

DISCLAIMER

This tender is not an offer by the All India Institute of Medical Sciences, Raipur, 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, Raipur with the selected bidder/firm/agency.



All India Institute of Medical Sciences, Raipur

G.E. Road, Tatibandh, Raipur – 492099, Chhattisgarh

Website: www.aiimsraipur.edu.in



आरोग्यम् सुख सम्पदा

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAIPUR
(CHHATTISHGARH)**

Expression of Interest

Invited from

CHARTERED ACCOUNTANT FIRMS

For

Preparation of Accounts & Other Related Works
{With all Financial Statements (Monthly & Annually)}

At

All India Institute of Medical Sciences, Raipur (C.G.)

1. Online bids are invited on single stage two bid systems for “Expression of Interest Invite from CHARTERED ACCOUNTANT FIRMS”.
2. Tender document may be downloaded from AIIMS web site www.aiimsraipur.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 and white option which helps in reducing size of the scanned document.
5. Tenderer who has downloaded the tender from the AIIMS web site www.aiimsraipur.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 Raipur.
6. Manual bid shall not be accepted in any circumstance. Financial bid has to be submitted on-line only (no hard copy).
7. The complete bidding process in online bidding, Bidder should be possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
8. 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>’.
9. Quotations should be valid for 180 days from the tender due date i.e. tender opening date. The bidder should clearly indicate the period of delivery & other terms.
10. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, GST registration.
11. The bidder must be able to provide the product/items 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, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions as per Institutes norms.
12. **AIIMS Raipur 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.**
13. The Tender/Bid will be opened on Store office at AIIMS Raipur Premises.
 - a. Only those financial bids will be opened whose technical bids are found suitable by the expert committee.
 - b. 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.

14. Award of Contract

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

- a. Notwithstanding the above, the AIIMS Raipur 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.
 - b. The bidder whose bid is accepted will be notified of the award of contract by AIIMS Raipur prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the work order.
15. The prices as quoted by the bidder during the auction event shall be inclusive of all the applicable taxes, duties and levies and shall be FOR AIIMS Raipur.
16. The competent authority reserves all rights to reject the work if the same are not found in accordance with the required description/specifications/quality.
- 17. A brochure displaying clearly the product is to be attached with the tender if required.**
18. **Earnest Money:** Earnest money (i.e. ₹ 20,000/-) by means of a Bank Demand Draft/FD, a scanned copy to be enclosed. It is also clarified that the bids submitted without earnest money will be summarily rejected. The DD/FD may be prepared in the name of "All India Institute of Medical Sciences, Raipur (AIIMS RAIPUR)". The EMD cost must reach at officer of the Stores Officer Gate no. 5, Medical College Building, 2nd Floor, AIIMS, Raipur after opening of tender.
- a. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Raipur 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 fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - b. Tenders without Earnest Money or Tender cost will be summarily rejected.
 - c. No claim shall lie against the AIIMS Raipur in respect of erosion in the value or interest on the amount of EMD.
 - d. 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.
19. In case the firm's requires any elucidation regarding the tender documents, they are requested to contact to the DDO cum Accounts Officer, AIIMS Raipur through e-mail: **store@aiimsraipur.edu.in** on or before end date of clarification as per critical date sheet.
20. The EMD of the successful bidder will be returned to them without any interest after the submission of Security deposit/PSD.
21. Other terms and condition applicable as per manual for procurement of goods 2017, GFR-2017 etc.

**Stores Officer,
AIIMS Raipur.**

1. Critical date sheet

Tender Number & Date	AIIMS Raipur/Accounts/CA/2018-19
Expression of Interest (EoI)/ Tender Document	Tender form may downloaded from the www.aiimsraipur.edu.in , www.tenders.gov.in & https://eprocure.gov.in/eprocure/app
Earnest Money Deposit (EMD)	₹ 20,000.00 (Rupees Twenty Thousand only) in form of Demand Draft/ Fixed Deposit in favouring AIIMS Raipur payable at Bank of India, Tatibandh branch Raipur.
Probable Amount of contract	₹ 7,00,000.00 per year
NIT Issue Date	03-07-2018
Pre Bid meeting Date	23-07-2018 at 15:00
Last Date of Submission of Tender	02-08-2018 at 15:00
Bid opening date	03-08-2018 at 15:30
Contact Person	DDO Cum Accounts Officer, AIIMS Raipur
Address for communication	All India Institute Of Medical Science, Raipur G.E. Road, Tatibandh, Raipur Pin Code :-492099
Contact Phone Number (s)	0771-2573666, 2571308
Web-site	www.aiimsraipur.edu.in

2. Terms of Reference**2.1 Background**

AIIMS Raipur is an Autonomous body established by an act of Parliament under Administrative Control of Ministry of Health & Family Welfare (MoHFW), New Delhi & wholly funded by MoHFW. The expenditure of the Institute is attributed to three major heads- GIA- General, GAI- Capital & GIA- Salary. Mainly the expenditure related to ongoing construction works, purchase of equipment and books are classified under GIA Capital and expenditure of salary booked under GIA Salary, and other Expenditure like maintenance etc. booked under GIA-General. Expenditure is further subdivided into different sub-heads as per the nature of the expenditure. All payment related data are entered into the Tally software (Tally ERP 9), which is being used for keeping records. Besides the vouchers, information related to receipts and payments are easily available from the system.

Further, for the sponsored research work a separate account named Research account along with individual accounts for different projects are to be operated. Likewise separate accounts are maintained. The transactions done through all these accounts get reflected in the Annual Accounts of the Institute.

The accounts of the Institute are prepared as per the prescribed common format for Central Government Autonomous bodies, which will be made available to the selected

firm. The Institute has adopted accrual accounting for preparation and finalization of accounts as per uniform accounting policy.

Most of the payments like salary, re-imburements, scholarships etc. made to the employees / students of the Institute are done by directly transferring the money to respective bank accounts. Payments to vendors and contractors are made by cheque, RTGS, PMFS & electronic transfer. Receipts on account of student admission are also received in Cash Presently but from coming year only electronic receipt would be allowed. The Institute is implementing payment gateway for collection of Entrance exam fees and other receipts.

Presently Tally ERP 9 is being used in the Finance & Accounts section for recording transactions on daily basis. Expenditure heads both under Plan and Non-Plan are distinctly classified (i.e. travelling, salary, consumables etc. under Non-Plan and Works and Buildings, equipment's etc. under Plan head). These heads are further sub-divided according to the departments / sections. Individual ledgers as per the expenditure heads are maintained in the computer system in Tally ERP 9 or above.

During process of payments, every payment voucher with corresponding Journal vouchers if any, are entered into the computer database by the staff concerned. At the time of writing the cheque / release of payments these entries are re-checked by the cashier. Similarly data related to receipts and bank transactions are entered by the cashier himself. The tally software automatically gives the fund position at the end of the day. Cash book and Bank book are maintained as per the software format.

Reconciliation of the Institute's principal current Account with Bank of India, Raipur is done manually on a monthly basis. Reconciliation statements of other bank accounts are prepared so that it is ready before the work of compilation of the Annual Accounts is started.

2.2 Purpose of the work:

Preparation & certification of the Institute Accounts comprising of Balance sheet, Income and Expenditure Statement and Receipt and Payment Account as per the prescribed format of accounts for Central Government Autonomous bodies.

2.3 Nature of Work

The nature of work of the Chartered Accountant Firm shall be as follows:-

- 2.3.1 Day to day posting and vrs. Compilation.
- 2.3.2 Compilation of Accounts and preparation of trial balance along with all supporting schedules, Receipts and Payments Accounts etc.;
- 2.3.3 Preparation of the Institute Accounts comprising of Balance sheet, Income and Expenditure Statement and Receipt and Payment Account;
- 2.3.4 Preparation of separate accounts for Retirement benefit funds i.e. General Provident Fund, Contributory Provident Fund and reconciliation of contribution and balance fund in respect of New Pension Scheme (NPS) with annual interest calculation;
- 2.3.5 Make presentation of the Certified Annual Accounts of the Institute to the Board of Governors (BOG) or Governing body of the Institute at the time of adoption of Accounts by the Body/Board, **if necessary**;

- 2.3.6 To ensure that accounts of the Institute are prepared in accordance with instructions issued by Ministry of Health & Family Welfare and as per the prescribed format of accounts for Central Government Autonomous bodies.
- 2.3.7 Ensuring compliance of all necessary provisions for implementation of the complete accrual system of accounting and providing necessary guidance to the Institute;
- 2.3.8 Verification of all loans and advances given to the employees of the Institute;
- 2.3.9 Audit of Special fund like ICMR, NIMHANS, DST etc. and preparation of utilization certificate.
- 2.3.10 Computation of depreciation on fixed assets and reconciliation of assets with physical verification report;
- 2.3.11 Maintenance of Fixed Deposit / Investment records and calculation of accrued interest;
- 2.3.12 Rendering advice to the Institute on investment of funds and taxation monitor as and when required;
- 2.3.13 Filing of all statutory return like TDS & GST returns of the Institute and also calculates income tax of all employee of institute and issue of Form 16, tax deduction certificates to employee & vendor, supplier/contractor and also deal with TDS/GST notices received by AIIMS Raipur in guidance of DDO, AIIMS Raipur.
- 2.3.14 Verification of Fixed Assets located in Medical College Building, Hospital Building, Hostel's, Residential Complex and Other Building at AIIMS, Raipur.
- 2.3.15 Monitoring and Maintenance of Departmental Fixed assets Register/ Record at AIIMS Raipur.
- 2.3.16 Preparing of significant accounting policy & notes to account.
- 2.3.17 Identification and marking of all fixed assets.
- 2.3.18 Any other work related to fixed assets.
- 2.3.19 Maintain a Group Insurance scheme (GIS) if applicable.
- 2.3.20 Prepare reply of CAG Audit query raised during the Annual audit of the AIIMS Raipur.
- 2.3.21 Bank reconciliation statement should be prepared on monthly basis and make correspondence for un reconciled item;
- 2.3.22 Junior Accounts Officer in charge will be supervised and certified all these work and payment should be released after certification of bill by Jr. Accounts Officer/D.D.O./Accounts Officer.
- 2.3.23 Reconciliation of deposits (i.e. Security Deposit (SD), Earnest Money Deposit (EMD) and others.
- 2.3.24 Opening of LC as & when required. No additional charges/ commission will be paid to firm.
- 2.3.25 Firm shall submit annual accounts within 90 days after closing of Financial Year.

2.4 Time Period

The Chartered Accountant firm will be required to provide the desired services for a period of Three years i.e. FY 2018-19, FY 2019-20 & FY 2020-21. Even after completion of FY 2020-21, the firm will continue to provide its services for the Accounts pertaining

to the FY 2019-20, till the Annual Accounts of the Institute for the FY 20-21 is to be audited and approved by the C & AG. The annual performance evaluation would be carried out by the Institute at the end of every 12 Months and the continuation of its services shall be subject to satisfactory performance of the firm.

Notwithstanding anything contained herein above, the Institute reserves the full right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period of Three years. One year time period may be extended after completion of agreement by the Competent Authority by AIIMS Raipur with mutual consent.

2.5 Support and Inputs to the Firm

The Institute shall provide adequate space to the Firm to perform its services. In terms of hardware the Institute will provide computers and printers to the Firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the nature of work

2.6 Pre-qualification Criteria

The firm eligible for the bidding process must satisfy the following eligibility criteria:

- 2.6.1 The Chartered Accountant Firm should be based at **All India basis** and/or should have **main/ branch office in Raipur (C.G.)**
- 2.6.2 The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration;
- 2.6.3 The Firm should have been in operation for at least 5 years after its registration;
- 2.6.4 The Firm must be empanelled with Comptroller and Auditor General of India (C&AG) (copy of valid certificate shall be provided to institute);**
- 2.6.5 Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st 2017 must be equal to or more than ₹ 25 lakhs.
- 2.6.6 The firm should have experience in handling accounting & financial services, involving preparation of Final Accounts of at least 3 PSU/ Central Govt. Organization, during the last five years.
- 2.6.7 Total Number of qualified Chartered Accountants in the firm should not be less than 3 and minimum two full time partners of the firm or its paid full time Chartered Accountants Must possess CISA/ISA qualifications.

The Director AIIMS Raipur may at his discretion to relax any of the above conditions in order to encourage greater participation.

2.7 Payment Terms

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

- 2.7.1 The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period proportionate payment for 2017-18 as Financial Year and giving on.

- 2.7.2 Statutory Changes in GST & any increase in GST rates during the contract period will be borne by the Institute; GST shall be applicable as per GOI direction. GST on service provided will be reimbursement on actual basis on submission of documentary proof of deposition of GST (if genuinely paid).
- 2.7.3 TDS under Income tax will be deducted at applicable rates;
- 2.7.4 The Institute reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be final in this regard.
- 2.7.5 No advance payment should be allowed in any case.
- 2.7.6 The payment amount is payable after approval of the Annual Financial statements & Accounts of the Institute by Comptroller and Auditor General of India and filling of statutory norms

2.8 Performance Security

- a) The successful bidder shall have to submit a performance guarantee (PG) within 15 days from the date of issue of Letter of Award (LOA). Extension of time for submission of PG beyond 15 days band up to 60 days from the date of issue of LOA may be given by the competent authority to sign the contract agreement however a penal interest of 15% per annum shall be charged for the delay beyond 15 days. i.e. 15th day after the date of issue of LOA. In case of the contract fails to submit the requisite PG even after 45 days from the date of issue of LOA the contract shall be terminated duly forfeiting the EMD and other dues if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that item. Performance Guarantee Bond is mandatory.
- b) Successful supplier/firm should submit performance guarantee as prescribed in favour of "AIIMS, Raipur" and to be received in the Store Office, 2nd Floor, Medical College Building, Tatibandh, Raipur (C.G) Pin-492099 before the date of commencement of supply or 30 days from the date of acceptance of the purchase order, whichever is earlier. The performance guarantee bond to be furnished in the form of Bank Guarantee as per given Proforma of the tender documents, for an amount covering 10% of the contract value.
- c) The Performance Guarantee should be established in favour of "AIIMS Raipur" through any Nationalized/Scheduled Bank with a clause to enforce the same on their local branch at Raipur.
- d) Validity of the performance guarantee bond shall be for a period of 60 days beyond of entire warranty period from the date of issue of installation & commissioning.

2.9 Confidentiality

Separate non-disclosure agreement (NDA)/undertaking will be signed by successful bidder; the confidentiality obligation shall survive the expiry/termination of agreement between the firm & AIIMS Raipur. The firm shall not disclose the data/document to any third party including their internal department without prior written permission of the institute. Documents/ data of this institute should be intellectual property of the institute and shall be handed over with all passwords to the institute immediately after conclusion of contract.

2.10 Publicity

Any publicity by the firm in which the name of AIIMS Raipur is to be used should be done only with the explicit return permission of AIIMS Raipur.

2.11 SUB-CONTRACTING:

Firm to whom the work awarded shall not sub contract the work to any other parties either in part or full.

3. Submission and Evaluation of the Tender

3.1 Submission of Tender

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

3.1.1 Prequalification-cum-technical bid in **Annexure- A along with all supporting documents;**

All the pages of the Tender document including the annexure and copy of certificates should be signed by the authorized person of the Firm, along with seal of the firm. The Applicant can submit the Tender by registered post / courier or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be opened.

3.2. Earnest Money Deposit

Earnest Money Deposit of ₹ 20,000.00 by way of Demand draft in the name of **Director AIIMS Raipur, payable at Raipur** should be submitted along with the bid. The EMD amount will be returned to unsuccessful firms after finalization of the bid. In respect of the successful bidder the EMD will be returned after execution of agreement..

3.3 Tender Queries

The interested Firms may seek clarification on Tender document from Accounts Officer, Finance and Accounts wing AIIMS Raipur. The firms can also go through the Annual Accounts of the Institute and Common Format of Accounts which will be made available to them on receipt of request. The Firms can visit the Finance & Accounts Section between 11.00 a.m. to 12.00 a.m. on any working day (Monday to Friday) before opening of tender.

3.4 Evaluation of Technical Proposal

The Tender will be evaluated by Tender evaluation committee constituted by the Director, AIIMS Raipur. This evaluation process consists of 2 stages. Only those firms, that have passed the first technical evaluation stage, will be considered for opened the Financial Bid. During this stage participants' technical proposals are examined against the evaluation criteria. The detailed evaluation method for Prequalification-cum-Technical is specified below:-

01	Firm's Experience	40
A)	Firm's Existence in years after its registration	
	5 Years – 7 years	1
	> 7 Years – 10 years	3
		5

	> 10 Years	5	
B)	Average Annual Income of the Firm (in the last 3 financial years) ended on March 31 st 2017.		15
	₹ 25 Lakhs – ₹ 35 Lakhs	5	
	> ₹ 35 Lakhs – ₹ 50 Lakhs	10	
	Above ₹ 50 Lakhs	15	
C)	Experience of handling accounting and financial services involving finalization of Accounts of at least 3 (three) PSU/Govt. Organization during last Five Years		5
	3 – 5 Organizations	1	
	> 5– 10 Organizations	3	
	> 10 Organizations	5	
D)	Experience of handling similar work in Govt. Autonomous Educational Institution during last five years		15
	Preparation of accounts on Cash Basis	5	
	Preparation of Accounts on Accrual Basis	15	
02	Key Experts and Manpower		20
A)	Number of Partners' in the Firm		10
	2 – 3 Partners	5	
	> 3 Partners	10	
B)	Number of paid staff (Full Time) on the role of establishment		10
	5- 10 Staff	5	
	>10-20 Staff	7	
	> 20 Staff	10	
03	Total Technical Score		60

The technical proposal is evaluated on the basis of its responsiveness to the technical bid. The Financial proposal will be opened only for submissions that passed the minimum technical score of **36 (i.e. 60%)** of the obtainable score points in the evaluation. The Institute, however, reserves the right to restrict the list of such qualified firms to any number deemed suitable by it. In the 2nd Stage, the successful bidder(s) financial proposal being opened and compared.

3.6 Award criteria, award of contract:

The Director, AIIMS Raipur reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without there by incurring any liability to the affected. The award of the contract to the qualified firm whose proposal after being technically evaluated is considered to open financial bid & **L1 (composite value) will be decided on the basis of lowest rate quoted.**

4. Legal Conditions:-

4.1 Arbitration

In the event of any dispute or difference(s) between the vendee (AIIMS Raipur) and the vendor(s) arising out of non-providing services or services not found according to the specifications or any other cause what so ever relating to the services or work order before or after the services has been executed, shall be referred to the Director/AIIMS Raipur who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.

The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.

4.2 Legal Jurisdiction:

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

ANNEXURE A**PRE-QUALIFICATION-CUM- Technical Bid:**

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

Sl. No.	Criterion	Firm's Strength & Capacity
1.	The Firm should be based at All India basis or have main/branch office in Raipur (C.G.).	Name of The Firm
		Address of the Firm
		Address of Branch at Raipur
		Name & address of the authorized
		Power of Attorney of partner to sign the agreement
		Telephone No Mobile: Email:
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and registration under GST	Registered with ICAI
		PAN of the CA Firm
		GST registration
3.	The CA Firm must be empanelled with Comptroller & Auditor General of India (C&AG)	Empanelled with C&AG
4.	The CA Firm should be in operation for at least 5 years after its registration	1. Year of Registration / Starting of operation
		2. No. of years in operation after registration (in years)
5.	Average Annual Income of the CA Firm for the last 3 (three) years ending on 31 st March, 2017 [Must be equal to or greater than ₹ 25,00,000 (Rs. Twenty Five Lakhs)]	1. Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last 3 years ending on 31 st March, 2017)
		2. Submit copies of Income tax last three years
6.	The CA Firm should have experience in handling Accounts, & Financial Matters, involving preparation and finalization of Accounts.	No. of Govt. Organizations/ PSUs where similar Service was provided in the last 5 (Five) years.
7.	Whether similar services as mentioned in Sl.no.6 provided to the Govt. Autonomous Educational Institutes in the last 5 years	No. of Govt. Autonomous Education Institutes where similar Service was provided in the last 5 (Five) years
8.	CA Firm should have minimum 2 qualified CA & Two Partners.	Name & Registration no. of the partners & Members

9.	Nos. of Payroll staff (Full Time) / Article ship incumbent / Apprentices (if any)	a) No. of Payroll Staff (Full Time):
		b) Nos. of Article-ship Incumbent :
		c) Nos. of Apprentice:
10.	Bidder Bank A/c details	Form – A
11.	Declaration by the Bidder	Form – B

Note: - CAG empanelment is must otherwise bid will be rejected without assigning any reason.

PRICE BID:

Price bid must be uploaded in the prescribed excel format only.

Proforma : A-1

Details of CA Firm's Professional Income
[Gross Professional Fees earned]

Particular	Financial Year 2014-15	Financial Year 2015-16	Financial Year 2016-17	Average Annual Income
Annual Income*				

*Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years

Place:

Date:

(Signature of Bidder/authenticate partner with seal)

Name & Designation:

Seal:

Address:

Proforma: A-2

Details of CA Firm's Experience of Similar Services
[During last 5(five) years]

Sl . no.	Name of the Project	Duration of the Project [Start date / End date]	Name of the Client	Nature of the Assignments & services provided	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above

Place:

Date:

(Signature of Bidder/authenticate partner with seal)

Name & Designation:

Seal:

Address:

Proforma: A-3

Details of CA Firm's Experience of Similar Services in Govt. Autonomous Educational Institutions

[During last 5(five) years]

Sl. no.	Name of the Project	Duration of the Project [Start date / End date]	Name of the Client	Nature of the Assignments & services provided	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above

Place:

Date:

(Signature of Bidder/authenticate partner with seal)

Name & Designation:

Seal:

Address:

Form-A**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER
RTGS / National Electronic Fund Transfer (NEFT) Mandate Form**

1.	Name of the Bidder	
2.	Permanent Account No(PAN)	
3.	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No.	
	i) NEFT/IFSC Code	
	g) RTGS Code	
	h)Type of Account	
	j) Account No.	
4	Email id of the Bidder	
5.	Complete Postal Address of the bidder	

Form – B

Declaration by the Bidder:

1. I/We have downloaded the tender from the internet and I/We have not tampered /modified the tender documents in any manner. In case the same is found tampered/ modified, I/We understand that my/our offer shall be summarily rejected and I/We are liable to be banned from doing business/services with AIIMS Raipur and/or prosecuted as per laws.
2. I/We have read and fully understood all the terms and conditions contained in Tender document regarding terms & conditions of the contract & rules and I/we agree to abide them.
3. The bidder should not have been blacklisted before at any Government organisation/institute etc.
4. The bidder should not be prosecuted by any Court of law defaulter for any Bank/Financial organization etc.
5. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:

Date:

(Signature of Bidder/authenticate partner with seal)

Name:

Seal:

Address:

PARTICULARS FOR PERFORMANCE GUARANTEE BOND

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

To,
The Director
All India Institute of Medical Sciences (AIIMS),
Tatibandh, GE Road, Raipur-492 099 (CG)

LETTER OF GUARANTEE

WHERE AS All India Institute of Medical Sciences (AIIMS) Raipur (Buyer) have invited Tenders vide Tender No.....Dt.....for purchase of.....AND WHERE AS the said tender document requires the supplier/firm(seller)whose tender is accepted for the supply of instrument/machinery, etc. in response there to shall establish an irrevocable Performance Guarantee Bond in favour of "AIIMS Raipur" in the form of Bank Guarantee for Rs.....[10% (ten percent)of the purchase value] which will be valid for entire warranty period from the date of installation & commissioning, the said Performance Guarantee Bond is to be submitted within 30(Thirty) days from the date of Acceptance of the Purchase Order.

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

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

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

Not with standing anything contained herein:

a.Our liability under this Bank Guarantee shall not exceed'..... (Indian Rupees.....only).

b.This Bank Guarantee shall be valid upto..... (date) and

c.We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if AIIMS Raipur serve upon us a written claim or demand on or before..... (Date)

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

Yours truly,

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

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 keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 3) Number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 4) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) 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.

- 6) 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.
- 7) 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.
- 8) 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.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) Upon the successful and timely submission of bids (ie 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.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002.
