



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी
All India Institute of Medical Sciences (AIIMS) Kalyani
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)
(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)
राष्ट्रीय राजमार्ग - 34, बसन्तपुर, सागुना, कल्याणी, ज़िला - नदिया, पश्चिम बंगाल - 741245
NH-34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal 741245

Ref. No: 2332/D-45011/107/23- (GC-IN)

Date: 26.10.2023

INVITATION FOR BIDS AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR HIRING OF JCB MACHINE FOR CLEANING OF AIIMS CAMPUS INCLUDING SPORTS GROUND

1. Cost of Tender Form **Rs. 1000/- (Rupees One thousand only)**
2. Last date of receipt of Tenders in Office is **11.00 AM On 06/11/2023**
3. Tenders (technical bids) to be opened at **11.30 AM on 06/11/2023**
4. Tender to remain open for acceptance up to 180 days from the date of opening.
5. The Tender document is also available at our Web-site: www.aiimskalyani.edu.in

NOTE: 1. The Executive Director, AIIMS Kalyani (West-Bengal), may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.

Sealed tenders are hereby invited from eligible and qualified bidders on behalf The Executive Director, AIIMS Kalyani (West-Bengal) towards **Contract for hiring of following machines at AIIMS Kalyani.**

SL No.	Description of the item	Approx. Quantity (In Hours)	Work Schedule
01	HIRING OF JCB MACHINE FOR CLEANING OF AIIMS CAMPUS INCLUDING SPORTS GROUND	1000 HOURS	180 days

***Note: Please note that the Quantity here means the Quantity of anticipated drawl, which may vary as per actual need, during Contract period.**

1. A complete set of bidding documents in English may *either* be downloaded free of cost from Institute Website (www.aiimskalyani.edu.in) along with the **non-refundable fee of Rs. 1000/- (Rupees One thousand)** only, in the form of a **Demand Draft**, drawn on a Scheduled Commercial Bank in India, in favour of "AIIMS Kalyani", payable at Kalyani.

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2. A **Pre-Bid Meeting** will be organized for prospective Bidders to seek their feedback on Specifications, bid conditions, etc. & address them 31/10/2023 at 11:00 PM in Welcome Center Administrative Block, AIIMS Kalyani.
3. An earnest money of **Rs. 30,000/- (Rupees Thirty thousand)** must be deposited in the form of demand draft order payable to **"AIIMS Kalyani, State Bank of India (AIIMS Branch)**
4. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
5. The rates quoted by each firm for contract in tenders be given both in words and figures failing which the same is liable to be rejected. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer, if any, may also be indicated.
6. The Institute is **not bound to accept the lowest** or any other **tenders** and also reserve to itself the right of accepting the tenders in whole or in part. You are, however, at liberty to submit Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
7. **Performance Security @ 5% of the anticipated overall drawl during the contract period, will be obtained at the time of award of rate-contract**, from the successful contract awardee(s), in the shape of Demand Draft/Bank Guarantee drawn in favour of "AIIMS Kalyani", *which will be refunded after satisfactory completion of contract.* In the event of non-deposition of the same, the earnest money will be forfeited. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Institute.
8. **The GST or any other tax which is as per the rules of the Govt., shall be deducted at source from bills of the successful tenderer, as per rules/instructions made applicable from time to time.**
9. Decision of the Executive Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, *if any*, on the contract, will be settled at his/her level by mutual consultation and in case of failure of settlement, the dispute shall be referred to the sole arbitrator to be appointed by the Executive Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

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10. The evaluation of bids will be based on the consolidated lowest bid-price among the Technically responsive bidders. As such, the Negotiation, if any, will be held only with the bidder, whose overall consolidated bid-price is found to be the lowest. While awarding the contract, the Institute may choose to delete certain items, if their respective bid-prices appear to be unreasonable.

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**TENDERS FOR THE CONTRACT FOR HIRING OF JCB MACHINE FOR
CLEANING OF AIIMS CAMPUS INCLUDING SPORTS GROUND**

Full Name & Address of the tenderer (To be quoted in all communications to this office)	
Telephone No.	
Telegraphic Address/Cellular No.	
E-Mail Address	

From: _____

To,

The Executive Director,
AIIMS Kalyani,
West-Bengal.

I/We have **read and understood** all the particulars regarding the general information and other terms and conditions of the contract for **Hiring of JCB Machine for cleaning of AIIMS campus including sports ground and agree to provide the best services** as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in this Tender and I/We agree to hold this offer open till 180 days. The rates quoted will be valid for a period of **six months** in the event of award of the Contract, *as per the terms of the Contract*. I/We shall be bound by a communication of acceptance dispatched within the prescribed.

1. That I am proprietor / Managing partner / Managing Director / Director / President of M/s _____ which is in the business of _____.
2. I/We have **understood** these terms and conditions for the contract and shall **provide the best services**, strictly in accordance with these requirements.
3. The **following** Additional **pages** have been **added** to form a part of this tender, bearing Page Nos.: _____.
4. Pay order/ DD No. _____ of Rs. _____ drawn in favour of "AIIMS Kalyani" is enclosed as earnest money required.
5. That the firm has **not been blacklisted** by any State or Central Ministry/Department or Government Organization.

Yours faithfully,
Signature of the Tenderer

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Bid Schedule – I

Sl. No.	Particulars to be filled in by the bidder/tenderer	
Part- I		
	Name of the Firm/Agency	
	Name of Proprietor/Partners/Directors	
	Full address with Telephone No. and Post Box No., <i>if any</i>	
	Constitution of the Firm/Agency (Attach copy) Indian Companies Act, 1956/Indian Partnership Act, 1932/ Any other Act (Please give names of partners, <i>if not the owners</i>)	
	Name and Full Address of your Bank	
	Name of the Bank Branch	
	Bank Account No.	
	IFSC Code	
	Your Permanent Account Number (PAN)	
	GST No. (Attach Copy)	
	Any other relevant information	
Part- II		
	Earnest Money Deposited DD No. and Date	

I/We certify that the facts stated above are true and undertake to submit any other testimonials certificates whenever called for in support of our statement. This application will not in any way construe as our claim for empanelment.

Date: _____

Place: _____

AUTHORISED SIGNATORY

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FINANCIAL BID

Last date for receipt of Tender
Date of opening of Financial Bid

To,
The Executive Director,
AIIMS Kalyani,
Basantpur, Saguna,
West-Bengal

Sir,
I/We wish to submit our Tenders for **Contract for hiring of JCB machine for Cleaning of AIIMS campus including sports Ground** at AIIMS Kalyani on the following rates: -

SL NO.	Particulars	Total Price (₹)		
		Qty (in Hours)	Unit Price	Total
(1)	(2)	(3)	(4)	(5)= [(3) x (4)]
01	0Hiring of JCB Machine for cleaning of AIIMS Campus including sports complex			
			Sub Total	
			Tax	
			Grand Total	

I/We agree to forfeiture of the earnest money, if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

I/We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature _____

Name & Address of the Firm _____

Telephone No. _____

Mobile No. _____

Name of Firm's Bank: _____

Name of Bank Branch: _____

Bank Account No.: _____

IFSC Code: _____

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**MODEL BANK GUARANTEE FORMAT FOR FURNISHING
PERFORMANCE SECURITY**

In consideration of the Executive Director of All India Institute of Medical Sciences Kalyani (hereinafter called "AIIMS Kalyani") having offered to accept the terms and conditions of the proposed agreement between AIIMS Kalyani and.....(hereinafter called "the said Vendor(s)") for the supply, installation &

commissioning of (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for **Rs. XXXXX- (XXXXXXXX)** as a performance guarantee from the vendor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement with reference to tender No.....

1. We, (hereinafter referred to as "the Bank") hereby undertake to pay to the AIIMS Kalyani an amount not exceeding **Rs. XXXXX (XXXXXXXX)** on demand by the AIIMS Kalyani.

2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the AIIMS Kalyani stating that the amount claimed as required to meet the recoveries due or likely to be due from the said vendor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.

.....
(Rupees

..... only)

3. We, the said bank further undertake to pay the AIIMS Kalyani any money so demanded notwithstanding any dispute or disputes raised by the vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the vendor(s) shall have no claim against us for making such payment.

4. We,(indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the AIIMS Kalyani under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Executive Director AIIMS Kalyani on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Vendor(s) and accordingly discharges this guarantee.

5. We, (indicate the name of the Bank) further agree with the AIIMS Kalyani that the Institute shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Vendor(s) from time to time or to postpone for any time

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or from time to time any of the powers exercisable by the Government against the said vendor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Vendor(s) or for any forbearance, act of omission on the part of the AIIMS Kalyani or any indulgence by the AIIMS Kalyani to the said Vendor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Vendor(s).
7. We..... (indicate the name of the Bank) lastly undertake not to revoke this Guarantee except with the previous consent of the AIIMS Kalyani in writing.
8. This guarantee shall be valid up to unless extended on demand by the AIIMS Kalyani.

Notwithstanding anything mentioned above, our liability against this guarantee is restricted to **Rs. XXXXX (XXXXX)** and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated theday offor(indicate the name of the Bank)

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

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

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26/10/23
Dr. Mahuya Chattopadhyay
Chairperson of Procurement
AIIMS, Kalyani