



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

Address: Plot No. 2, Sector-20, MIHAN, Nagpur- 441124

Email: - hospitalstore@aiimsnagpur.edu.in

Notice Inviting Tender

For

“Rate Contract for Refilling of Medical Gas Cylinder for

Anesthesiology department”

at

All India Institute of Medical Sciences, Nagpur

CRITICAL DATE SHEET

Published Date	08/05/2026 at 05:00 PM
Bid Document Download Start Date	08/05/2026 at 05:05 PM
Bid Submission Start Date	09/05/2026 at 09:00 AM
Bid Submission End Date	28/05/2026 at 03:00 PM
Bid Opening Date	29/05/2026 at 03:00 PM

SCHEDULE OF REQUIREMENT

Sl. No.	Items Details and Technical Specifications
1	As per Annexure-I

- Online bids are invited on single stage two bid system for “**Rate Contract for Refilling of Medical Gas Cylinder for Anesthesiology department**” at AIIMS Nagpur. Manual bids shall not be accepted.
- Tender document may be downloaded from AIIMS website www.aiimsnagpur.edu.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.
- Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- Tenderer who has downloaded the tender from the **AIIMS website- www.aiimsnagpur.edu.in** and Central Public Procurement Portal (CPPP) e-procurement website <https://eprocure.gov.in/eprocure/app> **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 tenderer is liable to be banned from doing business with AIIMS Nagpur.

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).

- Manual bid shall not be accepted in any circumstance.**
- The complete bidding process in online bidding, 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.
- Tenderers are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>’**
- Relevant literature pertaining to the items quoted with full specifications should be uploaded, where ever applicable.
- EMD / Bid Security-**
Earnest Money Deposit (i.e. ₹ 1,00,000/-) to be deposited in the form of **Insurance Surety Bonds/Account Payee Demand Draft/ FDR/ Banker’s Cheque/BG (including e-Bank Guarantee). In the case of EMD is submitted in the form BG the same need to essentially linked to SFMS by issuing bank for verification.** Scanned copy to be enclosed with technical bid. It is also clarified that the bids submitted without earnest money will be summarily rejected. The Insurance Surety Bonds/Demand Draft/ FDR/Banker’s Cheque or BG (including e-Bank Guarantee) may be prepared in the name of "The Director, AIIMS, Nagpur". The EMD (Original Insurance Surety Bonds/Demand Draft/ FDR/Banker’s Cheque or BG (including e-Bank Guarantee) or any exemption certificate) must reach at Store Office (Hospital Store), First Floor, IPD, AIIMS, Plot No. 2, Sector- 20, MIHAN, Nagpur prior to opening of tender as per the critical dates sheet of NIT.
-No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Nagpur 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 fails to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited

- Tenders without Earnest Money will be summarily rejected.
- No claim shall lie against the AIIMS Nagpur in respect of erosion in the value or interest on the amount of EMD.

- If MSME firm (only Micro and Small Enterprises) is registered for above tendered item, then the firm will be exempted for submission of EMD amount. Firm must upload scanned copy of following documents in support of exemption.

- a) District Industries Centers (DIC)
- b) Khadi and Village Industries Commission (KVIC)
- c) Khadi and Village Industries Board
- d) Coir Board
- e) National Small Industries Corporation (NSIC)
- f) Directorate of Handicraft and Handloom
- g) Any other body specified by Ministry of MSME (MoMSME)
- h) Udyog Aadhaar Acknowledgment/Udyog Aadhaar Memorandum/Udyam issued by MoMSME.
- i) Startups firms as recognized by Department of Industrial Policy & Promotion (DIPP) is also exempted for depositing of EMD amount. Valid documents should be uploaded.

- The earnest money will be returned/refund to the unsuccessful tenderers after the tender is decided.

- EMD should remain valid for a period of 30 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid; he shall also extend the validity of EMD suitably.

11. The place of delivery will be at oxygen plant behind IPD Building at **AIIMS, Nagpur**.
12. **No handling and other charges will be paid extra.**
13. Any freight and cartage charges will be borne by the contractor for delivering the items.
14. On satisfactory performance and completion of the contract in all respects, the security money will be refunded to the contractor without any interest.
15. Failure or delay in supply of life saving medical gases shall result in financial penalty and administrative action as decided by **The Executive Director AIIMS Nagpur**.
16. The tenderer should maintain standards of cylinders and gases as per approved Govt. norms and should give an undertaking that if any mishap occurs to the personnel working with cylinders or damage occurs to the equipments due to gases, the supplier shall be responsible for the same.
17. Firm must give an undertaking to the hospital that they will provide uninterrupted supplies as per demand of the hospital.
18. **The approximate requirement for various gases is shown in Annexure-I**
19. The Executive Director AIIMS Nagpur reserves the right to make an alternative arrangement at risk and cost of the firm if it fails to supply the gases timely.
20. The rejected supply if any should be taken and replaced by the supplier within the specified period, without causing any interruption to the hospital services.
21. Cylinder supply and collection for refilling should be made between 09.00 AM to 5.00 PM only. Plant supervisor/Nodal Officer of medical gas may be contacted, in case of any change in timing.
22. In case supply is not received within 24 hrs of order placed, the hospital authorities will have a right to purchase Medical Gases from the open market and extra money spent due to rate difference plus cartage charges will be deducted from the performance security of the supplier.
23. The details of enclosures should be numbered and total pages should be mentioned in the forwarding/ offer letter.
24. Supplier /Manufacturer can visit the existing manifold room of AIIMS Nagpur, as and whenever needed.
25. Successful bidders would be bound to supply the gases even after completion of tenure on tender rates, terms & conditions till the next tender/fresh arrangement is finalized.
26. In case of disputes, the same shall be referred to any arbitrator appointed by The Executive Director, AIIMS, Nagpur and the decision of the arbitrator will be final and binding to both the parties. The venue of the arbitration shall be Nagpur.
27. Tenderer must provide evidence of having supplied to government hospital / reputed private hospital organizations in India similar nature of items of at least **₹ 20 lakh** in the last three years together (i.e. 2023, 2024 & 2025) and the copy of the same should be uploaded **without hiding the price**.
28. The bidder should be registered and should have the average annual turnover of at least **₹ 20 Lakh** in the last

three financial years (i.e. F.Y. 22-23, 23-24 & 24-25) duly certified by CA with UDIN Number. Copies of authenticated balance sheet for the past three financial years (i.e. F.Y. 22-23, 23-24 & 24-25) should be uploaded.

- 29. Relaxation in Prior Turnover and Experience: The Procuring Entity reserves its right to relax the condition of prior turnover and prior experience for start-up enterprises/MSEs subject to meeting of quality & technical specifications. The decision of the Procuring Entity in this regard shall be final.**
30. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, GST Registration Certificate.
31. Please mention that the bidder is Manufacture /Distributor /Dealer / Trader/Supplier as per format given in **Form B**. Authorization from manufacturer to be uploaded, if Distributor /Dealer / Trader/Supplier in proper format given in NIT.
32. The bidder must be able to provide the product/items within specified time period as prescribed in the Purchase Order. 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.
33. In the event of any dispute or difference(s) between the vendee (AIIMS Nagpur) 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 Executive Director/AIIMS/Nagpur who may decide the matter himself or 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.
34. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
35. All disputes shall be subject to Nagpur Jurisdiction only.
36. **AIIMS Nagpur 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.**
37. The Tender/Bid will be opened on Store office at AIIMS Nagpur premises.
- i) Only those financial bids will be opened whose technical bids are found suitable by the expert committee appointed for the concerned instrument/equipment/consumable.
- 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.
38. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership, etc.
- 39. Award of Contract**
- i) 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. However, Purchase reserves the right to finalize Rate Contract with more than one vendor for same type / category of consumables, if found reasonable.
- ii) 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.
- iii) 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.
- iv) Samples of the quoted items will be called from the vendors before finalization of rate contract.
- v) **L1 will be decided on composite basis.**
- 40. Period of Rate Contract**
- Period of Rate contract will be initially for one year and it can be extended for further 1 year or more based on mutual consent of both the parties and on performance review.

41. Purchase Preference to Local Suppliers

In pursuance of Government of India Order No. P-45021/2/2017-B.E.-II dated 16th September 2020 (as amended from time to time) and F.No. Z.28018/67/2017-EPW dated 12th June 2018 purchase preference shall be given to local suppliers in all procurements undertaken in the manner specified hereunder and the procurement shall be made as per terms and conditions contained in the said order.

- (i) **Minimum local content:** The minimum local content shall as per Government of India Order No. P- 45021/2/2017-B.E.-II dated 16th September 2020 (as amended from time to time) and F. No. Z.28018/67/2017-EPW dated 12/06/2018, till the Nodal Ministry prescribes a higher or lower percentage.
- (ii) **Margin of Purchase Preference:** The margin of purchase preference shall be 20%. The Local supplier whose quoted price falls in the margin of purchase preference desirous of claiming benefit of the Order No. P-45021/2/2017-B.E.-II dated 16th September 2020 shall submit an undertaking within 7 days of opening of financial bid, that he would be ready to supply the product at L1 price. In case of non-receipt of the same, he would not be given purchase preference.
- (iii) The bidders are required to submit the following annexure in compliance of public procument (Preference to Make in India) order, 2017: Affidavit of self-certification regarding local content (to be provided on Rs. 100/- stamp paper as per **Form - D**).
- (iv) **(All other terms & conditions will be as per the Department of Industrial Policy and Promotion (DIPP) order No. P-45021/2/2017-B.E.-II dated 16th September 2020 (as amended from time to time).**

42. Abnormal Bid:

An abnormally low bid is one in which the bid price, in combination with other elements of the bid, appears so low that it raises substantive concerns as to the Bidder's capability to perform the contract at the offered price. AIIMS, Nagpur will seek written clarification from the Bidder, including detailed price analyses of its bid price concerning scope, schedule, allocation of risks and responsibilities, and ant other requirement of the Tender Document. If, after evaluation the price analyses, procuring entity determines that substantively failed to demonstrate its capability to Tender Document Procuring Organization deliver the contract at the offered price, the AIIMS shall reject the bid/ proposal, and evaluation shall proceed with the next ranked bidder.

43. Rates should be quoted inclusive of packing, forwarding, postage and transportation charges etc.
44. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications/quality.
45. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Store Officer, AIIMS Nagpur through e-mail: hospitalstore@aiimsnagpur.edu.in on or before end date of clarification as per critical date sheet.
46. Other terms and condition applicable as per manual for procurement of goods and GFR etc.

**Administrative Officer
AIIMS, Nagpur.**

Annexure-1

Tentative required quantity of refilling of various Medical Gas Cylinders (Approximately) during the Contract								
Oxygen Cylinders			Carbon Di-Oxide	Nitrous Oxide Cylinders		Nitrogen Cylinder	Air	Tri Gas Cylinder
A Type (1.00 Cu. Mtr.)	B Type (1.50 Cu Mtr.)	D Type (7.00 Cu Mtr.)	Carbon Di-Oxide (30.00 Kg)	A Type (1.75 Cu Mtr.)	D Type (17.00 Cu Mtr.)	D Type (7.00 Cu Mtr.)	Air (0.570 Kg)	D type (7.00 Cu Mtr.)
360	4800	1200	120	360	300	400	100	20

Technical Specifications for Medical Gases

The Medical Grade Oxygen & Nitrous Oxide in cylinders should conform to specification IP (Indian Pharmacopoeia) standards

The Bidder should refill the empty cylinders within 1(one) day. The bidder should have suitable arrangements for oxygen gas to emergency supplies within 3 hours from the receipt of intimation and also round the clock service

The cylinders from the bidder side should have PROPER VALVE GUARD with anti-tamper sealing

The bidder must supply Medical Grade Oxygen, Nitrous Oxide, Carbon Oxide in cylinders as per IP 2010 (Indian Pharmacopoeia) standards.

SPECIFICATIONS Oxygen

Supply of Oxygen Bulk Cylinder ISI marked to IS 7285(Part-2):2004 and Colour code should be as per IS:3933 and conforming to ISO 32 : 1977 applicable for Medical Gas cylinders duly approved from CCOE Nagpur. The cylinder shall be fitted with valve & valve guard having following broad specifications:

Type D/ Jumbo oxygen cylinder

- I) Dimensions: 232 mm O.D x 1365 mm length.
- II) Capacity Minimum: 7 Cubic meter Gas capacity
- III) Water capacity: 46.7 liters Water capacity
- IV) Minimum Wall thickness = 5.2 mm.
- V) Working pressure at 15°C = 150 kgf/cm².
- VI) Test pressure = 250 kgf/cm².
- VII) Nominal Tare Weight = 51.00 kg with Neckning.
- VIII) Neck Threading: IS3224 1979.

Oxygen Type A cylinder

- I) Dimensions: 140 mm O.D x 430 mm length.
 - II) Capacity Minimum : 0.7 Cu.m. Gas capacity: 5 liters Water capacity
 - III) Minimum Wall thickness = 4.2 mm.
 - IV) Working pressure at 15°C = 150 kgf/cm².
 - V) Test pressure = 250 kgf/cm².
 - VI) Nominal Tare Weight = 8.2 kg with Neckning.
 - VII) Neck Threading: IS3224 1979.
- Pin index safety system should be strictly followed as per guidelines.

Oxygen Type B cylinder

- I) Dimensions: 140 mm O.D x 430 mm length.
- II) Capacity Minimum : 1.4 Cu.m. Gas capacity: 10 liters Water capacity
- III) Minimum Wall thickness = 4.2 mm.
- IV) Working pressure at 15°C = 150 kgf/cm².
- V) Test pressure = 250 kgf/cm².
- VI) Nominal Tare Weight = 8.2 kg with Neckning.
- VII) Neck Threading: IS3224 1979.

Carbon dioxide

- i. Medical grade I.P. 1996/Latest IP - Certified safe for human use.
- ii. Should not damage any instrument/equipment used with it.

Nitrous Oxide

- i. Medical grade I.P. 1996/Latest IP 2010 -Certified safe for human use.
- ii. Purity 99-100% in liquefied form.
- iii. Humidity and other impurities zero percent.
- iv. Free from hydrogen sulphide.
- v. Free of all forms of reducing and oxidizing substances.
- vi. Should not cause any damage to the materials of cylinders, Gas pipeline, Anesthesia machine and ventilators.
- vii. Each batch must have passed tests for alkalinity, arsenic, phosphate and ammonia.

Type D/Jumbo Nitrogen Cylinder

- i. Dimension: 232 mm O.D x 1365 mm length
- ii. Capacity Minimum: 7 Cubic meter Gas capacity
- iii. Water capacity:45-50 liters Water capacity
- iv. Minimum Wall thickness = 4.5 – 5.5 mm.
- v. Filling pressure = 140 – 160 kgf/cm²
- vi. Test Pressure = 240 -260 kgf/cm²
- vii. Nominal Tare Weight = 50 - 55 kg with Necking.
- viii. Neck Threading: IS3224 1979.

Type D/ Jumbo Tri Gas Cylinder

- I) Dimensions: 232 mm O.D x 1365 mm length.
- II) Capacity Minimum: 7 Cubic meter Gas capacity
- III) Water capacity: 46.7 liters Water capacity
- IV) Minimum Wall thickness = 5.2 mm.
- V) Working pressure at 15°C = 150 kgf/cm².
- VI) Test pressure = 250 kgf/cm².
- VII) Nominal Tare Weight = 51.00 kg with Neckning.
- VIII) Neck Threading: IS3224 1979.
- IX) Composition CO₂-6%, O₂-5%, N₂- 89%

SPECIAL CONDITION: -

1. The firm must be manufacturer/ authorized distributor of medical gases i.e. medical oxygen, nitrous oxide, medical CO₂ and Medical air and the firm should hold valid manufacturing license for medical gases from the state drug controller as per the provision of drugs and cosmetic act 1940 and rules there under.
2. Firm, should have a valid license for storage filling and cylinder testing and other requisite license if any issued by CCE Nagpur as statutory requirement.
3. The tenderer has to ensure compliance of Rule 3 of the gas cylinder rules, 2004 and timely obtain necessary filling permission from the chief controller of explosives under Rule 45 while supplying the cylinders for filling of compressed cryogenic gases, if required.
4. Should have reputation and experience of over last 5 years as Medical Gas manufacturer/ authorized supplier to at least two more than 200 bedded reputed government hospitals and should be supported with certificate issued.
5. Should have full facility for testing and logging for impurities in each batch of manufactured gas & cylinders.
6. All cylinders should be tested and specified for filling of medical gases by CCE approved test shop.
7. In house facility for regular testing & certification of cylinder for tare weight, Hydraulic pressure tests etc. as per norms for compressed gas cylinders under explosives Act 1981, expenditure for testing & certification will be borne by company.
8. The firm should have adequate & efficient safe transport and a depot in Nagpur region in order to ensure timely supply of medical gases.
9. The firm should maintain color code of all medical gases cylinders.
10. The firm should not demand separate security, caution money & rent/maintenance charge, transport charges and holding charges on gas cylinders.
11. The firm should supply and station the cylinders to the Administrative area of the manifold room. No installation and uprooting charges will be paid.
12. Quantity, Quality and Purity certificates copy shall be submitted along with each supply delivery bill/challan.
13. The firm will be responsible for routine check and maintenance at no extra cost.
14. The firm should ensure for refilling and supply of all type of cylinders A, B, D/Bulk, AA and bottle type for medical gases (O₂, N₂O, CO₂, and Medical Air).
15. Tenderer are bound to supply /refill the cylinders during the validity of tender at the approved rates. The validity of the tender will be for a period of two years from the date of finalization of the tender. The rates quoted should be certified as the lowest quoted for any institution in India in the last 2 years. If the price of any item is reduced due to any reasons during the validity of the tender, the same should be intimated to AIIMS Nagpur and the benefit of reduced rate should be passed to AIIMS Nagpur.
16. The Executive Director AIIMS Nagpur reserves the right to select different vendors if the lowest rates for different gases differ among bidders.
17. Cylinder should mention date of last testing & due date of next testing.
18. Note: Representative from the hospital may visit the suppliers place from time to time for checking gross weight, tare weight and net weight of the cylinders. The supplier shall have to provide necessary information and shall cooperate in this matter, no additional charges will be payable from hospital.
19. The Bidder can quote for all or any one gas.
20. Gas supplies made to emergency service 108 is acceptable for performance certificate provided total no. of cylinders supplied every year is more than 600.
21. For NO₂ and Carbon Dioxide, the rate should be quoted on per kg basis; For O₂, the cylinder pressure should be more than 135-bar in winter and more than 140-bar in summer. Cylinder showing less pressure shall be returned and the vendor shall replace them with adequately filled cylinders at their own cost.

**Administrative Officer,
AIIMS, Nagpur**

Other Terms & Conditions:**1. Pre-Qualification Criteria:**

- i. Bidder should be the manufacturer/authorized dealer/Distributor/Trader/ Supplier. Letter of Authorization from Manufacturer for the same and specific to the tender should be uploaded in the prescribed place.
- ii. An undertaking from the original Manufacturer is required stating that they would facilitate the bidder on regular basis with technology/product updates and extend support for the warranty as well. The scanned copy of same to be uploaded.

2. Performance Security Deposit: The successful contractor will be required to furnish an amount equivalent to 5% of total contract value as a performance security Deposit in the **form of Insurance Surety Bonds, Account payee Demand draft, Fixed Deposit Receipt from a commercial bank, Bank Guarantee (including e-Bank Guarantee)** from a commercial Bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects duly pledged **in the name of the "The Director, AIIMS Nagpur" payable at Nagpur within 15 days from the award of contract.** In case of performance security deposit is submitted in the form Bank Guarantee the same need to be essentially linked to SFMS by issuing bank for verification. Extension of time for submission of PG beyond 15 days and up to 60 days from the date of Rate Contract may be given by the competent authority to sign the contract **agreement however a penal interest of 15% per annum shall be charged for the delay beyond 15 days. i.e. 16th day after the date of issue of Rate Contract.** In case of the contractor fails to submit the requisite PG even after 60 days from the date of issue of Rate Contract the contract shall be terminated. The failed contractor shall be debarred from participating in re-tender (if any) for that item.

Security Deposit shall be kept valid for a period of 60 days beyond the period of Rate contract i.e. minimum 14 months validity is required. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observation of any condition of contract or for unsatisfactory performance or non – observation of any condition of the contract. In case m the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited. Performance Security will be discharged after 60 days from the completion of contractor's performance obligation under the contract.

Delivery/Supply: The supply should be completed within the stipulated time period mentioned by the user department and this clause should be strictly adhering to failing which administrative action as deemed fit under rules will be taken against the defaulter. Otherwise Liquidation Damages will be imposed as per clause. Unloading of material will be arranged by supplier. Demand will be raised directly by user department to supplier as and when required basis

3. Penalty: If the suppliers fails to deliver and place any or all the Equipment/item 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.

4. Right of Acceptance: AIIMS, Nagpur 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, Nagpur also reserves the rights to accept all the item/consumable/equipment/instruments in the given tender or only part of it in any given schedule without assigning any reason. Sample to be submitted with bids as and when required.

5. Validity of the bids: The bids shall be valid for a period of **90 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.

6. Risk Purchase & Recovery of sums due to:

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 or 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.

7. **Communication of Acceptance:** AIIMS, Nagpur reserves all right to reject any tender including of those tenderers who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Institute in this regard will be final and binding.

8. **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, Nagpur shall have the power to terminate the contract without any prior notice.

9. **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 by reason of such event 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, Nagpur party may, at least option to terminate the contract.

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

Billing Agency: Name and address of the billing agency will be informed by the OEM/Manufacturer after award of the Rate Contract. (If required) with the following details of billing agency:-

- i) PAN Card
- ii) GST Registration Certificate
- iii) Non –conviction certification/ No pending conviction certificate attested/ issued by Notary.
- iv) A notarized affidavit regarding no relation of billing agency with the persons authorized to evaluate TEC/PEC or involved in finalizing the tender on stamp paper of Rs. 100/-.

Information required on challan & bills:

1) **Challan:** Supply order will be released and you may execute the supplies directly or through billing agency. The endorsement must clearly mention time and date of entry of the material. The challan must always bear the following information:

- i) Name of the item as, it is mentioned in Rate Contract/ Supply order.
- ii) Rate Contract no. and Date
- iii) Product code & HSN Code
- iv) Quantity of each item (in unit)

2) **Pre-receipted bill** (Tax Invoices) must always bear the following information:

- i) Name of the item as, it is mentioned in Rate Contract/ Supply order.
- ii) Rate Contract no. and Date
- iii) Quantity of each item (in unit)
- iv) Value of each item
- v) Total Value of the bill
- vi) The amount of GST paid by the supplier

3) **Terms of payment:**

The bill in triplicate may be sent to this office for settlement after satisfactorily completion of work. The bill should have full particulars of the items(s) and submitted on **monthly basis**.

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

The contractor shall submit the bill only after successfully completion of work to the satisfaction of the AIIMS Nagpur, on receipt of a pre-receipted bill invoice from the Contractor the case of issuing sanction and passing of bill for payment will be initiated.

No payment will be made for poor quality of work. No rate revision will be done during the currency of contract in any circumstances.

11. **Price Fall Clause:** I/We undertake that he has not offered to supply/supplied / are not supplying same or similar products/systems or sub systems at a price lower than that offered against the Short NIT No. **AIIMS/NAG/CMS/Anesth/Refilling_Gas_Cyl/OTE/26-27/02 Date:-08/05/2026** in respect of any Organization /Ministry/Department of the Govt. of India or its Subsidiaries or other PSU during the currency of the contract and if it is found at any stage that same or similar product/systems or sub systems was supplied by the bidder to any Organization/ Ministry/Department of the Govt. of India or its Subsidiaries or other PSU at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the bidder to buyer, if the contract has already been concluded.

I/We also accept that:

1. I/We have to submit a copy of the last (latest) purchase order for the similar/ordered item(s) received from any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU.
2. I/We will inform the purchaser of offer to supply/supply of the similar/ordered item(s) at a lower rate to any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU.

12. **Arbitration:**

If any difference arises concerning this agreement, its interpretation on payment to the made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the Executive Director, AIIMS Nagpur to settle the dispute by Sole Arbitrator. Sole arbitrator will be appointed by the Executive Director, AIIMS Nagpur. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1996 and the rule framed there under and in force shall be applicable to such proceedings.

13. **Legal Jurisdiction:**

The agreement shall be deemed to have been concluded in Nagpur and all obligations hereunder shall be deemed to be located at Nagpur and Court within Nagpur will have Jurisdiction to the exclusion of other courts.

14. Comparison of the quotes will be made and L1 on composite basis will be determined accordingly. In this context, final decision of the committee will be binding to all and no claim in this regard can be entertained. The quantity indicated is tentative and may vary, and any decision in this regard by Executed the Executive Director AIIMS Nagpur shall be final. (L1 is lowest one)

Administrative Officer
AIIMS Nagpur

1. Technical Bid (Check List)

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

Sl. No	Particulars	Attached (Yes/No)	Page No	Remarks
1	Check list (Technical Bid)			
2	Copy of PAN Card & GST should be uploaded			
3	Firm/Company registration certificate should be uploaded			
4	Bid Security/EMD amount of ₹ 1,00,000/- in the form of DD/FD or UDYAM Registration certificate as per clause 10 of page no. of NIT document. Original EMD must be submitted to the address given in NIT.			
5	Tenderer must provide evidence of having supplied to government hospital / reputed private hospital organizations in India similar nature of items of at least ₹ 20 lakh in the last three years together (i.e. 2023, 2024 & 2025) and the copy of the same should be uploaded without hiding the price .			
6	The firm should be registered and should have the average annual turnover at least ₹ 20 Lakh of the bidder in the last three financial years (i.e. F.Y. 22-23, 23-24 & 24-25) duly certified by CA with UDIN Number. Copies of authenticated balance sheet for the past three financial years (i.e. F.Y. 22-23, 23-24 & 24-25) should be uploaded.			
7	"Declaration by the Bidder" (Form A) should be uploaded as mentioned in tender document should be uploaded.			
8	Please mention that the bidder is Manufacture /Distributor /Dealer / Trader/ Supplier as per format given in Form B. Authorization from manufacturer to be uploaded, if Distributor /Dealer / Trader/Supplier in proper format given in NIT.			
9	Details of item quoted in the technical bid in Form 'C'			
10	Self-Certification regarding Local Content in consumables to be purchase Form "D" (Percentage of local content needs to be mentioned by the vendor, else bid will be rejected)			
11	Technical compliance report Form "E"			
12	Certifications (as per tender)			
13	A signed undertaking on firm's letter head along with tender (As per Annexure-II)			
14	Valuing Certificate issued from Department of Explosive			
15	Details of manufacturing unit / Authorized Distributors (as per Annexure-III).			
16	Valid manufacturing license for Medical Oxygen, Medical Air, Medical CO2 and Nitrous oxide (Attested copies) / Authorization certificate from manufacturer.			
17	Valid license for storage, filling and testing of cylinders (Attested copies) A CCE approval test shop certificate (Attested copies).			
18	Performance certificate from 2 reputed hospitals where the supplies have been made in previous three years.			
19	Undertaking that uninterrupted supply of gases will be maintained or else alternative arrangement will be made at the risk of the supplier			
20	All pages of the NIT need to be signed and stamped by the Bidder			

Price Bid

Price Bid in the form of BOQ_XXXX .xls

Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE Per Cu. M. In Figures To be entered by the Bidder in Rs. P	GST Amount in Rs. P	TOTAL Value Including GST (Per Cu. M.) in Rs. P	TOTAL AMOUNT With GST Per Cylinder Rs. P

2. GENERAL CONDITIONS

1. Forms in all Annexure should be filled up properly. Every correction should invariably be attested by tenderer, failing which the tender will be summarily rejected.
2. The tenderer may quote the rates for one or more product of one or more manufacturing company for which authorized.
3. Total rates should be inclusive of all taxes and/or other charges, if any, as per the price bid - BOQ.
4. The rates quoted and accepted will be binding on the tenderer for stipulated period.
5. The details of the required items are shown in the schedule of requirement. The rates quoted should not vary with the quantum of the order or the destination.
6. To ensure sustained supply without any interruption, the Tender Inviting Authority reserves the right to split orders for supplying the requirements among more than one bidder.
7. The rates quoted and accepted will be binding on the bidder for full contract period of one year from the date of signing of agreement and extendable for one or more years by mutual consent with bidder, any increase in price will not be entertained till the completion of contract. Accordingly, this clause will be applicable for all orders placed during the currency of contract.

3. ACCEPTANCE OF TENDER

- a) The tender inviting authority, AIIMS NAGPUR reserves the right to accept or reject any tender for any one or more of the items tendered for without assigning any reason. If L1 rate matches to equal to more than one bidder than competent authority AIIMS Nagpur to issue P.O. order as recommended by the committee.
- b) No tenderer will be allowed to withdraw their bid after opening of technical Bid.

4. AGREEMENT

- a) All tenderer who are succeeded will have to execute an agreement on non- judicial stamp paper of Rs.100/- (stamp duty to be paid by tenderer) in favour of ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR within 15 days from the date of intimation received by them from AIIMS, Nagpur that the intenders have been accepted. The form of Agreement is enclosed intender document. The bidder shall not, at any time, assign, sub-let or make over the contractor the benefit there of or any part thereof to any person or persons whatsoever. All notices or communications relating to arising out of this agreement or any of the terms there of shall be considered duly serve do nor given to the bidder if delivered to him or left at the premises, places of business or abode.
- b) If the successful tenderer fails to execute the agreement and payment of security deposit within the time specified or withdraws the tender after intimation of the acceptance of the tender has been sent or owing to any other reasons, the tenderer is unable to undertake the contract, the contract will be cancelled and the Earnest Money Deposit of the tenderer shall stand forfeited. Such tenderer(s) will also be liable for all damages sustained by the Tender Inviting Authority/Ordering Authority by reasons of breach of tender conditions. Such damages shall be assessed by the Tender Inviting Authority, ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR whose decision shall be final.

5. SUPPLY CONDITIONS AND DELIVERY PERIOD

- a) Purchase orders along with the delivery destinations will be placed on the successful bidder at the discretion of the Ordering Authority.
- b) All supplies will be scheduled for the period from the date of acceptance till the completion of the tender in installments, as may be stipulated in the Purchase Order.
- c) The supply should be completed within stipulated time period mentioned by the user department and this clause should be strictly adhering to failing which administrative action as deemed fit under rules will be taken against the defaulter. Otherwise Liquidation Damages will be imposed as per clause. Unloading of material will be arranged by supplier.
- d) The supplier shall complete the earlier purchase order before commencing the supply of subsequent purchase orders. In case of non-execution, AIIMS Nagpur reserves the right to place purchase order (partially/fully) on alternate source at the risk and cost of the defaulting bidder.

- e) It shall be the responsibility of the Bidder for any shortages/damage at the time of receipt. Tender inviting authority is not responsible for the stock of the Product received, for which no order is placed.
- f) The bidder shall take back (Reverse distribution), items which are not utilized by the tender inviting Authority within the shelf-life period will have to be replaced by the bidder at their cost. Slow moving items may be asked for replacement with approved items of the discretion of AIIMS Nagpur.
- g) If at any time the Bidder has, in the opinion of the Tender inviting authority/ordering authority, delayed the supply of item due to one or more reasons related to force Majeure events such as riots, mutinies, wars, fire, storm, tempest or other exceptional events, the time for supplying the item may be extended by the Tender inviting authority/ordering authority at its discretion for such period as may be considered reasonable. However, such extension shall be considered only if a specific written request is made by the Bidder within 11 days from the occurrence of such event. The exceptional cause does not include scarcity of raw material, power cut and labour disputes.

6. PENALTIES PROVISIONS

1. If the supplier fails to deliver any or all of the goods or fails to perform the service within the time frame(s) incorporated in the tender, the Purchaser shall, without prejudice to other right and remedies available to the Purchaser under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of the quoted price.
 2. If the complete supply or part thereof is received in damaged condition it shall not be accepted and shall be recorded on Delivery Challan. Such damaged material should be replaced by the supplier within 14 days from the date of noting on Delivery Challans or rejection advice issued by consignee or else subsequent to no replacement in 14 days the Performance security (SD) would be forfeited with a notice to the supplier. In case of damage only in the outer packing, the supply will be accepted only after levying penalty of 1% on the total value of the supply to that destination place. Further the Performance Security (SD) would be forfeited with a notice to the supplier.
 3. Tender Inviting Authority will be at liberty to terminate, without assigning any reasons thereof, the contract either wholly or in part on 30 days' notice. The Bidder will not be entitled for any compensation whatsoever in respect of such termination. All litigations related to the supplier for any defaults will be done by Tender Inviting Authority and his decision will be final and binding.
- 8.** In all matters pertaining to tender, the decision of AIIMS, Nagpur shall be final and binding.
9. In event of any dispute arising out of tender, such dispute would be subject to the jurisdiction of civil court within NAGPUR.
10. In case of dispute or difference arising between AIIMS NAGPUR and Bidder relating to any matter arising out of or connected with this tender agreement, such dispute or differences shall be settled in accordance with the Arbitration and Conciliation Act 1996. The venue of arbitration shall be NAGPUR.
11. **GST-** GST rates applicable on your quoted item may please be informed. Please confirm if there is any (Upward/Reduction) in your Basic Price structure and you are also requested to pass the Input Credit as per the following Anti Profiteering Clause of GST. **“Upon Implementation of GST, any reduction in the rate of tax on supply of goods or service or the benefit of input tax credit shall be passed on to AIIMS Nagpur by way of commensurate reduction in the prices”.**

PARTICULARS FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Five Hundred)
(TO BE ESTABLISHED THROUGH ANY OF THE SCHEDULED BANK (WHETHER SITUATED AT NAGPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT NAGPUR. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED)

To,
The Executive Director
All India Institute of Medical Sciences (AIIMS),
Nagpur-441108

LETTER OF GUARANTEE

WHERE AS All India Institute of Medical Sciences (AIIMS) Nagpur (Buyer) have invited Tenders vide Tender No.....Dt.....for purchase of AND WHERE AS the said tender document requires the supplier/firm(seller)whose tender is accepted for the supply of consumables etc. in response there to shall establish an irrevocable Performance Guarantee Bond in favour of “The Director, AIIMS Nagpur” in the form of Bank Guarantee for **Rs. -----/- (Rupees -----Only)** which will be valid beyond 60 days of completion of warranty period from the date of supply, installation & commissioning, the said Performance Guarantee Bond is to be submitted within 30 (Thirty) days from the date of issue of the Letter of Award/Rate Contract.

NOW THIS BANKHERE BY GUARANTEES that in the event of the said supplier/firm_____ (seller) failing to abide by any of the conditions referred to intender document/purchase order/performance/quality of the Injector Syringe, instrument/machinery, consumables etc. This Bank shall pay to All India Institute of Medical Sciences (AIIMS) Nagpur on demand and without protest or demur..... (Rupees).

This Bank further agrees that the decision of All India Institute of Medical Sciences (AIIMS) Nagpur (Buyer) as to whether the said supplier/firm _____ (Seller) has committed a breach of any of the conditions referred in tender document/ purchase order shall be final and binding.

We, (name of the Bank& branch) here by further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the supplier/firm (Seller) and/or All India Institute of Medical Sciences (AIIMS) Nagpur (Buyer).

Not with standing anything contained herein:

- a. Our liability under this Bank Guarantee shall not exceed`(Indian Rupeesonly).
- b. This Bank Guarantee shall be valid up-to.....(Date) and date of claim should be beyond six month from the date of validity.
- c. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if AIIMS Nagpur serves upon us a written claim or demand on or before..... (Date).This should be beyond six months from validity as (b) above.

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office atsituated at..... (Address of local branch).

Yours truly,

Signature and seal of the Guarantor
Name of the Bank
Complete Postal Address:

Annexure-II**UNDERTAKING**
(on firm's letter head)

To,
The Executive Director,
AIIMS, NAGPUR

Date of Opening:

Name of Item:

Respected Madam/Sir,

1. The undersigned certifies that I /we have gone through the terms and conditions mentioned in the tender document including annexure and undertake to comply with them. The rates quoted by me / us are valid and binding on me / us for a period of two year from date of finalization of tender.
2. It is certified that rate quoted are the lowest quoted for any institution /Hospital in India.
3. I/We give the rights to The Executive Director, AIIMS Nagpur to forfeit, if any delay occur on my/agent's part or fails to supply the article at the appointed place and time and of the desired specification.
4. I/We undertake that I/We will supply a new & fresh piece of ordered item and the rejected supply, if any, will be taken back and replaced by the firm at its own cost within the specified period and without causing any interruption to the Hospital services.
5. Certificate of explosive department shall be produced at the time of supply of cylinder.
6. There is no vigilance/CBI case or court case pending against the firm/supplier.
7. I/We declare that my/our firm has not been blacklisted / debarred by any of the Govt. Hospitals / Institutions/ any Govt. / Govt. Undertaking.
8. I/We undertake that if the rates of any item are lowered due to any reason, I/We will charge the lower rates.
9. I/We hereby undertake to supply the items as per directions given in supply order within the stipulated period.
10. I/We understand that The Executive Director, AIIMS, NAGPUR has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.
11. I/We shall not sublet/transfer/assign the contract or a part of it to any other firm at any time of contract.
12. If above information is found incorrect/false at any time the tender is liable to be rejected.

Annexure-III

DETAILS OF MANUFACTURING UNIT / AUTHORIZED DISTRIBUTORS

Name of the Tenderer & Full Address:

(Whether manufacturer / authorized distributor) PAN number

Name of bank : _____

Name of branch : _____

A/c No. _____ and IFSC number _____

(RTGS detail for payment) _____

Phone No. /Mobile no. Fax No: _____

E-mail Address: _____

Date of Inception: _____

Item Manufacturing / Distribution License No & Date (if any):

Issued by _____ Valid up to _____

CST / VAT Registration No. _____

Details of Name & Address of premises where items are actually manufactured.

Signature of the Authorized Signatory
Name & Designation of Authorized Signatory

(On firm's Letterhead)

Declaration by the Bidder:

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 Nagpur and/or prosecuted as per laws.

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.

The bidder should not have been blacklisted before at any government organization
No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name:

Seal:

Address:

FORM-B

MANUFACTURER's / PRINCIPAL's AUTHORIZATION FORM

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

Ref: NIT No _____ Dated-_____

Dear Sir,

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

FORM- C

S No.	Tender Item S No.	Name of Item as in the tender list	Specification of quoted item	Brand Name	Name of Agency for quality certification e.g. CE/ISO/US-FDA/DCGI/CDSCO etc. as applicable in tender's specification	Pack Size	Category Brand/ Generic

Form D

Format for Affidavit of Self Certification regarding Local Content in consumables to be purchase on Rs. 100/- Stamp Paper.

I _____ S/o, D/o, W/o _____ of _____ do hereby

solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the policy of Government of India issued vide Notification No:

That the information furnished hereinafter is correct to best of my knowledge and belief and I undertake to produce relevant records before the procuring entity or any authority so nominated by the Department of Pharmaceuticals, Government of India for the purpose of assessing the local content.

That the local content for all inputs which constitute the said consumables has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value-addition norms based on the assessment of an authority so nominated by the Department of Pharmaceutical, Government of India for the purpose of assessing the local content, action will be taken against me as per Oder No. P-45021/2/2017-B.E-II dated 15.06.2017 and Guidelines issued vide letter no. 31026/36/2016- MD dated – 18.05.2018.

I agree to maintain the following information in the company's record for a period of 8 years and shall make this available for verification to any statutory authority.

- i. Name and details of the Domestic Manufacturer (Registered Office, Manufacturing unit location, nature of legal entity).
- ii. Date on which this certificate is issued.
- iii. consumables for which the certificate is produced
- iv. Procuring entity to whom the certificate is furnished
- v. **Percentage of local content claimed (to be calculated based on total items quoted by bidder) - _____ % (Local Content)**
- vi. Name and contact details of the unit of the manufacturer
- vii. Sale Price of the product
- viii. Ex-Factory Price of the product
- ix. Freight, insurance and handling
- x. Total Bill of Material
- xi. List and total cost value of inputs used for manufacture of the consumables.
- xii. List and total cost of inputs which are domestically sourced Value addition certificates from suppliers. If the input is not in use attached.
- xiii. List and cost of inputs which are imported, directly or indirectly.

For and on behalf of (Name of firm/entity)

Authorized signatory

Form – E**(On Firm's letterhead)****Technical compliance report format****Technical compliance report should be submitted in following format:**

Item Sr. No As per tender	Item Description as per Tender	Complied Yes/No	Remark

For and on behalf of (Name of firm/entity)
Authorized signatory

Instructions for Online Bid Submission:

1. 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.
2. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" 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.
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.
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. 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.
4. 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.
5. 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.
6. 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.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. 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.
9. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement 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 Helpdesk number 0120- 4200462, 0120-4001002.