

All India Institute of Medical Sciences,
Bathinda, Punjab

Department of Engineering

**TENDER FOR PROCUREMENT OF HSD FOR DG SETS AT AIIMS BATHINDA
TO BE SUBMITTED through online portal GeM**



TENDER NO.: AIIMS Bathinda/Engg. & Estate/ 23-24/ 1038 dated 03 Aug 2023

PRICE OF BID DOCUMENT is Rs. 1180.00 (Rs. 1000 as Bid/ Tender Fee and Rs. 180 as GST)

NOTICE INVITING BID

All India Institute of Medical Sciences (AIIMS), Bathinda, Punjab, an apex healthcare Institute being established by Act of Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites online tenders through GeM Portal for procurement of HSD for DG Sets at AIIMS Bathinda.

Schedule

Date of issue of Bid	As per GeM bid
Date of Pre-Bid Meet	As per GeM bid
Venue of Pre-Bid meet	As per GeM bid
Last Date & Time for Receipt of Bids	As per GeM bid
Last date for physical submission of EMD, Tender Fees (Demand Draft) through physical mode	10 working days after the last date of submission of bid on GeM portal
Validity of Bid	As per GeM bid
Earnest Money Deposit	Rs. 50,000/- (Rupees Fifty Thousand only) By Demand Draft in favor of “ Executive Director, AIIMS Bathinda ” payable at Bathinda, Punjab.
Address for communication	The Executive Director, AIIMS Bathinda, Medical College building, AIIMS Bathinda, Mandi Dabwali Road, Punjab – 151001. (Please mention Tender number and name, last date on the envelope)

TERMS AND CONDITIONS FOR PROCUREMENT OF HSD

1. The quantity required is 20000 Litres (Twenty Thousand Litres only).
2. The Fuel required is High Speed Diesel Specifications of the HSD fuel required are attached with this bid document as per Annexure 1.
3. The bidder has to supply fuel to the HSD yard located at AIIMS Bathinda through his/ her own vehicle in one go or in phases. Minimum quantity in each phase should be 5000 litres.
4. The responsibility for safe and secure transmission from the source of fuel to the HSD yard of AIIMS Bathinda is of the bidder only. Also, unloading of HSD at HSD Yard of AIIMS Bathinda is also in the scope of the bidder only. The tools and tackles required for unloading has to be brought along by the bidder only. After unloading proper packing of the HSD Tanks of AIIMS Bathinda has to be done by the bidder only.
5. **Payment Terms:-** The payment shall be remitted to the successful bidder after receipt of HSD Fuel at yard and on submission of Invoice for the quantity. The quantity delivered at the HSD yard will be inspected by the AIIMS Bathinda officials and only after the satisfactorily report, the bidder will be given an acknowledgement of the receipt of HSD Fuel.
6. **Delivery Terms: -** The fuel has to be delivered within 20 days after placement of Work Order to the successful bidder. Any delay after 20 days may lead to cancellation of the Work Order issued by AIIMS Bathinda without any compensation to the bidder. AIIMS Bathinda reserves the right to procure the HSD from the next successful bidder also if there is any default by the L1 bidder in following the terms and conditions of the tender document.
7. The successful bidder shall warrant and be deemed to have warranted that all stores supplied against this Contract are free and clean of infringement of any Patent, Copyright or Trademark, and shall at all times indemnify the purchaser against all claims which may be made in respect of the stores for infringement of any right protected by Patent Registration of design or Trade mark and shall take all risk of accidents or damage which may cause a failure of the supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfilment of the contract.
8. Bidder's bill will be passed for payment only after the stores have been received, inspected and accepted by the Purchaser.
9. Rejected stores will remain at destination at the Bidder's risk and responsibility.
10. The fuel supplied will be inspected by AIIMS Bathinda at the HSD yard. If the fuel is not as per the specifications, then it is liable to be rejected. AIIMS Bathinda shall not be responsible for any loss to the bidder in this case and no compensation will be paid. The testing and certification of the fuel supplied shall be responsibility of the bidder only and appropriate certificates will be submitted to AIIMS Bathinda.
11. Single bidder will submit single bid on GeM portal. Consortium of bidders submitted single bid on the portal is not allowed.

12. The make of the HSD Fuel shall be IOCL, HPCL, BPCL or any other authorized retail outlet as authorized by the Ministry of Petroleum & Natural Gas, Govt. of India or its authorized agency. The bidder shall have the appropriate licence to sell the HSD fuel issued by the concerned agency of Government of India and the same shall be uploaded on the GeM portal at appropriate place.

OTHER TERMS AND CONDITIONS

1. **Important Information:** - The Bid document can be downloaded from the GeM portal. The downloaded document shall be treated as valid document for participation in the bid. However, the cost of the bid document i.e., Rs.1180.00/-in the form of DD drawn in favor of “Executive Director, AIIMS Bathinda” payable at Bathinda, Punjab has to be submitted offline and scanned copy of DD to be uploaded online. **If tampering of any clause of the bid document is found in the submitted bid document, it will be summarily rejected and EMD amount shall be forfeited.**
2. **Submission of Bids:** The bid along with the necessary documents should be uploaded in the GeM portal as per guidelines mentioned in the portal. Bid has to be submitted only online at GeM portal in two bid systems i.e. (i) Qualification bid and (ii) Financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the bid documents. **Bid sent by any other mode will not be accepted.** The list of documents to be submitted along with qualification bid and financial bid are detailed in subsequent sections of the bid document.
3. AIIMS, Bathinda, Punjab reserves the right to amend or withdraw any of the terms and conditions contained in the Bid Document or to reject any or all bids without assigning any reason. The decision of the Executive Director and CEO, AIIMS Bathinda in this regard shall be final and binding on all.
4. The aforesaid DDs/Pay orders towards cost for Bid Document and EMD should be submitted offline to the bid inviting authority i.e. Executive Director, AIIMS Bathinda, Punjab, on or before the last date and time prescribed for receipt of documents along with all the documents signed on each page which have been uploaded online. The DD towards the cost of Bid Document and that towards the Earnest Money Deposit should bear the date after the date of issue of Notice inviting bid.
5. If the bid opening date is declared a holiday by Government of India or by the competent authority of AIIMS Bathinda due to any reason, then the bid shall be opened on next working day at the same time.
6. Canvassing whether directly or indirectly, in connection with the bid is strictly prohibited. The bids submitted by such persons who resort to canvassing will be liable to be rejected and the bidder may also be blacklisted from participating in any further bidding process at AIIMS Bathinda.
7. Submission of bid through the online GeM portal by the bidder implies that the bidder accepts all the terms and conditions of this bid document and has read all the conditions associated with this document.

8. **Bid Document Fee:** DD for an amount of Rs.1180.00/- (Rupees One Thousand One Hundred Eighty Only) (non-refundable) (Rs. 1000.00 as fee and Rs. 180.00 as GST) from Nationalized / Scheduled bank drawn in favor of “Executive Director, AIIMS Bathinda” and payable at Bathinda has to be submitted offline (Scanned copy of DD to be uploaded online) towards tender document fees failing which the tender/bid will be rejected. Bidders are requested to write their name and full address with contact number at the back of the Bank Draft submitted.
9. **Earnest Money Deposit:-**
- (a) **Earnest Money deposit:** DD for an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) from Nationalized / Scheduled has to be submitted offline (Scanned copy of DD to be uploaded online) towards EMD failing which the tender/bid will be rejected. Bidders are requested to write their name and full address with contact number at the back of the Bank Demand Draft submitted. Demand Draft should be made in favour of ‘**Executive Director, AIIMS Bathinda**’ and it should have been issued after the date of notification of the bid on the GeM portal.
- (b) The EMD of the unsuccessful bidders will be refunded/ returned without any interest after final decision of the bid within one month.
- (c) No Interest shall be payable on the Earnest Money deposit/Performance Security Deposit by the department to the bidders.
10. **Performance Security Deposit: -**
- (a) Successful bidder shall submit Performance Security Deposit for an amount of **Rs. One Lakh Only** after issue of NoA/ Work Order by AIIMS Bathinda for supply of HSD. PSD has to be submitted in the form of Demand Draft drawn in favour of ‘Executive Director, AIIMS Bathinda and it should have been issued after the date of notification of the award to the successful bidder. The PSD shall be refunded after one month after the delivery of the HSD at AIIMS Bathinda HSD yard and on the satisfactorily inspection of the HSD supplied.
- (b) The bill for supply of the HSD fuel to AIIMS Bathinda by the successful bidder shall be cleared only after submission of Performance Security Deposit as above.
11. **The EMD may be forfeited: -**
- a) If any bidder withdraws his bid on or before validity period or,
- b) If tampering of any clause of the bid document is observed.
- c) If any document submitted by the bidder is found false/forged.
- d) Fails to furnish performance security deposit in accordance with terms and condition of the biddocuments with in the stipulated time.
- e) If the bidder entails any political influence, the EMD shall be forfeited along with blacklisting of the firm, as per the decision of the competent authority of AIIMS Bathinda.
12. **Performance security may be forfeited: -**
- (i) If the bidder fails to compile the terms & condition of the bid document.
- (ii) If on inspection, it has been found that the fuel supplied is not as per the specifications required or it is not of the desired quality.

13. **PREPARATION & SUBMISSION OF BIDS**

- a) The bid should be submitted/uploaded on line in two parts namely
1. **Qualification Bid** and
 2. **Financial Bid**

Qualification/Technical Bid:

The qualification bid should be uploaded along with scanned copy of Account Payee Demand Drafts for EMD for **Rs. 50,000/- (Rupees Fifty Thousand) and Rs.1180/- (Bid document cost)** along with the requisite documents. The scanned copy of DDs for EMD, Bid Document fees are required to be uploaded by the Bidder at the place indicated on the GeM portal. Scanned copy of all the documents as mentioned in the bid and scanned copy of qualification bid duly filled and signed on each page are required to be uploaded by the Bidder at the place indicated as on the GeM portal while uploading the documents on GeM. **No indication of the Prices shall be made in the Qualification Bid.** All pages of original bid shall be signed by the person or persons signing the bid.

The Hard Copy of the Technical Bid documents (Original documents and same as uploaded online) should reach AIIMS Bathinda before the due date as mentioned in the Tender document with the original demand drafts for Tender Fee and EMD.

Financial Bid:

- i. The bidder shall quote the price in the format enclosed with this document and fill up the relevant parts accordingly and filled BoQ are required to be uploaded by the Bidder at the place indicated as per GeM portal while uploading the documents GeM.
- ii. The Bid with conditions other than those specified in the Bid document will be liable to be summarily rejected. No modification by the bidder in any of the conditions of bid document will be permitted.
- iii. Each page of the Bid shall be signed either by the bidder himself or by a person duly authorized by the bidder (to sign the bid). **The letter of authorization must be submitted in original along-with the bid.**
- iv. With reference to the format of the financial bid, Rate at (A) may be variable. Rate will be as on date of delivery of the fuel at AIIMS Bathinda. For e.g. if delivery staggered over four phases i.e. 01 July, 04 July, 05 July and 07 July 2023, then the rate as on date of delivery (per litre rate of HSD as per government approved rates on that day) will be taken into account for billing purpose for (A) above. Rate at (B) will be fixed and will not be changeable after submission of bid document.

14. **Bid opening**

- i. Bids shall be opened online through GeM portal.
- ii. The Bidder's name, modifications, bid withdrawals and such other details as the

Department, at its discretion, may consider appropriate, will be announced at the time of opening.

iii. The Financial Bid shall be opened after qualification bid evaluation. The Financial Bid of those bidders who are found qualified in Qualification bid, shall be opened. The date of opening of financialbid will be intimated to all qualified bidders after evaluation of qualification bid.

15. Evaluation

i. If there is discrepancy between words and figures, the amount in words shall prevail prior to detailed evaluation; AIIMS, Bathinda, Punjab shall determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of bid document without any deviation.

ii. AIIMS, Bathinda, Punjab shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price/rate of the services offered as indicated in the rate schedule in financial bid of the bid document.

16. Selection criteria to be adopted for evaluation of the bids: - Selection will be based on the lowest quote received for supply of HSD Fuel at AIIMS Bathinda including all taxes.

17. Annulment of Award

Failure of the successful bidder to comply with the requirement of any of the bid clause shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD. In such a case, the Department may make the award to any other bidder at its discretion or call for New Bid/Tender.

18. Period of validity of bids

The bid shall remain valid as per the terms mentioned on the GeM portal. A bid valid for a shorter period shall be rejected by AIIMS, Bathinda, Punjab as non-responsive.

19. Dispute Resolution: -

- (a) In case of any dispute, the same will be settled amicably between the parties.
- (b) If the matter is not settled amicably, the same will be resolved through arbitration. The parties shall be bound by the Arbitration and Conciliation Act, 1996 along with all the amendments subsequent thereto.
- (c) Dispute(s) is/are subject to the jurisdiction of Courts of Law based at Bathinda, Punjab, India.

20. Counter Offer to Bidder

The Department reserves right to counter offer the price against price quoted by the bidder.

21. Alteration in Bid Document by Bidder

If during the process of Bid/Tender finalization, it is detected that the bidder has submitted bid documents after making some changes / additions / deletions in the bid documents downloaded from the Web site, the offer may be rejected and the EMD of the bidder may be forfeited in addition to any other action taken as per prevalent rules, including blacklisting of the firm.

SPECIAL CONDITIONS

22. Breach of Terms and conditions of Contract: -

- i. In case of breach of any terms and conditions of the contract, any or all of the following actions maybe taken against the bidder: -
 - a) the EMD/ Performance Security Deposit of the bidder may be forfeited.
 - b) the bidder may be black-listed.
 - c) Suitable recovery may be made.
23. Offers submitted by Telegram/ FAX/ Email/ WhatsApp shall not be considered. No correspondence will be entertained in this matter.

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER
RTGS / National Electronic Fund Transfer (NEFT) Mandate Form

1. Name of the Bidder

2. Permanent Account Number (PAN)

3. Particulars of Bank Account

a) Name of the Bank

b) Name of the Branch

c) Branch Code

d) Address

e) City Name

f) Telephone No.

i) NEFT/IFSC Code

g) RTGS Code

h) Type of Account

j) Account No.

4 Email id of the Bidder

5. Complete Postal Address of the bidder

Signature of the Authorized Person

Date:

Designation & Office Seal of the Bidder

BIDDER'S PROFILE

Self-Attested
Passport size
photograph of the
Bidder/authorized
signatory holding
letter of
authorization.

PROFILE OF THE ORGANIZATION/COMPANY/FIRM

(To be given on Company/ Firm Letter Head)

FORM A: Particulars of the Firm/Company/Agency

1.	Name of the firm/Company/Agency	
2.	Type of Firm/Company (Individual/ proprietary/ partnership/ public/private/ limited/ if any specify)	
3.	Type of business (Manufacturer/ Authorized Agent/ Consulting company/ if any specify)	
4.	Website	
5.	Year of Establishment	
6.	Permanent Account No (PAN)	
7.	GST Registration Certificate No	
8.	Communication Address	
9.	Email ID	
10.	Telephone/Phone Number	
Particulars of the firm representative		
11.	Name of the contact person	
12.	Designation	
13.	Email ID	
14.	Mobile No.	

FORM B: Particulars of Firm Bank Details

15.	Name of the account holder / Firm	
16.	Account Number	
17.	Name of the Bank & Branch	
18.	IFSC Code	
19.	MICR code	
20.	Type of account	
21.	Address	
<i>*Please attach a Cancelled Cheque along with the account information form.</i>		

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected or me as a participant under the scheme.

Certified that the particulars furnished above are correct as per our records.

Signature of the Authorized Person

Date:

Designation & Office Seal of the Bidder

AFFIDAVIT REGARDING CLEAN TRACK RECORD OF BIDDER

(on a Non-Judicial STAMP PAPER OF RS. 100/-)

The Director,
All India Institute of Medical Sciences
Bathinda
151001

Dear Sir

RE: Tender Enquiry Number _____ dated _____
_____ For Providing HSD Fuel at HSD yard at AIIMS
Bathinda

I / We have carefully gone through the Terms and Conditions contained in the above Referred Tender Document. I/We hereby declare that my Company/Firm is neither currently nor on any previous occasion has not been blacklisted/ debarred and no legal cases are pending before any of the Central/State Departments /Institutions /Local Bodies/Municipalities/ PSU /Public Sector Banks/Public Limited Company/ Government Medical College/Government Hospitals/Autonomous bodies.

In addition to this, I also declare that there are no Vigilance/CBI/FEMA cases either currently or in any previous occasion against the company/firm. I/We certify that I am the competent officer in my company/firm to make this declaration.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

**Signature of the
Authorized Person**

Date:

Designation & Office Seal
of the Bidder

ELIGIBILITY CRITERIA FOR QUALIFICATION OF THE BIDDERS

Qualification Bid should have scanned copy of documents in following order:

- (1) DD for Document fee;
- (2) DD for Earnest money deposit;
- (3) Tender Document with each page duly signed and stamped by the authorized signatory of the agency in token of their acceptance;
- (4) Duly filled Bidders profile.
- (5) Copy of PAN Card/ Passport/ Voter Card/ Aadhar Card of the authorised person.
- (6) Copy of Licence issued by the agency of Government of India/ Ministry of Petroleum & Natural Gas authorizing for sale of HSD. The licence should be valid as on the last date of receipt of bid and also during the supply period of the HSD fuel to AIIMS Bathinda.
- (7) Original "Copy of Authorization Letter" or "Power of Attorney" in case person other than the bidder has signed the bid document.
- (8) Financial Bid (Financial Bid should be uploaded along with the qualification documents. It should be mentioned at an appropriate cover/ uploaded at GeM portal so that it is not visible/ disclosed to anyone before the actual opening of the Financial Bid by the Institute. Bid of those bidders who would disclose financial bid/ fuel rates beforehand will be rejected and no correspondence will be entertained in this regard)

Financial Bid format to be uploaded online on GeM portal

	Quantity	Per Litre Price in Rupees including all taxes and transportation cost for delivery to AIIMS Bathinda HSD yard (A)	Discount offered on (A) in Rupees (B)	Effective Price per litre in Rupees (C= A-B)	Total price for 20000 litres (C X 20000) in Rupees (D)
HSD Fuel as per specifications attached	20000 Litres (Twenty Thousand litres)	Rs _____	Rs.	Rs.	Rs.

1. Rate at (A) may be variable. Rate will be as on date of delivery of the fuel at AIIMS Bathinda. For e.g. if delivery staggered over four phases i.e. 01 July, 04 July, 05 July and 07 July 2023, then the rate as on date of delivery (per litre rate of HSD as per government approved rates on that day) will be taken into account for billing purpose for (A) above.
2. Rate at (B) will be fixed and will not be changeable after submission of bid document.

Signature and stamp of the bidder with date