अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

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NOTICE INVITING TENDER

For

Empanelment of Chartered Accountants for Providing Consultancy, Accounting and Financial Management service

At

All India Institute of Medical Sciences, Nagpur

CRITICAL DATE SHEET

Tender No	**AIIMS-NAG /Cent.Store/OTE/Account/CA/2026-27/05**
Published Date	04/11/2026 at 05:00 PM
Bid Document Download Start Date	04/11/2026 at 05:05 PM
Bid Submission Start Date	05/11/2026 at 09:00 AM
Bid Submission End Date	02/12/2026 at 03:00 PM
Bid Opening Date	03/12/2026 at 03:00 PM

Notice Inviting Tender

ALL INDIA INSTITUTE OF MEDICAL SCIENCES NAGPUR

(An Autonomous body under MoHFW, Govt. of India)

Website: www.aiimsnagpur.edu.in

Two-Bid QCBS System e –TENDER

On behalf of, All India Institute of Medical Sciences, Nagpur (AIIMS Nagpur), invites electronic online bids (e-Tender) through website of AIIMS, Nagpurwww.aiimsnagpur.edu.in (for ref. only) and CPPP web site https://eprocure.gov.in/eprocure/app under **Quality and Cost Based Selection Two Bid system (Part I: Techno commercial bid & Part II: Price Bid or BOQ) from reputed, experienced Firms "For Empanelment of Chartered Accountants for: -**

1. Providing Consultancy, Accounting and Financial Management service.

Manual bids shall not be accepted.

AIIMS, Nagpur request bidders to quote in line with tender documents uploaded & submit the offer on our e-portal https://eprocure.gov.in/eprocure/app.

Upload of Tender: Tenderers are advised to download Notice Inviting Tender along with other tender documents and submit the declarations and tender documents along with clear scanned copies of requisite documents to substantiate the claim towards their credentials while the tender shall be submitted online in soft copy on our e-tendering portal.

All interested bidders have to submit techno commercial bid (Part I) & Price Bid (BOQ) (Part II) strictly in the tender format available online on e-portal. No other form of bid shall be accepted and the tender shall be summarily rejected. Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders.

1. Online electronic bids (e-tenders) under two cover systems are invited on behalf of, All India Institute of Medical Sciences, Nagpur (AIIMS Nagpur) bid system (Techno-Commercial Bid and Financial Bid) from reputed, experienced Firms.
   "**For empanelment of Chartered Accountants for: -**
2. **Providing Consultancy, Accounting and Financial Management services.**
3. Manual bids shall not be accepted. The Bidder submit bids all the documents only Online.
4. Tender documents may be view and downloaded from the website of AIIMS, Nagpur www.aiimsnagpur.edu.in(for reference only) and Central Public Procurement Portal https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as Point No. 7 of NIT.
5. The bid is to be submitted online only onhttps://eprocure.gov.in/eprocure/appup to the last date and time of submission of bids.
6. Type of Tender: Open Tender –**QCBS Two Bid System**.

7. Bid Submission:

Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app. Tenderer/Contractor are advised to follow the instructions provided for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

7.1 Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

7.2 Tenderer who has downloaded the tender from the website of AIIMS, Nagpur www.aiimsnagpur.edu.in and Central Public Procurement Portal 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 will be completely rejected.

7.3 Intending tenderers are advised to visit again AIIMS, Nagpur web site www.aiimsnagpur.edu.in and CPPP website https://eprocure.gov.in/eprocure/app regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

7.4 Period of Bid Validity Days: - **90 days** from the date of bid opening.

7.5 Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price- Bid opening will be intimated later.

7.6 **AIIMS Nagpur reserve the right to reject any or all tenders and shall not be bound to assign the any reason for such rejection**.

8. EMD / Bid Security-

Earnest money (i.e.**₹ 85,000/-**) to be deposited in the form of **Insurance Surety Bonds/Account Payee Demand Draft/ FDR/ Banker's Cheque or BG (including e-Bank Guarantee). In the case of EMD is submitted in the form BG the same need to be 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/Account Payee 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, Ground Floor, Admin Block, Plot No. 2, Sector 20, MIHAN, Nagpur prior to opening of tender.

-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) Startups firms as recognized by Department of Industrial Policy & Promotion (DIPP) is also exempted for depositing of EMD amount. Valid documents should be uploaded.

(**Note:** MSE under Trader category are not eligible for exemption of EMD)

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

- EMD should remain valid for a period of 45 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid; The firm shall also extend the validity of EMD suitably.

Tenderer must provide evidence of having supplied similar items in the last three financial years (i.e. FY 2022-23, 2023-24, 24-25) in any central/state government institute copy of the PO should be uploaded without hiding the price along with user's satisfactory certificate.

The total average annual turnover of **Rs. 30 Lakhs** and copies of authenticated balance sheet of last three financial years (i.e. FY 2022-23, 2023-24, 24-25) duly certified by CA with UDIN number as mentioned in tender document should be uploaded.

9. Submission of Tender

8.1 The tender shall be submitted online in two part, viz., technical bid and price bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

8.2 The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

8.3 Duration: **Two year (from the date of Work-order) extendable by one year based on performance.**

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
NAGPUR
(An Autonomous body under MoHFW, Govt. of India)

Tender No. **AIIMS/NAG/Cent.Store/OTE/Account/CA/2026-27/05**

Instructions for Online Bid Submission

The Director, AIIMS Nagpur, invites electronic online bids (e-Tender) through website of AIIMS, Nagpur www.aiimsnagpur.edu.in (for ref. only) and CPPP web site https://eprocure.gov.in/eprocure/app under **Two Bid Quality and Cost Based Selection system (Part I :Techno commercial bid & Part II: Price Bid or BOQ) from reputed, experienced and financially sound Companies/Firms/Agencies "For Empanelment of Chartered Accountants for :-**

1. **Providing Consultancy, Accounting and Financial Management service.**

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

1. REGISTRATION

1.1 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.

1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

1.3 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.

1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / n Code / e Mudhra etc.), with their profile.

1.5 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.

1.6 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.

2. SEARCHING FOR TENDER DOCUMENTS

2.1 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.

2.2 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.

2.3 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.

3. PREPARATION OFBIDS

3.1 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 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.

3.2 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.

3.3 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.

3.4 Any query / Clarification / objection / suggestion related to the Tender will be entertained only through the CPP Portal Query Section. Any query / Clarification / objection / suggestion received through any other medium like Email, Fax or Letter will not be entertained under any circumstances.

4. CORRIGENDUM

4.1 Corrigendum in technical specification issued after pre-bid meeting will be final & no corrigendum will be issued thereafter.

4.2 Corrigendum will be notified through https://eprocure.gov.in/eprocure/app and Website of AIIMS Nagpur.

5. SUBMISSION OFBIDS:

5.1 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.

5.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

5.3 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.

5.4 All the documents being submitted by the bidders will be encrypted using PKI encryption 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.

5.5 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. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.

5.6 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

5.7 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.

5.8 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.

6. ASSISTANCE TOBIDDERS

6.1 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.

6.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be call directed to the 24x7 CPP Portal Helpdesk.

6.3 Any query / Clarification / objection / suggestion related to the Tender will be entertained only through the CPP Portal Query Section. Any query / Clarification / objection / suggestion received through any other medium like Email, Fax or Letter will not be entertained under any circumstances.

7. Guideline for submission of bid:

- **Eligibility Criteria:**

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

(i) Duly attested copy of PAN, duly attested copy of GST registration certificate.
(ii) Copy of partnership deed.
(iii) Signed and Scanned copy of Tender Acceptance letter & Tender acceptance form.
(iv) Signed and scanned copy of Latest Firm Registration Certificate issued by the ICAI.
(v) Firm should have at least 3 years of establishment as per firm certificate.
(vi) The firm should possess professional experiences of maintaining financial accounts of Central/State Government/Central Autonomous bodies in last 5 years. Relevant work order is to be attached
(i) Head office / Branch office of the firm should be located in Nagpur as on the date of notice inviting tender.
(vii) Signed and ScannedCopyofchecklistofthedocumentsubmittedalongwiththepagenumbers.
(viii) Signed, Stamped and Scanned copies of Tender document
(ix) Bid security declaration as per format attached
(x) Any other documents.

Marks will be allotted after fulfilling eligibility criteria mentioned above.

8. Price Bid / Financial Bid:

Schedule of price bid in the form of BOQ_XXXX.xls

a. The below mentioned Financial Proposal/Commercial bid format is provided as BOQ_XXXX.xls along with this tender document at https://eprocure.gov.in/eprocure/app. Please refer annexure for the same. Bidders are advised to download this BOQ_XXXX.xls as it is and

quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner.

b. Bidder must clearly specify the GST to be paid extra, failing which price will be taken as basic price excluding GST. GST will not be considered for decidingL-1

The AIIMS reserves the right to amend or withdraw any of the terms & conditions contained in the Tender Document or to reject any or all the tenderer without assigning any reason. The decision of the of AIIMS in this regard shall be final and binding on all.

SECTION – I

1. The bid along with the necessary document should be uploaded in https://eprocure.gov.in/eprocure/app Portal as per guidelines mentioned in the portal. Tender have to be submitted only online at https://eprocure.gov.in/eprocure/app in two bid system (i) Technical bid (ii) Financial bid in the prescribed pro-forma. All the documents in support of eligibility criteria are also to be scanned and uploaded along with the tender document. Tender sent in any other mode will not be accepted. The list of documents to be submitted along with technical bid and financial bid are detailed in the Tender document.
2. The AIIMS reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tender without assigning any reason. The decision of the of AIIMS in this regard shall be final and binding on all.
3. The bid is non-transferable.
4. The bidder submitting their bid would be deemed to have read and accept all the terms & conditions of tender. No verbal or written enquiries shall be entertained in respect of acceptance or rejection of the bid.
5. Subletting of contract, wholly or partially, in any form is strictly prohibited and would entail termination of contract with forfeiture of security deposit and imposition of penalty and such other action as may be deemed essential in the sole discretion of the, AIIMS.
6. All the pages of the bid and supporting document, annexure/enclosure etc. must be numbered serially, signed and stamped by the bidder and mention the total no of pages on the Technical bid form at Part-A.
7. Only those bidders who successfully qualify in the Technical Bid will be allowed to participate in the bidding process.
8. The Institute reserves its right to reject any or all bids received at any point of time without assigning any reason.
9. The Institute reserves the right to seek clarifications on any documents or any information provided by the bidder at the stage of technical evaluation. However, no additional certificate/document shall be entertained.

I. Bid shall be rejected if

(a) Bidder fails to upload the document, certificates

(b) Authenticity of any of the supporting document found to be fabricated.

(c) Bid sent through courier service or deposited by hand.

(d) Bidder tries to influence any official of the Institute, in any manner whatsoever.

(e) Bid is found to be incomplete in any respect.

(f) Bid is found to be conditional.

(g) Any affidavit / declaration / certification is found to be false or untrue or incorrect or forged or deceitful at any point of time.

a. The concerned Chartered Accountant (CA) firm shall ensure the availability of adequate manpower to efficiently handle the work assigned by AIIMS Nagpur. The services of a qualified Chartered Accountant shall be required to be provided at AIIMS Nagpur four times a week, while a CA Final-level professional shall be required to visit twice a week for the remaining full days. In addition, the firm shall deploy two trainee/accounting staff exclusively for the work of AIIMS Nagpur at the Institute's premises. Further, one additional staff member shall be deployed at the firm's back office to support and facilitate the timely completion of the Institute's workload. Kindly note that signature with stamp of a duly qualified Chartered Accountant will be required on all reports submitted to AIIMS Nagpur
b. The successful bidder shall ensure that there is no disruption of services because of absenteeism of human resource. The successful bidder must have an alternative backup plan for continued availability of human resource to ensure that there is no disruption to the services.

9.2. RESPONSIBILITIES OF THE SUCCESSFUL BIDDER:

1. The successful bidder shall provide all the services as provided in Section – IV. The successful bidder shall provide such services on all working days and even on holidays, if so required. The working hours of the deployed personnel shall have same working hours as applicable to permanent non-faculty staff of the Institute.
2. The concerned Chartered Accountant (CA) firm shall ensure the availability of adequate manpower to efficiently handle the work assigned by AIIMS Nagpur. The services of a qualified Chartered Accountant shall be required to be provided at AIIMS Nagpur four times a week, while a CA Final-level professional shall be required to visit twice a week for the remaining full days. In addition, the firm shall deploy two trainee/accounting staff exclusively for the work of AIIMS Nagpur at the Institute's premises. Further, one additional staff member shall be deployed at the firm's back office to support and facilitate the timely completion of the Institute's workload
3. Apart from providing the aforesaid services, as and when call for, the successful bidder shall discharge any duty, which in the opinion of the institute are within the scope of work of the successful bidder, and the successful bidder shall carryout the duty with diligence and care.
4. The successful bidder shall provide speedy and competent services as per the performance benchmark and shall also deploy the required number of personal to this effect.
5. The manpower deployed by the successful bidder for carrying out the services under the terms of the contract shall be employees of the successful bidder. No relationship of master and servant is created between the deployed manpower and the Institute under this contract. The successful bidder shall be solely responsible for their affairs and will be under mandatory / obligation to complete with the statutory obligation such as GST, TDS etc. as and where applicable. These personnel shall have no claim whatsoever, to be treated as employees of the Institute. In the event of any such claims made by the personnel of the successful bidder on the Institute, the successful bidder shall be wholly responsible and successful bidder shall indemnify the Institute against any such claims, either monetary or otherwise.
6. Successful bidder shall be fully responsible for any accident or mishap involving manpower engaged by him and any claim made on this part will be paid by the successful bidder. The successful bidder shall indemnify the Institute from any claims arising out of accident or mishaps, disabilities of any nature or death, or arising out of provisions under law or of any other nature in respect of all manpower engaged by the successful bidder. The successful bidder shall abide by all labor laws.
7. In case the Successful bidder fails in fulfilling the obligations of work or Service under the contract, fully and in time, the Institute shall have the absolute right to take up the work at the Successful bidders cost and risk and recover all such expenses from the amounts due to the Successful bidder including their Security Deposit.
9. Apart from providing the aforesaid services as and when called for the successful bidder shall discharge any other duties which in the opinion of the Institute are within the scope of work of the successful bidder, and the successful bidder shall carry out such duties with diligence and care.
10. In case the successful bidder fails in fulfilling the obligations of work / service under the contract, full and in time, the Institute shall have the absolute right to take up the work at the successful bidder’s cost and risk, and recover all such expenses from the amount sue to successful bidder including their security deposit.
11. Manpower deployed should be with qualification of CA Inter / Graduate in Commerce /

MBA(Finance)

12. (One) qualified Chartered Accountant will visit the Institute Four times a week for review.
13. A monthly meeting on last Saturday with and related authorities will be held to appraise the status of work.
14. The bidder shall have either a head office or a branch office in Nagpur as on the date of publication of the tender. In case the bidder does not have an office in Nagpur as on the said date, the bidder shall invariably establish a head office or branch office in Nagpur within 30 days from the date of award of the contract. Requisite document may please be submitted in support of this.

9.3. <u>CONSIDERATION / COMPENSATION /PAYMENT</u>: -

a. The successful bidder shall submit monthly bill in duplicate to the Institute for the services rendered by the successful bidder in the preceding month. The payment shall be released on satisfactory performance of work, which shall be certified by the officer designed by the Institute for the said purpose.
b. The successful bidder shall submit bills complete in all respect in the first week of every month. Subject to any clarification, dispute and difference, the Institute agrees to settle the bills raised by the successful bidder within 30 days from the date of receipt of bills, submitted along with proofs of payment under statutory obligations.
c. The successful bidder should also fully indemnify any legal and financial liability bestowed upon the Institute in respect to the personnel employed / deputed under the agreement as executed between the Institute and successful bidder.
d. The successful bidder shall abide by and follow all laws enforce from time to time in respect of his staff. The Institute will in no way be responsible for any liability or claim of the personnel employed by the successful bidder. Institute shall be indemnified from any dispute / claim arising out of the work done under the contract by the successful bidder. The successful bidder shall be fully responsible for the payment of any amount of compensation arising out of any accident etc. to their personnel or outside agency deployed by them for fulfilment of the terms of the contract. The successful bidder will make full arrangement and responsible for safety and security of all such staff.
e. If, at any later date, it is found that the information, documents, and certificate submitted by successful bidder / contractor are wrong / forged / fake / false or manipulated, bid / contract shall be cancelled.
f. In case of any lapse, default and negligence, fraud etc. on the part of successful bidder or its personnel deployed the Institute premises, due to which the Institute suffers any loss, the successful bidders shall be responsible to the indemnity the loss or damages to the Institute. However, Institute will be at liberty to recover such losses from the security deposit and / or other payment due to him.
g. The successful bidder shall indemnify the Institute against any action proceeding, claims or demands of any person, or its personnel made against the Institute in respect of services. The successful bidders shall also indemnify the Institute for any commission or omission or default on the part of successful bidder, its personnel or agent which the Institute may have to pay, incur or sustain by reason of any such action, proceedings, claims or demands or otherwise in relation thereto, or any reasons whatsoever.

10. VALIDITY OF TENDER: -

The initial validity of the offer made in tender document is **90 days** from the date of opening of the technical bid.

11. MISCELLANEOUS LIABILITY ANDRESPONSIBILITY

a. The successful bidder shall not divulge any information confidential or otherwise that he may come across. The successful bidder has been granted permission by the Institute to enter the premises only for the purpose of carrying out the contractual obligations or not for any other reasons or purpose. It is specifically made clear to the successful bidder that such license is valid only during the subsistence of the contract and such license shall not be construed to confer any right or on the successful bidder and or for its personnel including the right to tenancy, sub- tenancy etc.

b. Any financial liability arising to the Institute under the contract shall be deducted from the bills of successful bidder and if the full amount is not recovered then the same shall be recovered from the security money of the successful bidder.

c. The successful bidder and their staff / personnel shall follow the instruction / direction / orders / rules and regulation of the Institute enforce or as amended from time to time from competent authority of the Institute or officer nominated by the Institute or Nodal Officer from the Institute. The successful bidder on the direction, order or advice of the Institute will be under mandatory obligation to change the personnel immediately.

d. The Director of the Institute or any officer authorized by the Institute may review or ascertain and enforce due and proper observation of the laws and rules and regulation. The officer so authorized by the Institute or the of the Institute may investigate into any complaint regarding default in terms &conditions of bid / agreement committed by the successful bidder.

e. No party shall be allowed to represent by the legal or expert during any investigation, enquiry, appeal or any other proceeding by or before any officer of the Institute against the successful bidder.

12. COMMENCEMENT OF WORK:

The successful bidder is required to sign the Agreement and start the work within fifteen (15) days from signing of the Agreement. In case it is found that the work has not been taken up within such days from the date of signing the Agreement, the Institute as its sole discretion may cancel the same and forfeit the earnest money deposit or security deposit, as the case may be.

13. PERIOD OF CONTRACT AND IT SRENEWAL:

a. The life of the contract shall be for a maximum period of **Two years** from the date of execution of the Agreement, which may be renewed for another one year based on satisfactory performance.

b. Renewal of contract shall be made on the same terms & conditions on which the initial agreement has been entered into.

14. TAXES AND DUTIES: -

a. Statutory levies like Turnover Tax, Income Tax, deduction at source and other statutory levies, as applicable from time to time, will be deducted from the bills of the successful bidder.

b. GST and other taxes, as applicable from time to time, shall be paid additionally.

15. Performance Security Deposit (PSD): -

Successful bidder/firm should submit performance security 5% of contract value as prescribed in favour of **The Director, AIIMS Nagpur"** to be received in the office of Administrative Officer, Ground Floor, Admin Building, AIIMS, Nagpur (Maharashtra) Pin-441124. The Performance Security 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. **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**. Validity of the performance security shall be for a period of 60 days beyond the expiry of contract.

a. The security deposit shall be released, or refunded, as the case may be, only upon expiry of period of six

(6) months after expiry of the contract or its termination, as the case may be, after adjustment of all dues of the Institute or damages of any kind, if any. The Institute shall be entitled to adjust any and every due amount from the said security deposit.

b. The security deposit would also stand forfeited, in its entirety, in case the service provider / successful tenderer withdraws in violation of "period of contract".

SPECIAL TERMS AND CONDITIONS (STC)

PERFORMANCE SECURITY / PERFORMANCE BANK GUARANTEE

1. Submission of Performance Security

The successful bidder/contractor shall furnish the **Performance Security/Performance Bank Guarantee (PBG)** in the form, amount and within 21 days from the date of award of Contract.

The Performance Security shall remain valid for the period prescribed under the Contract and shall be submitted in an acceptable form and manner as specified by **AIIMS Nagpur/Institute.**

Failure to furnish the prescribed Performance Security within the stipulated period shall constitute a breach of the contractual obligations and shall attract the provisions of this STC and other applicable conditions of the Contract.

2. Extension for Submission of Performance Security

Where the contractor is unable to furnish the Performance Security within the stipulated period due to reasons beyond his control, the contractor may submit a **written request for extension**, supported by documentary evidence, to the Competent Authority before expiry of the stipulated period.

The Competent Authority may, at its discretion, grant an extension of time after considering the facts and circumstances of the case and after recording the reasons for such extension in writing. Grant of such extension shall not be construed as a matter of right of the contractor.

3. Penal Interest for Delayed Submission

Where the Performance Security is submitted after the stipulated period and the delay is not supported by valid reasons acceptable to the Competent Authority, or where the Competent Authority does not permit acceptance of the Performance Security beyond the stipulated period, the contractor shall be

liable to pay **simple interest at the rate of 15% (Fifteen Percent) per annum** on the applicable amount of Performance Security for the entire period of delay.

The interest shall be calculated on a **pro-rata basis for the actual number of days of delay**, as per the following formula:

Penal Interest = Applicable Performance Security Amount × 15% × Number of Days of Delay / 365

The payment of such penal interest shall be without prejudice to any other rights and remedies available to AIIMS Nagpur/Institute under the Contract.

4. Payment of Penal Interest

The amount of penal interest shall be deposited by the contractor within **21 (Twenty-One) days** from the date of issue of demand by the Procurement Officer/Engineer-in-Charge or other authorized officer of AIIMS Nagpur/Institute.

The amount of penal interest shall be recoverable from any amount due or becoming due to the contractor under the concerned Contract or any other Contract with AIIMS Nagpur/Institute, without prejudice to the Employer's other contractual and legal rights.

Where the amount available for recovery is insufficient, the contractor shall deposit the balance amount within the period specified by AIIMS Nagpur/Institute.

5. No Release of Payment Without Performance Security

No payment against the concerned Supply Order/Work Order/Service Contract shall be released until the contractor has furnished the prescribed Performance Security/Performance Bank Guarantee in accordance with the terms and conditions of the Tender and Contract.

This condition shall be without prejudice to any other contractual provision governing payment, advance, mobilization advance, statutory deductions or other recoveries.

6. Consequences of Failure to Furnish Performance Security

If the contractor fails to furnish the prescribed Performance Security within:

(a) 45 (Forty-Five) days from the date of issue of the Letter of Acceptance/Letter of Award, in case of contracts having a completion period **up to 12 months**; or

(b) 60 (Sixty) days from the date of issue of the Letter of Acceptance/Letter of Award, in case of contracts having a completion period **exceeding 12 months**,

AIIMS Nagpur/Institute shall be at liberty, without prejudice to its other contractual and legal rights, to take one or more of the following actions:

1. **Cancel the award of work and/or terminate the Contract** without any further notice;
2. Initiate action for **debarment/holiday listing** of the contractor in accordance with applicable procurement guidelines and Government of India/AIIMS Nagpur/Institute policies;
3. **Forfeit the Bid Security/EMD**, wherever applicable, or invoke the **Bid Security Declaration**, where such declaration has been furnished;

4. Recover from the contractor any **loss, additional expenditure or financial liability** incurred by AIIMS Nagpur/Institute on account of re-tendering or awarding the work to another agency, to the extent permissible under the Contract and applicable law; and

5. Declare the defaulting contractor **ineligible to participate in the re-tender of the same work**, subject to applicable rules and procurement guidelines.

7. Cancellation of Award

In the event of cancellation of the award/termination of the Contract due to failure of the contractor to furnish the Performance Security within the prescribed period, the contractor shall have **no claim whatsoever against AIIMS Nagpur/Institute** on account of such cancellation, including any claim for loss of profit, anticipated profit, compensation, damages, overheads, idle resources, or any other consequential claim.

The contractor shall also be liable for recovery of any additional expenditure incurred by AIIMS Nagpur/Institute for getting the work or balance work executed through an alternative agency/method, to the extent permissible under the Contract and applicable law.

8. Recording of Default

Any delay or failure in furnishing the Performance Security shall be duly **recorded in the Contract/procurement file**.

Such delay or failure may be taken into consideration by AIIMS Nagpur/Institute while assessing the contractor's performance and suitability for participation in future works/contracts, in accordance with the applicable procurement guidelines and policies.

9. No Claim on Account of Delay

No claim whatsoever shall be entertained from the contractor for **extension of time, compensation, idle charges, escalation, loss of profit, overheads or any other financial or consequential claim** arising directly or indirectly from the contractor's delay or failure in furnishing the Performance Security.

10. Recovery of Penal Interest

The penal interest payable under this STC shall be recoverable from any payment due or becoming due to the contractor under the concerned procurement Contract.

Where sufficient amount is not available for such recovery, the contractor shall deposit the outstanding amount within the period specified by AIIMS Nagpur/Institute. Failure to deposit the amount within the stipulated period shall entitle AIIMS Nagpur/Institute to recover the same from any other amount payable to the contractor under any other Contract with the Institute, without prejudice to any other rights and remedies available under the Contract and applicable law.

SECTION – II

Scope of Work – Empanelment of Chartered Accountant for Compilation, Finalization of Accounts, Taxation Compliance and Research Grant Management Services for AIIMS Nagpur

I. Accounting and Financial Management

A. Institute Main Accounts

1. Perform day-to-day accounting activities of AIIMS Nagpur in Tally based on vouchers, supporting documents, and information provided by the Institute.
2. Maintain computerized books of accounts and ensure accurate, complete, and timely recording of all financial transactions.
3. Prepare and maintain books of accounts for the Institute Main Accounts and various units/departments of AIIMS Nagpur.
4. Prepare monthly Trial Balance, Receipts & Payments Account, Income & Expenditure Account, Balance Sheet, and other financial statements as required.
5. Compilation and finalization of annual accounts, including consolidation of accounts of various units of AIIMS Nagpur for FY 2026-27 and subsequent FY.
6. Prepare financial statements and reports required by the Ministry, statutory authorities, funding agencies, and other government bodies.
7. Prepare annual utilization reports of grants received from MoHFW and other authorities.
8. Assist in PFMS-related accounting assignments and financial activities.
9. Provide professional advice on accounting treatment, financial controls, prevention of monetary losses, and statutory requirements.
10. Review accounting records periodically, identify discrepancies, and suggest corrective measures to concerned departments.

II. Financial Control

1. Conduct day-to-day verification of AIIMS Nagpur accounts, financial transactions, vouchers, records, and supporting documents to ensure accuracy, compliance with applicable rules, and effectiveness of internal financial controls.
2. Conduct continuous verification of various departments, audit of AOPs(Association of Persons), sections, units, and activities of the Institute as per the approved audit plan.
3. Verify payment vouchers, supporting documents, approvals, sanctions, and accounting records to ensure compliance with Government of India rules, General Financial Rules (GFR), delegation of financial powers, and Institute procedures.
4. Conduct audit of financial transactions to ensure proper authorization, accounting classification, budget availability, and regulatory compliance.
5. Review expenditure transactions to identify irregularities, avoidable expenditure, process gaps, and potential areas of financial loss.
6. Submit periodic verification reports highlighting observations, risk areas, compliance status, and recommendations.
7. Conduct follow-up audit for compliance of previous verification observations.
8. Provide assistance in settlement and adjustment of audit objections.

9. Review internal control systems and suggest improvements in processes, procedures, and operational efficiency.
10. Assist management and departments in resolving accounting, financial, and compliance-related issues.

III. Bank Reconciliation and Financial Reconciliation

1. Prepare Bank Reconciliation Statements (BRS) for various bank accounts of AIIMS Nagpur.
2. Reconcile bank statements on a monthly basis and ensure timely settlement/adjustment of outstanding entries.
3. Perform reconciliation of TDS, GST, vendor balances, advances, and other financial records wherever required.

IV. GST and Income Tax Compliance

1. Prepare and file GST returns, GST reconciliations, and GST audit-related compliances wherever applicable.
2. Ensure timely filing of GST TDS returns and generation of GST TDS certificates.
3. Verify GST TDS applicability and deductions through audit-based verification of vouchers and payment records.
4. Prepare GST TDS payment challans and provide consultancy regarding GST TDS compliance.
5. Prepare, reconcile and file Income Tax TDS/TCS returns including Form 24Q and Form 26Q.
6. Generate TDS/TCS certificates and ensure timely compliance under Income Tax provisions.
7. Reconcile TDS records with TRACES and Form 26AS.
8. Calculate Income Tax liability of Faculty, Officers, Staff, Junior Residents, and Senior Residents of AIIMS Nagpur.
9. Prepare and issue Form 16 and Form 16A after reconciliation with TRACES.
10. Prepare monthly Professional Tax challans for AIIMS accounts and research project accounts and ensure timely payment and filing.
11. Prepare vendor-wise TDS applicability reports and verify deduction at normal or higher rates as per Income Tax provisions.
12. Undertake correction and rectification of errors arising due to incorrect filing of Income Tax or GST returns.
13. Provide consultancy regarding GST TDS and Income Tax TDS deduction requirements.
14. Assist in annual Income Tax return filing and other statutory tax compliances including representation, appeal etc. before tax authorities

V. CAG, MoHFW and Statutory Audit Support

1. Provide assistance during CAG audit of AIIMS Nagpur accounts
2. Prepare replies to CAG audit observations, queries, requisitions, and compliance reports.
3. Provide necessary documents, explanations, reconciliations, and financial information required by audit teams.
4. Assist in responding to observations raised by CAG, MoHFW, Ministry authorities, and other statutory bodies.

VI. Hospital Accounts and Revenue Reconciliation

1. Reconcile hospital-related receipts and accounts of money received.
2. Perform monthly reconciliation of OPD/IPD collections and Point of Sale (POS) transactions.
3. Reconcile supplier statements with purchase and payment records.
4. Review hospital revenue collection systems and suggest improvements.
5. Assist in periodic verification of hospital stocks including medicines, consumables, expiry items, short-expiry items, and damaged stock.
6. Suggest improvements in hospital accounting systems, procedures, and internal controls.

VII. IPD Purchase and Sales Accounts

1. Review accounting records relating to procurement and sale of drugs, consumables, and patient-related supplies.
2. Verify purchase, issue, consumption, and sales records for proper accounting and control.
3. Conduct internal checks to prevent revenue leakage, losses, pilferage, and accounting discrepancies.

VIII. Fixed Assets Management

1. Assist in physical verification of fixed assets as and when required as per prescribed inventory management procedures.
2. Verify fixed assets maintained by Central Store, Engineering Section, Central Medical Store, and concerned departments.
3. Maintain and reconcile fixed asset registers with books of accounts.
4. Verify capitalization of fixed assets and ensure proper accounting treatment.
5. Reconcile depreciation and fixed asset records with annual financial statements.

IX. Procurement and Contract Audit

1. Verify vendor payments, GST applicability, TDS deductions, and vendor balance reconciliation.

X. Budget Monitoring and Financial Planning

1. Assist in preparation and review of Annual Budget Estimates and Revised Budget Estimates.
2. Monitor budget utilization against approved allocations.
3. Prepare budget variance analysis and highlight significant deviations.
4. Provide financial analysis and reports required by competent authorities.
5. Assist in preparation of budget-related statements, various financial data required by MoHFW and other government authorities.

XI. Payroll and Employee Related Audit

1. Verify monthly salary processing of Faculty, Officers, Residents, Staff, and other employees.

2. Check correctness of salary components, allowances, deductions, recoveries, and arrears.
3. Reconcile payroll records with bank payments and accounting records.
4. Verify statutory deductions including TDS, Professional Tax, PF, NPS, and other applicable liabilities.

XII. Extramural Grants, Intramural Projects and Research Accounting

1. Maintain separate books of accounts for each extramural grant received from government and private funding agencies.
2. Perform day-to-day accounting entries of research projects in Tally.
3. Prepare project-wise Balance Sheet, Income & Expenditure Account, and financial statements.
4. Incorporate grant-wise research project details into AIIMS annual financial statements.
5. Audit Grant Utilization Certificates prepared for individual research grants.
6. Provide tax consultancy and compliance support related to research grants.
7. Maintain accounting records of clinical trials and Independent Ethics Committee activities.
8. Undertake accounting and audit-related work of Rogi Kalyan Samiti.
9. Maintain records relating to research project fixed assets and capitalization.
10. File Income Tax TDS and GST TDS returns for VRDL and other research projects wherever applicable.
11. Provide certificates relating to interest earned on individual research projects.
12. Assist Principal Investigators in resolving queries related to interest earned, accounting treatment, and other financial matters.
13. Provide financial statements and reports required by funding agencies and project authorities.
14. The firm shall undertake any other work assigned by the competent authorities of AIIMS Nagpur relating to accounts, finance, audit, taxation, prevention of financial losses, statutory compliance, and other allied matters, as required in the interest of the Institute.

1. Detailed evaluation criteria and marking system as per NIT

Sr. No.	Parameter as on the date of notice inviting tender	Marks
1.	Firms Existence in Years • Upto 5 years- 5 Marks • For every one year, exceeding 5 years, 1 mark each for 1 (one) Completed year up to 10 years. (on the date of issue of this bid)	(Full Marks – 10)
2.	Total No. of CA Partners • Upto 2 Partners 5 Marks • More than 2 Partners 10 Marks (Partners as per Firm Certificate)	(Full Marks – 10)
3.	Experience of Employee income tax calculation & generation of "Form No. 16" in Central Government/State Government/ Central Autonomous bodies/PSUs (on the date of issue of this bid) • Upto 200 employees 2 Marks • 201 to 1000 employees 6 Marks • Above 1000 employees 10 Marks (Undertaking as per "Annexure V" to be attached) (Certificate from concerned organization to be attached)	(Full Marks – 10)
4.	Experience in accounting in Tally Software of state/Central/PSU/Autonomous Government Hospital (on the date of issue of this bid) • Minimum 200 Upto 500 beds Experience upto 2 Years- 5 Marks Experience more than 2 Years- 10 Marks • Above 500 beds Experience upto 2 Years- 10 Marks Experience more than 2 Years- 20 Marks (Certificate from concerned organization to be attached)	(Full Marks – 20)
5.	Experience of providing accounting services for any Medical Research Project which is funded wholly by Central Government/State Government/ Central Autonomous bodies/PSUs (on the date of issue of this bid) • 1 Mark for Each Research Project Assignment (Work order/Certificate copy should be attached)	(Full Marks – 10)
6.	DISA (Diploma in Information System Audit)/Certificate Course on Public Finance in Government Accounting. Qualified Partners • For 1 DISA Partner 2.5 Marks will be allotted- Maximum 5 Marks • For 1 Certificate course on Public Finance and Government Accounting Partner 5 Marks will be allotted- Maximum 5 Marks	(Full Marks – 10)
TOTAL SCORE		**70**

2.Evaluation of Financial Proposal

The bid containing the financial shall not be opened till the technical evaluation is completed. The financial proposal of only such bidders will be opened who obtain minimum qualifying marks / standards prescribed for the technical proposal.

3 Final Evaluation

The selection method is **Quality cum Cost Based Selection (QCBS).**

The above score will be combined with bid amount equivalent score calculated score through the QCBS scheme.

Technical Bid score will get a weightage of 70% (denoted by ST) and Financial Bid score a weightage of 30% (denoted by SF).

The process of selection of successful bidder for the purpose of award of contract shall be as follows: -

a. ***Calculation of Technical Score (ST)***

T= Technical Marks obtain by the individual Bidder
TH= Highest Technical Marks obtain by the individual
Bidder ST = Technical Score obtain by the individual Bidder
Calculation of ST will be as per the below formula: -

$$ST = 100 \times (T/TH)$$

b. ***Calculation of Financial Score (SF)***

F = Total Financial Bid amount quoted by individual Bidder (Excluding GST)
FL = Lowest Total Financial Bid amount quoted by individual Bidder (Subject to Minimum specified fees (Rs. 50,000 and above) (Excluding GST))
SF = Financial score obtain by the individual Bidder (Excluding GST)
Calculation of SF will be as per the below formulae: -

$$SF = 100 \times (FL/F)$$

c. ***Calculation of Final Composite Score(S)***

The Final Composite Score (S) shall be computed for each firm by assigning 70% weightage to Technical Score (ST) and 30% weightage of Financial Score (SF) using the formula given below:-

$$S = (ST \times 0.7) + (SF \times 0.3)$$

- **Final Selection Method**

Bidder with the highest final composite score will be awarded the contract. In case of a tie in the final composite score, the bidder with the higher Technical Score will be invited for negotiations and selection first.

- **Important Note**

For Evaluation of financial bid minimum price to be quoted should be Rs 1,25,000 per month excluding GST.

Annexure-I

TENDER ACCEPTANCE LETTER
(To be given on Firms Letter Head)

Date:

To,

The Director
AIIMS Nagpur
Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No:
Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/ Work' from the web site(s) namely:_____as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No._____to_____(including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality /entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-II

TENDER ACCEPTANCE FORM

For Empanelment of Chartered Accountants for: - Providing Consultancy, Accounting and Financial Management service.

Tender No:

S. No	item	Details
1 .	Details of Bidder	
	i. Name of Bidding Entity	
	ii. Registration number of the Bidding Entity	
	iii. Regd. Address	
	iv. PAN No.	
2.	Details of Authorized Signatory of bidder for the tender	
	i. Name	
	ii. Designation	
	iii. Address	
	iv. Office Telephone No	
	v. Mobile No.	
	vi. Email address	

9. Declaration by the contractor: -

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions and instruction contained herein and undertake myself / ourselves abide by the said terms and conditions.

(Signature of Tenderer)
Name:

Designation:

Annexure –III

Check List for Submission of Online Bid (Scanned Legible Photocopies of Authenticated Documents (With Signature's and Firm Seal) To Be Submitted:

S.No	Particulars	Uploaded (Yes/No)	Page No.
1.	Check List (Technical Bid)		
2.	Signed and Scanned copy of Tender Acceptance letter & Tender Acceptance form "**Annexure-I"**.		
3.	Copy of PAN Card & GST should be uploaded		
4.	Firm/Company registration certificate should be uploaded		
5.	Bid Security/EMD amount of **Rs. 85,000/-** I the form of DD/FRD/BG/TDR of Udyam Registration Certificate as per NIT documents, if EMD exempted.		
6.	Balance Sheet and profit and loss statement of three financial years (i.e. 2023-24, 2024-25 & 2025-26) duly certified by CA with UDIN number as mentioned in tender document should be uploaded.		
7.	Tenderer must provide evidence of having similar items in the three financial years (i.e. 2023-24, 2024-25 & 2025-26) in any central/state government institute copy of the PO should be uploaded without hiding the price.		
8.	Average Annual Turnover of **Rs. 30 Lakh** of last three financial year (i.e. 2023-24, 2024-25 & 2025-26) duly certified by CA with UDIN number as mentioned in tender document should be uploaded.		
9.	Latest Firm Registration Certificate issued by the ICAI.		
10.	Complete Postal address of the of Office located at Nagpur		
11.	Copy of Partnership Deed.		
12.	DISA Certificates to be attached		
13.	Signed and Stamped undertaking as per **"Annexure-V"-** for experience in generation of Form No.16		
14.	Signed & Scanned Copy of check list of the document submitted along with the page numbers		
15.	Signed, Stamped and Scanned copies of Tender document.		
16.	Experience having accounting of Central Government Hospitals- relevant letter to be attached		
17.	Experience of handling various professional assignments in Tally ERP 9 of Local Authority / Central Government/ State Government / Private Entities in last 3 (Three) years. - relevant letter to be attached		
18.	Signed and scanned copy of Bid security declaration as per **Annexure-VI**		
19.	Any other documents.		

Note: All the pages of tender document and its enclosures must be numbered and signed with stamp.

Signature of the
Bidder with
Address and Seal

ANNEXURE – IV

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

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

In consideration of All India Institute of Medical Sciences, Nagpur (hereinafter referred to as 'AIIMS' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns) having agreed to exempt M/s ……. (herein after referred to as 'supplier / contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns) from depositing with AIIMS a sum of Rs……. (Rupees ……...……) towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs…… (Rupees …… ……) as required under the terms & conditions of contract/ work order no…… dated..... (herein after referred as the 'order') placed by AIIMS on the said supplier /contractor. We,..... the bank (hereinafter referred to as 'the bank' which expression shall include its successor and assigns) do hereby undertake to pay AIIMS an amount not exceeding Rs…… (Rupees…….) on the demand made by AIIMS on us due to a breach committed by the said supplier / contractor of the terms & conditions of the contract order.

1. We…… the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from AIIMS stating that there is breach by the supplier / contractor of any of the terms & conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms & conditions as stipulated in the order or amendment (s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms & conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by AIIMS without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs… ..... (Rupees ……..).

2. We, …….the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of AIIMS under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till AIIMS certifies that the terms & conditions of the order have been fully and properly carried out

by the supplier / contractor and accordingly discharge the guarantee.

3. We,.....the bank undertake to pay to AIIMS any money so demanded notwithstanding any dispute or disputes raised by the said supplier / contract or in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of your liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.

4. We, …….. the bank further agree that AIIMS shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms & conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or form time to time any of the powers exercisable by the AIIMS against the said supplier / contractor and to forbear or enforce any of the terms & conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of AIIMS or any indulgence by AIIMS to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

5. Our liability under this guarantee is restricted to Rs… ..... (Rupees ……..) and shall remain in force upto ……. Unless demand or claim under this guarantee is made on us in writing within six (6) months from the date of expiry viz. …… We shall be discharged from all liabilities under this guarantee thereafter.

6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier /contractor.

7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to the , AII India Institute of Medical Sciences, Nagpur.

8. We, …….. the bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the AIIMS in writing.

Signed on …… day of …….

Signature for the Bank

Name (s) & Designation(s)

Witness :
Name & Address

Annexure-V

UNDERTAKING FOR GENERATIONOF FORM NO.16

(To be given on Firms Letter Head)

Date:

To,

All India Institute of Medical Sciences,

Nagpur

I/We have generated form No.16 of ……. (Entity Name) having…… (Number of employees) for FY ……. (any of last three financial year, reckoned backward from FY 26-27)

(Relevant Work order to be attached)

Signature of the bidder

Name :

Designation:

Add:

Seal:

Annexure-VI

Declaration of Bid Security

To

The Director

AIIMS Nagpur – 441124

Dear Madam/Sir,

I/We Mr./Ms._____Authorized person to sign the bid document for Tender for _____at AIIMS, Nagpur do here by declare that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them.

I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents.

If we withdraw or modify the bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/ LoA, we will be suspended for the period of time specified in the debarment clause in tender document from being eligible to submit Bids/Proposals for contracts with AIIMS Nagpur.

Signature of Bidder

With seal of firm

ANNEXURE-II

INTEGRITY PACT

PRE-CONTRACT INTEGRITY PACT

This Pre-Contract Integrity Pact (herein after called the Integrity Pact) is made on_____ _____day of the month of_____20_

Between

ALL INDIA ISTITUTE MEDICAL SCIENE NAGPUR having its office at AIIMS NAGPUR–441108, (Hereinafter called which expression unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the First Party.

And

M/s.,……. with office at _____ _____ represented by Shri_____, Chief Executive Officer (hereinafter called the "BIDDER/Seller"/Contractor which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Party.

Preamble

[Both AIIMS NAGPUR and BIDDER referred above are jointly referred to as the Parties]

AIIMS NAGPUR intends to award, under laid down organizational procedures, Purchase orders / contract/s against Tender /Work Order /Purchase Order No.

AIIMS NAGPUR desires full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to: -

1. Enable AIIMS NAGPUR to obtain the desired materials/ stores/equipment/ work/ project done at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement; and

2. Enable the BIDDER to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and AIIMS NAGPUR will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Clause.1. Commitments of AIIMS NAGPUR

1.1 AIIMS NAGPUR undertakes that AIIMS NAGPUR and/or its Associates (i.e. employees, agents, consultants, advisors, etc.) will not demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 AIIMS NAGPUR will, during the tender process / pre-contract stage, treat all BIDDERs with equity and reason, and will provide to all BIDDERs the same information and will not provide any such information or additional information, which is confidential in any manner, to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERs in relation to tendering process or during the contract execution.

1.3 All the officials of AIIMS NAGPUR regarding this Integrity Pact will report to IEM, any attempted or completed breaches of the above commitments as well as any substantial suspicion ofsuch a breach shall not be permitted.

1.4 If the BIDDER reports to AIIMS NAGPUR with full and verifiable facts any misconduct on the part of AIIMS NAGPUR's Associates (i.e. employees, agents, consultants, advisors, etc.) and the same is prima facie found to be correct by AIIMS NAGPUR, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by AIIMS NAGPUR. Further, such an Associate may be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by AIIMS NAGPUR the proceedings under the contract would not be stalled.

Clause 2. Commitments of BIDDERs/ CONTRACTORs

2. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post- contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

2.1 The BIDDER will not offer, directly or indirectly (i.e. employees, agents, consultants, advisors, etc.) any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of AIIMS NAGPUR, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

2.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of AIIMS NAGPURor otherwise in procuring the contract or forbearing to do or having done any act in relation to obtaining or execution of the contract or any other contract with AIIMS NAGPUR for showingor forbearing to show favour or disfavour to any person in relation to the contract or any other contract with AIIMS NAGPUR.

2.3* BIDDER shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

2.4* BIDDERs shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

2.5* The BIDDER further confirms and declares to AIIMS NAGPUR that the BIDDER is the original manufacture/integrator/authorized government sponsored export entity of the defence stores andhas not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to AIIMS NAGPUR or any of its functionaries, whether officially or unofficially to award the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

2.6 The BIDDER while presenting the bid or during pre-contract negotiations or before signing the

contract, shall disclose any payments he has made, is committed to or intends to make to officials of AIIMS NAGPUR or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

2.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

2.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

2.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged

2.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

2.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

2.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of AIIMS NAGPUR, or alternatively, if any relative of an officer of AIIMS NAGPUR has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 2(77) of the Companies Act 2013

2.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealingsor transactions, directly or indirectly, with any employee of AIIMS, NAGPUR.

Clause.3. Previous contravention and Disqualification from tender process and exclusion from future contracts

a. The BIDDER declares that no previous contravention occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

b. The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

If BIDDER before award or during execution has committed a contravention through a violation of Clause 2, above or in any other form such as to put his reliability or credibility in question, AIIMS NAGPUR is entitled to disqualify the BIDDER from the tender process.

Clause.4. Earnest Money Deposit (Security Deposit)

4.1 While submitting commercial bid, the BIDDER shall deposit an amount _____as Earnest Money/Security Deposit, with the BUYER through any of the following instruments:

(i) Bank Draft or a Pay Order in favour of _____

(ii) A confirmed guarantee by an Indian Nationalised Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment

(iii) Any other mode or through any other instrument.

4.2 The Earnest Money/Security Deposit shall be valid up-to a period of five years or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

4.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

4.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

Clause.5. Consequences of Violation / Breach

5.1 Any breach of the aforesaid provision by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle AIIMS NAGPUR to take all or any one of the following action, wherever required: -

i. To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
ii. The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
iii. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
iv. To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the UBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
v. To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the AIIMS Nagpur, along with interest.
vi. To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
vii. To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.
viii. To recover all sums paid in violation of this Pact by BIDDER(s)to any middleman or agent or broker with a view to securing the contract.
ix. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
x. Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact

5.2 AIIMS NAGPUR will be entitled to all or any of the actions mentioned in Para 5.1 (i) to (x) of this pact also on the commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence asdefined in Chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

5.3 The decision of AIIMS NAGPUR to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent External Monitor(s) appointed for the purposes of thisPact.

Clause.6. Fall Clause

The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems OR providing similar services at a price / charge lower than that offered in the presentbid in respect of any other Ministry/Department of the Government of India or PSU and if itis found any stage that similar product/systems or sub systems was supplied by the BIDDER to any to the Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to AIIMS NAGPUR, if the contract has already been concluded.

Clause.7. Independent External Monitors

7.1 The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission. Name and address of IEMs are given below: -

1. Shri Rajendra Kalla,
16, Munirka Enclave,
Opp. Vasant Vihar Bus Depot.,
New Delhi-110067,
M No. 9167839661,
E-Mail: rajendra432000@yahoo.co.in
2. Shri Sanjeev Behari,
A-81, Sector 50,
Gautam Budh Nagar, Noida,
U. P.- 201301,
M No. 9869199464,
E-Mail: saloni_behari@yahoo.co.in

7.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

7.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

7.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

7.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.

7.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/ Subcontractor(s) with confidentiality.

7.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

7.8 The Monitor will submit a written report to the designated Authority of BUYER/Secretary in

the Department! within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

Clause.8. Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

Clause.9. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

Clause.10. Other Legal Actions

In case of any allegation of violation of any provisions of this Pact or payment of commission, AIIMS NAGPUR or its agencies shall be entitled to examine all the documents, including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

Clause.11. Law and Place of Jurisdiction

Both the Parties agree that this Pact is subject to Indian Law. The place of performance and hence this Pact shall be subject to Nagpur Jurisdiction.

Clause.12. other legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

Clause.13. Validity and Duration of the Agreement

The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

14 The parties hereby sign this Integrity Pact at_____ on _____

AIIMS NAGPUR	**Bidder**
Signature	**Signature**
Name and Designation	**Name and Designation**
Witness	Witness
1…….....	1……
2……	2…….....

* Provisions of these clauses would be amended /deleted in line with the policy of the AIIMS NAGPUR inregard to involvement of Indian agents of foreign supplier.

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

e. 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.
f. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
g. 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.
h. 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.
i. 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.
j. 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 colored (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

- 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.
- 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.