



अखिल भारतीय आयुर्विज्ञान संस्थान पटना

ALL INDIA INSTITUTE OF MEDICAL SCIENCES PATNA

No. AIIMS/Pat/Tender/VR/2013

Dated: 07.10.2013

REGISTRATION/EMPANELMENT OF VENDORS/CONTRACTORS

All India Institute of Medical Sciences, Patna intends to introduce the process of Registration/Empanelment of Suppliers/Vendors/Manufacturers/Distributors/Service Providers/Contractors etc. in order to streamline its Procurement procedures.

2. All reputed and established firms are invited to apply for the participation in the registration/empanelment process and submit the prescribed registration/empanelment Form. The firms/companies already registered/empanelled with AIIMS Patna through NIT 3/2012 dated 07.07.2012 are also required to apply for fresh registration.

3. An evaluation method for the purpose of registration/empanelment of the applicant's capabilities in the respect of vital elements of applicant's organization and capacity to perform shall be established in order to participate in the Request for Quotation/Tender Enquiries by the All India Institute of Medical Sciences, Patna. Each Vendor/Contractor performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.

4. All India Institute of Medical Sciences, Patna will process all the procurements in accordance with the policy defined and specified under General Financial Rules, 2005 framed by the Government of India.

5. Suppliers/Vendors/Manufacturers/Distributors/Service Providers/Contractors etc. will be registered/empanelled under following four classifications:

- 1.) Class A: Above Rs. 10 Lakhs
- 2.) Class B: Rs. 5 Lakh to Rs. 10 Lakhs
- 3.) Class C: Rs. 1 Lakh to Rs. 5 Lakhs
- 4.) Class D: Upto Rs. 1 Lakh

6. Applications are invited from reputed manufacturers, distributors, dealers, traders, contractors etc. in the prescribed format. The instructions and the prescribed format for registration/empanelment of vendors/contractors can be accessed from our website www.aiimspatna.org under the head "TENDERS".

7. The application complete in all respect shall be submitted only through registered post / speed post only by 17.00 hrs on 15/11/2013 in the manner specified in "Instruction for vendors/contractors". Application received after due date & time will not be considered.

8. A Demand Draft of Rs. 500/- in favour of "AIIMS, Patna" drawn on a scheduled bank, payable at Patna, must be accompanied with the application form regarding fee for tender document, failing which the tenders will be treated as rejected.

9. No request for providing Tender document by hand will be entertained. It has to be downloaded from the website invariably.

10. AIIMS Patna reserves the right to accept or reject any application in full or part without assigning any reason whatsoever.

**Administrative Officer
AIIMS Patna**

INSTRUCTION FOR VENDORS/CONTRACTORS

1. Fill up the entire Form fields properly in the prescribed format, available on our website www.aiimspatna.org; sign it as authorized signatory with organization's seal. The application for registration/empanelment along with its' annexure and all the supporting documents should be submitted in sealed envelopes super scribed with the item code and the category for which registration/empanelment is being sought only through registered post / speed post along with supporting documents to:

**The Administrative Officer,
All India Institute of Medical Sciences,
Phulwarisharif, Patna – 801 505.**

2. All the entries except E-Mail Id must be made in capital letters
3. The application should reach by 17.00 hrs on the 15th Day of November, 2013.
4. This is an advertisement for registration/empanelment of vendors/contractors in AIIMS Patna.
5. Registration/Empanelment does not guarantee that a particular supplier will receive a contract or award, but rather qualifies a supplier to submit a bid or propose a solution for a specific solicitation under agreed-upon terms and conditions.
6. The vendor/contractor should be an Individual/HUF/Partnership/Company/Society registered under Societies Registration Act, 1860/Joint Venture.
7. The vendor/contractor should have a valid License for carrying out the trade or profession for which registration/empanelment is being sought.
8. Vendors/contractors have to furnish the self attested Form in the specified format along with copies of relevant documents duly signed as marked in the document submission sheet and duly signed Terms & Conditions (Annexure I), declaration (Annexure II) including the documentary proof and Technical Catalogue in support of following: (i) experience & past performance on similar jobs. (ii) Capability with respect to personnel, equipment & plant. (iii) Financial position with copies of audited balance sheets for last three years. (iv) Bank Solvency Certificate should be included for civil works; the certificate should be of the maximum amount.
9. Every page of the registration/empanelment document submitted by the vendor/contractor should be numbered and an "Index Page" mentioning page nos. against each type of document submitted must be attached with the document submitted by the vendor/contractor as **Page No. 1.**
10. Unsigned application & applications without Company's Seal are liable to be rejected.
11. Single application is to be made even for multiple items.
12. The Institute reserves its right to refuse registration/empanelment of any or all vendor/contractor without assigning any reason whatsoever.
13. For any clarification with respect to procedure for registration/empanelment, please contact on following **E-Mail id: ao@aiimspatna.org**
14. ***AIIMS, Patna has sole discretion to register/empanel the Vendors/Contractors and withhold reasons for disqualification.***
15. ***Enquiries shall be issued to registered/empanelled Vendors as and when need arise.***

APPLICATION FORM FOR REGISTRATION/EMPANELMENT

To,
The Administrative Officer
All India Institute of Medical Sciences
Phulwarisharif
Patna - 801 505

Sub: Registration/Empanelment of Vendors/Contractors

Dear Sir,

Please refer to your Tender Notice No. AIIMS/Pat/Tender/VR/2013 published in leading newspapers for Registration/Empanelment of vendors/contractors. We are hereby applying for the same as per the details hereunder:

Registration/empanelment sought in							
Class A		Class B		Class C		Class D	Please tick in the appropriate box

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

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

Tax Details			
PAN Number		Company TAN Number	
VAT Number		VAT Reg. Date	
CST Number		CST Reg. Date	
STN Number		STN Reg. Date	
ESI Number		ESI Reg. Date	
PF Number		PF Reg. Date	
ECC Number		ECC Reg. Date	

Service Details (For Service Providers)		
Service Tax Registration No.	Service Registration Date	Service Registration Category

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

Financial Details			
Financial Year	Turn Over in	Profit in Lacs	Remarks
2012-13			
2011-12			
2010-11			

Fee Details	
Bank Name	
Branch Name	
Payment Type	Demand Draft
Demand Draft No	
Demand Draft Date	
Amount	INR 500.00

	Document Submitted (Tick in the relevant Column)	
Tick (✓)	Document	
	Demand Draft of Rs. 500/- in favour of AIIMS Patna (As Processing Fee)	
	Copy of Constitution or legal status of Vendor	
	Copies of Audited Balance Sheets for last three financial years	
	Copy of PAN Card	
	Copy of TAN (Tax Deduction or Collection Account Number) Registration Certificate	
	Copy of ECC (Excise Control Code)/Excise Registration Number	
	Copy of VAT/local tax Registration Certificate	
	Copy of CST Registration Certificate	
	Copy of PF Registration Certificate	
	Copy of ESI Registration Certificate	
	Copy of Service Tax Registration Certificate	
	Copy of Labour License	
	Copy of IT return filed by the vendor for the Assessment Year 2011-12, 2012-13, 2013-14	
	Copy of Service Tax return filed by the vendor for the Financial Year 2010-11, 2011-12, 2012-13	
	Copy of VAT/SALE TAX return filed by the vendor for the F Year 2010-11, 2011-12, 2012-13	
	Attested copy of Bank Statement Showing Last Year Transaction	
	Details of product range/ services offered	
	Details of Manufacturing facilities	
	Copies of Quality Assurance Certificates	
	Copy of Authorized Distributor/Dealer Valid Authorization Certificate	
	Copy of Orders Executed	
	Copy of Performance Certificate from clients	
	Affidavit duly certified by the notary that the vendor has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.	
	Duly Signed Terms & Conditions for registration/empanelment as mentioned in Annexure I.	
	Duly Signed Declaration as per the format prescribed in Annexure II	
	An index Sheet mentioning Sl. No. of all the documents submitted with their corresponding page number in the document submitted for registration/empanelment to the Institute.	
	Total No. of documents submitted (to be specified in figures as well as in words)-	
	Total No. of Pages Submitted (to be specified in figures as well as in words)-	

Thanking you,

Yours faithfully,

For.....

TERMS AND CONDITIONS FOR REGISTRATION/EMPANELMENT

1. The Terms & Conditions mentioned in this document is applicable at the time of registration/empanelment of vendors/contractors. A separate set of Terms & Conditions is to be issued at the time of Request of Quotation or Tender Inquiry as the case may be.
2. Nothing contained in this document shall supersede the Terms & Conditions to be issued at the time of tender enquiry from the registered/empanelled vendor/contractor as the case may be.
3. Failure to submit mandatory supporting documentation will lead to disqualification.
4. Please ensure that the Declaration is signed and dated before submission as per format prescribed in **Annexure II**.
5. Vendors must comply with all the registration/empanelment criteria for registration to be finalised – Only fully completed Application Form with the mandatory supporting documentation attached will be assessed and failure to do so may result in the application being rejected.
6. Registration/Empanelment of a vendor will depend on the competence of the party to supply the required category of items, based on the documents/information submitted by party and as assessed by the Institute at their sole discretion. Criteria for registration/empanelment shall be based on the category of the vendor list and material.
7. Additional data if any required for assessing the vendor with respect to the registration/empanelment requirements shall be sought from the vendor at the time of reviewing the applications.
8. Based on the items for which registration/empanelment is applied, the Institute may request submission of samples at a later stage if required. Samples shall be furnished free of charge. Testing fee if applicable also shall be paid in advance when requested.
9. Applicants shall ensure timely submission of application form and/or any other documents. The Institute cannot be held responsible for postal delays etc.
10. It is the responsibility of the vendor to notify the Institute of any changes to its vendor profile. If it comes to the attention that information is not valid or relevant at the date the Request for Quotation/Tender Inquiry, the Institute reserves the right to suspend the vendor/contractor, from the list of registered/empanelled vendors.
11. The Institute reserves the right to verify the information provided in this application. If at any point of time, it is found that, the vendor/contractor has furnished any false information / fabricated document would lead to rejection of the application for registration/empanelment or suspension from the list of registered/ empanelled vendors/contractors, as the case may be.
12. The Institute may conduct announced or unannounced site inspections / visits.
13. The Institute reserves the right to register/empanel the vendors on a trial basis and subsequent inclusion shall be based on the performance.

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

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

Signature of the Authorised Signatory
(with seal)

Date:

Place:

Name:

Address:

Mobile Number:

DECLARATION

From:-

M/s.....

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To

Administrative Officer,
All India Institute of Medical Sciences,
Medical College Building,
Phulwarisharif, Patna – 801505

1. I, _____ Son / Daughter / Wife of
Shri _____ Proprietor/Director authorized signatory of the
agency/Firm, mentioned above, is competent to sign this declaration and execute this
tender document;

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

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

4. I/We further undertake that none of the Proprietor/Partners/Directors of the
Agency/agency was or is Proprietor or Partner or Director of any Agency with whom the
Government have banned /suspended business dealings. I/We further undertake to report
to the Administrative Officer, AIIMS, Patna immediately after we are informed but in any
case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor
or Partner or Director of such a Agency which is banned/suspended in future during the
currency of the Contract with you.

Yours faithfully,

(Signature of the Bidder)

Date:

Name:

Place:

Designation

Seal of the Agency

Address:

LIST OF ITEMS FOR REGISTRATION/EMPANELMENT OF VENDORS

ITEM CODE	ITEM DESCRIPTION
A0101	PVC MOULDED FURNITURE
A0102	STEEL FURNITURE
A0103	STEEL FURNITURE-STORAGE SYSTEM
A0104	WOODEN FURNITURE
B0101	CARPET
B0102	DRAPERIES/TAPESTRY/MATTRESS/FOAM/BED SHEETS/TOWELS/CURTAINS/BLINDS
C0101	BAGS/SUITCASE/BRIEFCASE
C0102	STANDARD CONSUMABLE STATIONERY
C0103	GREETING CARDS (PRINTED)
C0104	SANITATION MATERIAL/MOPS/BRUSH/BROOM/WHITE DUSTER
C0105	TORCH & CELLS
C0106	ORDINARY/TOISSUE ROLLS
D0101	GREETING CARDS (HAND MADE)
D0102	PAINTINGS - REGIONAL THEME BASED (HAND MADE)
E0101	BINDING JOBS
E0102	GENERAL PRINTING JOB, PRINTING OF HOUSE JOURNAL/BULLETINS/REPORTS
F0101	DESERT COOLERS
F0102	FAX MACHINES
F0103	INDUSTRIAL VACUUM CLEANERS & BLOWERS
F0104	PACKAGE AIR CONDITIONER
F0105	PHOTOCOPY/XEROX/DUPLICATING MACHINE
F0106	R O SYSTEM
F0107	REFRIGERATOR / DEEP FREEZER
F0108	AIR CONDITIONERS (SPLIT/WINDOW/CUBE)
F0109	UPS
F0110	UPS SYSTEM (MORE THAN 10 KVA)
F0111	WATER COOLERS
F0112	WINDOW AIR CONDITIONERS
F0113	LCD/LED SCREENS
F0114	AIR CURTAINS
F0115	LCD/LED TELEVISION
F0116	WASHING MACHINE
G0101	GLASSWARE, CROCKERY, PLASTIC WARE, BURNER PLATE, CUTLERY ITEMS
G0102	UTENSILS/KITCHEN EQUIPMENTS
H0101	CHILDREN PLAYGROUND ITEMS
H0102	HEALTH CARE/FITNESS EQUIPMENT
H0103	SPORTS GOODS

I0101	FOUNTAIN: SUPPLY/INSTALLATION OF FOUNTAIN
I0102	GARDEN EQUIPMENTS
I0103	HORTICULTURE WORK
I0104	PESTICIDES/INSECTICIDES
I0105	SUPPLY & INSTALLATION OF IRRIGATION SYSTEM/SPRINKLERS
J0101	ADVERTISING : BROAD CASTING SPONSORED PROGRAMME
J0102	ADVERTISING JOBS (ONLY ON DAVP RATES)
K0101	ARCHITECTURAL SERVICES FOR BUILDING
K0102	AUDIT AND TAXATION SERVICES
K0103	BOOKING OF AIR/RAIL TICKETS
K0104	CATERING, MESS & CANTEEN SERVICES
K0105	CONSULTANCY SERVICES : INFORMATION TECHNOLOGY
K0106	CONSULTANCY SERVICES : STRUCTURAL DESIGN FOR CIVIL CONSTRUCTION
K0107	CONSULTANCY SERVICES FOR INTERIOR DECORATION WORK
K0108	EVENT MANAGEMENT SERVICE
K0109	COURIER SERVICE
K0110	HIRING OF AMBULANCE/EMERGENCY VEHICLE, CAR ON 24 HRS.
K0111	HIRING OF BUSES/MINI BUSES
K0112	HIRING OF CARS & TAXIES
K0113	HOUSE KEEPING SERVICES
K0114	LAUNDRY SERVICE
K0115	PEST CONTROL SERVICES
K0116	SANITATION SERVICES
K0117	CONSULTANCY SERVICES: PLUMBING, SANITATION, ELECTRICAL, HVAC
K0118	CONSULTANCY SERVICES: LANDSCAPE DESIGNING AND TOWN PLANNING
K0119	LITIGATION MANAGEMENT SERVICE
K0120	CONTRACT MANAGEMENT SERVICE
K0121	RTI MANAGEMENT SERVICE
K0122	PROCUREMENT SUPPORT AGENT
K0122	MANPOWER SERVICES
K0123	MANAGING THE INSTITUTES CHEMIST SHOP
K0124	ANNUAL MAINTENANCE SERVICE FOR ALL TYPE OF AIR CONDITIONERS
K0125	ANNUAL MAINTENANCE SERVICE FOR ELECTRICAL ITEMS
K0126	ANNUAL MAINTENANCE SERVICE FOR BUILDING MANAGEMENT INCLUDING PLUMBING AND WATER SUPPLY
K0127	ANNUAL MAINTENANCE SERVICE FOR MEDICAL EQUIPMENTS
K0128	ANNUAL MAINTENANCE SERVICE FOR FIRE SYSTEM
K0129	ANNUAL MAINTENANCE SERVICE FOR COMPUTER HARDWARES
L0101	BOOKS : STANDARDS & PUBLICATIONS
L0102	MEDICAL BOOKS
M0101	CIVIL WORKS
M0102	INTERIOR WOODEN FIXING & SUPPLIES
M0103	SUPPLY OF SMALL HARDWARES AND ITEMS FOR MAINTENANCE
N0101	DG SET ABOVE 500 KVA
N0102	DIESEL GENERATOR SET UPTO 500 KVA

N0103	FIRE EXTINGUISHERS
O0101	DIGITAL DISPLAY BOARD
O0102	FLEXIBLE GLOW SIGN BOARDS
O0103	PLASTIC GLOW SIGN BOARDS
P0101	EPABX
P0102	SURVEILLANCE SYSTEM
Q0101	SOLAR ENERGY BASED LIGHTING
R0101	OFFICE AUTOMATION
S0101	GARBAGE BINS , TANKS AND OTHER ITEMS
S0102	LAB CHEMICALS
S0103	LAB GLASSWARE & PLASTICWARE
S0104	LAB PVC WARE
S0105	OTHER LAB EQUIPMENTS
T0101	BIOMETRIC-CUM-SMART CARD ATTENDANCE RECORDING MACHINE & SPARES
T0102	COMPUTER DATA ENTRY SERVICES
T0103	COMPUTER SUPPLIES : PRINTER RIBBON/UPS SYSTEM/CARTRIDGES/TONNER/ CD/DVD ETC.
T0104	COMPUTER SOFTWARES
T0105	LITIGATION, CONTRACT, RTI MANAGEMENT SERVICE & SOFTWARE
T0106	ELECTRONIC MEDICAL RECORD MANAGEMENT SERVICE & SOFTWARE
T0107	COMPUTER SYSTEM : HARDWARE: SERVERS/DESKTOPS/LAPTOP/PALMTOP ETC.
T0108	MULTIMEDIA PROJECTOR/ AUDIO VISUAL EQUIPMENTS ETC.
T0109	LAN/WLAN ACTIVE & PASSIVE COMPONENTS
U0101	HOSPITAL FURNITURE & FIXTURES ETC
U0102	HOSPITAL EQUIPMENTS
U0103	BIO MEDICAL WASTE MANAGEMENT
U0104	HOSPITAL CONSUMABLES
U0105	DRUGS & DISPOSABLES SUPPLY