

Dispatch No: 2359 /L-12014/1/AIIMS/KALYANI/LIB-29 /NOV /2022-23/ET-03/VENDOR ENLISTMENT FOR PRINTED JOURNALS  
Date: 28/11/2022



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, Kalyani, West Bengal**

Website: [www.aiimskalyani.edu.in](http://www.aiimskalyani.edu.in)

*E-Tendering Portal: <https://www.tenderwizard.com/AIIMSKALYANI>*

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**E-Tender no:** [2359/ L-12014/1/AIIMS/KALYANI/LIB- 29 /NOV /2022-23/ET-03/VENDOR ENLISTMENT FOR PRINTED JOURNALS](#)

**E-TENDER DOCUMENT**  
**Empanelment of Vendors / Subscription Agencies for Print Journals at Central Library AIIMS, Kalyani.**

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AIIMS, Kalyani invites proposals from reputable **Vendors/Subscription Agencies** who are experienced in “Supply of Indian/Foreign Print Journals” for **'Empanelment of Vendors/Subscription Agencies to the AIIMS, Kalyani for supply of Indian/Foreign Print Journals'** published by the Indian and Foreign Publishers to the AIIMS, Kalyani' **FOR 2[TWO] YEARS'**.

## SECTION-I Bid Details

1. **E-Bids** are invited through the electronic tendering/procurement process for **'Empanelment of Vendors/Subscription Agencies to the AIIMS, Kalyani'** for **'Supply of Indian/Foreign Print Journals** and the Tender Document can be downloaded from the e-Tender Central Public Procurement Portal [CPPP] of Government of India, <https://eprocure.gov.in/eprocure/app>. A copy of the Tender Document is also available at the AIIMS, Kalyani official website at <https://aiimskalyani.edu.in/>; [www.tenderwizard.com/AIIMSKALYANI](http://www.tenderwizard.com/AIIMSKALYANI).

### 1.1 Schedule of Tender

**Bid Ref.No./E-Tender No:** 2359/L-12014/1/AIIMS/KALYANI/LIB- 29/NOV /2022-23/ET-03/VENDOR ENLISTMENT FOR PRINTED JOURNALS

Date of availability of E-Tender document in the AIIMS KALYANI E-Tendering Solution portal	As per e-Tendering Portal of AIIMS Kalyani <a href="http://www.tenderwizard.com/AIIMSKALYANI">www.tenderwizard.com/AIIMSKALYANI</a> , <a href="http://www.aiimskalyani.edu.in">www.aiimskalyani.edu.in</a> and CPP Portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> for downloading/participating
Last Date of downloading/participating in the E-Tendering Solution for this E-Tender	As per e-Tendering Portal of AIIMS KALYANI <a href="https://www.tenderwizard.com/AIIMSKALYANI">https://www.tenderwizard.com/AIIMSKALYANI</a>
Date, Time & Place of submission of indicated desired Hard Copies in the Sealed Envelope	Hard copies of the filled up tender documents with all the mandatory documents in a sealed envelope superscripted as:” <b>Empanelment of Vendors for Print Journals at Central Library AIIMS, Kalyani</b> ” must be sent by speed post only to the following address: Office of Executive Director, All India institute of Medical Sciences(AIIMS), Kalyani, NH-34 Connector, Basantapur, Saguna, P.O.-Ghoragacha, District-Nadia, West Bengal-741245 within 7 days of online submission. Scanned copies of all documents should be uploaded during online submission within due date & time.
Date, Time & Place of Opening of Bid	The Technical Bid will open online as per the schedule given in the <a href="https://www.tenderwizard.com/AIIMSKALYANI">https://www.tenderwizard.com/AIIMSKALYANI</a> In case the Scheduled date is declared Holiday the tender Shall be opened on next working day.
Tender Document Cost payable to AIIMS Kalyani	NIL. To be downloaded from website hence no cost applicable.
E-Tendering Solution processing fee for providing online participation support & necessary DSC Certificates to Vendor for participate in Online E-Tender process	As applicable and displayed on <a href="https://www.tenderwizard.com/AIIMSKALYANI">https://www.tenderwizard.com/AIIMSKALYANI</a> and payable to <a href="http://www.tenderwizard.com">www.tenderwizard.com</a> directly by the prospective Bidder.

### 1.2 Important Dates

Issue/Publishing Date	:	<b>Dt. 29 /11 /2022</b>
Start date and time of submission of e-tender (Bid)	:	<b>Dt. 29 /11 /2022</b>
Last date & Time of Submission of e-Tender (Bid)	:	<b>Dt. 19/12 /2022 at 03.00 PM</b>
Date & time of online Bid opening of e-Tender	:	<b>Dt. 20/12 /2022 at 12.30 PM</b>

## 2. Details of Bid:

### Sub : -'Empanelment of Vendors/Subscription Agencies to the AIIMS, Kalyani for supply of Indian/Foreign Print Journals

<b>Bid Reference</b>	:	<b>E-Tender No:</b> 2359/L-12014/1/AIIMS/KALYANI/LIB- 29 / NOV /2022-23/ET-03//VENDOR ENLISTMENT FOR PRINTED JOURNALS
<b>Address for Communication</b>	:	The Executive Director AIIMS, Kalyani NH - 34 Connector, Basantapur, Saguna West Bengal - 741245
<b>E-mail</b>	:	<a href="mailto:library@aiimskalyani.edu.in">library@aiimskalyani.edu.in</a> cc: <a href="mailto:info@aiimskalyani.edu.in">info@aiimskalyani.edu.in</a>
<b>Last date of receipt of quarries</b>	:	<b>Dt. 08/12 /2022 at 12.00 PM</b>
<b>Job Specifications</b>	:	Mentioned in Section-II below

#### Submission of Bids: As follows:

E-Bids are invited through the electronic tendering/procurement process and the Tender Document can be downloaded from the e-Tender Central Public Procurement Portal [CPPP] of Government of India, <https://eprocure.gov.in/eprocure/app>; [www.tenderwizard.com/AIIMSKALYANI](http://www.tenderwizard.com/AIIMSKALYANI). Bids will not be accepted in any other form.

Special instructions to the Vendors/Subscription Agencies for the e-submission of the bids online through eProcurement Portal can be seen <http://eprocure.gov.in/eprocure/app>; [www.tenderwizard.com/AIIMSKALYANI](http://www.tenderwizard.com/AIIMSKALYANI).

- i. The Vendors/Subscription Agencies can update well in advance, the documents such as Certificates, Purchase Order details etc, under My Document option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- ii. After downloading/getting the Tender Schedules, the Vendors/Subscription Agencies should go through them carefully and then submit the documents as per the Tender Document, otherwise, the bid will be rejected.
- iii. The Vendors/Subscription Agencies reads the terms and conditions and accepts the same to proceed further to submit the bids.
- iv. The Vendors/Subscription Agencies should see that the bid documents submitted should be free from virus and if the documents could not be opened due to virus, during tender opening, the bid is liable to be rejected.
- v. The Vendors/Subscription Agencies have to submit the Tender Document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.

- vi. The Executive Director, AIIMS, Kalyani will not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the Vendors/Subscription Agencies due to local issues.
- vii. The Vendors/Subscription Agencies may submit the bid documents online mode only through e-Tender Portal [www.tenderwizard.com/AIIMSKALYANI](http://www.tenderwizard.com/AIIMSKALYANI).
- viii. There is no limit on the size of the file uploaded at the server end. However, in order to reduce the file size, the Vendors/Subscription Agencies are suggested to scan the documents in 75-100 dpi so that the clarity is maintained and this will help is quick uploading even at very low bandwidth speeds.
- ix. Generally, the permitted file format in the portal are pdf / xls / rar/ jpg formats. File name should not contain special characters like & comma etc. If there is more than one document, they can be clubbed together.
- x. The time that is displayed from the server clock at the top of the Tender Portal, will be valid for all actions of requesting bid submission, bid opening, etc., in the e-Procurement Portal. The time followed in this portal is as per Indian Standard Time [IST] which is GMT+5:30. The Vendors/Subscription Agencies should adhere to this time during bid submission.
- xi. The Vendors/Subscription Agencies are requested to submit the bids through online eProcurement system to the Tender Inviting Authority (TIA) well before the bid submission end date and time [as per Server System Clock].
- xii. The bid documents submitted by the Vendors/Subscription Agencies should be encrypted using PKI Technology involving digital signature certificates of pre-designated bid openers of the procuring entity to ensure the secrecy of the data. The encrypted bids are stored safely and securely in the server. Only designated Vendors/Subscription Agencies shall be able to decrypt and open the bid on or after the pre-defined bid opening date/time. These assure Vendors/Subscription Agencies that their bids are kept confidential, safe and secure.
- xiii. It is important to note that, the Vendors/Subscription Agencies have to click on the Freeze Bid Button, to ensure that he/she completes the Bids Submission Process. Bids which are not frozen are considered as incomplete/invalid bids and are not considered for evaluation purpose.
- xiv. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will appear with the bid no., date & time of submission of the bid with all other relevant details. The documents submitted by the Vendors/Subscription Agencies will be digitally signed using the e- token of the Vendors/Subscription Agencies and then submitted.
- xv. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act an an entry point to participate in the bid opening event.
- xvi. Successful bid submission from the system means, the bids as uploaded by the Vendors/Subscription Agencies is received and stored in the system. System does not certify for its correctness.

xvii. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Vendors/Subscription Agencies should take into account of the corrigendum, if any, published before submitting the bids online.

### **Clarification of Bidding Documents**

As prospective Bidder requiring any clarification of the bidding documents will contact the Tender Inviting Authority inwriting at the e-mail address: library@aiimskalyani.edu.in, info@aiimskalyani.edu.in, i.e. The authority will respond in writing (through e-mail) to any request for clarification, provided that such request is received not later than 10(Ten) days prior to last date of submission of bids.

## SECTION-II

### Scope of Work and Terms & Conditions

**I. Scope of Work : 'Empanelment of Vendors/Subscription Agencies to the AIIMS, Kalyani' for 'Supply of Indian/Foreign Print Journals published by the Indian and Foreign Publishers to the AIIMS, Kalyani'**

**II. Duration of Empanelment : 2 [two] years (from the date of empanelment)**

### **III. Eligibility/Pre-Qualification Criteria:**

- a. The Vendors/Subscription Agencies must be in '**Supply of Indian/Foreign Print Journals in India** for at least 3 years **i.e. 01.04.2019 to 31.03.2022** [Separate sheet should be submitted along with the **documentary proof**].
- b. The Vendors/Subscription Agencies must have average annual turnover of at least **Rs. 50 Lakhs (Fifty Lakhs)** during five years **i.e. 01.04.2017 to 31.03.2022** in the above mentioned job. **A separate sheet should be attached duly attested by any Chartered Accountant/Competent Authority.**
- c. The Vendors/Subscription Agencies should have an experience in serving an organization of reputed like that of AIIMS, Kalyani.
- d. The Vendors/Subscription Agencies must have furnished valid Trade License, Service Tax, Professional Tax, GST, IT Clearance Certificate, etc.
- e. The Vendors/Subscription Agencies must upload a valid PAN/TAN/GST number.
- f. The bid shall be rejected if one criterion, mentioned above, would be failed to submit.

### **IV. Terms and Conditions**

1. The suppliers after receiving the subscription order/s along with the list of journals and newspapers will pay in advance to the respective publishers' on behalf of the AIIMS, Kalyani and submit bill with documentary proof along with i) Agreement Paper (Rs.50/-) ii) 15% bank Guarantee / FDR. iii) Invoice iv) Publishers Price proof v) State Bank of India conversion rate on the date of remittance within fifteen (15) days from receiving the order. While submitting the proof of remittance, only publishers' acknowledgement (mail is not acceptable) of the payment towards the relevant subscription would be accepted. The AIIMS, Kalyani will verify the payments details from the publishers, if needed. The AIIMS, Kalyani will not entertain any other form of remittance proof i.e.; cheques, bank drafts, wire transfer etc. Within Forty five (45) days of the order letter date, vendor/publishers will have to submit publisher's acknowledgement/confirmation. After receiving the acknowledgement/confirmation from the publisher along with subscription number, the AIIMS, Kalyani will release the payment through RTGS (Real Time Gross Settlement) in favour of vendor.
2. The supplier shall prepare invoice/s at current State bank of India conversion rate on the date of remittance. The invoice must accompany price proof and the proof of bank conversion rate on the date of invoice. Payment will be released on receipt of only publisher's acknowledgement of the payment towards the relevant subscription. The AIIMS, Kalyani will not entertain any other form of remittance proof, i.e., photocopy of cheque, photocopy of bank draft, wire transfer paper etc.
3. The supplier shall ensure the delivery of each issue of journals as per enclosed list of the order. The Library will not accept any photocopy of any missing issue.
4. In the event of any dislocation of any copy of the newspapers or journals in transit or in the event of the agent failing to supply any such copy after its publication for any reason whatsoever, the supplier shall replace all such copies as may have been dislocated in transit, to the AIIMS, Kalyani without any extra charge on receipt of

intimation on this behalf.

5 The AIIMS, Kalyani will not accept any credit note for non-receipt of any journal/newspaper. Instead, the agent would have to ensure to give Bank Draft to be drawn in favour of the Executive Director, AIIMS, Kalyani, AIIMS, Kalyani, Government of India for the same.

6. That the vendor/supplier will supply the issues of the journals/newspapers to the AIIMS, Kalyani through their Messenger/Registered Post.

7. The AIIMS, Kalyani has the right to cancel the order if the supplier does not submit the invoice along with required documents within the stipulated time mentioned in the subscription order and as such the AIIMS, Kalyani reserves the right to issue order to other suppliers for the same titles.

8. The AIIMS, Kalyani reserves the right to stop issuing order to any supplier from the following year if the performance of the firm is found unsatisfactory. In such cases the supplier must refund the paid amount due from the firm for missing/non-supplied issues of journals, if any, to the AIIMS, Kalyani.

9. a. Claims for missing issues shall be settled within 18 months from the date of Supply Order failing FDR/ Bank Guarantee will be forfeited.

b. In addition to, if the settlement is not within the above mention deadline and if the number of missing issues is more than 2% of the order value, the vendor shall have to pay extra 10% of the total amount of missing journals.

10. In certain cases, supplementary invoice/s may be raised:-

a. For pro-rata amount for replacing the missing issue/s after settlement and

b. For increase in price of journals by the publisher/s later on, in such case, the supplier shall raise supplementary bill for the amount due from the subscriber with documentary evidences remitting the excess amount of the increased price to the publisher.

11. Claims for missing journals shall be made within ninety (90) days of the publication of the issue. In case of delivery by the agent, the journal supply shall be reviewed every quarter between the agent and the subscriber.

12. Bank Guarantee / FDR will be with the Executive Director, AIIMS, Kalyani, AIIMS, Kalyani, Government of India till settlement of all issues.

13. In the event of any question, dispute or difference arising under or out or in connection with the construction, meaning, operation or effect thereafter of any matter contained therein or as to the rights, duties or liabilities of the parties hereto respectively however, in connection with these presents (except as to matters, the decision of which is herein before specially provided for) the same shall be referred to the sole arbitration of any person appointed by the Executive Director, AIIMS, Kalyani of the AIIMS, Kalyani and the decision of the arbitrator is final and binding upon both the parties.

**V. Physical conditions of the title(s)**

a. The Library does not accept defective, damaged, soil copy of journals.

b. Supply of journals, other than ordered will not be accepted.

c. In case of any doubt regarding the supply, clarification should be taken from the AIIMS, Kalyani prior to the execution of the order, failing which, the decision of the AIIMS, Kalyani shall be binding on the supplier.

*Note: If any journal supplied by the Vendors/Subscription Agencies is not approved by the competent*

*authority or found defective, damaged, duplicate and the said journal shall need to be collected by the Vendors/Subscription Agencies from the Central Library of AIIMS, Kalyani within 60[sixty] days.*

#### **VI. Price**

- a. The price charged in the bill shall be the published price as per the Publishers' Price Proof submitted.
- b. Increase of price by rubber stamping or pasting tables for by superimposing or paper or changing page or otherwise, shall not be allowed. Any such action will be treated as irregular and price of the title with such irregularities will be disallowed.

**VII.** a. In response to Order for Invoice, Pre-receipted Invoices/Bills in triplicate should be submitted within 10 [ten] working days in favour of the Executive Director, AIIMS, Kalyani referring Order No., Date, Title, etc. with a ₹ 1/- Revenue Stamp affixed on the body of the bill, if the bill amount exceeds ₹ 5000/- for payment.

b. The bill should be raised by the Vendors/Subscription Agencies as per the Financial Benchmark India Pvt. Ltd. [FBIL] exchange rates prevailing at the date of Order for Bill.

c. **Photocopies of Publisher's/Importer's/Distributor's Invoice indicating title, ISSN, foreign currency clearly will only be accepted as Price Proof. No other items [Publisher Catalogue/Downloads from Internet etc.] will be accepted as Price Proof.**

d. **Checklist for submission of Invoices/Bills**

*Please Refer to Terms & Conditions IV (point no. 1)*

- e. Bills is preferred in INR after rounding off the fraction of fifty paise and above to the next higher Rupee and excluding the fraction less than fifty paise.
- f. Bill in language other than English/Hindi shall not be accepted.

#### **VII. Payment**

- a. Payment will only be made in Indian Rupees [INR]. Advance payment shall be made against 15 % FDR subject to the receipt of confirmation of full remittance from the Publisher.
- b. The AIIMS, Kalyani will make payments on receipt of bill in order, in triplicate for the supply of ordered title(s) within 60 days of the submission of bill.

#### **VIII. General conditions**

- a. The Vendors/Subscription Agencies shall be held responsible for any damage, loss in transit or for any supply which is not in conformity with the order or for loss occurring on this account and shall be liable to deduction from this bill for the said supply or from the bill from the other supply.
- b. If any question, dispute or difference arises in connection with the interpretation of the aforesaid terms & conditions, the decision of the AIIMS, Kalyani shall be final and binding on Suppliers/Vendors. If the Vendors/Subscription Agencies desires any clarification on the order letter, he may seek clarifications before execution of the order.
- c. The Vendors/Subscription Agencies shall be liable to refund the cost of the title(s), if supplied in damaged/soiled condition.



- d. The enlistment will be terminated/dropped/black-listed
- If the Vendors/Subscription Agencies fails to deliver 75% of the Order [in terms of no. of titles] in more than 2/3 occasions.
  - If the Vendors/Subscription Agencies provides any wrong or distorted information to the library.

**IX. Arbitration**

Any dispute will be settled within the jurisdiction of the Institute (Kolkata).

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**TENDERS RESPONDING TO THIS ADVERTISEMENT SHALL BE AGREEABLE TO THE TERMS & CONDITIONS CONTAINED HEREIN. THESE TERMS & CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. THE EXECUTIVE DIRECTOR, AIIMS, KALYANI RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON. THE TENDERERS ARE REQUESTED TO SUBMIT THE DECLARATION THAT THEY WILL ABIDE BY THE TERMS & CONDITIONS OF BUSINESS AS SPECIFIED BY THE AIIMS, KALYANI.**

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**ANNEXURE I**

**Name of the E-Tender- 2359/ L-12014/1/AIIMS/KALYANI/LIB- 29 /NOV /2022-23/ET-03 /VENDOR ENLISTMENT FOR PRINTED JOURNALS**

**ANNUAL TURN OVER STATEMENT**

**(In the letterhead of the Chartered Accountant)**

The Annual Turnover for the last financial year of M/S\_\_\_\_\_ who is a Supplier/Vendor/Subscription Agency for printed journals as per audited Financial Statements are given below and certified that the statement is true and correct to the best of our knowledge and belief.

Financial Year	Turnover (Rs) both in figures & words
2017-1018	
2018-2019	
2019-2020	
2020-2021	
2021-2022	

Date:

Place:

Signature of Auditor/Chartered Account with seal:

(Name in Capital):

Seal Membership No:

**N.B:** This turnover statement should also be supported by copies of audited annual statement of the last five financial years/Annual Report and the turnover figures mentioned above should be highlighted there.

**ANNEXURE II****CHECKLIST OF IMPORTANT DOCUMENTS**

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

S/N	Details / Particulars	Document required	Uploaded (Yes/No)	Page No					
1	Name of the Applicant/Firm (Vendor/ Subscription Agencies)	Mention in Letter Head							
2	Owner Name	Mention in Letter Head							
3	Date of incorporation with proof	Mention in Letter Head							
4	PAN number of the organization	Attested copy of certificate							
5	Service TAX Number (IF APPLICABLE)	Attested copy of certificate							
6	Registered. Office Address	Mention in Letter Head							
7	Local Office/Contact Address nearest to the Institute:	Mention in Letter Head							
8	Mobile Number :	Mention in Letter Head							
9	Phone/LANDLINE No. (if any)	Mention in Letter Head							
10	Official Email ID:	Mention in Letter Head							
11	Bank Details (Bank Name, Account Name, Account Number, Branch, IFSC Code)	Attested copy of certificate							
12	GeM seller Registered ID (if applicable)	Attested copy of certificate							
13	Proof of enlistment or empanelment in other Governmental organizations	Attested copy of certificate							
14	Amount of annual turnover? [Last five (05) financial year] (Annexure I)	<table border="1"> <tr> <td>Financial Year (2017-2018)</td> <td>Financial Year (2018-2019)</td> <td>Financial Year (2019-2020)</td> <td>Financial Year (2020-2021)</td> <td>Financial Year (2021-22)</td> </tr> </table>	Financial Year (2017-2018)	Financial Year (2018-2019)	Financial Year (2019-2020)	Financial Year (2020-2021)	Financial Year (2021-22)		
Financial Year (2017-2018)	Financial Year (2018-2019)	Financial Year (2019-2020)	Financial Year (2020-2021)	Financial Year (2021-22)					
15	Do you have any "Performance certificate" from any institution/organization where you have been supplying since last 03 years? (attach supporting document for the same)	<table border="1"> <tr> <td>Government</td> <td>Non-Government</td> </tr> </table>	Government	Non-Government					
Government	Non-Government								
16	Undertaking	Annexure III Mention in Letter Head							
17	Undertaking for acceptance of Instruction and conditions of Vendor Registration in original	Annexure IV Mention in Letter Head							
18	All document submitted in offline & Online with seal & Sign								

Place:

Signature of the bidder with seal.

Date:

Date:

**ANNEXURE-III**

**Name of the E-Tender: 2359/L-12014/1/AIIMS/KALYANI/LIB- 29 /NOV /2022-23/ET-03/VENDOR ENLISTMENT FOR PRINTED JOURNALS**

**UNDERTAKING**

(To be typed on Company Letter head/Notary)

I..... S/o, D/o,W/o.....

Resident of.....

.....

Do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director/authorized signatory ofM/s.....
2. No police case and/or case by CBI/FEMA/Income Tax/Sales Tax authorities are 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/subscription agency and also the firm/company / subscription agency has never been blacklisted/ debarred from any contract by any Government authority/organization.
4. I/We have not quoted the price higher than previously supplied to any Government Institute/Organization/ PSU/reputed Private Organization or rate of Rate contract with Govt. procurement agency in recent past.

Affirmation/Verification

Notary Public

Name & Signature  
Seal of the participating Bidder Company

**ANNEXURE IV**  
**UNDERTAKING**

I/we have read the above Instructions and conditions of Vendor Registration and accept them.

.....  
.....

[Signature of Authorized person (Supplier/ Vendor/ Subscription Agency) with seal and date]

Name (In Capital) : .....

Designation : .....

Place: .....

**SD/-**  
**Dr. Tandra Ghosh**  
**Member Secretary**  
**Central Library, AIIMS Kalyani**

## E-TENDERING INSTRUCTIONS TO BIDDERS

### General.

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers / Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, AIIMS KALYANI has decided to use the portal <https://www.tenderwizard.com/AIIMSKALYANI> through an ASP, M/s. ITI Ltd.

### Instructions.

1. Tender Bidding Methodology. Two Stage Online Bidding.
2. Broad outline of activities from Bidders perspective:
  - (a) Procure a Class III Digital Signature Certificate (DSC).
  - (b) Register on the e-Procurement portal <https://www.tenderwizard.com/AIIMSKALYANI>
  - (c) Create Users on the above portal.
  - (d) View Notice Inviting Tender (NIT) on the above portal.
  - (e) Download Official Copy of Tender Documents from the above portal.
  - (f) Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, KALYANI.
  - (g) Bid-Submission on the above portal.
  - (h) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part.
  - (j) Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS, KALYANI's Post-TOE queries.
  - (k) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders).

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates. For integrity of data and authenticity / non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration. To use the Electronic Tender portal [www.tenderwizard.com/AIIMSKALYANI](http://www.tenderwizard.com/AIIMSKALYANI), vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable. (Rs. 2000+ GST as applicable)

Note. : After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.

- (a) The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.
- (b) Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However, it shall be sole responsibility of bidder that the uploaded documents remain legible.
- (c) It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
- (d) The Financial part/BOQ may be downloaded, and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

5. Bid submission. The entire bid-submission would be online on the Tender wizard portal i.e., <https://www.tenderwizard.com/AIIMSKALYANI>

6. Broad outline of submissions are as follows:-

- (a) Submission of Bid Parts (Technical & Financial).
- (b) Submission of information pertaining to Bid Security/ EMD.
- (c) Submission of signed copy of Tender Documents/Addendums.

The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required to establish compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule (Section VII) for both packages are to be uploaded. If required, additional documents in support of taxes, quoted duties etc. may also be uploaded.

7. Tender Processing Fee. You pay processing fee (0.1% of ECV + GST as applicable (Min. 750/- & Max 7500/- + GST as applicable)), For Non-Estimated tender processing fee Rs 2000/- (Including all taxes) through online (Credit card/ Debit card/ Net Banking), when participating in the e- tender.

8. Public Online Tender Opening Event (TOE). The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE). Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note. In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e- auction service- provider's end (in the server, leased line, etc.) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMS KALYANI by the bidders in time, then AIIMS, KALYANI will promptly reschedule the affected event(s).

9. Other Instructions. For further instructions, the vendor should visit the homepage of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:-

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc.).

While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is always relevant. Minimum Requirements at Bidders end Computer System with

good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet



Explorer 8.0 or above, Google Chrome, Mozalic Firefox. Digital Certificate(s) Vendors Training Program Necessary training to each and every registered bidder under this portal shall be impacted by the ASP, M/s. ITI, KALYANI, if required, before participation in the online tendering.

For any further assistance, please contact Mr. Sanjeeb Mahapatra (08249821902), Mr. Mayank Singh Thakur (08800115628), Helpdesk-011-49424365, ITI email ID for mailing communication: [twhelpdesk680@gmail.com](mailto:twhelpdesk680@gmail.com) /[twhelpdesk404@gmail.com](mailto:twhelpdesk404@gmail.com) /[mayank.s@etenderwizard.com](mailto:mayank.s@etenderwizard.com) /[sanjeeb.m@etenderwizard.com](mailto:sanjeeb.m@etenderwizard.com)

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