

**All India Institute of Medical Sciences, Bathinda.**

**NOTICE INVITING TENDER**

01	Name of work	Two Years Rate Contract For supply and installation of different signage systems at entire premises of AIIMS Bathinda.
02	Tender No.	Aiims Bathinda/Engg. & Estate/24-25/1878
03	Contract period	Two years
04	Estimated Cost	Rs.14,38,420
05	Earnest money deposit	Rs.28,769
06	Performance Security	5% of Tendered Cost.
07	Defect liability period	One year after completion of work
08	Tender documents will be issued from	Download from Institute Website i.e., www.aiimsbathinda.edu.in and CPP Portal
09	Last date and time place of submission	As per CPPP
10	Date time and place of tender opening	As per CPPP

dated  
19/06/2024

Please read carefully the notes given with the tender Notice.



Seal & Sign of the Bidder

## All India Institute of Medical Sciences, Bathinda, Punjab 151001

1. Online bids are invited on single stage two bid system for "Two Years Rate Contract For supply and installation of different signage systems at entire premises of AIIMS Bathinda.
2. Tender document may be downloaded from AIIMS web site [www.aiimsbathinda.edu.in](http://www.aiimsbathinda.edu.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule.
3. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. The bidder shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender shall be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AIIMS Bathinda.
5. The Technical bid should include the detailed specifications of main item/equipment and its accessories. All items should be numbered as indicated in the Annexure-I (Any deviation should be clearly mentioned and supporting document should be submitted).
6. Manual bid shall not be accepted in any circumstance.
7. Bidder should be possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
8. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the CPP Portal for e Procurement at CPP'.
9. **Quotations should be valid for 180 days** from the tender due date i.e., tender opening date. The bidder should clearly indicate the period of delivery, Installation etc. whichever is applicable.
10. Relevant literature pertaining to the items quoted with full specifications should be uploaded, where ever applicable.
11. The quantity shown against each item is approximate and may vary as per demand of the Institute at the time of placement of order.
12. The bidder must be able to provide the product/items within specified time period as prescribed in the Purchase Order, failing which the EMD will be forfeited. Furthermore, on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions as per Institutes norms.
13. In the event of any dispute or difference(s) between the vender (AIIMS Bathinda) and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause what so ever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Director/AIIMS/Bathinda who may decide the matter himselfor

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may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.

14. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
15. All disputes shall be subject to Bathinda Jurisdiction only.
16. AIIMS Bathinda reserves the rights to accept/ reject any bid in full or in part or accept any bid other than the lowest bid without assigning any reason thereof. Any bid containing incorrect and incomplete information shall be liable for rejection.
17. The Tender/Bid will be opened online on CPP Portal only:-
  - i) Only those financial bids will be opened whose technical bids are found suitable by the expert committee appointed for the concerned instrument/equipment.
  - ii) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the bid.

18. **Award of Contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has bided the lowest evaluated quotation price.

- i) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
  - ii) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the purchase order.
19. Rates should be quoted inclusive of packing, forwarding, postage and transportation charges including fixing etc.
  20. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications/quality.
  21. The quoted rate should be including with fitting and fixation.

22. **Earnest Money:**

- (i) Earnest money of ₹ 28769.00 (Rupees Twenty eight thousand seven hundred sixty nine only) by means of a Bank Demand Draft. A scanned copy of Demand Draft is to be uploaded online on CPP Portal and original Demand Draft be sent to Dept. of Engineering & Estate Office, AIIMS Bathinda, Mandi Dabwali Road, AIIMS Bathinda - 151001 within 07 days of the last date of bid submission. It is also clarified that the bids submitted without earnest money Deposit will be summarily rejected. The DD may be prepared in the name of "Executive Director AIIMS Bathinda" payable at Bathinda.
- (ii) No request for transfer of any pervious deposit of earnest money

Signature and Stamp of the bidder

Or security deposit or payment of any pending bill held by the AIIMS Bathinda 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.

(iii) Tenders without Earnest Money will be summarily rejected.

(iv) No claim shall lie against the AIIMS Bathinda in respect of erosion in the value or interest on the amount of EMD.

(v) **EMD EXEMPTION:** The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per Gem GTC with the bid. Under MSE category only Manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy. (Relaxation of EMD for MSME vendors to be substituted by 'Bid Security Declaration. (Attached as annexure ii)')

(vi) The earnest money will be returned/refunded to the unsuccessful tenderers after the tender is decided.

23. In case the supplier requires any clarification regarding the tender documents, they are requested to contact through e-mail: estatebranch@aiimsbathinda.in on or before end date of bid submission as per critical date sheet.

24. The EMD of the successful bidder will be returned to them without any interest after the submission of Security deposit/PSD.

**1. Performance Security Deposit by successful bidder only:**

- a. The successful bidder shall have to submit Performance Security Deposit (PSD) within 30 days from the date of issue of Letter of Award (LOA). In case of the contract fails to submit the requisite the contract shall be terminated duly forfeiting the EMD and other dues if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that item.
- b. The PBG shall be valid for 62 months period. The amount of PBG shall be Rupees Fifty Thousand only.

**2. Delivery & Installation:** The successful bidder should strictly adhere to the following delivery /installation schedule:

- I. Firm will submit the sample within 05 days from the date of issue of PO.
- II. Concerned department will approve the sample within 03 days from the date of submission of sample by contractor.
- III. Firm has to supply and install (if required) the material within 07 days from the date of approval of sample otherwise penalty will be imposed.

**3. Printing Matter & Sample:**

The printing matter and sample (if required) will be provided by the Institute.

4. Purchase order will be placed as per requirement of Institute.

5. **Penalty:** If the suppliers fails to deliver and place any or all the items or perform the service by the specified date as mention in purchase order, penalty at the rate of 0.5% per week of delayed value of goods subject to the maximum of 10% of delayed goods value will be deducted, afterwards another penalty may be imposed.

6. **Right of Acceptance:** AIIMS, Bathinda reserves the right to accept or reject any or all tenders/quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender. AIIMS Bathinda also reserves the rights to accept all the equipment/instruments in the given tender or only part of it in any given schedule without assigning any reason.

7. **Validity of the bids:** The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid which may be extended, if required.

8. **Risk Purchase & Recovery of sums due:**

- Failure or delay in supply of any or all items as per Requisition / Purchase Order, Specification or Brand prescribed in the tender, shall be treated as 'non compliance' or 'breach of contract' and the order in part of full be arranged from alternative source(s) at the discretion of the hospital authority and the difference in price has to be recovered from the tenderer as mentioned elsewhere.
- The amount will be recovered from any of his subsequent / pending bills or security Deposit.
- In case the sum of the above is insufficient to cover the full amount recoverable, the contractor shall pay to the purchaser, on demand the remaining balance due.

9. **Installation:**

Installation must be done by the firm within stipulated time period from the date of delivery of the item/ equipment as specified in the purchase order.

10. **Insolvency etc.:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Bathinda shall have the power to terminate the contract without any prior notice.

11. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, AIIMS Bathinda may, has option to terminate the contract.

12. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority of AIIMS Bathinda, will have the right to cancel the contract without assigning any reasons thereof and nothing will be payable by AIIMS, Bathinda. In that event, the security deposit shall

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also stand forfeited.

13. **Subletting of contract:** The firm shall not assign or sublet the contract or any part of it to any other person or party without having first obtained permission in writing of AIIMS Bathinda, which will be at liberty to refuse if it thinks fit. The tender is not transferable.

14. **Right to call upon information regarding status of contract:**

The AIIMS, Bathinda will have the right to call upon information regarding status of contract at any point of time.

15. **Terms of payment:**

17.1 **Payment Terms.**

100% payment will be made against receipt and acceptance of material (s) by consignee.

17.2 The supplier shall not claim any interest on due payments under the contract.

17.3 Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the supplier rates as notified from time to time.

17.4 No payment shall be made for rejected material. Rejected equipment must be removed by the supplier within two weeks of the date of issue of rejection advice at their own cost & replace immediately. In case these are not removed within stipulated period, these will be auctioned at the risk and responsibility of the suppliers without notice.

16. **Octroi and Local Taxes**

The goods supplied against contracts placed by Ministry / Department are generally exempted from levy of Town Duty, Octroi Duty, Terminal Tax and other Levies of local bodies. Wherever required, the suppliers should obtain the exemption certificate from the purchase organization to avoid payment of such levies and taxes. In case, where the municipality or the other local bodies insist upon such payments (in spite of purchase organization's exemption certificate), the supplier should make the payment to avoid delay in supplies and forward the receipt of the same to the purchase organization for reimbursement and, also, for further necessary action by the purchase organization.

17. **Fall Clause :**

1. Prices charged for supplies under Rate Contract by the supplier should in no event exceed the lowest prices at which he bids to sell or sells the equipment of identical description to any other State Government/DGS&D/Public Undertaking during the period of the contract.
2. If at any time during the period of contract, the prices of tendered items is reduced or brought down by any law or Act of the Central or State government, the supplier shall be bound to inform Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates after wards.
3. If at any time during the period of contract, the supplier quotes the sale price of such goods to any other State Govt./DGS&D and Public Undertakings at a

price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable under the rate contract for the equipment's supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.

Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction/ specifications specified in the Purchase order and demonstrate at the their own cost.

### **Technical Bid**

The following documents are required to upload by the Bidder along with Technical Bid as per the tender document:

- (a) Scanned Copy of EMD document must be uploaded.
- (b) Each page of the tender document should be signed and stamped by the bidder and should be uploaded online.  
*(The hard copy of the uploaded documents along with EMD Demand Draft (if applicable) should be sent to "Department of Engineering & Estate Office, C Block, Second Floor, Medical College building, AIIMS Bathinda, Mandi Dabwali road, AIIMS Bathinda - 151001" within 07 days of the last date of bid submission)*
- (c) Please mention whether the bidder is Manufacturer /Distributor /Authorized Dealer / Trader/Supplier. Only in case of distributor/dealer/trader/supplier, bidder must be upload tender specific authorization certificate from OEM/ manufacturer (**Form C**).
- (d) **Form A** with duly filled by bidder should be uploaded
- (e) "Declaration by the Bidder" (**Form B**) should be uploaded as mentioned intender document.
- (f) Copy of PAN Card and GST certificate, as applicable should be uploaded.
- (g) Tenderer must provide evidence of experience/supplied materials as mentioned in tender document. Experience certificate of minimum value of supply of Rs. 5,00,000.00 (Rupees Five Lakhs only).
- (h) Average Annual Turnover certificate of last three financial years duly certified by CA should be uploaded. Average Annual Turnover should be Rs. Ten Lakh Only.
- (i) Relevant brochure/catalogue pertaining to the items quoted with full specifications etc. (if required)
- (j) Please provide a certificate on letter head that you have not quoted the price higher than previously supplied to any government Institute/Organization/reputed Private Organization or DGS&D rate in recent past. If you don't fulfil these criteria, your tender will be out rightly rejected.

### **PRICE BID**

Price bid in the form of Excel File uploaded on CPP Portal.

Signature and Stamp of the bidder

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**Form-A**

**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 No(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./ Mobile No.	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No.	
4	Email id of the Bidder	
5	Complete Postal Address of thebidder	



**Declaration by the Bidder:**

1. I/We have downloaded the tender from the internet site and I/We have not tampered /modified the tender documents in any manner. In case the same is found tampered/ modified, I/We understand that my/our offer shall be summarily rejected and I/We are liable to be banned from doing business with AIIMS Bathinda and/or prosecuted as per laws.
2. I/We have read and fully understood all the terms and conditions contained in Tender document regarding terms & conditions of the contract& rules and I/we agree to abide them.
3. We have not been blacklisted before at any government organization
4. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

Date:.....

(Signature of Bidder with seal)

Name :

Seal :

Address :

Form-C

**MANUFACTURER'S / PRINCIPAL'S AUTHORIZATION FORM**

To  
The Executive Director,  
All India Institute of Medical Sciences Bathinda

Dear Sir,

TENDER: \_\_\_\_\_

we, \_\_\_\_\_ who are established and reputable manufacturers of \_\_\_\_\_, having factories at \_\_\_\_\_ and \_\_\_\_\_, hereby authorize Messrs. (Authorized Dealer/Sole Distributor/Supplier) \_\_\_\_\_ (name and address of agents) to bid, negotiate and conclude the contract with you against

Tender No. \_\_\_\_\_ for the above goods manufactured by us. No company or firm or individual other than Messrs.

\_\_\_\_\_ are authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.

We hereby extend our full guarantee and warranty as per the conditions of tender for the goods bided for supply against this tender by the above firm.

The authorization is valid up to \_\_\_\_\_

Yours faithfully,

(Name)

For and on behalf of M/s. \_\_\_\_\_

(Name of manufacturers)/Principal

**ANNEXURE-I**  
**DETAILED TECHNICAL SPECIFICATION FOR SIGNAGE'S, FLEX,**  
**VINYAL SUNBOARD, ACRYLIC BOARD WITH STUDS, ACP**  
**BOARD WITH STUDS & DIGITAL PRINT.**

S. No.	Item Description	Tentative Qty of units
1.	Normal Flex Banner	4000 Sq.Ft
2.	Star Flex Banner	2000 Sq.Ft.
3.	Normal Vinyl Banner	2000 Sq.Ft.
4.	Eco Vinyl without Lamination	1200 Sq.Ft.
5.	Eco Vinyl Lamination	800 Sq.Ft.
6.	Digital Vinyl NT with Lamination	800 Sq.Ft.
7.	Backlit Flex	1200 Sq.Ft.
8.	Backlit Star Flex	800 Sq.Ft.
9.	One Way Vision	800 Sq.Ft.
10.	Sunboard 3mm	1000 Sq.Ft.
11.	Sunboard 5mm	1000 Sq.Ft.
12.	Acrylic Board with Studs	1000 Sq.Ft.
13.	ACP Board with Studs & Digital Print.	1000 Sq.Ft.

.....  
 (Signature & Stamp of the bidder)

*Note- Please sign each page of document including terms & conditions & tender*

Signature and Stamp of the bidder



## Material Specification (Signage's of various Types)

### Material Specification

1. 10mm X 0.40 A-Cast / UB Malaysian Acrylic Laser Cut into provide Size with LG SAV with Latex Print and over Lamination Pasted on Acrylic Sheet.
2. 10mm X 0.40 A-Cast / UB Malaysian Acrylic Laser Cut into provide Size with Nicolite / Prolite Auto Glow Pasted on Acrylic Sheet. LG SAV with Latex Print and over Lamination Pasted on Auto Glow.
3. 3M Wall Graphic Control Tact Vinyl with Matte Over Lamination Print Pasted directly on Wall Surface with Smooth surface and Pasted on 3mm Sub-board and Fixed with Adhesive for Rough Wall surface.
4. 3M Vinyl & Nicolite / Prolite Auto-Glow with Gloss Over-Lamination Print pasted directly on Floor.
5. 3mm Exterior Grade PCP Timex Bond TMX-115 Post Green/Equivalent Brand with Letters Router Cut. Letters & Pictogram 3mm Imported Malaysian Acrylic 0.40 Make A-Cast / UB Laser Cut and fixed behind ACP with LG Vinyl Pasted on Acrylic for Pictogram Areas. Backlit with IP 67 Grade SAMSUNG / Equivalent Grade lens LED & Waterproof Ninja / Union / Minwell Power Supply.
6. 300 X 300mm Base Plate of 8mm Thickness Fixed with Circular Pole ISMB 125 with PU Silver paint Finish. Display Frame with Sq. Bar of (1.5 x 1mm) Treated with Anti-Rust Coating and Silver Paint of Branded Company. ACP 3mm Exterior Grade Timex / Equivalent Brand with TMX – 112 Ivory White Colour. Display with 3mm Retro-Reflective 4090 white with 3M Clear Vinyl Latex Print C100M20Y0K0 and 3M Scotchcal over lamination 8018G.
7. 300 X 300mm Base Plate of 8mm thickness Fixed with Circular Pole ISMB125 with PU Sliver Paint Finish. DISPLAY Frame with Sq. Bar of 1.5 X 1mm Treated with Anti-Rust coating and Sliver paint of Branded Company. ACP 3mm Exterior Grade Timex / equivalent Brand with TMX-122 Ivory White Colour. Display with 3M Retro-Reflective 4090 white with 3M Clear Vinyl Latex Print C100M20Y0K0 and 3M Scotchcal over lamination 8018G.

### Fixing Procedure

- (a) **For Wall Mounted Signage.** : Metal Picture Plate Mounted Flush to Architectural Surface with Non-Visible Screws as required for Secure and Stable Mounting.
- (b) **For Hanging Signage.** : Stainless Steel Stud of 25mm Diameter fixed onto Ceiling. Stainless Steel String Fixed with Stud. 25mm D-Clamp Make perfect / equivalent Brand attached with the Sign.
- (c) **For Projected Signage.** : Acrylic Sheet Fixed with Aluminium "C" Channel with adjustable

Nuts.

Signature and Stamp of the bidder



## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: CPP.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the CPP Portal (URL: CPP) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username 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 from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the
- 3) Number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

Signature and Stamp of the bidder

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- 4) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) The documents being submitted by the bidders would be encrypted using PKI encryption all techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.
- 8) Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) The uploaded tender documents become readable only after the tender opening by the

Signature and Stamp of the bidder



authorized bid openers.

- 10) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledged CPP ent of the submission of the bid. This acknowledge CPP ent may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal



Root

## Technical Bid

S. No.	Details of the Bidder / Bidder	
1.	Name of Firm /Service provider / service provider	
2.	Complete Address:	
3.	Name of Proprietor/ Partner/ Managing Director / Director.	
4.	State clearly whether it is sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization	
5.	Details of Earnest Money Deposit (EMD) (Yes / No) DD No.: Dated: Drawn on Bank: Amount: (Rupees... ..)	
6.	Whether each page of NIT and its annexure have been signed and stamped	
7.	Whether the firm is a registered firm Yes/No (attached copy of certificate).	
8.	Copy of GST Registration	
9.	Permanent Account No. (Copy must be provided)	
10.	Minimum Average Annual Turnover of Bidder Should be 5 Lakh for 3 financial years. Certificate Of CA Should be submitted	
11.	Past Experience certificate (Minimum 1 year Similar works Experience)	
12.	Name and address of Office/ nearby Bathinda	
13.	Official Email ID	
14.	Contact No.	

### Details of the Bidder / Bidder

❖ **Note: All pages should be numbered & indexed.**

Date:





Name :

Signature and Stamp of the bidder



**FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY**

**(To be submitted on the Bidder's Letter Head)**

Whereas, I/We (name of agency) .....have submitted bids  
for.....(name of Goods/Work/Services) for tender  
no.....  
.....dated.....

I/We hereby submit following declaration in lieu of submitting Earnest Money  
Deposits.

a) If after the opening of Tender, I/We withdraw or modify my/our bid during the  
period of validity of tender (including extended validity of tender) as specified  
in the tender documents.

Or

b) If after the award of work, I/We fail to sign the contract, or to submit  
performance guarantee before the deadline defined the tender documents.

I/we shall be suspended for one year and shall not be eligible to bid for AIIMS  
Bathinda tenders from date of issue of suspension order.

Signature of the

Signature and Stamp of the bidder

**Financial BID format for 2 year rate contract of Signage work for supply and installation of different signage systems at entire premises of AIIMS, Bathinda**

S.NO.	ITEM DESCRIPTION	TANTATIVE QTY OF UNITS REQUIRED in SQFTfor 02 years( only an estimate)	RATE PER SQFT inclusive of all taxes
1	NORMAL FLEX BANNER	4000	
2	STAR FLEX BANNER	2000	
3	Normal Vinyl BANNER	2000	
4	ECO VINYL WITHOUT LAMINATION	1200	
5	ECO VINYL WITH LAMINATION	800	
6	DIGITAL VINYL NT WITH LAMINATION	800	
7	BACKLIGHT FLEX	1200	
8	BACKLIGHT STAR FLEX	800	
9	ONE WAY VISION	800	
10	ONLY SUN BAORD 3 MM WITHOUT VINYL	1000	
11	ONLY SUN BAORD 5 MM WITHOUT VINYL	1000	
12	ACRYLIC BOARD WITH STUDS	1000	
13	ACP BOARD WITH STUDS & DIGITAL VINYL PRINT	1000	
<b>Criteria for L-1 (Total in Rs.)</b>			

Signature and Stamp of the bidder