

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI

(An Institute of National Importance)
Under PMSSY, Ministry of Health & family Welfare, Government of India

Temp. Office: 1st Floor, Government Siddartha Medical College, Service Road, NH-16, Gunadala, VIJAYAWADA, Andhra Pradesh-520008.

F.No: AIIMS/MG/ADMIN/Proc/06/Non Gem/Non-Consult Ser/2019-20 Dt. 24-10-2019

eTender Notice – OPEN TENDER 6 four wheeler Vehicles for 2 years extendable to 1 more year

1. On behalf of Director, AIIMS, Mangalagiri, online bids are invited under Two Bids System (Technical and Financial) from Established/Reputed Agencies based in India through E-tendering process for Hiring of Vehicles by AIIMS, MANGALAGIRI.
2. Tender Details

Sl.No	Event	Date
1	Cost of Tender document	NIL; However, the Bidders shall bear the cost of online tender registration with ITI Ltd, a GoI undertaking and accessories
2	Earnest Money Deposit (EMD)	Approx. 2 percent of biannual cost estimate i.e Rs. 2,00,000/- for four wheelers in form of DD/BG favoring “AIIMS, MANGALAGIRI”, payable at VIJAYAWADA
4.	Publishing Date	25/10/2019, (Friday).
5.	Bid Submission start Date	25/10/2019, ((Friday).
6.	Bid Submission End Date & Time	25//11/2019, (Monday), 1.00 P.M.
7.	Tender Opening Date & Time	25/11/2019, (Monday), 4.00 P.M.
8.	Date & Time of Opening of Financial Bids	Will be intimated later to the Shortlisted bidders; Bidders are expected to visit AIIMS Mangalagiri website ie www.aiimsmangalagiri.edu.in regularly
9.	Date of Commencement of contract	By 31 st day of award of work; LD shall apply after thereafter on 1 st month charge but chargeable to 10% of the entire contract amount.
9.	Website for downloading RFP Document, Corrigendum, addendums etc.	https://aiims.euniwizarde.com , https://aiimsmangalagiri.edu.in https:// https://eprocure.gov.in/ (through ITI ltd)

3. The instructions for uploading the tender / bid may be obtained from the website of <https://aiims.euniwizarde.com>,
4. The details regarding the subject tender are available on the AIIMS MANGALAGIRI website ie – www.aiimsmangalagiri.edu.in. Bidders are therefore requested to visit the website regularly to keep themselves updated. The Nodal person is Mr.Varun-09205898229,Mr.Sunil Mob:8448288990,ITI Helpdesk Support -011-49606060(Delhi);ITI Helpdesk Support -+916122520545
5. Only online bids will be accepted.
6. Clarifications/queries, if any, can be addressed to Deputy Director Admin on telephone no. 0866-2454500 and e-mail: dda@aiimsmangalagiri.gov.in

Deputy Director Admin
AIIMS, MANGALAGIRI
On behalf of Director,AIIMS,Mangalagiri

Disclaimer

This Tender is not an offer by the All India Institute of Medical Sciences, Mangalagiri but an invitation to receive offer from vendors/bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officers of the All India Institute of Medical Sciences, Mangalagiri with the vendor/ bidder.

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1. About AIIMS

AIIMS Mangalagiri is one of new AIIMS established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY) with the aim of correcting regional imbalances in quality tertiary level healthcare in the country and attaining self-sufficiency in graduate and postgraduate medical education. PMSSY planned to set up new AIIMS like institutions in underserved areas of the country.

These Institutions are established by an Act of Parliament on the lines of the original All India Institute of Medical Sciences in Mangalagiri which imparts both undergraduate and postgraduate medical education in all its branches and related fields, along with nursing and paramedical training to bring together in one place educational facilities of the highest order for the training of personnel in all branches of health care activity.

2. Aims and Objectives of this Tender

The AIIMS, MANGALAGIRI has decided on open tender basis for Hiring of vehicles on monthly basis for utilization in AIIMS, Mangalagiri, Vijayawada in the Temporary Campus/ permanent campus of AIIMS, Mangalagiri on all inclusive monthly hire basis for specified number of Kilometers with an experienced driver. The estimated duration of work is 24 months, extendable to another 12 months, or more. The estimated cost of hire per annum includes GST and all applicable charges and taxes. The per annum charges are as estimated to be as follows:

1. SUV- Innova Crysta, Mahindra Marrazzo; Ford Endeavour; Toyota Fortuner or equivalent- 1 Number: (2000 Kilometers per month).
2. MUV- Maruti Ertiga, Tata Hexa, Renault Lodgy, Mahindra XUV or equivalent- 3 Numbers : (2000 Kilometers per month).
3. Sedan –Swift Dezire, Maruti Ciaz, Hyundai Accent, Honda City or equivalent- 2 number: (2000 Kilometers per month).

The Vehicles should preferably be new and in the shades of White. Additional Kilometers, charges, etc. will be separately billed.

Maximum annual Cost of works, including GST @18% and all statutory levies, etc: Rs.48,14,000/- (payable monthly as per bill). GST shall be billed on actuals. Accordingly, Bi-Annual cost of works: Rs.96,28,200/- inclusive everything. **One of the drivers is likely to be rotated for the night duty (at additional night duty charges) and the bidder should understand that this will be an essential condition of this Tender.**

3. Scope of Work

a. General scope of work:

All India Institute of Medical Sciences (AIIMS), Mangalagiri presently housed in the temporary campus in Siddhartha Medical College for some time. The permanent campus is being constructed in Mangalagiri. The entire operations are likely to be shifted to permanent campus during the pendency of contract.

b. Specific Scope:

1. Hiring of **6 vehicles** for an initial period of twenty four months is extendable by another twelve months, or more, at the discretion of competent authority in AIIMS, Mangalagiri.
2. The Vehicle should preferably be “new”, or at the best “2019 model” or “procured later than January 2019; The vehicle should not be low end model.
3. The Vendor should provide a uniformed driver, with valid driver’s license to drive duty vehicles and having experience of not less than 2 years of driving vehicles. The driver should be comfortable in either English or Hindi, in addition to local telugu and should be familiar with Vijayawada-Mangalagiri areas.
4. **The drivers, one at a time, is likely to be rotated for the night duty (at additional night duty charges) and the bidder should understand that this will be an essential condition of this Tender. For this, bidder should be able to provide additional drivers, as per requirement.**
5. The vehicle should come with fire extinguishers with an active life, deodorants and all necessary furnishings. Vendor will be required to place a sticker/display logo of AIIMS, Mangalagiri approved by AIIMS authority at its own cost.
6. The maintenance, fuel, taxes etc. are included in the tendered price and no additional cost, other than parking/toll charges, when on AIIMS active duty, shall be payable to vendor on production of original vouchers on re-imburement basis.
7. **Variable component in long duration tender:** While extending the contract for the third year, at the sole discretion of Director, AIIMS Mangalagiri, increase in the cost of Fuel shall be considered as the sole criteria. Only in the third year, for every 10% increase in the fuel charges, compensation of Rs. 1500 will be added to the monthly remuneration payable. This will apply only when the cost price of fuel in the first month of operations and the cost of fuel in the 25th month of operations are compared and found to have an incremental enhancement of at least 10%.
8. The vehicle should be available for duty on all days, including Sunday and on leaves, if required by AIIMS authorities. The ordinary duty hours (reporting time to dropping-off) will be 7 am to 7 pm. However, this may be changed as per the requirement of AIIMS.
9. The Vendor shall obtain valid Pollution control certificates.
10. The vehicle individually is being hired for 2000 kilometers monthly run. The additional kilometer charges shall be payable to the Vendor.
11. In case there is a requirement for utilization of vehicle outside the state, additional charges exceeding monthly usage, driver *bhatta* and permit, taxes/levies in case of travel to states outside AP, if applicable, etc., if any shall be payable to the Vendor.
12. Vendor shall provide an equivalent and satisfactory additional vehicle in the events of breakdown, maintenance of vehicle or in cases of any other exigency. Failure to provide an alternate vehicle shall result in pro-rata deduction of payment for the day. In addition, a minimum penalty of Rs.

- 1,000 per day shall be levied on the Vendor, and subsequent forfeiture of performance guarantee may also be contemplated.
13. Kindly note that either party can terminate the contract by giving a two months' notice period without assigning any reason whatsoever.
 14. Taxes and other statutory levies are to be paid by Vendor. GST has been contemplated at 18%. It is to be charged as per actuals.
 15. Clarification regarding financial bid: Please note that the L1 shall be decided on the basis of lump-sum charges quoted at Sr No. 1. For such calculation, value at Column mentioning "Total (Rs.) shall be taken. GST shall be paid only upon submission of relevant proof by the Vendor. Please note that with respect to the charges for at S. No. 2 and 3, the L1 bidder shall be bound by the lowest price quoted from amongst all the qualified bidders). The Vendor shall give proof that driver has been paid hourly charges beyond duty hours.
 16. The driver should compulsorily be given one day of rest per week.
 17. Additional Night Duty/Day Duty charges payable to driver shall be all inclusive Rs. 500 per duty. This may be enhanced to Rs. 550/- in case of satisfactory performance and provision of rested driver by the Vendor after 12 months of contract, at the sole discretion of competent authority. In cases of night duty/day duty, hourly charges beyond duty hours shall not be payable.

4. Minimum Eligibility Criteria

With an objective to provide low entry barrier to prospective bidders, and with an aim to reduce the overheads, the Minimum eligibility criteria as well as PSD has been rationalized. Also, the condition that the bidder should be the owner of each vehicle provided under this tender is relaxed on practical considerations.

The following shall be the minimum eligibility criteria for Technical qualification of bidders engaged in the line of provision of Transport services:

- a. Registration: The bidder should be Income tax payer and should be registered with GST Department.
- b. Turnover: The bidder should have minimum turnover of Rs. 5 lakh in the Financial Year 2018-19 from operations of vehicle or a cumulative turnover of Rs. 10 lakhs in the financial years 2017-18 and 2018-19 and bidder should be a profitable entity.
- c. Experience: The bidder should have minimum experience of 1 year in the field of providing transport facilities, including taxies and buses. An Undertaking in this regard should be submitted.
- d. Earnest Money Deposit (EMD) of Rs. 2,00,000- in the form of a Demand Draft/Banker's Cheque/ Cheque, drawn in favor of the "AIIMS, Mangalagiri" to submit on or before the due date and time. No bidder is exempted from EMD. Kindly note that MSME Act is not applicable to AIIMS Mangalagiri.

The bids shall be opened on-line.

The successful bidder shall deposit 10% of bid amount as Performance Security Deposit/ Guarantee. **The PSD is to be computed on 1 year cost of tender at a time.** It will be the duty of the Vendor to renew the same before the beginning of 13th month and 25th month, if applicable. This is returnable after one month of successful completion of work. The successful bidder/ Vendor shall sign a MOU with AIIMS within 20 days of award of work order. Please note that without MoU and without submission of a valid performance guarantee, monthly payment of bill is not possible.

AIIMS, Mangalagiri reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, AIIMS, Mangalagiri in this regard shall be final and binding on all.

5. Eligibility Criteria / Pre-requisite for Bidders/ Instructions to Bidders

- i) The bidder should be an entity registered/ established in India and operating in India for a minimum period of 1 years as on date of tender application (startups are exempted from this clause, however, no concessions/tolerance shall be extended to startups in cases of performance). One of the chief objectives of the concern should be that is should be providing Transport Services which is a subject matter of this tender. The pre-requisites are given in the technical bid document. To support its claim, the bidder shall submit copies of work award certificate. The documentary evidence confirming satisfactory performance must be submitted online (scanned copy) on the clients letterhead.
- ii) The bidder shall be single point of contact with AIIMS Mangalagiri and shall be solely responsible for the execution and delivery of the work. However, the condition that the bidder be the owner of each vehicle provided under this tender is relaxed on practical considerations.
- iii) The Bidder should be registered with appropriate tax authorities such as Income Tax, GST etc. and should submit valid certificates of registration with these authorities.
- iv) The bidder shall be an Income Tax registered entity operating in India for a minimum period of 1 years. This shall be exempted in the cases of registered “start-ups” in the similar line of business.
- v) The agency should not have been blacklisted/debarred by central / state government departments /undertakings.
- vi) At any time before the submission of bids, AIIMS, MANGALAGIRI may amend the tender by issuing an addendum in writing or by standard electronic means.
- vii) Even though bidders may satisfy the above requirements, they may be disqualified if they have:
 - a. Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
 - b. If confidential inquiry reveals facts contrary to the information provided by the bidder.
 - c. If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
- viii) The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents. **Administration of AIIMS, Mangalagiri would like to contract a single vendor for provision of all 6 vehicles, as mentioned above.**
- ix) Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
- x) The bidder is required to fill up the entire format as provided in the relevant Annexures online Section of this tender document.
- xi) At any time prior to the deadline for submission of bids, the AIIMS, Mangalagiri may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment.

- xii) The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.
- xiii) The Bid should be submitted on-line in the prescribed proforma given in this document and its supporting documents and shall also include the following:
 - a. Profile of the business concern in the proforma prescribed as per Annexure II.B
 - b. Technical bid alongwith documentary evidence to prove Minimum eligibility Criteria
 - c. Financial bid duly filled in
- xiv) Prices shall be quoted in Indian Rupees only.
- xv) **A Pre-bid meeting will be organized on 6th November, 2019. This meeting should be necessarily attended to by the Bidder/ representative.**
- xvi) Physical Offline bids are not acceptable.
- xvii) **Last Date for Submission of Bids** -Technical and Financial bid should be filled online. The DD/ Proof of online deposit of EMD in the name of “AIIMS Mangalagiri” should reach before the opening date of technical bid.
- xviii) **Modifications and Withdrawal of Bids** - The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification or withdrawal is received by the AIIMS Mangalagiri prior to the deadline prescribed for submission of bids. However, the modification should be completed online before the stipulated date and time of opening of technical bid. Kindly note that incomplete bids will be rejected and it might result in forfeiture of EMD.
- xix) **Opening and Evaluation of Bids:**
 - a. The AIIMS Mangalagiri will open all bids on the appointed date, time, ONLINE on Tenderized platform.
 - b. Any effort by a Bidder to influence the AIIMS Mangalagiri in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
 - c. Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.
 - d. The AIIMS Mangalagiri will award the contract to the Bidder whose bid has been determined to conform to technical parameters of the specific scope of work and one who has offered most competitive rates.
- xx) The AIIMS Mangalagiri reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the AIIMS Mangalagiri’s action.
- xxi) The “Bidder” as used in this document shall mean the one who has digitally signed the tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the Bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.
- xxii) The Bid document filed by the bidder shall be submitted online

- xxiii) It will be the sole responsibility of the bidder alone to execute the entire contract on its award. No subcontracting, in any form will be permitted.
- xxiv) The bidder must obtain for himself on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filing the tender and for entering into a contract for the execution of the same and acquaint himself with all local laws, regulations and practice.
- xxv) The Courts of India at Vijayawada will have exclusive jurisdiction to determine any proceeding in relation to this contract.
- xxvi) Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.

6. General Terms and conditions

- i) Conditional Bids shall not be accepted.
- ii) The period of contract arrangement shall be for two years from the date of contract commencement and likely to extend the contract for one more year as decided by the AIIMS, MANGALAGIRI. The AIIMS MANGALAGIRI may terminate the contract at any given time if any serious lapse in performance is noticed during the course of contract.
- iii) The rates to be approved in the tender shall be valid for the whole of the period of the contract and no enhancement in rates will be allowed for any reason whatsoever, during the contract period of two years, except because of changes in GST rate.
- iv) Since tenders above 18 months are classified as long duration tender and variability clause is permissible under GFR, while extending the contract for the third year, at the sole discretion of Director, AIIMS Mangalagiri, increase in the cost of Fuel shall be considered as the sole criteria. Only in the third year, for every 10% increase in the fuel charges, compensation of Rs. 1500 will be added to the monthly remuneration payable. This will apply only when the cost price of fuel in the first month of operations and the cost of fuel in the 25th month of operations are compared and found to have an incremental enhancement of at least 10%.
- v) Tender should be for “All Inclusive Basis”
- vi) Once the tender is accepted and the contract is finalized, the contractor will be expected to keep in touch with the AIIMS MANGALAGIRI for further orders throughout the period of the contract and comply promptly.
- vii) The tender is liable to be disqualified in case of any one or more of the following:
 - a. Non- submission in accordance with terms and conditions of the Tender Form.
 - b. During validity of the quotation period the tenderer increases his quoted prices.
 - c. The tenderer qualifies the Tender with his own conditions.
 - d. Receipt of incomplete form including rate schedule.
 - e. Receipt after due date and time.
 - f. Having not submitted Earnest Money Deposit in the form of pay Order/Demand Draft/Cheque and Bank Guarantee.
 - g. Information submitted in Technical bid is found to be incorrect or false any time either during the processing of the contract (no matter at what stage) or during the tenure of the contract.
 - h. Awardee of the contract qualifies the letter of acceptance of the contract with his own conditions.

- i. The bidder is found to be in arrears or default with regard to payment of dues to any concerned local Government agencies.
- j. Multiple bids being submitted by one party or of common interest are found in two or more tenderers, the parties are liable to be disqualified.
- k. While processing the tender documents, if it comes to the knowledge of the AIIMS, MANGALAGIRI that some of the bidders have formed a cartel resulting in delay/holding up the processing of tender, the tenderers involved in cartel are liable to be disqualified for this contract as well as for a further period of two years.
- l. The bidder is found to have negative net worth on the basis of the audited Balance Sheet/Profit & Loss a/c in any year during the last three years submitted with the tender.
- m. Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
- n. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
- o. If confidential inquiry reveals facts contrary to the information provided by the bidder.

Note: The list given above is indicative and not exhaustive, decision of AIIMS MANGALAGIRI in this respect shall be binding and no representation shall be entertained in this respect.

- viii) The AIIMS Mangalagiri does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all tenders without assigning any reason, whatsoever.
- ix) Any change in the constitution of the concern of the Contractor shall be notified forthwith by the Contractor in writing to the AIIMS Mangalagiri and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Contractor in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.
- x) The normal payment terms are after 30 days of submission of correct bill.
- xi) The bidder shall provide an undertaking that he would be able to provide duly registered Commercial Vehicle. However, the AIIMS Mangalagiri may accept non-commercial vehicle for the interim/as replacement vehicle, subject to prior intimation by Bidder and stipulation that the bidder shall keep AIIMS indemnified in all situations. Exceptions can be granted in deserving cases.
- xii) The contractor shall submit complete details of vehicle being provided along with a copy of RC Book and details of driver, including a copy of driver's license at the commencement of works.
- xiii) With every bill the contractor shall submit copy of log book mentioning time of duty and mileage. Please note that the kilometers mentioned in the log book shall tally with the actual display in the vehicle. For additional duty hours, verification from the concerned traveler/nominee of admin has to be obtained. AIIMS administration shall have the complete authority to verify the same.
- xiv) **The bidder may be required to provide additional vehicle of the same type at the same terms and conditions during the pendency of contract. The value of the work shall proportionately increase and the bidder shall be required to deposit enhanced performance guarantee to such extent. Ordinarily, no vehicle shall be used for more than 3 years.**
- xv) At any time before the submission of bids, AIIMS, MANGALAGIRI, may amend the tender by issuing an addendum by standard electronic means and shall be displayed on the AIIMS, MANGALAGIRI website. If the amendment is substantial, Bidder(s) shall

be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by the AIIMS, MANGALAGIRI.

- xvi) Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of any such instance, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed.
- xvii) The Director, AIIMS Mangalagiri reserves the right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Director, AIIMS Mangalagiri shall be final. The work can be awarded to one or more agencies if need arises.

7. Final Decision Making Authority

The Director, AIIMS, Mangalagiri reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the AIIMS, Mangalagiri to the Bidder(s).

8. Amendment of Tender /Submission of Multiple Bids

Before the closing date and time for submission of bid, the AIIMS Mangalagiri, at its discretion, may modify the tender document by issuing addendum/corrigendum.

Any addendum/corrigendum thus issued would be a part of the tender document and shall be uploaded on the AIIMS MANGALAGIRI Website (www.aiismangalagiri.edu.in) and <https://aiims.euniwizarde.com>.

Tenderer shall neither change nor modify the submitted bidding documents by any amendments nor submit more than one tender during the validity of the tender due date including extensions period of tender due date.

9. Other Terms and Conditions

i) Fraudulent and Corrupt Practices

- (a) The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this Tender Document, AIIMS, Mangalagiri shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, AIIMS Mangalagiri shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the AIIMS, Mangalagiri for, inter alia, time, cost and effort of the AIIMS, Mangalagiri, in regard to the tender document, including consideration and evaluation of such Bidder’s Proposal.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

_ “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of AIIMS, Mangalagiri who is or has been associated in any manner, directly or indirectly with the Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of AIIMS, Mangalagiri, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of AIIMS, Mangalagiri in relation to any matter concerning the Project;

_ “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

_ “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person s participation or action in the Selection Process;

_ “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by AIIMS, Mangalagiri with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

_ “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

ii) **Force Majeure**

The term “Force Majeure” as employed herein shall mean Act of God, floods, tempest, war, riot, fire and Acts, Rules and Regulations of respective Government of the two parties namely AIIMS, Mangalagiri and the service provider, directly affecting the performance of the Contract.

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this Agreement, the relative obligation of the party affected by such Force Majeure shall, upon notification to the other party be suspended from performing the obligation for the period during which the cause lasts. Time for performance of the relative obligation suspended by Force Majeure, shall then stand extended by the period for which such clause lasted.

If deliveries are suspended by force majeure conditions lasting for more than 30 days, the AIIMS Mangalagiri shall have the option of cancelling the contract in whole or part, without financial consequences to or entitlement in either party resultant upon such cancellation, which will operate as a discharge of all future obligations under the contract, but without any rights or obligations arising out of any antecedent breach.

The Vendor is also made to understand that AIIMS Mangalagiri is bound by the decisions and directives of Central Government, MoH&FW, PMSSY.

iii) Arbitration and Settlement of Disputes

If any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with the construction, meaning, operation, effect, interpretation or breach of the contract which parties are unable to settle mutually, the same may first be referred to conciliation through a committee as agreed to by both parties.

If the parties are not able to resolve the dispute through the committee or do not opt for conciliation through the committee, the aggrieved party may invoke the arbitration clause as provided in the contract.

In the event of any question, dispute or difference whatsoever arising between the parties out of or in relation to the construction, interpretation, application, meaning, scope, operation, performance or effect of this tender contract or the validity or breach thereof, the matter shall be referred to the sole arbitrator agreed to by the parties. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may, from time to time, with the consent of the parties, change the time for making and publishing the award. The Arbitration and Conciliation Act, 1996 and the rules made there under, as amended from time to time shall be deemed to applicable to the arbitration proceeding under this clause.

The proceedings of the arbitration shall be carried out in MANGALAGIRI which shall be subject to the jurisdiction of courts in MANGALAGIRI/ VIJAYAWADA.

iv. Tax Clause as per Goods and Services Tax (GST) & Duties

- a. Bidder should indicate GSTIN Number, if applicable (Copy of GST registration to be enclosed) and Permanent Account Number (copy of PAN to be enclosed)
- b. Tender will be considered /accepted, if & only if the bidder has a valid GST Registration No, or, in cases of exemption due to threshold, It needs certification on the letterhead that it is exempted for the time being from GST collection and remittance.
- c. Central Tax/State Tax/Integrated Tax/ Union Territory tax whichever applicable to be quoted in percentage (%).
- d. Bidder to ensure correct applicability of Central Tax/State Tax/Integrated Tax/Union Territory tax based on the Inter/Intra State movement regarding of Supply of Goods and Services or both.
- e. The tax invoice for supply of Goods and Services should be raised as per the provision of GST Act & Rules.
- f. In the event of an increase in taxes/duties after the closing date of submission of bid, the extra liability on account of the increase in taxes/duties shall be borne by the AIIMS, Mangalagiri.
- g. In the event of abolition/reduction of taxes/duties after the closing date of submission of bid, the savings accruing to the bidder shall be passed on to the AIIMS, Mangalagiri.

v. Terms of Payment

- a. The due payments every month shall be released through RTGS, or banking channels, (in Indian Rupees) and shall be paid only after submission of trip sheets and necessary sanctions.
- b. No advance payment shall be made and the successful bidder have to sign an

agreement on non-judicial stamp paper which shall contain a clause related to liquidated damages on account of delays, errors, cost and time over runs. In case the bidder fails to execute the contract, the AIIMS, Mangalagiri shall be at liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

vi. Law of Land

The tenderer shall abide by and comply with all the local as well as national laws in connection with providing the transport services under the contract. The AIIMS, Mangalagiri shall not be responsible for breach of law, if any, by the tenderer.

vii. Applicable Law and Statutory Obligations regarding the workforce employed:

The workers employed by the Service Provider to perform the contract, shall be the employees of the Service Provider and the Service Provider alone shall be liable to pay the wages/salaries and all other payments as may be due to the workers and AIIMS, Mangalagiri shall in no way be liable for the same. The Service Provider shall also comply with all the provisions under the laws of the Land pertaining to its workers and their employment for the purpose of performing the contract and the Service Provider shall also indemnify the AIIMS, Mangalagiri for any claims whatsoever made by such workers against the AIIMS, Mangalagiri in that behalf.

That AIIMS, Mangalagiri shall not be responsible for death, disablement, injury, or accident to the Service Provider's employees, which may arise out of and in the course of their duties with the Service Provider. The AIIMS, Mangalagiri shall not be liable to pay any damages or compensation to the Service Provider's employees. The same are to be paid by the Service Provider as per the provisions of law.

The Service Provider shall comply with all the Central, State and Municipal Laws & Rules and shall be solely responsible for the implementation of the provisions of the various Labor Laws and Rules there under and other statutory regulations, rules that are in force.

viii. Consortium

No consortium will be entertained by AIIMS, Mangalagiri. The bidder shall bear the full responsibility of the contract. Any consortium formed by the bidder at his end which was formed either to gain entry into the agreement with the AIIMS, Mangalagiri or during the project for the execution of the agreement will be at the sole risk and responsibility of the bidder.

ix. Penalty Clause / Liquidated Damage

If any of the stages specified which forms part of the contract is either not completed or not completed satisfactorily as per the approved time schedule, due to reasons solely and entirely attributable to the bidder and not in any way attributable to the AIIMS, Mangalagiri, a penalty @ 0.5% which may go up to a maximum of 10% of the bid value of the item delayed, per week may be imposed on the bidder and accordingly the time for the next stage may be reduced by AIIMS Mangalagiri, to account for the delay.

If the delay adversely affects the execution of contract, by the successful bidder, the performance security deposit will be forfeited and appropriate legal action shall be initiated as per the terms and conditions of the contract. AIIMS Mangalagiri may

rescind this part of the contract and shall be at liberty to get it done from any other agency at the risk and cost of the Bidder.

Moreover if the service provider fails to provide any of the facilities mentioned in the tender document, a penalty will be imposed on it on the basis of feedback received from the AIIMS, Mangalagiri officials. The imposition of penalty on the service provider shall be after due compliance with the principles of natural justice as required by law.

The service provider shall give an undertaking to the AIIMS, Mangalagiri stating that in the event of failure of providing the transport services as envisaged in the tender document, no payment will be made for part performance of the bid and the amount of Performance Guarantee will be forfeited. The AIIMS, Mangalagiri will be at liberty to get the work done afresh from the bidder or other bidder at the quoted/approved rates.

x. Prices

The prices quoted are to be in Indian Rupees for the items/services shall under no circumstance vary during the period of contract.

xi. Subcontracts

The service provider shall not partly or fully subcontract the awarded contract without the prior written consent of the AIIMS, Mangalagiri.

xii. Delays in the Bidder's Performance

The Service Provider shall perform the services awarded under the contract in accordance with the approved time schedule as notified from time to time by the AIIMS, Mangalagiri to the service provider. Delay on the part of the service provider in the performance of its delivery obligations shall subject the service provider to penalty, unless an extension of time is agreed upon by the AIIMS, Mangalagiri.

xiii. Termination for Default

Either Party may, without prejudice to any other course of action for breach of contract, by written notice of 60 days to the other party, terminate the agreement in whole or in part, on account of any of the following:

The defaulting party fails to perform any or all of the obligations within the time period(s) specified in the contract or any extension thereof granted, by the other party.

The quality of the delivery of various tasks by the service provider is not up to the satisfaction of the AIIMS, MANGALAGIRI, or

The defaulting party fails to perform any other obligation under the contract.

In the event of the AIIMS, Mangalagiri terminating the contract in whole or in part, the AIIMS, Mangalagiri may procure, upon such terms and in such a manner as it deems appropriate, items or services similar to those undelivered, and the service provider shall be liable to the AIIMS, Mangalagiri for any excess costs for such similar items or services. However, the service provider shall continue with the performance of the contract to the extent not terminated. No consequential damages shall be payable to the service provider in the event of termination of the contract by the AIIMS, Mangalagiri. In case of termination of contract, all Bank Drafts/ FDRs furnished by the service provider in its capacity as bidder in the tender process by way of Bid Security /

Performance Security shall stand forfeited. In case of suspension/termination, the service provider shall be liable to pay compensation for any direct loss or additional liability, incurred due to the completion of work by another agency.

xiv. Termination for Insolvency

The AIIMS, Mangalagiri may at any time terminate the contract by giving notice to the service provider, if the service provider becomes bankrupt or otherwise insolvent. In this event, the termination of the contract will be without any compensation to the service provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the AIIMS, Mangalagiri.

xv. Interpretation

In these Terms & Conditions:

References to laws shall mean the applicable laws of India and references in the singular shall include references in the plural and vice versa.

References to a particular article, paragraph, sub-paragraph or schedule shall, except where the context otherwise requires, be a reference to that article, paragraph, sub-paragraph or schedule in or to this tender.

The headings are inserted for convenience only.

Whenever provision is made for the giving of notice, approval or consent by any Party, unless otherwise specified such notice, approval or consent shall be in writing and the words 'notify', 'approve', and 'consent' shall be construed accordingly.

In case of any inconsistency between this tender and the Bid submitted to the AIIMS, Mangalagiri, the terms of this Tender shall prevail.

10. Submission of Offers

The Vender shall submit their proposal in two parts:

- a. Technical Proposal
- b. Financial Proposal

11. Details of Annexure of the bid.

i) Technical Bid

- a. Details as sought in Annexure-II
- b. Undertaking Regarding de-barred/Blacklisting Status of Bidder as per Annexure IV
- c. The financial information as per Annexure III.
- d. Scanned copy of the Earnest Money Deposit.

ii) Financial bid

The financial bid should be filled in the format prescribed as per Annexure-II.

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as “Not Applicable”. However the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.

12. Price quotation

- i) The bidder shall indicate the prices/rates as specified in the quotation format.
- ii) The bidders should quote their most competitive prices/rates and it should be noted that their quotations would not ordinarily be subject to further negotiations. Negotiations may however, be carried out as per rules and instructions on the subject at the discretion of the AIIMS, Mangalagiri.
- iii) In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
- iv) The prices/rates quoted shall be firm throughout for the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision.

13. Security Deposit/EMD

- i) The bidder shall be required to submit the **Earnest Money Deposit (EMD) for an amount of Rs.2,00,000/-** by way of demand drafts or Bank Guarantee only. The demand drafts shall be drawn in favor of “AIIMS, Mangalagiri”. The demand drafts or Bank Guarantee for earnest money deposit must be submitted by post/special messenger to the Office of the Deputy Director (Administration), AIIMS Mangalagiri on or before the closure of the Tender on-line submission date and time. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without EMD will be rejected.
- ii) No bidder is exempted from EMD. Kindly note that MSME Act is not applicable to AIIMS Mangalagiri.
- iii) The tenders without EMD shall be summarily rejected.
- iv) Earnest money will be returned to unsuccessful bidders without interest after award of contract or letting aside the tender, as the case may be.
- v) Earnest money will be forfeited if the bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.

14. Acceptance of offer

AIIMS Mangalagiri reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

15. Standard of performance

The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques. It shall apply appropriate advanced technology and safe and effective methods during execution of this Project and shall always act in respect of any matter relating to this agreement, as faithful advisors to the AIIMS Mangalagiri. The Bidder shall always support and safeguard the legitimate interests of the AIIMS Mangalagiri in any dealings with the third party. The bidder shall be liable to pay to the AIIMS Mangalagiri for any financial losses by way of act by the bidder.

16. Criteria for opening of Financial Bid

- i) The financial bid of only those bidders shall be opened who have been found to be technically eligible by a duly appointed committee in AIIMS Mangalagiri.
- ii) The financial bids will be opened online. Bidders can coordinate with M/s ITI Ltd (E Tender wizard) for the same. Non presence of bidders/ representatives will not invalidate the process and outcome.
- iii) Other Financial bids will not be opened. Earnest money Deposit submitted by the technically disqualified agency shall be released after opening of the financial Bid, award of work and acceptance by the Vendor.

___/___/2019

Sd/-
Dy. Director (Admin),
AIIMS, Mangalagiri

ACKNOWLEDGEMENT

The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the Hiring of 6 vehicles on monthly basis for utilization in AIIMS, Mangalagiri, Vijayawada is to be done as per the terms, clauses and conditions, specifications and other details of the contract. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to in the contract or to evading any of his obligations under the contract.

UNDERTAKING

I/We have read and understood all the terms and condition of all sections of the bid document. I/we hereby quote for Hiring of 6 vehicles on monthly basis for utilization in AIIMS, Mangalagiri, Vijayawada as per scope of work specified in the bid document and as set forth in the terms and conditions of the contract, which will be binding upon me/us in the event of the acceptance of my/our tender.

Should I/we fail to execute an agreement embodying the said conditions and deposit within 20 days of the acceptance of my/our bid I may be penalized at the discretion of AIIMS, Mangalagiri.

Read and accepted.

Signature and stamp of the Bidder
or Authorized signature

ANNEXURE-I

TENDER FORM

(On the letter head of the concern submitting the bid)

To

**The Deputy Director (Admin.)
AIIMS, Mangalagiri**

Ref.: Tender No.

Dated

Sir,

I/We understand that you are not bound to accept the lowest offer or bound to assign any reasons for rejecting our tender.

I/We hereby agree to pay all taxes and levies (as per actuals) GST, VAT, Income Tax, Work Contract Act, Octroi, duties/taxes by any other names, levied by the government, as prevailing from time to time, on such items for which the same are leviable, and the rates quoted by me/us are inclusive of the same.

I / We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding Order upon me/ us.

I/We declare that I/we have not been debarred/blacklisted by any Government/ Semi Government undertaking till date.

That this offer shall be valid for 90 days from the date of opening of tender.

That the rates quoted are not higher than the rates quoted for same work for any government/undertaking.

That I/we undertake to indemnify AIIMS, Administration. I /we understand that in cases of any road accident. etc. involving hired vehicle, staff of Vendor, AIIMS administration will not be held responsible.

Yours faithfully,

Signature of the bidder.

(Signature of bidder)

Dated this ____ day of _____ of 2019

Address_____

Telephone: _____

FAX_____

E-mail _____

Company Seal

Annexure I. A
Bank Guarantee
(Preferably local Bank)

To
The Director, AIIMS Mangalagiri,
For and On behalf of
The President of India

WHEREAS.....
(Name and address of the Contractor) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no. dated to perform the work) (herein after called "the Hire contract").

AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of
..... (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without avail or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until theday of....., 201__

.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch
(Bank's common seal)

ANNEXURE – II.A

Financial Bid and Technical Bids

A. Financial Bid

S r. No	Item	Bid amount(Rs.)	GST %	Total (Rs.)
1.	Lump-sum monthly hire charges for 6 Vehicles (vehicle, driver, helper, fuel, maintenance, cleaning, furnishing, sticker of AIIMS Mangalagiri, etc. (The agreement document shall additionally require vehicle wise specification of monthly lump-sum charges)			
2.	Hourly charges beyond duty hours payable to driver*			
3.	Additional Kilometer beyond prescribed kilometers; per kilometer charge* (Up 10 percent variation shall be ignored on per month basis)			
	Total (Rs.)			

A. Please note that the L1 shall be decided on the basis of lump-sum charges quoted at Sr No. 1. For such calculation, value at **Column mentioning “Total (Rs.)”** shall be taken. GST shall be paid only upon submission of relevant proof by the Vendor.

B. Please note that with respect to the charges for at S. No. 2 and 3, the L1 bidder shall be bound by the lowest price quoted from amongst all the qualified bidders). The Vendor shall give proof that driver has been paid hourly charges beyond duty hours.

C. The driver should compulsorily be given one day of rest per week.

D. Night Duty/Day Duty charges payable to driver shall be all inclusive Rs. 500 per duty additionally. This may be enhanced to Rs. 550/- in case of satisfactory performance and provision of rested driver by the Vendor after 12 months of contract, at the sole discretion of competent authority. In cases of night duty/day duty, hourly charges beyond duty hours shall not be payable.

Bidder’s Signature & Stamp:

Date:

ANNEXURE-II.B

B. Technical Bid

Documents/Details to be submitted:

<u>S.No.</u>	<u>Particulars</u>	To be filled by the Tenderer (give details with proof)
1.	Name and address of bidder:	(specify attached document/s page number/s)
2	Name of the Head of the Organization/Managing Director	
4	Telephone No./Fax No./Email address:	
5	Legal Status (Attach copies of original document defining the legal status/ undertaking on original letter head) a) Public Ltd./Govt. /PSU: b) Pvt. Ltd: c) Private Society/Trust: d) Partnership: e) Sole Proprietorship/Single Person.:	
5	Year of Establishment	
6	Activities/ Services Offered	
7	Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy) 1. Registration Number: 2. Organization/Place of registration: 3. Date of validity:	
8	PAN	(to enclose scanned copy)
9	Were you or your company/ organization ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reason for not completing the work.	
10	Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reason for not completing the work.	
11	Financial information of the bidder	Annexure 'III'
12	Undertaking regarding Blacklisting/debarment Status of Bidder	Annexure 'IV'

Technical Bid (Part-2)

Please respond in Yes or No:In case you do not fulfil any of the conditions, please specify.

Sr No	Item	Say Yes/ No
1.	Registration: The bidder should be Income tax filer and should be registered with GST Department (if applicable)	Yes/ No
2.	Experience: The bidder should have minimum experience of 1 year in the field of providing transport facilities. An Undertaking in this regard should be submitted. Copy of work orders showing cumulative experience of 1 year should be submitted. This condition is relaxable in case of valid "start ups" registered with the Government of India.	Yes/No
3.	Earnest Money Deposit of Rs. 2,00,000/-	Yes/No

Date :

(Signature of the Bidder with Seal)

ANNEXURE – III

FINANCIAL INFORMATION OF THE BIDDER

FINANCIAL YEARS			
S. No.	Details	(1) 2017-18	(2) 2018-19
i)	Turnover: The bidder should have minimum turnover of Rs. 5 lakh in the Financial Year 2018-19 from operations of vehicle or a cumulative turnover of Rs. 10 lakhs in the financial years 2017-18 and 2018-19 and bidder should be a profitable entity. Valid Start-up, registered in the line of operations and maintenance of vehicles, are exempted from this stipulation. MSME Act is not applicable to Autonomous institution like AIIMS.		
ii)	Profit/Loss		

11. Enclose audited final accounts/ Provisional accounts)

A note on financial arrangements for carrying out the proposed work: i.e. Whether the Vendor plans to obtain loan/finance to arrange the vehicle, etc.

Note: Attach additional sheets, if necessary.

(Signature of the Bidder with Seal)

ANNEXURE – IV

Affidavit regarding De-Barred/Blacklisting Status of the bidder during FY 2016-17; 2017-18; 2018-19 till date (On Letter Head of Organization)

I/We, M/s(Sole Applicant/Lead Member /Member / affiliate), (the names and addresses of the registered office) hereby certify and confirm that in the last three years we or any of our promoter(s)/director(s) are **during FY 2016-17; 2017-18; 2018-19; 2019-20 till date** neither de-barred/blacklisted by Central Government/State Government/PSU/Supreme Court/High Court of any State/District Court of any State from participating in Project/s, either individually or as member of Consortium nor any proceeding thereof are under process against us or any of our promoter(s)/director(s) as on the (Date of Signing of Application).

We further certify and confirm that there is no pending litigation against any Central Government/State Government/PSU in last three years.

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period and the amount paid (including bank guarantee) shall stand forfeited without any further intimation.

Dated this Day of2019

Name of the Applicant:

Signature of the Authorized Person:

Name of the Authorized Person:

Bank Details for submission of EMD:

AIIMS Mangalagiri, Syndicate bank, SMC, Vijayawada
Account No. 33662010020702
IFSC: SYNB0003366

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://aiims.euniwizarde.com>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (**URL:**<https://aiims.euniwizarde.com>) by clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee as per the website norms.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid **Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. For any Query contact to our helpdesk Number 011-49606060, Email helpdeskeuniwizarde@gmail.com, **Shri Sunil Mobile: +91 8448288990**.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

8. Once the bidders have selected the tenders they are interested in, they can pay the processing fee **Rs. XXX/- (NOT REFUNDABLE)** by net-banking / Debit / Credit card and there after they may download the required documents / tender schedules, Bid documents etc. Once both registration fee (one-time fee in a year) and processing fee is paid, tenderers will be moved to the respective “requested” Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is Any queries please contact The Nodal person for e-procurement is Mr.Varun-09205898229,Mr.Sunil Mob:8448288990,ITI Helpdesk Support -011-49606060(Delhi);ITI Helpdesk Support -+916122520545 .

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