in ink or typed against each item and should not be overwritten.

42. Each page of the Tender Notice should be signed and stamped by the bidder in token of having accepted the same.

43. The AIIMS, Kalyani reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/unavoidable situation.

44. Inspection: The Director, AIIMS Kalyani shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.

Special Conditions

- 1.** The firm must be manufacturer/ authorized distributor of medical gases and LMO i.e. medical oxygen, nitrous oxide, medical CO₂ through air liquefaction process and the firm should hold valid manufacturing license for medical gases/LMO from the state drug controller as per the provision of drugs and cosmetic act 1940 and rules there under.
- 2.** Firm, should have a valid license for storage filling and cylinder testing and another requisite license issued by PESO Nagpur as statutory requirement.
- 3.** The tenderer has to ensure compliance of prevailing/latest guidelines/amendments of PESO and gas cylinder rules Gas cylinder rules, 2016
- 4.** The tenderer should timely obtain necessary filling permission from the chief controller of explosives under Rule 45 while supplying the cylinders for filling of compressed cryogenic gases, if required.
- 5.** Should have reputation and experience of over last 5 years as Medical Gas/LMO manufacturer/ authorized supplier to at least two of more than 250 bedded reputed government hospitals and should be supported with Copies of Supply Order.
- 6.** The supplier shall also submit the copy of the satisfactory performance certificate of two highest valued contracts awarded in last three financial years duly signed by the appropriate authority of the concerned Hospital. Performance certificate should have been issued at least after one year of completion of work.
- 7.** The Firm should have its own full-fledged laboratory with full-time chemist to test cylinders and to provide testing reports on quarterly basis.
- 8.** Should have full facility for testing and logging for impurities in each batch of manufactured gas/LMO & cylinders per latest directions/notification from PESO. The facilities shall be open to inspection by Hospital Authorities.
- 9.** In house facility for regular testing & certification of cylinder for tare weight, Hydraulic pressure tests etc. as per norms for compressed gas cylinders under explosives Act 1981, expenditure for testing & certification will be borne by company.
- 10.** The firm should have adequate & efficient safe transport and a Depot in Kalyani region in order to ensure timely supply of medical gases/LMO. If firm has not its own Depot in Kalyani then the firm should have to set up its depot in Kalyani region within 90 days from the date of award of Contract. Also, the firm should submit an undertaking for the same along with clause that the firm will deliver the medical gases on time until the set-up of depot.
- 11.** The firm should maintain color code of all medical gas cylinders.
- 12.** The firm should not demand separate security, caution money & rent/maintenance charge, transport charges and holding charges on gas cylinders.
- 13.** The firm should supply and station the cylinders to the Administrative area of the manifold room. No installation and uprooting charges will be paid.
- 14.** In case the supplier fails to supply the material as per requirement, the order will be liable to be cancelled without any prior information and the Security Money/Earnest Money, whichever is available at that time, will be forfeited.
- 15.** The firm will be responsible for routine check and maintenance at no extra cost.

16. The firm should ensure for refilling and supply of all type of cylinders A, B, D/Bulk, AA and bottle type for medical gases (O₂, N₂O, CO₂, and Medical Air).
17. The firm MUST maintain uninterrupted supply of Medical Gases/LMO even in case of emergencies. In case the firm fails to supply the required medical gases on time, in addition to the penalty applicable as per the contract, the Hospital reserves the right to make alternate arrangement for the supply of gases at the firm's risk and the cost of risk purchase will be borne by the firm.
18. Tenderer are bound to supply /refill the cylinders during the validity of tender at the approved rates. If the price of any item is reduced due to any reasons during the validity of the tender, the same should be intimated to AIIMS Kalyani and the benefit of reduced rate should be passed to AIIMS Kalyani.
19. Director AIIMS Kalyani reserves the right to select different vendors if the lowest rates for different gases differ among bidders.
20. Cylinder should mention date of last testing & due date of next testing.
21. Note: Representative from the hospital may visit the suppliers place from time to time for checking gross weight, tare weight and net weight of the cylinders. The supplier shall have to provide necessary information and shall cooperate in this matter, no additional charges will be payable from hospital.
22. The Bidder has to quote for all the gases [O₂, CO₂, N₂O] and all sizes of cylinder [A, B, D].
23. For NO₂ and Carbon Dioxide, the rate should be quoted on per Kg basis; For O₂, the cylinder pressure should be more than 135-bar in winter and more than 140-bar in summer. Cylinder showing less pressure shall be returned and the vendor shall replace them with adequately filled cylinders at their own cost.
24. The bidder should have Manufacturer Authorization certificate for Oxygen, Nitrous Oxide & Carbon dioxide from concern appropriate government authority.
25. The oxygen gas filled cylinder supply will be ensured by supplier without any interruptions. This will be the prime responsibility of approved supplier.
26. The supplies / bills should be accompanied by batch analysis report.
27. A reserve stock of Two to Three times cylinder filled oxygen medical IP grade will be kept in Hospital every time.
28. All material, machinery, cylinder, manpower and consumables etc. required for the Supply & Refilling of Medical Gas Cylinders shall be arranged by the contractor. Cost of all the items should be taken into consideration while quoting the charges.
29. The delivery of filled cylinders/LMO and collection of empty cylinders from AIIMS premises shall be the responsibility of the contractor.
30. There should be proper colour coding for oxygen, nitrous oxide and CO₂ cylinders.
31. The Bidder should refill the oxygen gas/LMO within 1 day, CO₂ gas within 3 day and nitrous oxide within one week from the receipt of intimation. The bidder should have suitable arrangements for LMO/oxygen gas to emergency supplies within 3 hours from the receipt of intimation and also round the clock service.
32. **Penalty for delay in supply:** If the supplier fails to deliver any or all the items or fails to perform the service within the time frame(s) incorporated in the tender, AIIMS Kalyani shall, without

prejudice to other right and remedies available to AIIMS Kalyani under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 2% per week of delay or part thereof on delayed supply of the quoted amount. Once maximum 10 % of value of agreement for delayed supply is reached, AIIMS Kalyani may consider termination of the E-tender agreement with L1 vendor.

33. Labeling of cylinders: – Every cylinder shall be labeled with the name of the gas and the name and address of the person by whom the cylinder was filled with gas. A warning in the following terms shall be attached to every cylinder containing permanent or liquefiable gas, namely: -

“WARNING”

Gas Cylinders, Rules, 2004

- (i) Do not change the colour of this cylinder.
- (ii) This cylinder should not be filled with any gas other than the one it now contains.
- (iii) No flammable material should be stored in the close vicinity of this cylinder or in the same room in which it is kept.
- (iv) No oil or similar lubricant should be used on the valves or other fittings of this cylinder.
- (v) Please look for the next date of test, which is marked on a metal ring inserted between the valve and the neck of the cylinder, and if this date is over, do not accept the cylinder for filling.

34. The cylinders from the bidder side should have PROPER VALVE GUARD with anti-tamper sealing.

35. The cylinders should be checked and tested as per the CCOE, Nagpur rules and regulations.

36. Dedicated gas cylinders should be used for medicinal gases. These cylinders are specially treated to fill medical grade gases.

37. In case there is leakage of any cylinder due to any defect of cylinder, the supply will not be accepted by AIIMS Kalyani.

38. Indemnify to AIIMS Kalyani by Tenderer: Tenderer should indemnify AIIMS Kalyani and give an undertaking stating that if the firm fails to maintain standard laid down for medical gases usage, transportation, refilling, handling and any other mishap occurs during medical Gas Supply and Refilling to AIIMS Kalyani, the firm will be responsible as per existing laws as applicable and bear all the cost and compensate the victims (if any).

39. Rejected supply should be taken back and be replaced by the supplier within the specific period as instructed by the AIIMS Kalyani. In case of failure to do so, Director, AIIMS Kalyani reserves the right to dispose of the rejected supply if not lifted from this from the Hospital Complex of AIIMS Kalyani by the Supplier Agency/Contractor within the stipulated period and against the same no payment shall be made to the Supplier Agency/Contractor.

40. Proper steps should be taken from contractor side on cylinders safety, maintenance & arranging safety and operation training for manifold operator.

41. It will be the sole responsibility of the contractor to refill the cylinder within stipulated time frame, otherwise, the Institute may impose penalty.

42. For LMO:- Minimum 40% of stock level to be maintained in the installed capacity to avoid emergency situation & for the same supplier should install suitable monitoring & alarming devices.

43. Successful bidders would be bound to supply the gases even after completion of tenure on tender rates terms and condition till the next tender / fresh agreement is finalized.

Schedule of Requirement

Technical Specifications for required Medical Gases and Cylinders:

Specifications of D Type Oxygen Cylinder

1. Supply of Oxygen Bulk Cylinder ISI marked to IS 7285(Part-2):2004 duly approved from CCOE Nagpur. The cylinder shall be fitted with valve & valve guard having following broad specifications:
 - a) Dimensions : 232 mm O.D x 1365 mm length.
 - b) Capacity Minimum : 6.7 Cubic meter Gas capacity/46.7 liters Water capacity
 - c) Minimum Wall thickness : 5.2 mm.
 - d) Working pressure at 15°C : 150 kgf/cm²
 - e) Test pressure : 250 kgf/cm².
 - g) Fitted with bull nose type valves as per IS: 3224, and neck cap.
2. Color code of the cylinder should as per IS 3933-1966 with updating till date.
3. Certificate - Manufacture certificate, ISI certificate & department of explosion Govt. of India to be provided for each specified cylinder separately at the time of supply.
4. Matching Key cum spanner to release Oxygen for each cylinder separately or modern valve and regulator.

Specifications of B Type Oxygen Cylinder

1. Supply of Oxygen Bulk Cylinder ISI marked to IS 7285(Part-2):2004 duly approved from CCOE Nagpur. The cylinder shall be fitted with valve & valve guard having following broad specifications:
 - a) Dimensions : 140 mm O.D x 855 mm length.
 - b) Capacity Minimum : 1.53Cu.m. Gas capacity /10.2 liters Water capacity
 - c) Minimum Wall thickness : 4.2 mm.
 - d) Working pressure at 15°C : 150 kgf/cm²
 - e) Test pressure : 250 kgf/cm².
 - f) Fitted with bull nose type valves as per IS: 3224, and neck cap.
2. Color code of the cylinder should as per IS 3933-1966 with updating till date.
3. Certificate - Manufacture certificate, ISI certificate & department of explosion Govt. of India to be provided for each specified cylinder separately at the time of supply.
4. Matching Key cum spanner to release Oxygen for each cylinder separately or modern valve and regulator.

Specifications -A Type Oxygen Cylinder

1. Supply of A-types Oxygen Cylinder ISI marked to IS 7285(Part-2):2004 duly approved from CCOE Nagpur. The cylinder shall be fitted with valve & valve guard having following broad specifications:
 - a) Dimensions : 140 mm O.D x 430 mm length.

- b) Capacity Minimum : 0.68Cu.m. Gas capacity / 4.5 liters Water capacity
- c) Minimum Wall thickness : 4.2 mm.
- d) Working pressure at 15°C : 150 kgf/cm².
- e) Test pressure : 250 kgf/cm².
- f) Neck Threading : IS3224 1979.
- g) Fitted with approximate PIN INDEX value and neck cap.

2. Color code of the cylinder should as per IS 3933-1966 with updating till date.
3. Certificate - Manufacture certificate, ISI certificate & department of explosion Govt. of India to be provided for each specified cylinder separately at the time of supply.
4. Matching Key cum spanner to release Oxygen for each cylinder separately or modern valve and regulator.

Specifications of N₂O D - Type Cylinder

1. Supply of N₂O Bulk Cylinder ISI marked to IS 7285(Part-2):2004 duly approved from CCOE Nagpur. The cylinder shall be fitted with valve & valve guard having following broad specifications:
 - a. Dimensions : 232 mm O.D x 1365 mm length.
 - b. Capacity Minimum : 1800 liters N₂O Gas capacity/46.7 liters Water capacity
 - c. Minimum Wall thickness : 5.2 mm.
 - d. Working pressure at 15°C : 150 kgf/cm².
 - e. Test pressure : 250 kgf/cm².
 - f. Neck threading : IS: 3224
2. Color code of the cylinder should as per IS 3933-1966 with updating till date.
3. Certificate - Manufacture certificate, ISI certificate & department of explosion Govt. of India to be provided for each specified cylinder separately at the time of supply.

Specifications –A Type of Nitrous Oxide Cylinder

1. Supply of Nitrous oxide type-A Cylinder ISI marked to IS 7285(Part-2):2004 duly approved from CCOE Nagpur. The cylinder shall be fitted with valve & valve guard having following broad specifications:
 - a) Water capacity : 5 litres capacity
 - b) Gas capacity : 0.75 cu.mm
 - c) Outside diameter : 108mm
 - d) Wall thickness : 4mm
 - e) Cylinder length : 735mm
 - f) Working pressure at 15°C : 150 kgf/cm².
 - g) Test pressure : 250 kgf/cm².
 - h) Neck threading : IS: 3224
 - i) Fitted with approximate PIN INDEX value and neck cap.

2. Color code of the cylinder should as per IS 3933-1966 with updating till date.
3. Certificate - Manufacture certificate, ISI certificate & department of explosion Govt. of India to be provided for each specified cylinder separately at the time of supply.

Specifications of CO₂ D - Type Cylinder

1. Supply of CO₂ Bulk Cylinder ISI marked to IS 7285(Part-2):2004 duly approved from CCOE Nagpur. The cylinder shall be fitted with valve & valve guard having following broad specifications:
 - a) Dimensions : 232 mm O.D x 1365 mm length /46.7 liters Water Capacity
 - b) Minimum Wall thickness : 5.2 mm.
 - c) Working pressure at 15°C : 150 kgf/cm².
 - d) Test pressure : 250 kgf/cm².
 - e) Neck threading : IS: 3224.
2. Color code of the cylinder should as per IS 3933-1966 with updating till date.
3. Certificate - Manufacture certificate, ISI certificate & department of explosion Govt. of India to be provided for each specified cylinder separately at the time of supply

Technical Specifications for Medical Gases

Compressed Medical Oxygen

Medical grade I.P. 1996/Latest IP 2010 - Certified safe for human use.

Purity 99-100%

Carbon monoxide less than 5 PPM

Carbon-di-oxide not more than 300 PPM

Free from halogen, polymer & oxidizing substance & moisture.

Should not cause any damage to the materials of cylinders, Gas pipeline, Anesthesia machine and ventilators.

Nitrous Oxide

Medical grade I.P. 1996/Latest IP 2010 -Certified safe for human use.

Purity 99 -100% in liquefied form.

Humidity and other impurities zero percent.

Free from hydrogen sulphide.

Free of all forms of reducing and oxidizing substances.

Should not cause any damage to the materials of cylinders, Gas pipeline, Anesthesia machine and ventilators.

Each batch must have passed tests for alkalinity, arsenic, phosphate and ammonia.

Carbon dioxide

- i. Medical grade I.P. 1996/Latest IP - Certified safe for human use.

ii. Should not damage any instrument/equipment used with it.

Purity - 99.95% and above

Medical Grade I.P.

Certified Safe for Human use

Total Sulfur < 0.1 ppm

Aromatic Hydrocarbons <20 ppm Total Hydrocarbons < 50 ppm Odourless and Colourless

Compatible to laparoscopic use

Annexure – I

TECHNICAL BID

(Tenderer may use separate sheet wherever required)

| Sl. No. | Details of the Tenderer / Bidder | Submitted (Yes/No/NA) | Page No. |
|----------------|---|------------------------------|-----------------|
| 1. | Name & Address of the Tenderer/ Bidder | | |
| 2. | Complete Address | | |
| 3. | State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization | | |
| 4. | Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....) | | |
| 5. | Whether each page of NIT and its annexure have been signed and stamped | | |
| 6. | Whether Bidders have quoted for each item mentioned in Annexure V (Yes/No) (If NO, then please attach a list of quoted items with the Technical Bid without indicating price) | | |
| 7. | List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any | | |
| 8. | Last three years quarterly Income Tax Certificate | | |
| 9. | Copy of GST Registration | | |
| 10. | Proof of, “Should have reputation and experience of over last 5 years as Medical Gas manufacturer/ authorized supplier to at least two of more than 250 bedded reputed government hospitals and should be supported with Copies of Supply Order. | | |
| 11. | Proof of, “Copy of the satisfactory performance certificate of two highest valued contracts awarded in last three financial years duly signed by the appropriate authority of the concerned Hospital. Performance certificate should have been issued at least after one year of completion of work.” | | |
| 12. | Self-declaration that the manufacturer for the Medical Gases has an in-house testing facility to for testing and logging for impurities in each | | |

| | | | |
|-----|--|--|--|
| | batch of manufactured gas & cylinders per latest directions/notification from PESO. | | |
| 13. | Self-declaration that the manufacturer for the Medical Gases has an in-house testing facility to for measuring the tare weight, Hydraulic pressure tests etc. as per norms for compressed gas cylinders under explosives Act 1981. | | |
| 14. | Self-declaration that the manufacturer for the Medical Gases has its own full-fledged laboratory with full-time chemist to test cylinders and to provide testing reports on quarterly basis. | | |
| 15. | Permanent Account Number | | |
| 16. | Sale Tax Registration No. | | |
| 17. | TIN No. with Proof | | |
| 18. | Whether copies of authenticated balance sheet for the past three years enclosed | | |
| 19. | Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items. | | |
| 20. | Email Id | | |
| 21. | Landline No. | | |

Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.

In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

Date:

Place:

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :

Annexure - II
CERTIFICATE

(To be submitted on letter head of the company/ firm)

I/ We hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I/ We also certify that firm will be supplied the item as per the specification given by Institution and also abide all the terms & conditions stipulated in tender.

I/ We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per NIT rules

I/We also certify that I have read tender document in detail and have understood it completely and is accepting all the terms & Conditions as written in the tender document.

Date:

Name:

Place:

Business Address :

Signature of Bidder :

Seal of the Bidder :

Annexure – III

CERTIFICATE OF PRICE JUSTIFICATION

[To be given on letter head]

NIT No.:

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

SIGNATURE AND STAMP OF THE BIDDER

Annexure – IV
FORMAT FOR MANUFACTURER'S AUTHORIZATION

To
The Director,
All India Institute of Medical Sciences (AIIMS), Kalyani

Dear Sir,
Ref. Your NIT No _____,
dated _____ We, _____ who
are proven and reputable manufacturers of _____ (name and
description of the Items offered in the Quotation) having factories
at _____, hereby authorize
Messrs. _____ (name and address of the agent) to submit a Quotation,
process the same further and enter into a E-tender agreement with you against your requirement as contained
in the above referred Quotation Form for the above items manufactured by us.

We further confirm that no supplier or firm or individual other than
Messrs. _____
(name and address of the above agent) is authorized to submit a tender, process the same further and enter
into a E-tender agreement with you against your requirement as contained in the above referred Quotation
Form for the above items manufactured by us.

We also hereby confirm that we would be responsible for the satisfactory execution of supply contract placed
on the authorized agent.

We also confirm that the price quoted by our agent shall not exceed than that which we would have quoted
directly.

Note:-

Yours faithfully,

[Signature with date, name and designation]

For and on behalf of Messrs. _____
[Name & address of the manufacturers]

1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.
2. Original letter may be enclosed with technical bid.

Annexure – V

Approximate Quantity

| Sl. No. | Name of Item | Approximate quantity (Yearly No consumption) |
|----------------|----------------------------------|---|
| 1. | A- Type Oxygen Cylinder | 500 |
| 2. | B-Type Oxygen Cylinder | 36500 |
| 3. | D-Type Oxygen Cylinder | 36500 |
| 4. | A – Type Nitrous Oxide Cylinders | 30 |
| 5. | D – Type Nitrous Oxide Cylinders | 100 |
| 6. | D – Type Carbon Dioxide Cylinder | 30 |

**The quantity mentioned above against each Type Cylinder shall be communicated later on as per the AIIMS, Kalyani Actual Requirement after the issuing of Notification of Award to successful L-1 Agency/Agencies. The quantity may increase/decrease either side as per actual requirement of AIIMS Kalyani and successful L-1 Agency/Agencies is liable for supply the Increased/Decreased quantity of requested Medical Gases on their approved L-1 Rates during entire validity period of their E-tender agreement to AIIMS Kalyani.*

Annexure - VI

Financial Bid

Format for Financial Bid

(To be submitted on the excel format provided in e-tender portal)

| Sl. No. | Name of the Item | Approximate quantity (Yearly No consumption) | Rate per cylinder refill. | GST in Percentage. | Total Amount in Rs. (Approximate quantity X amount including taxes) |
|------------------------------|--------------------------------|---|----------------------------------|---------------------------|--|
| 1. | A- Type Oxygen Cylinder | 500 | | | |
| 2. | B- Type Oxygen Cylinder | 36500 | | | |
| 3. | D- Type Oxygen Cylinder | 36500 | | | |
| 4. | A-Type Nitrous Oxide Cylinder | 30 | | | |
| 5. | D-Type Nitrous Oxide Cylinder | 100 | | | |
| 6. | D-Type Carbon Dioxide Cylinder | 30 | | | |
| Grand Total in Figure | | | | | |
| Grand Total in words | | | | | |

(L1 will be decided on composite basis)

1. E-TENDERING INSTRUCTIONS TO BIDDERS

General:

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers /Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, AIIMS KALYANI has decided to use the portal www.tenderwizard.com/AIIMSKALYANI (For Participation & Download), <https://eprocure.gov.in> or www.aiimskalyani.edu.in (For Download & View Only)

Instructions:

1. Tender Bidding Methodology:

Two Stage Online Bidding

2. Broad outline of activities from prospective Bidders:

1. Procure a Class III Digital Signature Certificate (DSC)
 2. Register on the e-Procurement portal www.tenderwizard.com/AIIMSKALYANI
 3. Create Users on the above portal
 4. View Notice Inviting Tender (NIT) on the above portal
 5. Download Official Copy of Tender Documents from the above portal
 6. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, Kalyani
 7. Bid-Submission on the above portal.
 8. Attend Public Online Tender Opening Event (TOE) on the above portal- Opening of Technical Part
 9. Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS, kalyani's Post-TOE queries.
 10. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders)
- For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates:

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

4. Registration:

To use the Electronic Tender portal www.tenderwizard.com/AIIMSKALYANI, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable (i.e. **Rs.2000/-+GST** as applicable)

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

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

5. Bid submission

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

6. Broad outline of submissions are as follows:

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

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

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

Processing Fee: Firm have to pay processing fee Rs 2000/- (Including All Taxes) When participating in the e-Tender.

Offline Submissions: OFFLINE SUBMISSION OF BID IS NOT ALLOWED.

Public Online Tender Opening Event (TOE)

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

Event (TOE) from the comfort of their offices.

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

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

Other Instructions

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

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

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

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

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

For any further assistance, please contact Mr Sanjeeb Mahapatra (08249821902), Mr Maynak Singh Thakur (08800115628), Helpdesk-08045811365 ITI email ID for mailing communication:- twhelpdesk404@gmail.com / twhelpdesk680@gmail.com / mayank.s@etenderwizard.com / sanjeeb.m@etenderwizard.com