



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360001
All India Institute of Medical Sciences, Rajkot, Gujarat 360001
A Central Autonomous Body under PMSSY, MoH&FW
 Government of India www.aiimsrajkot.edu.in



Tender No.- AIIMS/Rajkot/Admin/02/Procurement/2022-23/Vendor/Cat-7 to 10/1137

Date:-25/08/2022

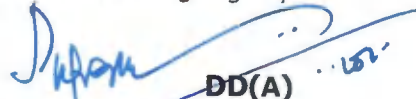
TENDER NOTICE

REGISTRATION/EMPANELMENT OF VENDORS/CONTRACTORS FOR ITEMS OF VARIOUS CATEGORIES FOR THE FINANCIAL YEAR 2022-23

1. All India Institute of Medical Sciences, Rajkot intends to introduce the process of Registration/Empanelment of Suppliers/Vendors/Manufacturers/Distributors/Service Providers/Contractorsetc. in order to streamline its Procurement procedures. All reputed and established firms are invited to apply for the participation in the registration/ empanelment process as per various specified categories and submit the attached registration/empanelment Form for the financial year 2022-23.
2. An evaluation method for the purpose of registration/empanelment of applicant's capabilities/ experience in the respect of vital elements of applicant's organization and capacity to perform shall be established in order to participate in the Request for Quotation/Tender Enquiries floated by the All India Institute of Medical Sciences,Rajkot. Each applicant performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.
3. All India Institute of Medical Sciences, Rajkot will process all the intended procurements in accordance with the policy defined and specified under the General Financial Rules, 2017 framed by the Government of India. Suppliers/Vendors/Manufacturers/Distributors/Service Providers/Contractors etc. will be registered/ empaneled under following categories:
 - A. **Category 7** Services/Repair and maintenance (Details of items are attached in Annexure VII-I1)
 - Furniture
 - Civil Work
 - Electronic Items/Appliances
 - B. **Category 8** Advertisement
 - In Local/ National newspaper as and when desired
 - C. **Category 9** Designing & printing (Details of items are attached in Annexure VII-P1)
 - as per actual requirement
 - D. **Category 10** Catering /Hospitality & Water
 - Food/Snack/Beverages including serving & layout
4. Applications are invited from reputed manufacturers, distributors, dealers, traders, contractors etc. in the prescribed format. The instructions and the prescribed format for registration/empanelment of vendors/contractors can be accessed from our website www.aiimsrajkot.edu.in under the head "TENDERS" and as also e-publishing through CPP Portal.



5. It may be noted that the Tender document available on the website consists of the following sections:
 - a. Notice Inviting Tender
 - b. Instructions to Vendors/Contractors
 - c. Application Form (Annexure I)
 - d. Terms & Conditions (Annexure II)
 - e. Declaration (Annexure III)
 - f. Annual turn over & profitability statement (Annexure IV)
 - g. Self Declaration for Non-black listing/debarment (Annexure V)
 - h. Undertaking (no conflict of interest) (Annexure VI)
6. The application duly completed in all respect shall be submitted only through registered post /speed post in themanner specified in the document "Instruction for vendors/contractors". Applications received after last date & time will not be considered. Last date of submission of Application is 26/09/2022.
7. A Demand Draft of Rs. 1000/- on a scheduled bank in India, in favour of "AIIMS, Rajkot" payable at Rajkot, must be accompanied with the application form regarding fee for tender document, failing which the tenders will be treated as rejected. No request for providing Tender document by hand will be entertained. It has to be downloaded from the website/ CPP portal invariably.
8. Any future clarification and/or corrigendum(s) shall be communicated through the website/ CPP portal/ DDA, AIIMS Rajkot.
9. AIIMS Rajkot reserves the right to accept or reject any application in full or part without assigning any reason whatsoever.


DD(A)
AIIMS RAJKOT
कर्णेल पुनीत कुमार अरोरा,
Col. Puneet Kumar Arora,
उप निदेशक (प्रसा.)/Dy. Director (Admin),
एम्स राजकोट - 360 001, गुजरात.
AIIMS Rajkot - 360 001, Gujarat.





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GENERAL INSTRUCTION FOR VENDORS/CONTRACTORS

1. Fill up the entire Form fields properly in the prescribed format, available on our website www.aiimsrajkot.edu.in Under "TENDERS" head and as also e-publishing through CPP portal; sign it as authorized signatory with organization's seal. The application for registration/empanelment along with all its' Annexures and all the supporting documents should be submitted in a sealed envelope super scribed with the item code and the category for which registration/empanelment is being sought only through registered post / speed post along with all supporting documents to:

The DD(A)

**All India Institute of Medical Sciences, Rajkot
 Temporary campus PDU Medical college, Rajkot
 360001.**

2. All the entries except E-Mail Id must be made in capital letters
3. The application duly completed in all respect should reach by 17.00 hrs on 26/09/2022 positively.
4. This is a notice for registration/empanelment of vendors/contractors in AIIMS Rajkot for a period of 1 year (Extendable subject to satisfactory performance)

Registration/Empanelment does not guarantee that a particular supplier will receive a contract or award, but rather qualifies a supplier to submit a bid/Tender or propose a solution for a specific solicitation under agreed-upon terms and conditions.

The vendor/contractor/Manufacturer/Dealer should be an Individual/ HUF/ Partnership/ Company/ Society/Registered Dealer with TIN/GST number/ registration.

5. The Vendor/contractor/Manufacturer/Dealer should have a valid License for carrying out the trade or profession for which registration/ empanelment is being sought and must be in existence for at least 3 years in the category as applied for.

The vendor/contractor/Manufacturer/Dealer have to furnish the self-attested Form in the specified format along with copies of relevant documents duly signed as marked in the document submission sheet and duly signed Terms & Conditions (Annexure II), declaration (Annexure III) including the documentary proof and Technical Catalogue in support of following: (i) experience & past performance on similar jobs. (ii) Capability with respect to personnel, equipment & plant. (iii) Financial position with copies of audited balance sheets and profit and loss account for last three years/Annual turnover certificate (CA.certified) (iv) Bank Solvency Certificate should be included for civil works; the certificate should be of the maximum amount.

6. Every page of the registration/empanelment document submitted by the vendor/ contractor should be signed and numbered and an "Index Page" mentioning page nos. against each type of document submitted must be attached with the document submitted by the vendor/contractor as **Page No. 1**.
7. Unsigned application & applications without Company's Seal are liable to be rejected.
8. Single application is to be made for each category applied.
9. The Institute reserves its right to refuse registration/ empanelment of any or all vendor/contractor without assigning any reason whatsoever.
10. For any clarification with respect to procedure for registration/empanelment, please contact on following **E-Mail id: ddaofficerajkot@gmail.com**
11. **AIIMS, Rajkot has sole discretion to register/ empanel the Vendors/ Contractors and withhold reasons for disqualification.**
12. **Enquiries shall be issued to registered/empaneled Vendors as and when need arises.**



APPLICATION FORM FOR REGISTRATION/EMPANELMENT

To,

The Deputy Director(Admin)
All India Institute of Medical Sciences
Rajkot-360001
Gujarat.

Sub: Registration/Empanelment of Vendors/Contractors

Dear Sir,

Please refer to your Tender Notice No. 1137 published in " CPP Portal" & AIIMS Rajkot website for Registration/ Empanelment of vendors/contractors.

We are hereby applying for the same as per the details hereunder:

Vendor/Contractor Details			
Vendor/Contractor/Manufacturer/Dealer Name			
Status (Proprietorship/ Partnership/JV/Company etc.)			
Vendor/Contractor Type (Service Provider/ Supplier/Supply-cum-Service Provider)			
Office Location			
Address			
City		Pin Code	
State		Country	
Telephone		Fax Number	
Company Email		Company Website	

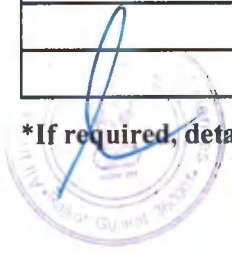
Organization profile			
Sl. No.	Particulars	Sl. No.	Description
1	Primary Business Details	1.	
		2.	
		3.	
		4.	
		5.	

2	List of Items / Services (Lists are provided as per category applied)	1.	
		2.	
		3.	
		4.	
3	List of Authorizations	1.	
		2.	
		3.	
		4.	
4	After Sale Services		
5	Warranty/AMC Details	As Applicable	
6	Buy Back or Return Policy	As Applicable	
7	Any Other Information that supplier may like to provide		

Contact Details of Board of Directors/Partners/Proprietor/Management				
Contact Person	Designation	Email	Mobile	Telephone

Details of Items Applied (under the selected category)				
Item Code (As per categories)& Description	Make & Model	Vendor Category Type (Manufacturer/Distributor/Dealer/ Trader)	No. of Years Exp.	Remarks

*If required, details may be attached.



Tax Details (As Applicable)			
PAN Number		Company TAN Number	
TAN Number		TAN Reg. Date	
GST Number		GST Reg. Date	
TIN Number		TIN Reg. Date	
ESI Number		ESI Reg. Date	
PF Number		PF Reg. Date	
Any Other			

**Copies of Certificates must be provided.*

Registered with Other Establishments					
Establishment Name	Registered Since	No. of Orders executed in last 03 years	Highest Order Value in last 03 years	Items for which registered	Remarks

Financial Details			
Financial Year	Turn Over in (Lacs)	Profit/Loss in Rs.	Remarks
2021-22			
2020-21			
2019-20			

Fee Details	
Bank Name	
Branch Name	
Payment Type	Demand Draft
Demand Draft No	
Demand Draft Date	
Amount	INR 1000.00



CHECK LIST : DOCUMENTS AS APPLICABLE

Document Submitted (Tick in the relevant Column)	
Tick (√)	Document
	Demand Draft of Rs. 1000/- in favour of AIIMS Rajkot (As Processing Fee)
	Copy of Constitution or legal status of Vendor
	Copies of Audited Balance Sheets and Profit & Loss account for last three financial years
	Copy of PAN Card
	Copy of TAN (Tax Deduction or Collection Account Number) Registration Certificate
	Copy of TIN (Tax Identification Number) Registration Certificate
	Copy of GST Registration Certificate
	Copy of PF Registration Certificate
	Copy of ESI Registration Certificate
	Copy of Labour License
	Copy of IT return filed for the Assessment Year 2020-21, 2021-22, 2022-23
	Copy of GST return filed for the Financial Year 2019-20, 2020-21, 2021-22
	Details of product range/ services offered under the category applied.
	Details of Manufacturing facilities
	Copies of Quality Assurance Certificates
	Copy of Authorized Distributor/Dealer Valid Authorization Certificate
	Copy of Orders Executed With other organizations
	Copy of Performance Certificate from clients/ Firm/ Vendor
	Affidavit duly certified by the notary that the vendor has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.
	Duly Signed Terms & Conditions for registration/empanelment as mentioned in Annexure II.
	Duly Signed Declaration as per the format prescribed in Annexure III
	Duly Signed Annual turnover and profitability statement as mentioned in Annexure IV
	Duly Signed Self declaration for non-black listing/debarment as mentioned in Annexure V
	Duly Signed Undertaking (no conflict of interest) as mentioned in Annexure VI
	An index Sheet mentioning S. No. of all the documents submitted with their corresponding page number in the document submitted for registration/empanelment to the Institute.
	Total No. of documents submitted (to be specified in figures as well as in words)-
	Total No. of Pages Submitted (to be specified in figures as well as in words)-

Thanking You
Yours faithfully,

Signature of authorized person



Seal

TERMS AND CONDITIONS FOR REGISTRATION/EMPANELMENT

1. The Terms & Conditions mentioned in this document is applicable at the time of registration/empanelment of vendors/contractors. A separate set of Terms & Conditions is to be issued at the time of Request of Quotation or Tender Inquiry as the case may be.
2. Nothing contained in this document shall supersede the Terms & Conditions to be issued at the time of tender enquiry from the registered/empaneled vendor/contractor as the case may be.
3. Failure to submit mandatory supporting documentation will lead to disqualification.
4. Please ensure that the Declaration is signed and dated before submission as per format prescribed in Annexure III.
5. Vendors must comply with all the registration/empanelment criteria for registration to be finalized – Only fully completed Application Forms with the mandatory supporting documentation attached will be assessed and failure to do so may result in the application being rejected.
6. Registration/Empanelment of a vendor will depend on the competence of the party to supply the required category of items, based on the documents/information submitted by party and as assessed by the Institute at their sole discretion. Criteria for registration/empanelment shall be based on the category of the vendor list and material applied for with requisite details.
7. Based on the items for which registration/empanelment is applied, the Institute may request submission of samples at a later stage if required. Samples shall be furnished free of charge. Testing fee, if applicable, shall also be paid, in advance when required.
8. Applicants shall ensure timely submission of application form and/or any other documents. The Institute cannot be held responsible for postal delays etc.
9. It is the responsibility of the vendor to notify the Institute of any changes to its vendor profile. If it comes to the attention that information is not valid or relevant at the date the Request for Quotation/Tender Inquiry, the Institute reserves the right to suspend the vendor/contractor, from the list of registered/empaneled vendors.
10. The Institute reserves the right to verify the information provided in this application. If at any point of time, it is found that, the vendor/contractor has furnished any false information/ fabricated document would lead to rejection of the application for registration/empanelment or suspension from the list of registered/ empaneled vendors/contractors, as the case may be.
11. The Institute may conduct announced or unannounced site inspections / visiting no desired.
12. The Institute reserves the right to register/empanel the vendors on a trial basis and subsequent inclusion shall be based on their satisfactory/Consistent performance.

The Institute shall conduct frequent Vendor Performance Assessments for successfully registered/empaneled vendors if and when necessary.



13. Registration/Empanelment of a vendor does not guarantee for placement of related purchase orders.
14. The Institute will be changing over to e-tendering in a phased manner shortly. The vendors shall be ready to quote through e-tendering system implemented by the Institute. This will require digital signature which has to be acquired by the vendors at their own cost. The Institute shall give the necessary instructions at the time of implementation. Failure to comply with the requirements of e-tendering system may result in disqualifying the vendor from quoting for items for which enquiries are raised through e-tendering.
15. The Institute may at its sole option reject any application without assigning any reasons thereof without prior intimation. Applicants shall not be entitled to claim any cost, charges or incidentals for or in connection with preparation of and submission of their applications.
16. In case of any dispute arising between the Institute and the applicant Vendor/contractor, the decision of the Director of the Institute or his nominee shall be final and binding on both the parties.

I/We submit this tender after reading the tender notice, instructions, and terms and conditions contained herein and accepted by me/us.

Signature of competent
authority/Firm

(Seal)

Date:

Place:

Name:

Address:

Mobile Number:

E- mail:



ANNEXURE-III
(Refer para 5 of Tender notice)

DECLARATION

1. I, _____ Son / Daughter / Wife of
Shri _____ Proprietor/Director/Partner/Manager resident of
_____, authorized signatory of the agency/Firm,
_____, am competent to sign this declaration and
execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information / documents furnished along with the application form for registration/empanelment are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides resulting in panel/legal liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Place:

Seal



Annual Turnover & Profitability Statement

(On the Letter Head of Chartered Accountant)

I/We have examined the books of account and other relevant records of
(firm name), having its registered office at (full
address of firm) and do hereby certify that:

(1) Annual gross turnover as per Annual Accounts of the firm for last three years in the similar line of business is as under-

Sl.No.	Financial year	Turnover	Profit before Tax
	2019-20		
	2020-21		
	2021-22		

Signature of CA (with stamp of Firm)

Name-

(Registration No.)

(Chartered Accountant)

UDIN/Registration Number:

Firm name-

Proprietor name

Signature (with stamp)

Date-



ANNEXURE-V
(Refer para 5 of Tender notice)

Self-Declaration for non-black listing/ debarment

The certificate below is to be provided by the Vendor.

<To be printed on Company letterhead>

We hereby confirm that our company _____ as on date of submission of the proposal is not blacklisted by any Central/State Government/PSU entity in India for corrupt, fraudulent or any other unethical business practices.

Sincerely,

(Signature)

(Name and signature of
Principal officer/Company Secretary)



ANNEXURE-VI
(Refer para 5 of Tender notice)

Undertaking (no conflict of interest)

The certificate below is to be provided by the Vendor.

Certificate for undertaking for No Conflict of Interest

We hereby confirm that our company <insert name of the company> is not involved in any conflict of interest situation with one or more parties in this Registration process, including but not limited to –

1. Receive or have received any direct or indirect subsidy from any of them; or
2. Have common controlling shareholders; or

Have the same legal representative for purposes of this Registration; Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Vendor, or

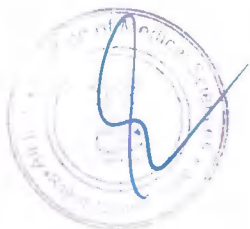
Influence the decisions of AIIMS Rajkot regarding this Registration process


(Signature of the Authorized signatory of the Vendor) |
(Name, Designation, Seal, Date, Place, Business Address)



ANNEXURE-VII
(Refer Para-3, Cat-7&9)

<u>Sr.No.</u>	<u>Category</u>	<u>Description</u>
P1	Designing & Printing	Cover design, composing, offset printing, screen printing, digital printing, letterpress printing, printing of annual report, Information brochure, Newsletter, answer book, visiting card, invitation card, forms, posters, letter head, ledgers, Registers, Flex or Similar, Banner, Calendar, Certificates, Diaries etc. All above work in Hindi, English or bilingual.
I1	Information Technology (IT)	Software Computer & Server and related Hardware/ Printer, Xerox Cartridge Toner, LCD Projector, Mike, Speaker, Anti-Virus, Cartridge & Tonner of Printer, Cartridge & Tonner of Photocopier Machine etc. and other IT Equipment/Devices as required.



	Government ePublishing System	ePublishing System, Government of India
	Tender Details	Date : 25-Aug-2022 05:48 PM

 Print

Basic Details

Organisation Chain	All India Institute of Medical Sciences Rajkot		
Tender Reference Number	AIIMS/ Rajkot/ Admin/02/ Proc/22-23/Ven/Cat7 to 10		
Tender ID	2022_AIMSR_675370_1		
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Services	No. of Covers	1
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	As Per Tender Document
	2	Not Applicable/ As per Tender Document

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Services, Repair, maintenance, Advertisement, Designing, printing, Catering Hospitality and Water

Tender Fee Details, [Total Fee in ₹ * - 1,000]

Tender Fee in ₹	1,000	Fee Payable To	All India Institute of Medical Sciences Rajkot	Fee Payable At	All India Institute of Medical Sciences Rajkot
Tender Fee Exemption Allowed	Yes				

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	Tender for vendor registration for Services, Repair, maintenance, Advertisement, Designing, printing, Catering Hospitality and Water				
Work Description	Tender for vendor registration for Services, Repair, maintenance, Advertisement, Designing, printing, Catering Hospitality and Water				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹	5,00,000	Product Category	Facility Management Services	Sub category	NA
Contract Type	Empanelment	Bid Validity(Days)	270	Period Of Work(Days)	10
Location	AIIMS Rajkot Temporary/Permanent campus	Pincode	360110	Pre Bid Meeting Place	AIIMS Rajkot Temporary Campus

Pre Bid Meeting Address	AIIMS Rajkot Temporary Campus, Opposite PMSSY block, PDU Medical college, Civil Hospital, Rajkot, Gujarat. Pin-360001	Pre Bid Meeting Date	06-Sep-2022 03:00 PM	Bid Opening Place	AIIMS Rajkot Temporary Campus
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Critical Dates

Publish Date	25-Aug-2022 05:30 PM	Bid Opening Date	28-Sep-2022 03:00 PM
Document Download / Sale Start Date	26-Aug-2022 09:00 AM	Document Download / Sale End Date	26-Sep-2022 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	26-Aug-2022 09:00 AM	Bid Submission End Date	26-Sep-2022 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Tender for vendor registration for Services, Repair, maintenance, Advertisement, Designing, printing, Catering Hospitality and Water	566.68

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	vendor registration Cat 7 to 10.pdf	Tender for vendor registration for Services, Repair, maintenance, Advertisement, Designing, printing, Catering Hospitality and Water	566.68

Tender Inviting Authority

Name	The Deputy Director (Admin)
Address	The DD(A) All India Institute of Medical Sciences, Rajkot Temporary campus PDU Medical college, Rajkot 360001

Tender Creator Details

Created By	Siddhartha Dutta
Designation	Assistant Professor
Created Date	25-Aug-2022 04:53 PM

