

Notice Inviting Tender

For

Supply of Books for Central Library

At

All India Institute of Medical Sciences (AIIMS), Guwahati

NIT No.	1-76/2022-23/AIIMS/GHY/ADMN./CENTRAL LIBREARY/89
Published Date	04-01-2024
Bid Document Download Start Date	04-01-2024 FROM 15:00 HRS
Bid Submission Start Date	05-01-2023 FROM 12:00 HRS
Seek clarification Start Date	05-01-2023 FROM 12:00 HRS
Seek clarification End Date	11-01-2023 TILL 12:00 HRS
Bid Submission End Date	24-01-2024 TILL 15:00 HRS
Bid Opening Date	24-01-2024 FROM 15:30 HRS
Place of Submission of Online Tender	Online submission in https://www.tenderwizard.com/AIIMSG
Website for downloading RFP Document, Corrigendum/addendums etc.	www.aiimsguwahati.ac.in

All India Institute of Medical Sciences (AIIMS), Guwahati, an apex healthcare institute established by an Act of Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites Online bids in two bid system for Tender for Supply of books for central library at the Institute. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

Chapter-I: Instruction to bidders

1. Bids shall be submitted online only at website: www.tenderwizard.com/AIIMSG.
2. The complete bidding process is online. Bidders should be in possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact the Chairman, Library Committee, AIIMS Guwahati through e-mail: muralidharsangam@aiimsguwahati.ac.in on or before end date of clarification as per critical date sheet.
- 3. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at www.tenderwizard.com/AIIMSG.**
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 5 Bid Validity- **180 Days** from the date of opening of Bid.

6. EARNEST MONEY DEPOSIT [EMD]:-

Earnest money (**i.e.** ₹ **2,63,000/-**) by means of a Bank Demand Draft from scheduled bank of India as enlisted by RBI. A scanned copy of the same are to be enclosed. It is also clarified that the bids submitted without earnest money will be summarily rejected. The DD may be prepared in the name of "AIIMS Guwahati" payable at Guwahati. The physical EMD in original must reach at AIIMS Guwahati before opening of tender. The postal envelope should be super scribed with "Tender for Supply of Books for Central Library" and addressed to: Administrative Officer, All India Institute of Medical Sciences, Guwahati, P.O. Changsari, Kamrup District, Assam, 781104.

- I. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Guwahati in respect of any previous supply will be entertained. Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- II. Tenders without Earnest Money or Tender cost will be summarily rejected.
- III. No claim shall lie against the AIIMS Guwahati in respect of erosion in the value or interest on the amount of EMD.
- IV. If the participating firm in the bid is holding MSME/ Udyam Certificate issued by competent authority for the product for which tender has been called, the firm may be exempted from submission of EMD subject to the submission of copy of the MSME/ Udyam Certificate.
- V. The earnest money will be returned/refund to the unsuccessful tenderers after the award of the contract. EMD should remain valid for a period of Bid validity+60 days.

Chapter-II- Conditions of Contract

General Terms and Conditions

Subject: - **Notice inviting bids for Tender of Books for central library at All India Institute of Medical Sciences, Guwahati.**

1. Parties:

The parties to the contract are the contractor/s (the tenderer/s to whom the work/s have been awarded) and the AIIMS through Administrative Officer, All India Institute of Medical Sciences, Guwahati for and on behalf of the Executive Director, AIIMS, Guwahati.

2. Financial bid may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals and tenders received after due date shall not be entertained.

Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent. Delayed / Late Bids will not be accepted, at any circumstances.

3. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
4. The Publisher's / principals, if participate in bidding, may furnish the name and address of their local authorized distributor / dealer, so that the copies of orders can be endorsed to them for expeditious supply. In such cases where local dealers/stockiest has been nominated by the Principal; the bills raised by them against purchase order will be accepted.
5. Any addition and deletion of authorized dealership / distributorship shall be intimated to the undersigned immediately on authorization of a new party.
6. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of AIIMS Guwahati (<http://www.aiimsrbl.edu.in>) and CPPP. In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
7. The bidders are required to mention tax rate applicable on each category otherwise rates will be treated as inclusive of all taxes.
8. In case of discrepancy between unit price & total price, the unit price shall prevail.
9. The rate quoted by each firm in tenders should be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders.
10. In case of supply of books made through valid authorized dealer, their name & mail address may be declared / indicated in the tender.
11. Authorization certificate in respect of foreign firms duly self-attested and showing validity period may be submitted.

12. DOCUMENTS COMPRISING THE BID:

The bids prepared by the bidder shall comprise of (1) Technical Bid and (2) Financial Bid:

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) Valid registration certificate of the firm with the Central Govt./State Govt.
- (b) Duly filled format of Technical Bid as per **Chapter -IV**.
- (c) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- (d) Price list of the items from the Principal (Manufacturer/Publisher)
- (e) The bidder should be registered/authorized stockist, distributor or publisher. Authorisation certificate from publisher in case of distributor or self-declaration of being the publisher to this effect shall be submitted (Format-V/IV of Chapter-VII)
- (f) PAN number with document (Copy of PAN Card is to be attached)
- (g) GST No. with document (Copy of GST registration certificate is to be attached)
- (h) The firm should not be blacklisted by any Govt. Agency/Department. At any point of time, if a bidder/contractor is/ would be found “blacklisted”, the bid/ contract may be rejected.
- (i) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- (j) **Financial Status:** - The average annual turnover from similar jobs, of the quoting firm should not be less than Rs.**2,65,00,000/-** in the **last three financial years (2020-21, 2021-22 & 2022-23)**. Copies of profit & loss account and balance sheets duly authenticate by a **Chartered Accountant(with UDIN no.) for the last three financial years** should be enclosed.
- (k) Copy of Income Tax Return Acknowledgement for last three financial years.
- (l) Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients.
- (m) The bidder must have experience of execution of similar work in at-least 3 Govt. Medical College for last three years. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years from 03 institutions to this effect must be submitted along with the offer.
- (n) The concerned publisher/company whose product has been declared as of spurious or plagiarized quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms /company shall also not be eligible to participate in the bid. Similarly, blacklisted / banned / debarred firms / company by any central / state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid.
- (o) **Brochure, original book catalogue** with detailed specification of the product offered, if relevant.

Financial Bid: The financial bid shall contain:

- (a) **Price bid in the form of BOQ_XXXX.xls**

13. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he sign as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;

- (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

14. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, AIIMS, Guwahati may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
15. The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

16. BID PRICES:

- (a) It should be submitted in form given in **Chapter VI**. The price quoted will be exclusive of taxes and inclusive of all applicable charges (i.e. packing, forwarding, postage and transportation) at F.O.R. AIIMS, Guwahati and shall be fixed and final. Taxes, as applicable will be extra, which will be separately quoted in the bid, at the time of payment of 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) If MRP of the books from foreign publications is given in foreign currency value, then the exchange rate as on the date of bid publication may be adopted in arriving the equivalent value in INR for the purpose of knowing the reasonableness of rates.
- (d) The rate quoted by the bidder shall remain fixed during the entire period of contract 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.

17. TECHNICAL EVALUATION:

- (a) Detailed technical evaluation shall be carried out by Purchase Committee 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 material 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 technical/ tender evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion / presentation.
- (c) Financial bids of only those bidders who qualify the technical criteria will be opened provided all other requirements are fulfilled.
- (d) AIIMS Guwahati shall have right to accept or reject any or all tenders without assigning any reasons thereof.

18. FINANCIAL EVALUATION:

- (a) The financial bid shall be opened of only those bidders who are 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, amount in words shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

(c) The financial evaluation will be item wise and not total value wise. The item wise lowest quote(L1) may be considered towards placing the order.

(d) The AIIMS Guwahati does not bind itself 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. AIIMS Guwahati, 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.

19. AWARD OF CONTRACT: PLACEMENT OF ORDER:

The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technical, commercially and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder. L1 will be decided on individual item basis.

20. Opening of Tender:

The tenderer either himself or may authorize not more than one representative to be present on scheduled date of opening of the tender. There representative at opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification.

21. Right of acceptance:

The AIIMS, Guwahati 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 Guwahati 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 as signing any reason there of and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

22. Delivery:

Delivery of books shall be made by the supplier within **45 days** from date of purchase order.

23. Liquidated Damages

Supply of material will have to be completed within specified period in the purchase order. The liquidated damages charges @ 0.5% per week of the value of that part of the goods that, as a consequence of the delay, shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

24. Risk Purchase

If successful tenderer fails to supply books within the stipulated delivery date or books supplied other than specification specified in our NIT, AIIMS Guwahati reserves the right procure same or equivalent books from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the books from alternative source will be recovered from the Security Deposit / Bank Guarantee and Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and / or Bank Guarantee and Pending Bills, the same may be recovered if necessary by due legal process.

25. The Payment clause: 100% payment after 100% supply and acceptance by the

consignee/user subject to following- The bill in triplicate may be sent to this office for settlement after satisfactory delivery of the material. The bill should have full particulars of the items(s).

No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work.

The contractor shall submit the bill only after 100% supply of the ordered books to the satisfaction of the AIIMS Guwahati, on receipt of a pre-receipted bill invoice from the Contractor the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for books rejected

26. Performance Security:

The successful tenderer will be required to furnish a Performance Security Deposit equivalent to **5%** of the value to be ordered on the sole or multiple successful tenderer after the award of contract in the form of **Fixed Deposit Receipt or Bank Guarantee from any scheduled Bank notified by RBI** duly pledged in the name of "**AIIMS Guwahati**" payable at Guwahati which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. In the event of non-deposition of the same the earnest money will be forfeited. 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 un-satisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations under the contract.

No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

27. 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 there of and nothing will be payable by AIIMS, Guwahati in that event the security deposit shall also stands forfeited.

28. 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, Guwahati, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

29. Arbitration:

If any conflict or difference arises concerning this agreement, its interpretation on payment to be made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Executive Director, AIIMS Guwahati. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

30. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Guwahati, Assam and all obligations here under shall be deemed to be located at Guwahati, Assam and Court within Guwahati, Assam will have Jurisdiction to the exclusion of other courts

Chapter - III
Other Terms & Conditions of the Contract

1. The items will have to be supplied at AIIMS, Guwahati. No transportation/ cartage/ labour charges will be provided for the same.
2. The books should be securely packed to avoid damages etc. in transit.
3. All India Institute of Medical Sciences (AIIMS), Guwahati 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.
4. The firm should have availability of a responsible person on call on all working days between 09:00 Hrs to 17.00 Hrs.
5. The books shall be delivered at the AIIMS, Guwahati should be the latest edition of it available and if due for re-edition need to be mentioned at time of delivery.
6. Order shall be issued for tentative annual requirement on actual need basis. Bills in triplicate for the books supplied by the selected firm(s), should be raised for payment. Payment shall be released after it is ensured that the quantity and quality of books supplied are to the entire satisfaction of this office and accepted. If any book is found to be defective or misprinted or missing pages, the same shall be replaced immediately, for which no extra payment shall be made by AIIMS, Guwahati.
7. The selected tendering Firm/Agency/Company shall also provide the name and mobile number/ email of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired books even on short notice to AIIMS, Guwahati.
8. In case the print of books supplied are not in conformity with the standard given in tender or the supplies are found defective at any stage the books shall immediately will be taken back by the supplier and will be replaced with the tender quality books, without any delay. The Purchase Committee reserves all right to reject the books if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.
9. Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same.
10. **Discount:** The Discount which will be offered by the publisher/authorized distributors on the publisher's price list may be mentioned. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
11. **GST:** The rate of GST should be mentioned clearly.
12. **Authorization Letter:** Authorization letter from the publisher for the current financial year should be submitted along-with quotation, failing which quotations will not be considered.
13. The AIIMS, Guwahati reserves the right to place an order for supply of any book mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/unavoidable situation.

14. All Books should be in good condition and latest edition and original copy published by the publisher (not pirated).
15. The Supplier shall supply all the ordered books within 45 days from the date as specified in the purchase order. If the supply is not received within the stipulated time, the Executive Director, AIIMS, Guwahati reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the concerned officer at least four days before supply date expires.
16. All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof
17. The Supplier shall append the declaration on the bill that
 - Only the NIT specified or latest editions of the books etc. have been supplied
 - The actual prices of Publications have been charged without any handling/ postage charges.
 - These are not remaindered titles/ damaged books with missing pages.
 - The Indian/Low priced editions of these publications (if foreign) are not available in India.
18. Damaged books, books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning.
19. Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty that may deem fit.
20. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.
21. The latest paperback editions should always be supplied unless otherwise mentioned.
22. This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
23. Librarian should certify on the invoice that the prices quoted therein are the publisher's current prices. and, enclose the stamped price proof along with the invoice.
24. Payment will be made within 45 days from date of receipt of the invoice.

Disclaimer:

The near relatives of employees of AIIMS, Guwahati are prohibited from participation in this tender. The near relative for this purpose are defined as:

- (a) Members of a Hindu undivided Family.
- (b) Their spouses
- (c) The one related to the other in the manner as father, son(s), Son's wife (daughter-in-law), daughter(s) and daughter's husband (sons-in-law) brother (s) and brother's wife, sister(s) and
- (d) Sister's husband, brother(s)-in-law.

Special Conditions:

- (a) Freight, insurance charges, if any, will be borne by the supplier, similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of books by the purchaser for re-supply. The defective supply will have to be replaced by the supplier within 10 days without

additional freight / transport charge.

- (b) GST and other Govt. levies will be paid extra as applicable by the supplier.
- (c) Delivery of goods will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute from air/railway/road transport.
- (d) Payment of the bill will be made preferably after receipt of the books in satisfactory condition.
- (e) No revision in rate (on higher side) will be accepted during contract period.
- (f) Order will be placed as per requirement, irrespective of value of the order.
- (g) Supply should be made in full against the order and shortage will be procured from other publisher/dealer on the risk and cost of the original supplier.
- (h) Supply should be made from of the latest available edition in the market
- (i) While submitting the tender document, the tenderer should sign on each page of the tender document.
- (j) The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
- (k)

Inspection:

- (a) AIIMS, Guwahati shall have the right to inspect to confirm their conformity to the NIT Specifications at no extra cost to the AIIMS, Guwahati.
- (b) AIIMS, Guwahati shall have the right to inspect, where necessary, reject the books after the arrival at the final destination shall in no way be limited or waived by reason of the books having previously been inspected, and passed by AIIMS, Guwahati prior to the goods shipment.
- (c) The Executive Director, AIIMS Guwahati 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.
- (d) No payment shall be made for rejected books. Rejected items must be removed by the Bidders within two (02) weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

**Administrative Officer
AIIMS, Guwahati**

Chapter - IV

TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.

(Should be fill & uploaded in prescribed excel format)

Following mandatory documents should be uploaded to qualify in technical bids

S.No.	Details of the Firm / Bidder	To be filled by the Tenderer (give details with proof)
1.	Name & Address of the Publisher/Authorized Distributor	
2.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization	
3.	EMD of Rs. 1,28,152/- or MSEs certificate, if EMD exempted	
4.	Copy of Registration of firm	
5.	Copy of GST Registration	
6.	Copy of PAN/TAN Card	
7.	Authorization certificate from the Publisher/ Principal	
8.	Authorization certificate for Distributors/Dealer	
9.	Certificate for No Deviation	
10.	Certificate for Price Justification	
11.	Non Blacklisting Certificate	
12.	Copy of Income Tax Return for last 3 financial years (2020-21, 2021-22 & 2022-23)	
13.	Each page of NIT and its annexure should be signed and stamped	
14.	List of Major Customer should be given on a separate sheet and proof of satisfactory supply, if any	
15.	Have you previously supplied these items to any government / private organization? If yes, attach the relevant proof. (Also provide an affidavit that you have not quoted the price higher than previously supplied any government institute)	
16.	Proof of average annual turnover of the quoting firm which should not be less than Rs. 20 Lakh in last three financial years (2020-21, 2021-22 & 2022-23)	

17.	Whether copies of authenticated balance sheet by CA for the past three financial years (2020-21, 2021-22 & 2022-23) enclosed	
18.	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.	
19.	Declaration on letter head as per Chapter –VII	

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

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

Undertaking

1. That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspections by the AIIMS, Guwahati. I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Signature of the Tenderer with stamp of firm)

Dated:

Place:

Chapter – V

**List of Books with following descriptions:
(Detail list enclosed at BoQ. Kindly refer to that)**

Chapter-VI

Financial Bid

Chapter-VII

Format-1

NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred 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 AIIMS Guwahati and also abide all the terms and conditions stipulated in Rate Contract.

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, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and AIIMS Guwahati may impose any action as per NIT rules.

Date :

Place :

Name:

Business Address:

Signature of Bidder

Seal of Business

Format-II

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 books to any Government Department/PSU/Institution for lesser than these rates in last one year.

SIGNATURE AND STAMP OF THE BIDDER

Format-III

CERTIFICATE OF NO DEVIATION

[To be given on letter head]

NIT No.:

I/We, M/s_____ hereby certify that notwithstanding any Contrary indication/conditions else- where in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of AIIMS Guwahati's tender specification, either technical or commercial, and I / We agree to all the terms and conditions mentioned in AIIMS Guwahati's tender specification with associated amendments & clarification

[Signatures of the Bidder with Name, Designation & Company's Seal]

Format-IV

FORMAT FOR PUBLISHER'S / PRINICPAL'S / MANUFACTURER'S AUTHORISATION

To

The Executive Director
All India Institute of Medical Sciences (AIIMS)
Guwahati, Assam

Reference: NIT No. Dated:..... for Supply of books for central library

Subject: Publisher/ Manufacturer's Authorization Letter

Dear Sir,

Ref. Your NIT No _____, dated _____

We, _____ who are proven and reputable publisher's of _____ (name and description of the Items/ category offered in the Quotation/Bid) having office at _____, hereby authorize Messrs.

_____ (name and address of the dealer/distributor) to submit a Quotation/Bid, process the same further and enter into Purchase Contract with you against your requirement as contained in the above referred Bid Form for the above books published by us.

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

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

Yours faithfully,

[Signature with date, name and designation]

For and on behalf of Messrs.

[Name & address of the Publisher/Manufacturer]

Note:-

1. This letter of authorization should be on the letter head of the publishing firm and should be signed by a person competent and having the power of attorney to legally bind the publisher.
2. Original letter may be enclosed with Bid Form during submission in the sealed cover.

Format-V

FORMAT FOR DISTRIBUTOR'S AUTHORIZATION

Dated:

To,
The Executive Director,
All India Institute of Medical Sciences (AIIMS)
Guwahati, Assam

Reference: NIT No. / Dated: ... / ... / for
Tender for Supply of books for Central Library.

Subject: Distributor's Authorization Letter

Dear Sir,

With reference to above mentioned NIT, we wish to inform you that our below mentioned distributor is authorized to receive orders, to make the supplies, to raise the invoices for products manufactured/ marketed by **[Name of Publisher/Manufacturer]** and collect the payments there of on our behalf.

1. Name of the firm :
2. Complete Address :
3. Contact Person :
4. Contact No.: :
5. Email ID: :

You are kindly requested to place your valuable orders and to make payment directly to our authorized distributor for prompt supply.

This authorization will remain valid for whole contract period.

[Signature with date, name and designation]

For and on behalf of Messrs.

[Name and address of Publisher/Manufacturer]

Note:-

1. This letter of authorization should be on the letter head of the Publishing 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 Bid Form during submission in the sealed cover.

E-TENDERING INSTRUCTIONS TO BIDDERS

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 GUWAHATI has decided to use the ***E-Tendering Portal***: www.tenderwizard.com/AIIMSG & [https:// eprocure.gov.in](https://eprocure.gov.in) or www.aiimsguwahati.ac.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/AIIMSG
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, Guwahati
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,Guwahati'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/AIIMSG 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.1500/-+GST as applicable)

Note: After successful submission of Registration details and Annual Registration Fee, please contact to the Help desk 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.

Bid submission

The entire bid- submission would be online on the Tender wizard portal i.e., www.tenderwizard.com/AIIMSG

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.

Processing Fee: Firm have to pay processing fee (i.e., 0.1% of ECV + GST as applicable (min.500/ - & Max Rs.4000/ - + GST as applicable) through online (Credit card/ Debit Card/ Net Banking), 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 GUWAHATI by the bidders in time, then AIIMS GUWAHATI 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. BECIL, if required, before participation in the online tendering.
