



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**GUWAHATI** (Assam) - 781101  
Website: [aiimsguwahati.ac.in](http://aiimsguwahati.ac.in)  
E-Tendering Portal: [www.tenderwizard.com/AIIMSG](http://www.tenderwizard.com/AIIMSG)

**BID DOCUMENT**

**Name: Rate contract for Supply and Refilling of Fire Extinguishers at AIIMS Guwahati**

**NOTICE INVITING TENDER**

**RFP No.:** 05/14/ Rate Contract. Extinguisher/Engg/AIIMS-GHY/2025-26 Dated 04/06/2025

All India Institute of Medical Sciences (AIIMS), GUWAHATI is one of the Apex Healthcare Institute established by the Ministry of Health and Family Welfare, Government of India under Pradhan Mantri Swasthya Suraksha Yojana (PMSSY). Executive Director/AIIMS Guwahati desires to execute a Rate contract for supply and Refilling of Fire Extinguisher at AIIMS Guwahati by inviting offers/bids in Two Bid System (i.e. Technical and Financial) from reputed, experienced and financially sound Manufacturer, Distributor or Dealer (having all mandatory BIS valid government license for supply of fire extinguish cylinders) through e-procurement solution portal of AIIMS Guwahati ([www.tenderwizard.com/AIIMSG](http://www.tenderwizard.com/AIIMSG)) on mutually agreed terms and conditions and satisfactory performance for the subject work.

SN.	Tender No.	Brief Description of Services
1	05/14/Rate Contract Extinguisher/ Engg/ AIIMS-GHY/ 2025-26; Dated 04/06/2025	Rate contract for Supply and Refilling of Fire Extinguishers at AIIMS Guwahati of following specification: 1. 135 litre Mechanical Foam type IS code 14951 2. 50 kg ABC powder IS code 16018 3. 10 kg DCP Metal Fire (3 piece of set) IS code 11833

The Bidder is expected to examine all instructions, terms and conditions, forms, and specifications in the bid document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. The bid shall not be conditional. Failure to furnish all information required by the bid document or submission of a bid not responsive to the bid document in every respect will be at the Bidder's risk and may result in rejection of the bid. The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS Guwahati will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

*E-Tender Portal:*  
[www.tenderwizard.com/AIIMSG](http://www.tenderwizard.com/AIIMSG)

Helpdesk No. 9073677150/151/152 Mr. Abhay kr Singh: - 9708966660/09674758726 Mrs. Saswati Majumder – 09674758722 (for tendering issues only).



## BID DATA SHEET

**Name: Rate contract for Supply and Refilling of Fire Extinguishers at AIIMS Guwahati**

1.Tender No.	05/14/ Rate Contract Extinguisher/ Engg/AIIMS- GHY/2025-26; Dated 04/06/2025
2. Issue/Publishing Date	Date 04/06/2025
3. Date of availability of E-Tender document in the AIIMS GUWAHATI - Tendering Solution portal	04/06/2025 from 17 00 hr <a href="http://www.tenderwizard.com/AIIMSG">www.tenderwizard.com/AIIMSG</a> for Download & participation and ( <a href="http://aiimsguwahati.ac.in">aiimsguwahati.ac.in</a> ) for downloading only.
4. Date of receipt of Queries/ Clarification	14/06/2025 before 15 00 hr through mail to <a href="mailto:supdt.engineer@aiimsguwahati.ac.in">supdt.engineer@aiimsguwahati.ac.in</a>
5. Last date for online Bid submission	Date 24/06/2025 till 15 00 hr on e- procurement portal <a href="http://www.tenderwizard.com/AIIMSG">www.tenderwizard.com/AIIMSG</a> (Technical and Financial Bid)
6. Date, Time & Place of Opening of Technical Bid	Date: 24/06/2025 at 15 30 hr online <a href="http://www.tenderwizard.com/AIIMSG">www.tenderwizard.com/AIIMSG</a> . In case, the scheduled date is declared Holiday the tender shall be opened on next working day.
7. Date, Time & Place of opening of Financial Bid.	Only Technically Qualified Bidders will be informed.
8. Date, Time & Place of submission of Hard Copies in the Sealed Envelope	<b>Hard copies of all key documents</b> , annexures including RFP with corrigendum/addendum if any, (signed all pages) and EMD proof to be submitted in sealed envelope to <b>The Superintending Engineer, Engineering Department</b> , Ground floor, Medical College Building. AIIMS Guwahati, Changsari, Guwahati, Assam, 781101 by "Speed Post/by hand" only on or before 15 00 hrs of 24/06/2025.
9. Cost of Bid Document	To be downloaded from website, hence no cost is applicable.
10. E-Tendering Solution Registration & Processing fee for providing online participation support & necessary DSC Certificates to Vendor for participate in Online E-Tender process	As applicable and displayed on <a href="http://www.tenderwizard.com/AIIMSG">www.tenderwizard.com/AIIMSG</a> and payable to <a href="http://www.tenderwizard.com/AIIMSG">www.tenderwizard.com/AIIMSG</a> directly by the <a href="#">Prospective Bidder</a> .
11. Class of DSC	Class III for online submission of bids.
12. Earnest Money Deposit (EMD)/ Bid Security	Rs. 1,00,000/- (only) in form of Demand Draft/ Online in the name of Executive Director/AIIMS Guwahati payable at Guwahati. Bid security must be valid for the period of 60 days more beyond the bid validity period.
13. Duration of the work	3 years from issue of LOA
14. Performance Bank Guarantee (PBG)	Rs. 3,00,000/- PBG must be valid up to 90 days after the completion of the contract.
15. Bid Validity Period	180 days (or as amended if applicable)



## **1. Earnest Money Deposit (Bid Security): -**

The EMD should be deposited in prescribed format mentioned in bid data sheet, in online mode. The amount should be deposit in the respective bank details given below:

Account Holder Name: - AIIMS Guwahati EMD/SD  
Account Number: - 497701000072  
IFSC Code: - ICIC0004977

**Exemption:** Firms registered with NSIC/ MSME are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate).

Further, to enjoy the benefits as per Public Procurement Policy of MSEs Order, 2012, the firms/ units registered as MSME vendor under relevant category, declaration of UAM (Udyog Aadhar Memorandum) number by the vendor on CPPP is mandatory.

## **2. Clarification of Bid Document**

For any Query/clarification on the bid document the prospective Bidders are requested to send mail at [supdt.engineer@aiimsguwahati.ac.in](mailto:supdt.engineer@aiimsguwahati.ac.in). Changes if any, will be incorporated in the bid document, as **CORRIGENDUM/ADDENDUM**. No press advertisement will be made for this **CORRIGENDUM/ADDENDUM**.

## **3. Amendments in Bid Document**

At any time till 7 (seven) days before the deadline for submission of bids, the ED/AIIMS Guwahati may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bid document through amendment. All amendments will be uploaded on the website regularly. ED/AIIMS Guwahati shall not be responsible to notify the amendments to individual bidders. All amendments by the ED/AIIMS Guwahati till 7 (seven) days before the deadline for submission of bids, shall be binding on the participatory bidders.

## **4. Language**

All notices/correspondence/letters required to be given by one Party to the other Party and all other communications, Documentation and proceedings which are in any way relevant to this Agreement shall be in writing and in English language.

## **5. Instruction to Bidders**

5.1 Bids shall be submitted at [www.tenderwizard.com/AIIMSG](http://www.tenderwizard.com/AIIMSG)

5.2 The complete bidding process is online. Bidders shall be in possession of valid digital Signature Certificate (DSC) of class III for online submission of bids.

5.3 Bidders are requested to follow the instructions provided in the Bid Data Sheet.

5.4 Bid documents may be scanned with 100 dpi with black and white option, which helps in reducing size of the scanned document.



## **6. Submission of Bid**

6.1 Bids shall be submitted online in two parts, viz., Technical Bid and Financial Bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Fax/ e-mail will not be considered. No correspondence will be entertained in this matter.

6.2 Persons signing the Bid shall have the Power of Attorney given by the Bidder. The Power of Attorney shall be submitted along with the schedules/ annexures in the Bid.

6.3 Bidders shall submit the bid for all the items/ tests mentioned. Incomplete/ Conditional bid will be summarily rejected. Two cover bid procedure as per rule will be followed.

6.4 Bids of only those bidders who fulfil the Terms and Conditions of this bid will be considered for evaluation. The bid will undergo evaluation at every stage of the bid process and any bidder found at any stage, not in conformity with the stipulated bid conditions including specification/ found to be having defective and incomplete, documents will be rejected.

6.5 Corrigendum/ Addendum/ Modifications/ Alterations (if any) will be published in the website only. No other mode of communication will be provided.

6.6 Bidders must upload the documents as mentioned in Minimum Qualification Requirements in Technical bid otherwise the bid will be treated as rejected.

6.7 Bidders are requested to download & upload the documents within the stipulated date and time. The Institute is not responsible, if bidders are not able to access on the last day for submission of bids due to network issue or any reason thereof.

6.8 ED/AIIMS Guwahati reserves the right to accept/ reject/ cancel the bid partially or fully without assigning any reason at any stage of bid process.

## **7 General Conditions**

7.1 "Employer" means Executive Director/AIIMS Guwahati.

7.2 "Employer's Representative" means Superintending Engineer/AIIMS Guwahati.

7.3 Only bidders who meet the qualification criteria shall be considered for further evaluation.

7.4 If a bidder submits more than one bid all bids of that bidder will be rejected.

7.5 Check list format must be duly filled and enclosed along with the bid.

7.6 Bidders must submit an affidavit duly notarized that they have not abandoned & blacklisted of any work of Union Government/ State Governments/ PSU 's etc. during the last 5 years.

7.7 Bidders must provide information regarding litigation/ Arbitration cases if any, such instances are found later, the contract will be terminated.

7.8 Bidders found misleading or false representation in the form, statement and attachments submitted will be rejected/ terminated forfeiting EMD/ PBG.

7.9 Bidders with record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion or financial failures, etc. will be rejected/ terminated forfeiting EMD/ PBG.

7.10 ED/ AIIMS Guwahati reserves the right to verify the particulars furnished by the bidder independently at any stage of bid process. If any information furnished by bidder is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the institute.

7.11 Bidder shall comply with the labour laws applicable, and the Institute shall not be responsible for any litigation/ default from Bidders side.

7.12 In case any person engaged by the bidder is found to be inefficient, quarrelsome, unfit and non-cooperating or found indulging in unlawful or union



activities, the bidder will have to replace such person with a suitable substitute at the direction of the Competent Authority.

7.13 The institute will not provide any sort of accommodation to the staff or person deployed by the bidder.

7.14 If any situation arises out in violation of any terms and conditions of the contract executed between the parties to terminate or cancel or at the time of expiry of the contract, the bidder will be held responsible to preserve the executed work without disturbing and handover the same in functional status. Otherwise, bidder shall be liable to pay the damages occurred due to any lapse on his part and the amount of the damages of equipment/ materials/ services will be deducted from the amount of security deposited.

7.15 Bidder shall not, at any stage, cause or permit any sort of nuisance in the premises of Institute or do anything which may cause unnecessary disturbance or inconvenience to others working there as well as to the general public in the Institute premises and near to it.

7.16 In case of breach of any of the conditions stipulated herein ED/ AIIMS Guwahati will be at liberty to terminate contract without any prejudice to the right of the Institute to claim damages on account of breaches thereof.

7.17 All works shall be executed in compliance with latest CPWD/BIS specifications and guidelines.

## **8 Minimum Qualification Requirements**

The bidders meeting the following minimum criteria shall be eligible to submit bids with documentary evidence (copy of all to be enclosed):

- (i) The Bidder must be incorporated & registered under Companies Act/ Firm Registration Act/Proprietorship Act and shall be in operations for minimum of last 5 years in the relevant field. (Please submit Proof of Registration).
- (ii) Bidder must have certification of OEM or OEM authorisation or Dealership.
- (iii) GST Registration certificate.
- (iv) PAN Card.
- (v) Power of Attorney to authorized signatory.
- (vi) Declaration of Non- blacklisting/Non-Debarment from any Union Government/ State Government/ Departments/ PSU's in last 5 years.
- (vii) Average Annual Turnover shall not be less than Rs. 50 lakhs. in the last 3 (Three) Financial years (2022-23, 2023-24, 2024-25) duly certified by CA.
- (viii) No Joint Venture is allowed.
- (ix) All fire related work should have been completed in Ministries/ Department/ Autonomous/ Bodies/ public Sector Undertaking under Government of India or state Govt.
- (x) Bidder should have all BIS license with minimum 2-year validity for IS 14951, IS 11833, IS 16018 and choose between (IS 11833/IS 15683).

**A fire related work shall mean, works, completed in India: All fire related works mean agency must have refilled fire extinguisher and Completed Any Fire work at Ministries/ Department/ Autonomous/ Bodies/ public Sector Undertaking under Government of India or state Govt.**

**Note: All the above works must be certified or countersigned not below the rank of Executive Engineer.**



## **9. Bid Validity**

9.1 The bid shall remain valid for a period of 180 days (or as amended if applicable) from the date of opening of technical bids.

9.2 In exceptional circumstances, prior to expiry of the original bid validity period ED/ AIIMS Guwahati may request the bidder for extension of the bid validity period. Request shall be made in writing or e-mail. A bidder may refuse the request and ED/ AIIMS Guwahati may forfeit the bid security.

## **10. Scrutiny and Evaluation of Tenders:**

- i) Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the bidders in their tenders.
- ii) The Purchaser will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed stamped.
- iii) The Purchaser's determination of a Tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- iv) The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Tender document. The tenders, which do not meet the basic requirements, are liable to be treated as non –responsive and will be rejected.

**11. Non-responsive tender:** - The following are some of the important aspects, for which a tender shall be declared non– responsive during the evaluation and will be ignored:

- a) Tender Acceptance Form as per **Annexure-I** (signed & stamped) not uploaded.
- b) Bid validity is shorter than the required period.
- c) Bidder has not agreed to other essential condition(s) specially incorporated in the Tender document like terms of payment, liquidated damages clause, comprehensive warranty clause, dispute Resolution mechanism, and applicable law.
- d) Poor/ unsatisfactory past performance.
- e) Bidder has not quoted for the entire quantity as specified in the Schedule of Requirements in the quoted schedule.
- f) Bidder has not agreed for the delivery terms and delivery schedule.

## **12. Discrepancies in Prices:**

The Tenderers shall quote Rate up-to two decimals only. Tenderers to note that only first two decimals shall be considered for evaluation if quotation having more than two decimals. Since this is a rate contract, so price for single unit only shall be quoted in price bid.

## **13. Contacting the Purchaser:**

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



**14. Validity of Rate Contract:**

Tender shall be valid for a period of **3 Years** from the date of issuance of Rate Contract.

**15. Misinterpretation of Bid Document**

If any bidder fails to understand the conditions/ clause of bid document or misinterprets any condition/ clauses thereof, is requested to get clarity in understanding/ familiarise in consultation with the Superintending Engineer/ AIIMS Guwahati. No such query shall be entertained after submission of bids, declaration of results.

**16. Bid Opening and Evaluation**

1 Bids opening shall be as mentioned in Bid Data Sheet.

2 Bid/ Tender Evaluation Committee shall examine the bids to determine whether it is complete in nature, whether required bid security have been furnished, whether documents have been properly signed and whether the bids are generally in order.

**17. Process to be confidential**

17.1 After the public opening of bids, information related to examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of Contract shall not be disclosed to bidders or other persons not officially concerned with such process.

17.2 Any effort by a bidder to influence ED/ AIIMS Guwahati during the entire process of evaluation and decision concerning award of Contract may result in the rejection of bid.

17.3 ED/ AIIMS Guwahati may ask bidders for clarification/ justification of their bids including breakdown of unit prices, any calculation/information etc. The request for clarification and the response shall be in writing but no change in the price or substance of the bid shall be sought, offered or permitted except as required to conform the correction of arithmetical errors discovered during the evaluation of bids.

17.4 ED/ AIIMS Guwahati reserves the right not to disclose any information pertaining to evaluation of bids and contract award to successful bidder. Any effort by a bidder to influence ED/ AIIMS Guwahati during the entire process of evaluation and decision concerning award of Contract may result in the debarment from participating in future tenders of the Institute for 3 (Three) years.

**18. Determination of Responsiveness**

18.1 Prior to the detailed evaluation of bids, ED/ AIIMS Guwahati shall determine whether each tender is substantially responsive to the requirements of the bid document. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms, conditions and specifications of the bid document without material deviation or reservation.

18.2 A material deviation or reservation is one which affects in any substantial way the scope, quality, completion timing or administration of the Service to be undertaken by the bidder under the Contract, or which limits in any substantial way inconsistent with the bid document.



18.3 A bid determined to be not substantially responsive shall be rejected by the Bid/Tender Evaluation Committee.

### **19. Correction of Errors**

19.1 Bids determined as substantially responsive shall be checked for any arithmetic errors in the computations and summations. Errors will be corrected as follows:

(a) where there is a discrepancy between amount in figures and the amount in words, the least of two will govern.

(b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying from unit rate by the quantity, the least of the two will prevail.

(d) The amount stated in the bid will be adjusted in accordance with the above procedure for the correction of errors and with concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the bid may be rejected and bid security will be forfeited.

(d) ED/AIIMS Guwahati may ask for justification of rate of items if found exceptionally lower or higher during evaluation. If the bidder fails to submit proper justification the bid shall summarily be rejected.

### **20. Negotiation of Bids**

If two or more bidders quote the same price, Competent Authority, AIIMS Guwahati reserves the right to seek revised offer from the same bidders and awarding contract on revised L-1 offer. If same situation prevails then Competent Authority, AIIMS Guwahati reserve the right to award the contract to any of them.

### **21. Legal Matters**

14.1 All matters and disputes under this contract shall be subject to the jurisdiction of Hon'ble High Court, Guwahati (Assam) only.

### **22. Award of Contract**

After successful evaluation of bids (techno-commercial) ED/ AIIMS Guwahati shall award the Contract to the successful bidder whose bid shall been determined to be substantially responsive and best bid, provided further that the bidder is determined to be qualified to perform the Contract satisfactorily. ED/ AIIMS Guwahati, shall however not bind itself to accept the lowest bid or any bid and reserves the right to accept any bid, wholly or in part.

### **23. Performance Bank Guarantee**

23.1 The successful bidder shall submit a Performance Bank Guarantee valid for a period of **90 days** beyond entire contract period, within 14 days from issue of Letter of Acceptance (LOA) in **favour of Executive Director/ AIIMS Guwahati payable at Guwahati** in the amount specified in the Bid Data Sheet to guarantee its faithful performance of the Contract. The Performance Bank Guarantee, payable in Rupees, shall be in the proforma attached herewith.



23.2 The successful Bidder shall renew this PBG or to extend the period of guarantee, as the case may be on being called upon to do so by ED/ AIIMS Guwahati.

23.3 After submission of Performance Bank Guarantee by the successful bidder, the EMD/ Bid Security of the unsuccessful bidders shall be returned not beyond 30 days from the date of signing of Contract Agreement with the Client.

#### **24. Termination of Contract**

24.1 If the successful bidder fails to proceed with the conditions, works as mentioned in the Letter of Award, ED/ AIIMS Guwahati may issue Termination notice forfeiting EMD.

24.2 If ED/ AIIMS Guwahati determines, based on reasonable evidence, that the bidder has engaged in corrupt, fraudulent, collusive or coercive practices, in competing for or in executing the Contract, then ED/ AIIMS Guwahati may, after giving 7 days' notice to the bidder, terminate the Contract and expel him/her from AIIMS premises forfeiting PBG.

24.3 If the bidder fails to comply with any of the obligations under the contract or not adhering to any instruction from Competent Authority, ED/ AIIMS Guwahati may terminate the contract by forfeiting the PBG.

24.4 After termination of this Agreement for Bidders Default, ED/AIIMS Guwahati may complete the Works and/ or arrange for any other entities to do so. ED/ AIIMS Guwahati and these entities may then use any Materials, Plant and Equipment, Bidder's documents and other design documents made by or on behalf of the Bidder.

#### **25. Force Majeure**

20.1 Neither AIIMS GUWAHATI nor the bidder shall be considered in breach of this contract to the extent that performance of their respective obligations is prevented by an act/event beyond their control [Natural Calamities, Earthquake, Pandemic, Act of God etc.] that arises after the effective date.

#### **26. Penalty**

26.1 If the bidder fails to execute the work within the stipulated time as per the terms and conditions stipulated therein, it will be open to ED/AIIMS Guwahati to recover liquidated damages for delay in delivery and installation, delayed goods from the bidder at the rate 0.5% of the awarded contract value per week (or part thereof) subject to a maximum of 10% of the total awarded contract value. Once the maximum is reached, ED/AIIMS Guwahati may consider termination of contract.

26.2 In case of breach of any of the conditions stipulated herein ED/ AIIMS Guwahati will be at liberty to terminate the contract agreement without any prejudice to the right of the Institute to claim damages on account of breaches thereof.

#### **27. Personnel and Equipment Capabilities**

27.1 Personnel Capabilities: Bidder must have qualified and experienced personnel for the successful completion of the works.



27.2 Equipment Capabilities: Bidder shall submit the list of equipment for successful completion of the works. A brief note demonstrating the operation along with technical specifications is to be provided.

## **28. Transport**

28.1) The transport required within the complex for carrying items inside the AIIMS complex for supply of materials, repairing work etc. shall be arranged by the Bidder. The bidder may however seek the help of department to take permission to take items for repair outside the AIIMS, Guwahati complex if considered necessary.

28.2) Bidder's material, transport, etc. shall normally be permitted to go out of the area between 10.00hrs.to 17.00hrs only. Bidder may also be allowed to carry out the work beyond office hours (day and night) with special permission from the Executive Director/AIIMS Guwahati. However, no movement of materials and transport out of site of works shall be permitted during night or during holidays unless special permission obtained from the Executive Director/ AIIMS Guwahati.

## **GENERAL CONDITIONS FOR SUPPLY OF MATERIALS:**

### **1. Use of contract documents and information**

(i) The supplier shall not, without the purchaser's prior written consent, disclose the contract or any provision there of including any specification, drawing, sample or any information furnished by or on behalf of the purchaser in connection there with, to any person other than the person(s) employed by the supplier in the performance of the contract emanating from this Tender document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.

(ii) Further, the supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in this tender except for the sole purpose of performing this contract.

(iii) Except the contract is sued to the supplier, each and every other document mentioned in tender shall remain the property of the purchaser and, if advised by the purchaser, all copies of all such documents shall be returned to the purchaser on completion of the supplier's performance and obligations under this contract.

### **2. Patent Rights**

The supplier shall, at all times, dignify and keep in dignified the purchaser, free of cost, against all claims which may arise in respect of goods & services to be provided by the supplier under the contract for in fragment of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the purchaser, the purchaser shall notify the supplier of the same and the supplier shall, at his own expenses take care of the same for settlement without any liability to the purchaser.

### **3. Assignment**

(i) The bidder shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Purchaser's prior written permission.



#### **4. Inspection and Testing: -**

The purchaser and/or its nominated representative(s) will, without any extra cost to the purchaser, inspect and/ or test the ordered goods and the related services to confirm their conformity to the contract specifications and other quality control details incorporated in the contract. The purchaser shall inform the supplier in advance, in writing, the purchaser's program for such inspection and, also the identity of the officials to be deputed for this purpose. The cost towards the transportation, boarding & lodging will be borne by the seller and/or its nominated representative(s).

a) The Technical Specification in corporate in the contract shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted. If such inspections and tests are conducted in the premises of the supplier or its subcontractor (s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the supplier to the purchaser's inspector at no charge to the purchaser.

b) If during such inspections and tests the contracted goods fails to conform to the required specifications and standards, the purchaser's inspector may reject the item and the supplier shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to the purchaser and resubmit the same to the purchaser's inspector for conducting the inspections and tests again.

c) In case the contract stipulates pre-dispatch inspection of the ordered goods at supplier's premises, the supplier shall put up the goods for such inspection to the purchaser's inspector well ahead of the contractual delivery period, so that the purchaser's inspector is able to complete the inspection within the contractual 14 delivery period.

d) If the supplier tenders the goods to the purchaser's inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to the purchaser under the terms & conditions of the contract.

e) The purchaser's /consignee's contractual right to inspect, test and, if necessary, reject the goods after the goods' arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by purchaser's inspector during pre-dispatch inspection mentioned above.

f) Goods accepted by the purchaser/consignee and/ or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute purchaser's/consignee's right to reject the same later, if found deficient in terms of the comprehensive warranty clause of the contract, as incorporated.

g) If any damage, defects occur during supplying & maintenance of items then it should be rectified by the bidder.

#### **5. Guarantee/ Comprehensive Warranty Terms:**

a) The successful Bidder has to warrant that the Goods supplied under this Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.



b) The successful Bidder further have to warrant that the Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the Tender Inviting Authority's specifications) or from any act or omission of the successful Bidder, that may develop under normal use of the supplied goods.

c) All the items including the accessories supplied as per the technical specification as mentioned in the bidding document should carry comprehensive warranty (including all spares, accessories and consumables except single used consumable) for a period mentioned in this document in the first instance. During this period, the successful Bidder shall replace all defective parts / accessories / consumables and attend to all repairs/break downs and undertake stipulated number of preventive maintenance visits to every user installation site.

The cost of spare parts for all replacements has to be borne by the successful Bidder during the period of comprehensive warranty.

d) The Original Equipment Manufacturers (OEM) should **be submitted undertaking that they are willing to provide after sales support in the case if any manufacturing defect arises in the supplied items / or missing items, if awarded.** The OEM shall also assure continuity of service to their product. **The undertaking from OEM is an essential document forming part of the Technical Bid, without which the tenders will be rejected summarily.**

e) After sales service centre in Guwahati is preferred, the Bidder shall provide proof of their capability to undertake such maintenance/ repair within 24 hours. Companies without service centre in Guwahati should give an undertaking that they shall establish one within three months of the signing of contract.

f) If the successful Bidder, having been notified, fails to rectify the defect(s) within the period specified as per clause of 17(c) of GCC, the Tender Inviting Authority may proceed to take such remedial action as may be deemed necessary, at the successful Bidder's risk and cost and without prejudice to any other rights which the Tender Inviting Authority may have against the successful Bidder under the contract.

g) Failure to attend the call-in time or failure to attend the complaint or failure to replace the defective items with a new item. If the fault/down time exceeds the stipulated period or failure to ensure the stipulated up-time in a year shall lead to forfeiture of the performance security and to blacklisting of the defaulting Bidder.

h) The items which requires quality assurance test shall be done free of cost by the demand of User.

**6.** An undertaking of the principal regarding continuity of after sales and services and the agreement rate even in case of changes of agency during the contract period must be enclosed in the technical bid. Further, it will be the responsibility of the manufacturer Indian agent to get counter signature on the agreement to be executed with them by the principal.

#### **7. Delivery period: -**

30 days from date of Notification of Award of part work order to delivery at consignee site. The date of delivery will be the date by when it is to be delivered at consignee site. Bidders may quote earlier delivery period. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.



## **8. Liquidated Damage:**

In the event of the Seller's failure to submit the Guarantees and Documents and supply the stores/ goods, the Buyer may at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered, stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

## **9. Payment:**

Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner. Payment for domestic goods or goods of foreign origin located within India. Payment shall be made in Indian Rupees as specified in the contract in the following manner: 100 percent (100%) payment of the delivered goods price shall be paid on receipt of goods in good condition and upon the submission of the following documents:

- (i) Two copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Consignee Receipt Certificate issued by the authorized representative of the consignee;
- (iii) Two copies of packing list identifying contents of each package;
- (iv) Inspection certificate issued by the nominated Inspection committee, if any.
- (v) Manufacturer's warranty certificate.
- (vi) 'Final Acceptance Certificate' (FAC) of goods.

## **10. Part Supply:**

No part supply/ wrong supply or short supply will be accepted by the Institute. The Director, AIIMS, Guwahati will be the final authority and will have the right to reject full or any part of supply, which is contradictory to the terms and conditions agreed at the time of placement of order. In case of rejection of any supplied items due to nonconformity in quantity and/or quality, Institute will have right to charge liquidated damages, as it deems fit.

## **11. Incidental Services: -**

The supplier shall be required to perform following services: -

- i) Demonstration of the goods.
- ii) Training of Purchaser's, Staff, Operators etc. for using the goods.

**12. Packing & Marking:** - Goods must be securely and adequately packed and protected in order to prevent damage, otherwise all losses and/ or damage resulting from inadequate packing and/or inadequate protection or inadequate marking shall be borne by seller/seller's Principal abroad. The supplier shall mark each package on three sides with indelible paint of proper quality as below: -

- a) Contract number and date
- b) Brief description of goods including quantity
- c) Country of origin of goods
- d) Purchaser's name and full address
- e) Supplier's name and full address



**13. Insurance:** Insurance up to Guwahati will be borne/ arranged by principal supplier.

**14.** The bidder is required to submit compliance sheet, which should reflect details of clause-by-clause compliance of technical specifications as well as general terms & conditions failing which their offer shall be rejected.

**16. Notices: -**

Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by cable or telex or fax e mail and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract. In case of e-mail, its notice document must be verified by DSC.

The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

**17. Penalties for non-performance**

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

- a) Imposition of liquidated damages,
- b) Forfeiture of EMD/ performance security,
- c) Termination of the contract,
- d) Failure of preventive/ periodic maintenance

**18. Termination of Contract**

a) Termination for default: - The Institute, without prejudice to any other contractual rights and remedies available to it (the Institute), may, by written notice of default sent to the successful bidder, terminate the contract in whole or in part, if the successful Bidder fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Institute.

b) In the event of the Institute terminates the contract in whole or in part, the Institute may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the successful bidder shall be liable to the Institute for the extra expenditure, if any, incurred by the Institute for arranging such procurement.

c) Unless otherwise instructed by the Institute, the successful bidder shall continue to perform the contract to the extent not terminated.

d) Termination for insolvency: If the successful bidder becomes bankrupt or otherwise insolvent, the Institute reserves the right to terminate the contract at any time, by serving written notice to the successful bidder without any compensation, whatsoever, to the successful Bidder, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and or will accrue thereafter to the Institute.

e) Termination for convenience: - The Institute reserves the right to terminate the contract, in whole or in part for its (Institute) convenience, by serving written notice on the successful bidder at any time during the currency of the contract. The notice



shall specify that the termination is for the convenience of the Institute. The notice shall also indicate inter alia, the extent to which the successful bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.

## **20. Fall Clause:**

The prices charged for the supplies under the contract by successful bidder's shall in no event exceed the lowest price at which the successful bidder sells the goods of identical description to any other persons during the period of contract. If any time, during the contract, the bidder reduces the sales price chargeable under the contract, he shall forth with notify such reduction to the Institute and the price payable under the contract of the goods supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.

1. The materials shall be as per CPWD specifications with up-to-date correction slip and ISI specifications wherever mentioned and as per list of approved makes (enclosed).
2. In the event of any variation between CPWD specifications and that in the IS code the former shall take precedent over the later. In the event of variation between the nomenclature of item as per schedule of quantities and specifications, the former shall prevail.
3. The sample of all the items shall have to be got approved by the Bidder from the Engineer-in Charge/ Executive Engineer or his Representative before the supply commences. The approval of sample shall be only in respect of workmanship and finish, and shall be without prejudice to the right of Engineer-in-Charge to get random samples tested out of the actual lot received as per additional conditions. This decision is the prerogative of Engineer-in-Charge.
4. The Bidder shall furnish the manufacture's certificate (if instructed) that the material supplied satisfy the requirements of the relevant specifications.
5. The Engineer-in-Charge shall be at liberty to test respective sample(s) of each item from schedule of quantity in any approved laboratory as decided by him. The sample for testing shall be provided by the Bidder. The testing charge in respect of satisfactory test shall be borne by the Bidder. All other expenditure required to be incurred for making available the sample conveyance and packing etc., shall be borne by the Bidder himself. In case any sample of particular lot fails in testing the Bidder shall be bound to replace the entire lot with fresh material of prescribed specifications and the rejected lot shall only be returned to the Bidder after fresh lot is supplied.
6. After completion of work, the defective and damaged materials (Spare/Equipment/Scraps) shall be handed over to the AIIMS Authority or to be removed by the Bidder at his own cost.
7. In case of any dispute regarding rejection of quantity of materials, the decision of Engineer-in-Charge shall be final and binding up on the Bidder.

Sd/-

Superintending Engineer (I/C)  
AIIMS Guwahati



**Annexure-1**

**LETTER OF BID**

**Bid Submission Format for the Bidder (To be typed on the Letter Head of the Bidding firm)**

To,  
The Executive Director,  
AIIMS GUWAHATI  
Changsari, Assam- 781101

Dated:

Dear Sir,

In response to your tender no....., we are submitting our bid as under:

(Name of the Bidder) declares that:

1. We have examined and have no reservations to any clause, terms, conditions of contract as stated in the Bid Document.
2. We offer to provide the services in conformity with the Bid Document.
3. Our bid shall be valid for a period of 180 days from the date of submission of online bids in accordance with the bid Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We are financially qualified and compliant to bid of this project in accordance with the minimum qualification requirement of bidders for this project.
5. We are not participating as bidders, in more than one bid in this bidding process in accordance with the bid document.
6. We are not debarred by any Union Government/State Government/Any Departments/PSU's in last 5 years.
7. We have submitted all the information required under this bid document is true and valid.
8. We understand that this bid, together with your written acceptance thereof included in your Letter of Award of bid, shall constitute a binding contract between us, until a formal Contract Agreement is prepared and executed.
9. We understand that you are not bound accept the lowest bid or any other bid that you may receive.
10. All works shall be executed in compliance with latest CPWD/ BIS guidelines and specifications.

Truly Yours,

\_\_\_\_\_  
(Name and Signature of Authorised person)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Name of Bidder/Company/Firm)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(Telephone No./Fax No.)

\_\_\_\_\_  
(E-Mail ID)



**Annexure-2**

**BIDDER INFORMATION FORM**

1.	TRADE NAME OF BIDDER	
2.	PAN No.	
3.	GST No.	
4.	COMMUNICATION ADDRESS	
5.	PHONE NUMBER/MOBILE NUMBER	
6.	FAX No.	
7.	E-MAIL ID	

**PARTICULAR DETAILS OF BIDDER'S REPRESENTATIVE/AUTHORISED PERSON**

1.	NAME OF BIDDER'S REPRESENTATIVE	
2.	DESIGNATION	
3.	PHONE NUMBER/MOBILE NUMBER	
4.	FAX No.	
5.	E-MAIL ID	

**DATE:**

**Signature of Authorised Person**

**PLACE:**

**Designation: (Office Seal of the Bidder)**



**FORM-A****STRUCTURE & ORGANISATION**

1	Name & complete address of the bidder	
2	Telephone no./Telex no/Fax no.	
3	Legal status of the bidder (attach certified copies of original document defining the legal status)	(a) A proprietary firm (b) A partnership firm (c) A limited company or Corporation
4	Details of incorporation/ commencement of business	
5	Date of commencement of business	
6	Income Tax Permanent Account No (PAN)	
7	Particulars of registration with various Government Bodies for Inferior works (submit proof, duly attested by bidder)	
8	Name & designation of Directors & partners	
9	Name and designation of Authorized signatory authorized act for the Organization.	
10	Was the Bidder ever required to suspend work for a period of more than six months continuously, after he commenced the work? If so, give the name of the project and reasons of Suspension of work	
11	Has the Bidder ever abandoned the 11 Awarded work before its completion? If so, give name of the project and reasons. for abandonment	
12	Any other information considered necessary 12 related to the Tender that has not been included above.	
13	Name and address particulars of Chartered 12 Accountant/Statutory Auditor verifying the financial information	
14	Name and Complete Address particulars of the Bidder's Bankers	



**Annexure-3**

**CHECK LIST FOR EVALUATION OF TECHNICAL BIDS**

<b>SN.</b>	<b>Description</b>	<b>Copy Attached</b>	<b>Page No.</b>
1.	Company Incorporation Certificate registered under Companies Act/ Firm Registration Act/ Proprietorship Act.	Yes/No	
2.	NSIC/MSME Registration Certificate (If Applicable)	Yes/No	
3.	Signed and scanned copy of proof for payment of Earnest Money Deposit (EMD)	Yes/No	
4.	PAN Card of the Bidder	Yes/No	
5.	GST Registration Certificate with up-to-date clearance certificate		
6.	Signed and Scanned copy of Tender Acceptance letter "Annexure-I"	Yes/No	
7.	Signed and scanned copy of structure organization of bidder as per "Form A"		
8.	Bidder must be Either OEM/authorized dealer of Fire Extinguisher signed and scanned copy of document pertaining to OEM / authorized dealer must be submitted (If Applicable)	Yes/No	
9.	Signed and scanned copy of BIS (certification / License 11833, 14951 & I5683) up to 2 year the bidder must be submitted. (All BIS Licence are mandatory)		
10.	Turnover Certificate of last 3 years (To be certified by CA) as per Annexure 8.	Yes/No	
11.	Non-Blacklisting declaration	Yes/No	
12.	Signed and Scanned copy of satisfactorily completed the any fire related works during to the last stipulated date for submission of the bid as per "Annexure 6" (with supporting documents) (All Fire related work shall mean agency must have refilled fire extinguisher and completed fire work at government institution. as per clause – 8, minimum eligibility criteria)	Yes/No	
13.	Signed and scanned copy of Last three-year Income Tax Return should be submitted.	Yes/No	
14.	Power of Attorney to Authorized Signatory.	Yes/No	
15.	Bank Details: 1. Beneficiary Name 2. Bank Name 3. Account No. 4. IFSC code 5. Branch Name and Address	Yes/No	
16.	List of Arbitration Cases (If any)	Yes/No	
17.	Any Corrigendum/Addendum will constitute as a part of Bid Document.	Yes/No	

**Declaration:** Non-submission of any of the above-mentioned document shall lead to disqualification and rejection of bid. No justification/clarification is admissible after bid submission.

Signature of the Bidder with seal



**Annexure-4**

**FORMAT OF PERFORMANCE BANK GUARANTEE**

Bank Guarantee No.....

Dated.....

To,

**The Executive Director,**  
AIIMS GUWAHATI  
Changsari, Assam-781101

**Reference:** Contract No. (LOA).....

awarded on.....

This deed of Guarantee made this day of ----- between ----- (name of bank) having registered office at ----- and branch office at ----- (hereinafter referred to as "Bank") of the one part and Executive Director/ AIIMS GUWAHATI, Changsari, Assam-781101 (hereinafter called the **ED, AIIMS GUWAHATI**) of the other part. Whereas Executive Director, AIIMS GUWAHATI, Changsari (Assam-781101) has awarded the Contract No. (LOA)..... for the work "**Rate contract for Supply and Refilling of Fire Extinguishers at AIIMS Guwahati**" (Hereinafter called "the Contract") To M/s ----- its registered office at ----- (hereinafter called "the Bidder"). Whereas the bidder is bound by the said Contract to submit to **ED, AIIMS GUWAHATI** an irrevocable performance bank guarantee bond for a total amount of Rs ----- (Rs. in words). Now, we the undersigned (Name of Bank official), of the bank being fully authorized to sign and to incur obligations for and on behalf of the Bank hereby declare that the said Bank will guarantee **ED, AIIMS GUWAHATI** the full amount of Rs. ----- (Rs. in words) as stated above. After the Bidder has signed the aforesaid contract with the **ED, AIIMS GUWAHATI**, the Bank further agree and promise to pay the amount due and payable under this guarantee without any demure merely on a demand from the **ED, AIIMS GUWAHATI** stating that the amount claimed is due by way of loss or damage cause to or would be caused or suffered by **ED, AIIMS GUWAHATI** by reason of any breach by the said Bidder of any of the terms or conditions contained in the said agreement or by reason of the Bidder's failure to perform the said agreement. 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. ----- (in words) only. We ----- (indicate the name of Bank), further undertake to pay to **ED, AIIMS GUWAHATI** any money so demanded notwithstanding any dispute or dispute raised by the Bidder in any suit or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.

The payment so made by us (name of Bank) under this bond shall be a valid discharge of our liability for payment there under and the Bidder shall have no claim against us for making such payment. We ----- (indicate the name of bank), to 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 **ED, AIIMS GUWAHATI** under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by ----- (Designation & address of contract signing authority) on behalf of **ED, AIIMS GUWAHATI** certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Bidder and accordingly discharges this guarantee. Notwithstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by **ED, AIIMS GUWAHATI** or until (date of validity/extended validity) whichever is earlier and no



claim shall be valid under the guarantee unless notice in writing thereof is given by **ED, AIIMS GUWAHATI** within validity/extended validity period of guarantee from the date of aforesaid. Provided always that we ..... (Name of bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee from year to year before the expiry of the period or the extended period of guarantee, as the case may be on being called upon to do so by **ED, AIIMS GUWAHATI**. If the guarantee is not renewed or the period extended on demand, we ..... (Name of bank) shall pay **ED, AIIMS GUWAHATI** the full amount of the guarantee on demand without demur. We ..... (indicate the name of Bank), to further agree with **ED, AIIMS GUWAHATI** that **ED, AIIMS GUWAHATI** shall have the fullest liberty without our consent and without effecting in any manner out of obligation hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to power exercisable by **ED, AIIMS GUWAHATI** against the said Bidder and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liabilities by reason of such variation, or extension being granted to the said Bidder for any bearing act or omission on the part of **ED, AIIMS GUWAHATI** or any indulgence by **ED, AIIMS GUWAHATI** to the said Bidder or by any such matter or thing whatsoever which under the law relating to sureties for the said reservation would relieve us from the liability. The Guarantee hereinbefore contained shall not be affected by any change in the constitution of Bank or of the Bidder. The expressions "**ED, AIIMS GUWAHATI**", "**The Bank**" and "**The Bidder**" hereinbefore used shall include their respective successors and assigns. We ..... (name of the bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of **ED, AIIMS GUWAHATI** in writing.

Notwithstanding anything to the contrary contained hereinbefore:

- i) Our liability under this Bank Guarantee shall not exceed and restricted to Rs. .... (In words).
- ii) This Bank Guarantee shall be valid up to ....., unless extended on demand by **ED, AIIMS GUWAHATI**.
- iii) The Bank is liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if **ED, AIIMS GUWAHATI** serve a written claim or demand on or before ..... IN WITNESS WHEREOF we of the Bank have signed and stamped this guarantee on this day of ..... being herewith duly authorized.

Bank Seal Signature of Bank Authorize Official with seal

Name.....

Designation:

Address:

Witness:

Name: .....

Designation:

Address:

Name: .....

Designation:

Address:



**Annexure-5**

**Litigation History**

(On the letter head of Bidder)

<b>Year</b>	<b>Award / order / judgement / decree etc. for or against the Bidder including present litigation</b>	<b>Name of client, cause of litigation, and matter in dispute</b>	<b>Disputed amount (current value)</b>

Signature of the Bidder with seal



**Annexure-6**

**ELIGIBLE CRITERIA**

**(On the letter head of bidder)**

SN.	Name of the Work/Project and Location	Owner or sponsoring organization	Cost of work in corers of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration cases pending/ in progress with details*	Name and address/telephone No of officer to whom reference may be made	Whether work was done on back-to-back basis Yes/No
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)
1.									
2.									
3.									
4.									
5.									
6.									
7.									

**\*Indicate gross amount claimed and amount awarded by the Arbitrator.**

**Signature of Bidder with Seal**



**Annexure-7**

**Undertaking Regarding Non- Blacklisting / Non – Debarment**

[on the letter head of the Bidder]

Kind Attention:

Location:

Date:

**The Executive Director,**  
**AIIMS GUWAHATI**, Changsari  
Kamrup (R), Guwahati-781101  
Assam

RFP No. \_\_\_\_\_

For carrying out work of \_\_\_\_\_

We hereby confirm and declare that we, M/s \_\_\_\_\_, is not blacklisted/ Deregistered/ debarred by any Government department/Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For \_\_\_\_\_

Authorised Signatory

Date



### **Annexure-8**

#### **Financial Information certified by Chartered Accountant or Statutory Auditor**

**Note:** Turn over amount from similar works shall only be included in below table.

The financial details of M/s\_\_\_\_\_ for the past financial years are given below and certified that the figures as given below are in conformity with the audited statement of accounts and other statutory returns (i.e., Income Tax & GST) and are true and correct.

Financial Information in Rupees (Crores)	Historical Information for previous 3 financial years			
	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Average</b>
Total Assets				
Total Liabilities				
Net Worth (Share capital + Reserves and Surplus)				
Liquid Resources (Cash and bank balances)				
Current Liabilities				
Turnover				
Profit Before Taxes				
Profit After Taxes				

This is to certify that above turn over amount is from Contracting Works only.

Sign and seal of CA

With registration no.

UDIN No:

Signature of the Bidder with seal



## Annexure-9

### FORMAT FOR POWER OF ATTORNEY TO AUTHORIZED SIGNATORY

(To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant Stamp Act. The stamp paper to be in the name of the firm/ company who is issuing the **Power of Attorney**)

We, M/s. (Name of the Bidder/firm/Company with address of the registered office) hereby constitute, appoint and authorize Mr./Ms. (Name and residential address) who is presently with us and holding the position of ..... and whose signature is given below as our Attorney to do in our name and our behalf all or any of the acts, deeds or things necessary or incidental to our bid ("**Rate contract for Supply and Refilling of Fire Extinguishers at AIIMS Guwahati**"), including signing and submission of application/ tender/ proposal, participating in the meetings, responding to queries, submission of information/ documents and generally to represent us in all the dealings with **AIIMS GUWAHATI**, in connection with the works until culmination of the process of bidding, till the Contract Agreement is entered into with **AIIMS GUWAHATI** and thereafter till the expiry of the Contract Agreement.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid Attorney shall always be deemed to have been done by us.

Dated this the ..... day of..... 2024.

.....

(Signature and name of authorized signatory being given **Power of Attorney**).

(Signature and name in block letters of Proprietor/ All the partners of the firm/Authorized Signatory for the Company) Strike out whichever is not applicable) - procedure if any laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

**Name in Block Letter:**

**Signature:**

Power of Attorney is to be attested by Notary.

Seal of the Proprietorship firm / Partnership firm / Company –

Witness 1:

Name:

Address:

Occupation:

Witness 2: -

Name:

Address:

Occupation:

## ANNEXURE- 10

### MANDATE FORM



(Account/s Information form)  
ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS  
SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK  
ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS

**A. DETAILS OF ACCOUNT HOLDER:**

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

**B. BANK DETAILS:**

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

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

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

(.....)  
Signature of Customer  
(Bank's Stamp)

(.....)  
Signature of Customer

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



## **Annexure-11**

### 1.0 Fire Fighting Equipment List for Supply

<b>SN.</b>	<b>Scope of Work</b>
1	Mechanical Foam Wheel mounted 135 litre IS Code- 14951
2	ABC Powder 50 Kg IS Code- 16018
3	DCP Metal Fire: 10 Kg (3 piece of set) IS Code- 11833

### 2.0 Fire Fighting Equipment List for Refilling

<b>SN.</b>	<b>Scope of Work</b>
1	Mechanical Foam Wheel mounted 135 Litre IS Code- 14951
2	ABC Powder 50 Kg IS Code- 16018
3	DCP Metal Fire: 10 Kg (3 piece of set) IS Code- 11833

#### **Note:**

All material should be mandatory ISI Mark.



**Annexure-12**

**FORMAT FOR FINANCIAL BID**

I/we Declare that the above quoted rate will be valid and binding upon us for three years from the

Supply List for Fire Fighting Equipment				
Sl. No	Description	Quoted Unit Price	GST @18%	Total
1	Mechanical Foam Wheel mounted 135 litre IS Code- 14951.			
2	ABC Powder 50 Kg IS Code- 16018.			
3	DCP Metal Fire: 10 Kg (3 piece of set) IS Code- 11833.			
Refilling List for Fire Fighting Equipment				
Sl. No.	Description	Quoted Unit Price	GST @18%	Total
1	Mechanical Foam Wheel mounted 135 litre IS Code- 14951.			
2	ABC Powder 50 Kg IS Code- 16018.			
3	DCP Metal Fire: 10 Kg (3 piece of set) IS Code- 11833.			
Total Amount :				

date of issue of Letter of Acceptance.

Signature of the Bidder with seal

**Note: The Financial Bid shall be enclosed in separate sealed envelope.**