



अखिल भारतीय आयुर्विज्ञान संस्थान नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

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Ph.No.0710-3295590

NOTICE INVITING TENDER

FOR

HIRING OF TAXI AND BUS SERVICES ON RATE CONTRACT BASIS

AT

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

CRITICAL DATE SHEET

Published Date	08/07/2025 Time 17.00 Hrs
Bid Document Download (Clarification through e-mail only)	08/07/2025 Time 17.05 Hrs
Pre-Bid Meeting	10/07/2025 Time 15.00 Hrs
Bid Submission Start Date	11/07/2025 Time 09.00 Hrs
Bid Submission End Date	31/07/2025 Time 15.00 Hrs
Bid Opening Date	01/08/2025 Time 15.00 Hrs

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DISCLAIMER

This tender is not an offer by the All India Institute of Medical Sciences, Nagpur, but an invitation to receive offer from bidders/firm/agency etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorized officers of AIIMS, Nagpur with the selected bidder/firm/agency.

E-TENDER DOCUMENT**Name of the E-Tender: Hiring of Taxi and Bus Services on Rate Contract Basis at AIIMS, Nagpur.****E –Tender No.** AIIMS-NAG/Hiring of Vehicles/OTE/25-26/05**Date:**08/07/2025

1. The Director, AIIMS Nagpur, invites E-Bids in Two Bid System (i.e. Technical and Financial Bid) from eligible Manufacturers / Firms / Companies / Authorized Agents / Distributors/ Dealers on line through E-procurement solution portal of AIIMS Nagpur(<https://https://eprocure.gov.in/eprocure/app>) on mutually agreed terms and conditions and satisfactory performance for **Hiring of Taxies and Buses on Rate Contract Basis at AIIMS Nagpur (i.e. Honda city/ Maruti Ciaz/ Hyundai Aura / Tata Tigor / Maurti Suzuki Baleno / Maruti Suzuki Ertiga / Swift Dezire/ Renault Triber / Honda Amaze / /Tata Tiago / Innova Crysta / Tempotraveller 12 seater/ Tempo traveller 17 seater/ Tempo traveller 26 seater / 30 Seater Bus / 50 seater Bus / Loading vehicles 3 ton / 7 ton etc.)**as per the Terms &Conditions. **The contract shall be for 01 (One) years on Rate Contract basis extendable for another one years (1+1) on mutually agreeable conditions.** Manual bids shall not be accepted.
2. Tender document may be downloaded from AIIMS web site 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.
3. Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>.
4. Bid documents may be scanned with 100 dpi with black & white option which helps in reducing size of the scanned document.
5. Tenderer who has downloaded the tender from the AIIMS web site 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 EMD would be forfeited and tenderer is liable to be banned from doing business with AIIMS Nagpur.

The Technical bid should include as per Annexure –A

General Terms and Conditions: -

1. **Manual bid shall not be accepted in any circumstance.**
2. The complete bidding process in online bidding, Bidder should be in 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.
3. **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>.**
4. **Quotations/Bid should be valid for 90 days** from the tender due date i.e. tender opening date.
5. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, and GST registration.
6. The GST registration details may please be furnished.
7. The bidder must be able to provide the service within specified time period as prescribed in the Work Order, failing which the EMD will be forfeited. Furthermore, on completion of the stipulated time period, Work Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions as per Institutes norms.
8. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
9. All disputes shall be subject to Nagpur Jurisdiction only.
10. 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.

11. 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 procumbent (Preference to Make in India) order, 2017: Affidavit of self-certification regarding local content (to be provided on firm's letter head as per **Annexure-VI**).

(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).**

12. The Tender/Bid will be opened online at website <https://eprocure.gov.in/eprocure/app> in Administrative office at AIIMS Nagpur Premises at the time of bid opening.

i. Only those financial bids will be opened whose technical bids are found suitable by the expert committee appointed for the concerned services

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.

13. 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.

14. Award of Contract

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

i) Notwithstanding the above, the Institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

ii) The bidder whose bid is accepted will be notified of the award of contract by the Institute prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the work order.

iii) The Director, AIIMS Nagpur has right to reduce / terminate the contract period even after the execution of contract.

15. The competent authority reserves all rights to reject the service if the same are not found in accordance with the required description / quality.

16. EARNEST MONEY DEPOSIT(EMD):

Earnest Money Deposit (i.e. ₹ 1,50,000/-) to be deposited in the form of **Insurance Surety Bonds/Account Payee Demand Draft/ FDR/ Banker's Cheque or BG (including e-Bank Guarantee)**. 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. (**Note: Bidder registered under MSME-Trader category were not eligible for EMD 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.
- 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; he shall also extend the validity of EMD suitably.

17. In case the service provider requires any elucidation regarding the tender documents, they are requested to contact to the Administrative Officer, AIIMS Nagpur through e-mail: procurement@aiimsnagpur.edu.in on or before date of pre-bid meeting as per critical date sheet.

**Administrative Officer,
For and on behalf of Executive Director, AIIMS Nagpur.**

Other Terms & Conditions:

1. Performance Security Deposit: -

The Successful Contractor will be required to furnish equivalent to an amount of **3% of projected contract value** as a 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 within **21 days** from the date of award of contract. Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honour 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 obligations under the contract.

Forfeiture of Performance Security Deposit

If during the term of this contract, the contractor is in default of the due and faithful performance of its obligations under this contract, or any other outstanding dues by the ways of fines, penalties and recovery of any other amounts due to it, the AIIMS NAGPUR shall without prejudice to its other rights and remedies hereunder or the applicable Law, be entitled to call in, retain and appropriate the Performance Security. Nothing herein mentioned shall debar AIIMS NAGPUR from recovering from contractor by a suit or any other means any such losses, damages, costs, charges and expenses as aforesaid, in case the same shall exceed the amount of the Performance Security.

2. Contract Period: -

Duration of Contract: The duration of Rate Contract for Hiring of Vehicles on Rate Contract Basis at AIIMS, Nagpur shall be One years, which may be extendable for another one years at the same rate as well as same terms and conditions by mutually agreement of the direction of Executive Director AIIMS Nagpur.

3. Right of Acceptance: -

AIIMS, Nagpur reserves the right to accept or reject any or all bidder/tenders/quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender.

4. Validity of the bids: -

The bids shall be valid for a period of **90 days** from the date of opening of the tender and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder(s) shall be entertained. This has to be so specified by the tenderer in the commercial bid which may be extended, if required.

5. Communication of Acceptance: -

AIIMS, Nagpur reserves the all right to accept or reject any or all bids without assigning any reasons. AIIMS, Nagpur also reserves the right to reject any bid which in its opinion is non-responsive/not-viable or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

Canvassing in any form is strictly prohibited and the tenderers who are found of canvassing in any form are liable to have their tenders rejected out-rightly.

6. Breach of Contract: -

In case of breach of any terms and conditions as mentioned Agreement/Contract, 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.

7. Subletting of contract:

The firm shall not assign or sublet the contract or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Nagpur, which will be at liberty to refuse if thinks fit. The tender is not transferable. One tenderer shall submit only one bid.

8. Clarification of Offers: -

To assist in the analysis, evaluation and computation of the Bids, the Competent Authority, may ask Bidders individually for clarification of their Bids. The request for clarification and the response shall be in writing but no change in the price or substance of the Bid offered shall be permitted.

9. Right to call upon information regarding status of contract: -

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

10. Terms of payment: -

- a) Monthly bills shall be submitted in Triplicate to the Administrative Officer, AIIMS, Nagpur along with duty slips duly signed by the user. Payment of any Govt tax or duty for plying the vehicles will be liability of the contractor. Parking & toll charges, if any, may be claimed on production of parking / toll slips
- b) The Basic rates quoted are fixed. GST as per actual will be applicable and paid extra.

11. Award of Contract

AIIMS Nagpur will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has quoted the lowest price.

- i. Notwithstanding the above, AIIMS Nagpur reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- ii. The bidder whose bid is accepted will be notified of the award of contract by the AIIMS Nagpur prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the work order.

12. Arbitration: -

If any difference arises concerning this agreement, its interpretation on payment to be 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, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

13. Force Majeure: -

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the 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 the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of AIIMS, Nagpur as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

14. Legal Jurisdiction: -

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

15. 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.

(i) Technical Bid (Specification):**E-Tender for Hiring of Taxi and Bus Services on Rate Contract Basis at AIIMS, Nagpur.**

SI No	Name of Vehicle	Remarks
1	Honda City	
2	Maruti Ciaz	
3	Hyundai Aura	
4	Tata Tigor	
5	Maurti Suzuki Baleno	
6	Maruti Suzuki Ertiga	
7	Maruti Swift Dzire	
8	Renault Triber	
9	Honda Amaze	
10	Tata Tiago	
11	Innova Crysta	
12	Tempo Traveller (12 Seater)	
13	Tempo Traveller (17 Seater)	
14	Tempo Traveller (26 Seater)	
15	Bus 30 seater (AC)	
16	Bus 50 seater (AC)	
17	Bus 30 seater (Non AC)	
18	Bus 50 seater (Non AC)	
19	Loading Vehicles 3 Ton (Make-Mahindra/Tata/Eicher)	
20	Loading Vehicles 7 Ton (Make-Mahindra/Tata/Eicher)	

SPECIAL TERMS & CONDITIONS:

- All Vehicle to be provided must be of year 2023 model or later **except one INNOVA CRYSTA and one 26-seater Bus Which shall be maximum one year old from the date of publication of the NIT**. All vehicles shall be duly registered with Transport authority as commercial/passenger vehicles and must be ensured as per the law.
- Vehicle should carry portable fire extinguisher.
- Vehicle must be cleaned both externally and internally regularly.
- Availability of the vehicle must be 24 X 7 basis along with medically fit drivers who hold valid Driving License.
- Vehicles hired without drivers the vendor should be responsible for dropping and taking back of vehicles from AIIMS Nagpur or designated place of AIIMS Authorities.
- All hired vehicles /Buses will be under the administrative control of AIIMS Nagpur during the hiring period and shall be parked in designated locations of AIIMS Nagpur campus when not in use during the period of hiring.
- The Vendor /Contractor has to be registered with the Tax Department and should submit a copy of GST Registration Certificate.

8. The contract for hiring of the vehicle/Buses on Rate Contract basis will be initially for a period of **one years**. However, the contract may be extended for further period of **one year** based upon mutual agreement at the same rate, terms and conditions, if the services of the contractor are satisfactory.

9. Prices:

(i) The rates should be on monthly basis, extra per km running and night halt charges are also to be indicated. (Fixed monthly rent including fuel charges.)

(ii) Rates charged by the Service Provider for the services given under the contract shall not be higher than the rates quoted by the Service Provider in his tender.

(iii) In case of any reduction of taxes and statutory levies (if any) during the contractual period, AIIMS Nagpur shall take the benefit of decrease in such taxes/ duties for the services to be availed from the date of enactment of revised duties/ taxes.

(iv) In case of increase in taxes/ duties during the contractual period, AIIMS Nagpur shall be liable to revise the rates as per new taxes/ duties for the services to be availed for the remaining period of the contract.

10. Price Revision:

(i) No escalation is admissible on any account whatsoever during the first three months of the contract. After three months of contract increase or decrease in hire charges due to variation in Fuel rates will be worked out and paid only when the variation to base rate is above 10%. Such increase or decrease in the hire charges due to these variations shall be worked out from the base rate on the following formula:

Increase or decrease in Petrol/Diesel during the month
=

$$\frac{\text{Actual KMs run by the vehicle during month} \times (\text{Revised rate per Ltr on first day of the month} - \text{Base rate per Ltr})}{\text{Average KM per liter of fuel consumption (KMPL)}}$$

(Note: - The Base Rate of Diesel/Petrol is the prevailing rate on the date of award of work /contract. The Average KMPL is to be assumed as **14 Kms** in case of car. If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the bill).

(ii) The review for change in hire charges due to change in fuel rates shall be affected at the end of quarter, irrespective of start of contract i.e. on 31st March, 30th June, 30th Sept, and 31st December. The change in hire charges, if any, shall be applicable from the 1st day of next quarter for which escalation pertains. Base Rate of fuel would be fuel prices as on date of award of contract.

(iii) In case of minimum average run per liter of fuel (i.e Average KMPL) as assumed above is not achieved by any vehicle, then the extra cost of fuel consumed by the vehicle on the basis of actual KMPL of fuel will be deducted from the payment due for that vehicle.

(iv) The service provider shall submit supplementary bill for reimbursement towards increase in Fuel price on monthly basis without accumulation. This supplementary bill is to be supported with proof of fuel price prevailing on 1st of the month.

11. The quoted rates are to be filled as per the proforma given in financial bid Part-A to C. The rates quoted shall be fixed and valid for One year during the contract period, which may be extended further one more year with mutual concern of both parties.

12. Vehicles / Buses will be at the disposal of the AIIMS Nagpur throughout the duration of the contract. Suitable alternate arrangement has to be made by the agency in case a vehicle goes for maintenance.

13. Duty Slips in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of AIIMS Nagpur (**Annexure -V**) and the service provided should ensure that at the end of duty; the duty slips are completed and signed by the users.

14. Tampering of meter reading, vehicle / Bus usage timings, overwriting of summary / log Book sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.

15. AIIMS Nagpur reserves the right to cancel any bids or all or for any particular vehicle without assigning any reason.

16. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.

17. Contractor would be responsible for the good conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the institute, the said driver shall be withdrawn and a fresh driver shall be provided to the AIIMS Nagpur at no additional cost.

18. Contractor shall obtain vehicle fitness certificate from Competent Authority, vehicle registration, comprehensive Insurance, payment of road tax, inter-state permit, etc. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.

19. Contractor shall ensure that the driver has valid driving license for commercial use and copies of their licenses should be submitted to the institute.

20. Generally, the travel involve within the state of Maharashtra. Vehicles, if required, should be able to move freely to the neighboring States without any restrictions as sometimes vehicles may be used for the Inter State travels.

21. Contractor shall provide valid certificate of pollution check for the vehicle from the concerned authorities from time to time and the same shall be renewed well before the due date. Copies of the renewal certificates shall be deposited with the Institute.

22. All vehicles shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date.

23. Bus/car which are in good roadworthy condition, not more than two years old and also complying with the conditions as laid down by the Government for an Educational Institution only would be considered. The buses should be painted in lemon yellow (Educational Institution Bus) with all necessary markings on the body as per Government orders.
24. The applicant should assume all liabilities and keep the Institute wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
25. **The AIIMS Nagpur reserves the right to enter into contract for hiring of vehicles with one or more service providers/ bidders.**
26. The bidder shall not assign this contract or any part thereof to any third party.
27. **In case of breakdown of any vehicle, the Contractor shall, within two hours provide another vehicle without any extra cost. The Institute shall have absolute right to charge Rs. 1,000 per day if the vehicle is not provided within two hours.**
28. In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to be taken care by the contractor.
29. The contract is valid for providing services of Vehicle hiring and at no point of time any or all of the Staff of the Transporter shall raise a claim for employment in the AIIMS Nagpur.
30. Drivers should carry sufficient cash for discharging obligations on account of parking charges & toll taxes.
31. Parking charges & toll fee will be reimbursed to the contractor. Proper supporting documents would have to be submitted along with such claims.
32. Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
33. The driver provided by the contractor should fulfill the following conditions:
- i. Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he is driving.
 - ii. Should wear uniform which should be properly washed /ironed.
 - iii. Should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
 - iv. Should not resort to intoxication in any form.
 - v. Should not get indulged in any activity inimical to security of the officers travelling in his car.
 - vi. Should be in possession of Mobile phone with valid connection.
 - vii. Should attend to the duty at least 10 min in advance of the scheduled time.
 - viii. Should not use mobile phone, while driving.
 - ix. Driver should be alert /careful enough to take care of items/material kept in the vehicles.
 - x. In the event of driver not being in proper dress, not behaving properly,

engaging in rash and unsafe driving, the AIIMS Nagpur shall have right to expel or refuse entry to such of the drivers and vehicle to be treated as absent.

34. Stating duties/ Taxes/ Cess which is not payable as per law in force shall not be paid to the Transport Service Provider.

(i) Technical BID (Eligibility Criteria):

The Scanned copies of the following Mandatory documents to be uploaded on e-Tendering Portal in the following format:

S no.	Details / Particulars	Uploaded (Yes/No)	Page No
A	(To be Mentioned in the Letter head of the Firm). 1. Name & Address of Bidder with phone number, email-id. 2. Specify whether a Proprietorship / Partnership firm/Company 3. Name of Proprietor /Partner/Managing Director/Director.		
B	Name, address & designation of the authorized person for signing the bid documents. (Authorization should be made in Letter head of the Organization)		
C	Name, Address, Phone & Fax No. of operation office at Nagpur.		
D	Bid Security/EMD amount of Rs. 1,50,000/- in the form of DD/FD/BG or valid UDYAM Registration certificate as per NIT document, if EMD exempted.		
E	Is your concern Recognized / Registered (Attach attested photocopy as a proof) If yes, tick as applicable...? (i) Recognized by Govt. of India as Tourist Transport operator (ii) Registered under Companies Act (iii) Registered under Shops and Establishment Act (iv) Registered as firm (v) Proprietorship/Any other category (please specify) (vi)Sister concern of. (please specify name) - Partnership Deed in case of partnership firm or Articles / Memorandum of Association in case of Companies, if applicable: (attach attested photocopy as proof, if applicable and as applicable)		
F	- The proof of ownership of minimum 05 number of required Vehicle after January 2023 where at least one four wheeler vehicle should be INNOVA CRYSTA along with One Bus(26 seater and above) not older than one year from the date of issue of NIT, registered as commercial vehicle in the name of proprietor/ Company/ Partners/ firm/ director etc. as the case may be : (Attach attested photocopy of documents as a proof i.e. Vehicle Registration Certificate, Fitness Certificate, Vehicle Permit for commercial use, Motor Insurance Certificate, Pollution Certificate, Road Tax Certificate and vehicle ownership certificate of each vehicle with date of validity)		
G	PAN No. (enclose the attested copy of PAN Card)		
H	GST Registration Certificate showing clearly GST no. of the firm		
I	Income Tax Return for the last Three years (FY 21-22, FY 22-23, FY 23-24).		
J	Annual Turnover should not be less than Rs. 50 Lakhs for last (Each) Three Financial Years 21-22, 22-23, 23-24). (Duly signed by Chartered Accountant with UDIN) along with financial statements of last three years. The condition of prior turnover and prior experience may be relaxed for startups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality& Technical Specification. Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of		

	their claim.		
K	Whether the firm is a Registered firm under MSEs, SSI or NSIC (attach copy of certificate). MSME registered bidders are to mention UAM (Udyog Aadhar Memorandum) number issued by MSME. Whether declaration of UAM number by the bidder on CPPP has been made or not.		
L	Undertaking for acceptance of all Terms & Conditions in original (Annexure-I) .		
M	Notarized affidavit as per Annexure -II on Indian Non-Judicial Stamp Paper of Rs.100/- that (i) no police case is pending against the Proprietor / Partner/ Director of the Firm/Company (Agency). (Indicate any convictions if any against the Company/firm/partner.) (ii) proprietor/firm has never blacklisted by any organization. (iii) we have not quoted the price higher than previously supplied to any Government Institute / Organization or DGS&D rate in last one year. (If you don't fulfill these criteria, your tender will be out rightly rejected.)		
N	Have you previously provided these vehicles to any government? If yes, list of Major Customers may be given on a separate sheet and proof of previous satisfactory service from two different customer during last three years to be attached (Annexure - III)		
O	Self-Certification of local content on firm's letter head as per Annexure-VI (should mention percentage of Local content if not mentioned the bid will be rejected)		
P	Bank Details: 1. Beneficiary Name: 2. Bank Name: 3. Account No :4. IFSC Code :5. Branch Address:		
Q	Whether the signature on each page has been made by the bidder or not.		
R	The bidder has to submit Solvency Certificate issued by any Nationalized Bank along with his bid. Solvency of the agency should not be less than Rs. 50,00,000/-		
S	The vendor should submit on Similar Experience of providing vehicle hiring service of at least three financial years (FY 21-22, 22-23, 23-24) of Minimum Rs. 40 Lakh/per year. (copy of the work order should attach) to any Government of India/ Any State Government / Statutory Bodies/ Autonomous Govt. Institutions/ Govt. Universities / Public Sector Banks or Local Govt. Bodies / Municipalities		

(II) FINANCIAL BID:

- The Rates are to be quoted in the given format "at financial bid part A to C".
- All quoted rates should be inclusive of all charges and GST etc.
- The rates should be quoted in Indian Rupees in figure as well as in words only.
- If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- L-1 will be decided overall on the lowest price including GST quoted for all categories of Cars on monthly basis (BoOI).** Taxes have to be mentioned clearly for each item.

PRICE BID

- Price bid in the form of BOQ _XXXX.xls

Administrative Officer
AIIMS Nagpur

GENERAL TERMS AND CONDITIONS:

- A.** The validity of the Bid Tender Document shall be for **90** days from the date of opening of the bid. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required mutually, without changing any terms, conditions etc. of their original tender.

- B.** Liquidated damages: The successful tenderer shall start operating the service within 15 days from the date of receipt of order. Any delay in commencement of operation beyond 15 days from the date of receipt of order will attract Liquidated damages of **Rs. 1000/-** per day up to the starting of the service.
- C.** *The Institute reserves the right to accept in part or in full or reject any or more Tender / offer without assigning any reasons or cancel the tendering process and reject all Tender at any time prior to award of contract, without accepting any liability, whatsoever. The Institution may also enter into parallel Contract with any other agency for any vehicle at anytime.*
- D.** The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of Vehicle originally specified in the Schedule of Requirements without any change in price or other terms and conditions.
- E.** Conditional Bids will be treated as unresponsive and therefore may be rejected.
- F. Penalty:** If there is any disruption (or) non-performance of service due to any reason or whatsoever, the following penal charges will be levied:-
- i. Rs. 2,000/- towards penalty for each day.
 - ii. In addition, non-payment of proportionate hire charges for those days or recovery of charges incurred by AIIMS Nagpur, whichever is higher.
- G.** Termination: The AIIMS Nagpur may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in part in the event of the following:
- i. If the contractor fails to arrange the supply of any or all of the vehicles within the period (s) specified in the contract or any extension thereof granted by Institute.
 - ii. If the contractor fails to perform any other obligation(s) under the contract. In case of termination of the contract, the Performance Security will be forfeited.
- H. Eligibility Conditions for Bidders:** The Contractor/Agency should fulfill following eligibility criteria for applying this tender.
- i. The contractor/Agency should have registered office with staff available (24 x 7) in Nagpur. The operating office/Vehicle Terminus should be within 08 to 10 km radius of AIIMS, Nagpur.
 - ii. The Contractor/Agency should at least Own five vehicles i.e. (Honda city/ Maruti Ciaz/ Hyundai Aura / Tata Tigor / Maruti Suzuki Baleno / Maruti Suzuki Ertiga / Swift Dzire/ Renault Triber / Honda Amaze / /Tata Tiago / Innova Crysta etc.) etc. **with models not older than year 2023 except for INNOVA CRYSTA and One Buse (26 seater and above) not older than one year from the date of issue of NIT and vehicles registered as commercial vehicles** . In case Institute requires more than 05 vehicles at a time it will be the responsibility of the contractor to manage and arrange the same at the contractual rates specified in the contract.
 - iii. The eligible bidder should **have minimum 5 Sedan / SUV taxi permit vehicles** and One 26-seater bus or more registered in the name of the bidder and the registration of

the vehicles should be with 'TAXI Permit' authorized by RTO. Bidder is required to submit the proof of above along with his bid.

- iv. The bidder should be registered with the Appropriate Authority for the purpose of GST Tax. If not already registered, proof of application for registration for GST must be submitted with the condition that registration certificate will be produced before signing the agreement/contract.
- v. The bidder should have overall experience of **05 years** in supplying at least **FIVE** commercial/passenger vehicles (w.e.f. date of issue of Tender Notice) to any Government of India/ Any State Government / Statutory Bodies/ Autonomous Govt. Institutions/ Govt. Universities / Public Sector Banks or Local Govt. Bodies / Municipalities.
- I.** The Annual turnover of the Bidder should be at least **Rs. 50 Lakhs per annum** in the last (each) three financial years. Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed as proof of the same. IT returns (or) Audited balance sheet reports for three years (i.e. financial year 2021- 22, 2022-23 & 2023-24 to be submitted
- J.** The eligible bidder has to submit Solvency Certificate issued by any Nationalized Bank along with his bid. Solvency of the agency should not be less than Rs. 50,00,000/-
- K.** Tender from joint Ventures/Consortiums of firms is not allowed.
- L.** The vendor should submit on Similar Experience of providing vehicle hiring service of at least three financial years (FY 21-22, 22-23, 23-24) of Minimum Rs. 40 Lakh/per year. (copy of the work order attach for proof) to any Government of India/ Any State Government / Statutory Bodies/ Autonomous Govt. Institutions/ Govt. Universities / Public Sector Banks or Local Govt. Bodies / Municipalities

Note: - Bidder's attention is drawn towards the following while furnishing the experience certificate of Similar Works.

(d) Experience Certificate to be signed & stamped by Client/Employer contact with address & no's /email ID, clearly indicating the Amount received towards this deployment will only be acceptable.

(e) Certificate issued by any Individual / Private firm / Company / Private Limited /Private Corporates shall not be considered for evaluation.

(f) The enclosed certificate shall be exclusively for "Vehicle (Taxi) Hiring services". Any evaluation. derived or vague experience certificate shall not be considered for evaluation

(g) All submitted work certificate, documents shall be exact certified copy of original, fabrication. without any change / alteration / correction / concealment / forging / Tampering / Any document pertains to bidder's eligibility criteria or evaluation criteria or for whatsoever stipulated anywhere in bid document, submitted by bidder with partial, incomplete, hidden, tampered or concealed information, shall not be consider in support of eligibility, evaluation or what so ever mentioned in tender document.

(h)The stated Bid above submitted without the documentary proof of minimum eligibility criteria as shall not be considered for Technical & Financial Evaluation.

(i). No JV/Consortium is permitted to participate in this bid. Subletting / Sub- of work is not permitted.

(j). Any Fraudulent /fabricated/forged document related to experience if submitted shall in rejection of the bidder along with the action of penalizing bidder through debarment or forfeiture of bid security or both.

- M. PAYMENTS:** Payment shall be made on monthly basis after submission of bill in triplicate along with the daily logbook and duty slip signed by designated authority of AIIMS, Nagpur.

N. DISPUTES AND ARBITRATION: -

All disputes or differences arising during the execution of the contract shall be resolved by the mutual

discussion, failing which the matter will be referred to an Arbitrator who will be appointed by the Director, AIIMS Nagpur for arbitration for settlement of disputes in accordance with Arbitration & Conciliation Act 1996 or its subsequent amendment, whose decision shall be binding on the contracting parties.

O. LAW GOVERNING THE CONTRACT AND JURISDICTION.

The contract shall be governed under Indian Contract Act 1872 and instructions thereon from the government of India. The Court of Nagpur shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

P. OTHERS: -

After due evaluation of the bid, Institute will award the contract to the responsive Bidder who has quoted the lowest price for total running of all the vehicles on monthly basis; i.e., L-1 bidder will be selected on overall basis.

The Bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of the Director, AIIMS Nagpur. If it is found that the firm has given sub- contract to another Agency, the contract shall stand cancelled & the performance security deposit of such Bidder shall be forfeited by AIIMS Nagpur.

The AIIMS Nagpur shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the Agency during the course of their performing the duties to this office in connection with this contract / order for providing the vehicles at AIIMS Nagpur.

AIIMS NAGPUR reserves the right to ignore any trivial nature of deviation in tender documents as decided by the Competent Authority while processing the tender. The Institute may also seek any clarification/ documents to substantiate the claim of the bidder at a later stage as felt necessary. However, the bidder can't claim it as a matter of right and will be bound to comply the Terms & Conditions of the Tender without citing the ground of trivial deviation/ seeking of the clarification/ documents in support of the cancellation of his/ her bid.

Q. Debarment from bidding.

- (i) A bidder shall be debarred if he has been convicted of an offence-
 - (a) under the Prevention of Corruption Act, 1988; or
 - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (ii) A bidder debarred under sub-section (i) or any successor of the bidder, shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Department of Commerce (DGS&D) will maintain such list which will also be displayed on the website of DGS&D as well as Central Public Procurement Portal.
- (iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Ministry/Department will maintain such list which will also be displayed on their website.
- (iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.
- (v) **Other related eligibility criteria:**
 - a) The eligible bidder shall have at least 3 (Three) running Government/PSU/PSES contracts for supply of vehicles on monthly and on on-call basis. Bidder is required to bid. submit performance certificates of the works as a proof of the same along with his
 - b) Eligible bidder shall submit Drivers' payroll of last one year with receipt challan (ECR) along with the tender document.
 - c) Eligible bidder shall submit Bank statement of last 3 months driver's payment along with the tender document.
 - d) Eligible bidder shall have at least one self-owned 26 seater & above buses
 - e) Eligible bidder shall have positive net worth as on 31.03.2025.

R. Code of Integrity:

No official of the bidder shall act in contravention of the codes which includes

- (a) Prohibition of making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- (b) any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- (c) any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
- (d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- (e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
- (f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- (g) obstruction of any investigation or auditing of a procurement process.
- (h) making false declaration or providing false information for participation in a tender process or to secure a contract;
- (i) disclosure of conflict of interest.
- (ii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause with any entity in any country during the last three years or of being debarred by any other procuring entity.

The purchaser will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, Fraudulent, collusive or coercive practices in competing for the contract in question.

The Director, AIIMS Nagpur, India has the full and exclusive right to accept or reject, increase or decrease order quantity, any or all the tenders without assigning any reasons thereof and also to cancel the supply at any time without assigning any reason.

Seal & Signature of Bidder

Annexure-I**Name of the E-Tender: Hiring of Taxi and Bus Services on Rate Contract Basis at AIIMS, Nagpur.****UNDERTAKING****(to be furnished on the letter head of the firm)**

FOR COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS TENDER DOCUMENT

To

**The Director,
AIIMS Nagpur,**

Sir/Madam,

1. The undersigned certify 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 have no objection for any of the content of the tender document and I undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. I/We undersigned hereby bind myself/ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR, MAHARASHTRA-441108 to supply the approved awarded items in the approved prices to AIIMS Nagpur.
3. The vehicles shall be of the best service and of the kind as per the requirement of the institution. The decision of the Director, AIIMS Nagpur, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
4. Performance security of **3% of projected contract value** shall be deposited by me/us in the form of FDR/Bank guarantee in favour of “**The Director, AIIMS Nagpur**” on award of the contract from a Nationalized / Commercial Bank and shall remain in the custody of the Director, AIIMS NAGPUR till the validity of the Contract period plus two month(i.e. for 14 months from the starting of the services).
5. I/We hereby undertake to provide the vehicles during the validity of tender as per directions given in work order/contract within stipulated period positively.
6. If I/We fail to provide the Service in stipulated period the AIIMS Nagpur has full power to compound or forfeit the Bid Security/security deposit.
7. I/We declare that no legal/financial irregularities are pending against the proprietor Partner of the tendering firm or manufacturer.
8. I/we undertake to provide the ordered vehicle within stipulated period and if fail to provide vehicle during the stipulated period the necessary action can be taken by the Director, AIIMS Nagpur, India.

9. I/We undertake that if the rates of any vehicle are lowered due to any reason, I will charge the lower rates.
10. I/We undertake that the vehicles are as per Make/Model quoted in the tender.
11. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to provide the vehicles the prices and rates not exceeding those mentioned in the Financial Bid.
12. I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period, the Director, All India Institute of Medical Sciences, Nagpur (India) will have full authority to take appropriate action as he/she may deem fit.

Signature of Bidder with seal of firm

(Name of Bidder)

Place.....

Date.....

ANNEXURE – II

Name of the E-Tender: Hiring of Taxi and Bus Services on Rate Contract Basis at AIIMS, Nagpur.

CRIMINAL LIABILITY UNDERTAKING

(To be executed on Rs.100/-Non-judicial Stamp Paper duly attested by Public Notary)

I.....S / o.....

Resident

of.....

.....
.....

do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director /authorized signatory of M / s.
.....
2. No police case is pending against the Proprietor / Partner /Director of the firm/ company (Agency) and also against the firm/company.
(Indicate any convictions if any against the above persons or Firm/ Company.)
3. The Proprietor / Partner /Director of the firm/ company (Agency) and also the firm/ company has never been blacklisted by any Government authority/organisation.
4. I/We have not quoted the price higher than previously supplied to any Government Institute / Organisation or DGS&D rate in last one year.

Affirmation / Verificati
on By Notary
Public

Name & Signature
Seal of the participating Bidder
Company

Annexure-III**Performance Statement Form**

Name of the Firm.....

Sl No.	Order placed by (Full address of Purchaser)	Order No. & date	Value of order	Have the items been supplied satisfactorily (Yes/No)

Signature and seal of the Bidder

Place :**Date :**

Note : 1) Documents to be attached in support of the above. (i.e. PO copies/ contract of vehicles provided to any Govt. and Performance Certificate from two different customers to whom provided the same services during last 05 years

Formats of BOQ**Annexure- IV****Financial Bid (Part- A)****(BoQ1)**Monthly Basis(All Inclusive Rates for A/c Vehicle + Fuel)

Sl No	Name of Vehicle	A Standard running of 2500 KMs and 240 Hrs per month (All Inclusive Rates in Rs. for A/c vehicle)	B Rate in Rs. for extra KMs (beyond 2500 KM per Month)	C Rate in Rs. for extra Hrs (beyond 240 Hrs per Month)
1	Honda City / Maruti Ciaz or equivalent with driver			
2	Maruti Swift Dzire / Honda Amaze or equivalent with driver			
3	Innova Crysta or equivalent with driver			
4	Innova Crysta or equivalent without driver			
Total quoted rate for all vehicles in 'A' (1+2+3+4)=				

Note: L1 shall be decided based on rate quoted together for all vehicles in column-'A' on monthly basis. Prices are required to be quoted for all vehicles as mentioned in Financial Bid Part A, B &C. Incomplete financial bid shall be rejected. L1 Bidder of Part 'A' has to match the price of L1 bidders of Part 'B' & Part 'C'.

Financial Bid (Part- B) (BoQ2)Daily Basis(All Inclusive Rates for A/c Vehicle + Driver + Fuel)

Sl No	Name of Vehicle	Rate for 80 KMs & 8 Hrs (All Inclusive Rates for A/c	Rate for 40 KMs & 4 Hrs (All Inclusive Rates for A/c	Rate for extra KMs (All Inclusive Rates for A/c	Rate for extra Hrs (All Inclusive Rates for A/c
1	Honda City				
2	Maruti Ciaz				
3	Hyundai Aura				
4	Tata Tigor				
5	Maurti Suzuki Baleno				
6	Maruti Suzuki Ertiga				
7	Maruti Swift Dzire				
8	Renault Triber				
9	Honda Amaze				
10	Tata Tiago				
11	Innova Crysta				
12	Tempo Traveller (12-Seater)				
13	Tempo Traveller (17-Seater)				
14	Tempo Traveller (26-Seater)				
15	Bus 30-seater				
16	Bus 50-seater				
17	Loading Vehicle 3 Ton Non-AC (Make-Mahindra/Tata/Eicher)				
18	Loading Vehicle 7 Ton Non-AC (Make-Mahindra/Tata/Eicher)				

Financial Bid (Part- C) (BoQ3)
Long Tour (Above 250 KMs per Day)

S/N	Type of Vehicles (AC)	Rate (In Rs.)
1	Honda City per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
2	Maruti Ciaz per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
3	Hyundai Aura per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
4	Tata Tigor per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
5	Maurti Suzuki Baleno per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
6	Maruti Suzuki Ertiga per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
7	Maruti Swift Dzire per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
8	Renault Triber per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
9	Honda Amaze per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
10	Tata Tiago per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
11	Innova Crysta per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
12	Tempo Traveller (12-Seater) per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
13	Tempo Traveller (17-Seater) per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
14	Tempo Traveller (26-Seater) per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
15	Bus 30-seater per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr)	
	Night Halt	
16	Bus 50-seater per KM	
	Halting Charges per Hour (Beyond Running hour 50 KM/hr) Night Halt	

1. I/We have gone through the Terms & Conditions as stipulated in the tender enquiry document and confirm to accept and abide by the same.
2. The above quoted rates are inclusive of insurance, other incidental charges. No other charges would be payable by the Institute.
3. That I/We shall provide the vehicle as per requirement.
4. That I/We undertake that the information given in this tender are true and correct in all respect.

Signature of the bidder with seal.

Place:

Date:

ANNEXURE-V

FORMAT OF DUTY SLIP

(Print Name of the company & address)

Sl.No.....

Date.....

(To be filled by contractor/driver)

1. Regn. No of Vehicle:
2. A/C or Non-A/C, Model & Year, petrol/Diesel
3. Name, Designation & address of user

(To be filled by user)

4. Purpose of Journey (detail)
5. Places visited.....
6. Meter Reading at Starting Point at Closing Point.....
7. Total KMs Run
8. Date & Time at Starting Point Date at Closing Point.....
9. Extra Detention Hours (beyond duty Hrs.)
10. Charges for Parking/Toll Tax etc.....
11. Number of Night Halts (for outstation journey only)

Driver's Name & Signature

Signature of User

Mob. No-

Mob. No.

Signature of Bidder with Seal

ANNEXURE-VI

Format for Affidavit of Self Certification regarding Local Content in item to be purchase on letter head of bidder.

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) %**
- 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

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 of such 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 NAGPUR or 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 showing or 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 manufacturer/integrator/authorized government sponsored export entity of the defence stores and has 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 dealings or 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 Nationalized 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 the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER,

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 as defined 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 this Pact.

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 present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is 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

Signature

Name and Designation

Bidder

Signature

Name and Designation

Witness

1.....

2.....

Witness

1.....

2.....

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

Instructions for Online Bid Submission:

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

More information useful for submitting online bids on the CPP Portal may be obtained at: <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 key words 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 Help desk.

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 Help desk number 0120-4200462,0120-4001002.
