

## **Notification For Enlistment of Contractors**

**Name of Work:** Enlistment of Contractors for Civil, Electrical and HVAC Works under Two Financial Categories (₹5 Lakh & ₹10 Lakh) at AIIMS Kalyani.

Certified that this tender document contains 23 (Twenty-three) pages only.

Executive Engineer (AC & R)  
AIIMS Kalyani

**Name of Work:** Enlistment of Contractors for Civil, Electrical and HVAC Works under Two Financial Categories (₹5 Lakh & ₹10 Lakh) at AIIMS Kalyani.

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## NOTICE INVITING TENDER (NIT) /APPLICATION FOR ENLISTMENT

### **Introduction**

AIIMS Kalyani is an Autonomous Institute of National Importance under the Ministry of Health and Family Welfare, Govt. of India. The Institute operates from its permanent campus at Kalyani, West Bengal. AIIMS Kalyani invites Notice inviting e-tender (NIT) for 'Enlistment of Contractors for Civil, Electrical and HVAC Works under Two Financial Categories (₹5 Lakh & ₹10 Lakh) at AIIMS Kalyani.' from reputed, resourceful, and experienced agencies/contractors who have executed similar nature works in Central/State Government/PSUs/Autonomous Bodies, preferably in healthcare institutions. The main objective of this enlistment is to create a pool of competent agencies for timely execution of works, with focus on healthcare infrastructure including medical facilities, specialized installations, and hospital-specific services.

a)	NIT No.	<b>631/ENGG/PROC/NGEM/21/2025- ENGG/COMP-6784/ET-19</b>
b)	Name of NIT	Enlistment of Contractors for Civil, Electrical and HVAC Works under Two Financial Categories (₹5 Lakh & ₹10 Lakh) at AIIMS Kalyani.
c)	Earnest Money Deposit <b>cum</b> Permanent Security Deposit (applicable separately for individual categories #): -  # An entity enlisted under different categories shall be required to submit separate Standing Earnest Money Deposit / Permanent Security Deposit.	<p>For Categories upto 10 lakh: - Rs 30,000 (Rupees Thirty Thousand).</p> <p>For Categories upto 5 lakh: - Rs 15,000 (Rupees Fifteen Thousand).</p> <p>The EMD amount has been mentioned as Rs.30000/- in the portal dashboard. EMD amount of Rs.15000/- could not be mentioned in the portal dashboard due to technical limitation.</p> <p>Bidders should pay the applicable EMD amount as mentioned in this section.</p> <p><b>Bidders are also requested not to pay the EMD amount in the portal dashboard in e-payment mode.</b></p>
d)	Validity of Enlistment	The enlistment will remain valid for a period of <b>One year</b> from the date of issue of the enlistment order and may be extended upto for another 02 Years, on yearly basis, subject to the decision of the competent authority or as specified in the enlistment order. The enlistment is subject to review by the enlisting authority and may be suspended, debarred, or subjected to any other disciplinary action at any time if deemed necessary by the enlisting authority, in accordance with the applicable provisions of the Enlistment Rules.
e)	Enlistment Fee *: - (Non-Refundable) (No Exemption) [Not applicable if application is for	2360 (Rupees Two Thousand Three Hundred Sixty Only) including 18 % GST. Through BC/ DD / RTGS / NEFT / Bank

	revision of enlistment under single category .]	Transfer etc.,) to be made at - A/C:
f)	Date for Issue NIT document	14.01.2026
g)	NIT document Submission Start Date	14.01.2026
h)	NIT document Submission End Date and Time	04.02.2026 5 PM
i)	Date and Time for Opening of Bids (Technical bid)	04.02.2026 5:30 PM
j)	Address for Communication	procurement@aiimskalyani.edu.in

The NIT document may be downloaded from the website: <https://aiimskalyani.ewizard.in> Corrigendum, if any would appear on the <https://aiimskalyani.ewizard.in>. AIIMS, Kalyani reserves the right to reject any or all the tenders in part or full without assigning any reasons thereof. Online submission of Bids through Central Public Procurement Portal is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**

## **1. INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

### **Broad outline of activities from Bidders perspective:**

- a. Procure a Class III Digital Signature Certificate (DSC).
- b. Register on the e-Procurement portal <https://aiimskalyani.ewizard.in/>.
- 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.
- i. Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS, Kalyani's Post-TOE queries.

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://aiimskalyani.ewizard.in>

### **Digital Certificates:**

For integrity of data and authenticity / non-repudiation of electronic records, and to be complaint 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 <https://aiimskalyani.ewizard.in>].

#### **Registration:**

To use the Electronic Tender portal <https://aiimskalyani.ewizard.in> 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.

#### **Note:**

- i. After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/ activated.
- ii. The Bidder must ensure that after following above, the status of bid submission must be “Submitted”.
- iii. 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.
- iv. 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.
- v. 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.

#### **Bid Submission:**

The entire bid-submission would be online on the Tender wizard portal i.e. <https://aiimskalyani.ewizard.in>. Broad outline of submissions are as follows: -

- i. Submission of Bid Parts (Technical & Financial).
- ii. Submission of information pertaining to Bid Security/ EMD.
- iii. Submission of signed copy of Tender Documents/Addendums.

#### **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 establishing compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

#### **2. TERMS AND CONDITIONS:**

- a) All Intending Agencies/ contractors preferably registered in central/state PWD /MES in the suitable Category/class or Agencies/Contractors who have executed similar nature works in any Central / State Government /PSU and who fulfill eligibility criteria of NIT Document are eligible for registration. Categories of items for registration are mentioned at clause no.4 of the document.
- b) AIIMS, Kalyani reserves the right to cancel or reject or accept or withdraw or extend the NIT in full or part as the case may be without assigning any reason thereof.

#### **3. BENEFITS OF REGISTRATION:**

The firms registered with AIIMS KALYANI will get the following benefits:

- a) Tender enquiries against demands for limited tender which are not advertised are sent to the registered firms.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them

advance information to enable them to participate in the Tender.

#### **4. Enlistment / Registration Procedure**

4.1. The applicant should read all the pages of the document.

4.2. Correct / relevant information / data have to be furnished by the vendors.

4.3. The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria & experience for that category of work / item.

4.4. The agencies/firms/contractors for execution of similar works include major /minor repairs/addition /alteration / extension for services in categories as mentioned in the registration documents seeking application form shall have to pay the requisite (cost/fee)amount as stated below, for registration / enlistment.

4.5. The cost of application forms and processing fees to be remitted along with the forms, shall be as Rs. 2360 (Rupees Two Thousand Three Hundred Sixty Only) including 18 % GST.

4.6. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.

4.7. The following self-certified essential documents as per eligibility criteria should be submitted with the Registration Form:

- i. Past Experience certificates (Completion certificate from Client along with copy of Award letter/ Work Orders with BOQ to be submitted by the bidder.)
- ii. Valid Trade Registration for Civil /Electrical /HVAC works
- iii. GST & PAN Number certificate
- iv. Labour License (if applicable).
- v. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. (An affidavit in case of sole proprietorship, Partnership deed in case of Partnership firm, Article of Association in case of Private/Public limited Companies.)
- vi. Solvency certificate (Not older than 6 months from last date of submission)
- vii. Average minimum Annual Turnover CA certified Certificate for last 3 consecutive financial years ending 31<sup>st</sup> March 2025 as per eligibility criteria.
- viii. Valid ESIC/EPF Registration certificate. (If bidder is registered with ESIC/EPF, then EPF/ESIC Registration certificate must be submitted. Else self-declaration by bidder for non-applicability of ESIC/EPF to be submitted).
- ix. Valid Electrical License for Electrical works.
- x. Bank Details.
- xi. Registration with CPWD/PWD /PSUs/Autonomous organization etc. if any.
- xii. A notarized/self-attested certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University, Institute etc. in the past three years.
- xiii. Duly filled signed stamped Application form as Enclosed.

4.8. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the firms / agencies/ contractors shall be registered with the AIIMS KALYANI.

4.9. The firms / agencies/contractors will be considered for registration / Enlistment for an initial

period of one year which may be extended upto a maximum period of 2 years' subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the Institute.

4.10. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:

(1) Registration No.

5. Vendor Trade Group/ Category No. along with description.

**CATEGORY AND CODE :**

CODE/ TYPE	WORK	Particulars/Items of work
A	CIVIL Works	<p><b>Civil/Plumbing /Piping / Aluminum /Gypsum /other material Partition works/ Carpentry/ MS framing works / SS/ Structural steel/ Earth works/ Road works/ Painting works miscellaneous repairs/addition /alteration works etc. as called for.</b></p> <p><b><u>Brief detail of Civil Works includes –</u></b></p> <p><b>Civil Works :</b> (1) Civil repair, maintenance works related to minor water proofing works in buildings and construction of minor structure &amp; other ancillary works (2) Flooring works (3) Finishing works Supplying &amp; fixing of different types of building materials viz. cement, sand, reinforcement, all types of granites, tiles, marbles, kota stone, marble mosaic tiles, all types of precast paver blocks, bricks, centering &amp; shuttering materials, manhole / gully-trap chamber cover (4) Repair, maintenance and construction of all types of underground sewer lines, manhole chambers, gully trap chambers, roads &amp; pathways (5) Internal painting / polishing of building and its parts (6) Structural repair works in buildings, water tanks, sumps etc. (7) Repair, maintenance and fabrication of all types of M.S. Grill and sheet works, (8) Minor structural rehabilitation works of buildings. (9) Panic door repairing work. (10) Cleaning of sand stone cladding.</p> <p><b>Plumbing and Sanitary works:</b> (1) All types of plumbing, sanitary works in the residential / office complex including supply &amp; fixing of plumbing and sanitary materials as per the requirement (2) Repair, maintenance of rain water pipes, Sewerage / stack lines in the duct / other area of the buildings (3) Maintenance of water supply line valves, meter chambers, water meters, foot valves, sewerage system for buildings &amp; other ancillary structures (4) Cleaning of water tanks &amp; U.G. Sumps and disinfecting with chlorine based approved chemicals etc. (5) Removing the deposits from the septic tanks, soak pits and cleaning the underground sewage lines etc. (6) Cleaning the open surface drains clean and free from deposits.</p> <p><b>Carpentry &amp; Interior decoration:</b> (1) Repair, painting, maintenance and construction of all types of Carpentry works</p>

		including the fittings and fixtures attached to Carpentry works (2) Ancillary civil related works in connection with wooden, aluminum or steel works (3) Fixing of all types of glass in doors, wooden or steel windows, (4) Writing inventory no. and name plates (5) All types of wooden works related to interior decoration. Aluminum door and window work, venetian blinds, etc. (7) Door closer, louver window work, floor spring etc., (8) Miscellaneous works pertaining to maintenance of Buildings. (9) Repairing of Motor Control Panels (10) Any other associated plumbing works as per site requirements.
B	Electrical Works	<p><b>Internal And External Electrical Works/ LT/ HT Power distribution system/ Misc. LT/HT wiring/ cabling / Fire detection work/ Street light work/ addition /alteration for services works as called for.</b></p> <p><u>Brief detail of Electrical Works-</u></p> <p>(1) Wiring for light point / fan point / call bell point / exhaust fan point. (2) Wiring for circuit / sub-main wiring (3) Supplying and fixing of PVC/MS conduit (4) Supplying and fixing GI box along with modular base &amp; cover plate for modular switches (5) Supplying and fixing modular switch / socket on the existing modular plate &amp; switch box (6) Supplying and fixing of LED fittings / Dali Lighting System/Street light fittings etc. of all types complete with all accessories (7) Supplying and fixing of wall fan/ ceiling fan. (8) Laying of PVC insulated and PVC sheathed / XLPE power cable of 1.1 kV Grade. (9) Supplying and making End Termination with brass compression gland and lugs. (9) Electrical Earthing work of different types (10) Providing and fixing of Copper/G.I. strip on surface or in recess. (11) Supplying and fixing SP DP TP miniature circuit breaker/ Molded Case Circuit Breaker/ MCCB etc.. (12) Repairing &amp; maintenance of VCB &amp; other accessories. (13) Repairing &amp; maintenance of HT/LT Electrical Panel. (14) Underground/Overhead laying of HT/LT Cables per site requirement (15) Any other associated electrical works as per site requirements.</p>
C	HVAC Works	All associated HVAC works like Ducting Insulation, repairs of Split AC, Panel Repairs etc.

AIIMS KALYANI reserves all the rights to modify or add any or all the categories as per the requirements from time to time.

#### **CATEGORY/ CLASS**

Volume of works as per the estimate would be basis of categorization of the applicants covering one or all of the under mentioned categories,

#### **6. Eligibility Criteria:**

<b>Category</b>	<b>Civil Works</b> (Financial categories)	<b>Electrical Works</b> (Financial categories)	<b>HVAC Works</b> (Financial categories)
<b>Category-1</b>	Upto Rs. 5,00,000/-	Upto Rs. 5,00,000/-	Upto Rs. 5,00,000/-

<b>Category-2</b>	Upto Rs. 10,00,000/-	Upto Rs. 10,00,000/-	Upto Rs. 10,00,000/-
Past Experience of completed similar work during last Seven years.	<p>(i)Three similar Completed works experience in Central/State Government/Public sector undertakings/ Autonomous Organizations of the Central/State Government each of value not less than 40% of relevant category (Category 1 or Category 2).</p> <p><b>(Or)</b></p> <p>(ii)Two similar completed works experience in Central/ State Government/Public sector undertakings/ Autonomous organizations of the Central/State Government each of value not less than 60% of relevant category (Category 1 or Category 2).</p> <p><b>(Or)</b></p> <p>(iii) One similar completed work experience in Central/ State Government/Public Sector undertakings/ Autonomous Organizations of the Central/ State Government value of cost not less than 80% of relevant category (Category 1 or Category 2).</p>	<p>(i)Three similar Completed works experience in Central/State Government/Public sector undertakings/ Autonomous Organizations of the Central/State Government each of value not less than 40% of relevant category (Category 1 or Category 2).</p> <p><b>(Or)</b></p> <p>(ii)Two similar completed works experience in Central/ State Government/Public sector undertakings/ Autonomous organizations of the Central/State Government each of value not less than 60% of relevant category (Category 1 or Category 2).</p> <p><b>(Or)</b></p> <p>(iii) One similar completed work experience in Central/ State Government/Public Sector undertakings/ Autonomous Organizations of the Central/ State Government value of cost not less than 80% of relevant category (Category 1 or Category 2).</p>	<p>(i)Three similar Completed works experience in Central/State Government/Public sector undertakings/ Autonomous Organizations of the Central/State Government each of value not less than 40% of relevant category (Category 1 or Category 2).</p> <p><b>(Or)</b></p> <p>(ii)Two similar completed works experience in Central/ State Government/Public sector undertakings/ Autonomous organizations of the Central/State Government each of value not less than 60% of relevant category (Category 1 or Category 2).</p> <p><b>(Or)</b></p> <p>(iii) One similar completed work experience in Central/ State Government/Public Sector undertakings/ Autonomous Organizations of the Central/ State Government value of cost not less than 80% of relevant category (Category 1 or Category 2).</p>
<b>EMD cum PBG Category-1</b>	Rs.15,000/-	Rs.15,000/-	Rs.15,000/-
<b>EMD cum PBG Category-2</b>	Rs.30,000/-	Rs.30,000/-	Rs.30,000/-
Average Annual Turnover during last three consecutive financial years ending 31 <sup>st</sup> March 2025.	30% of relevant category	30% of relevant category	30% of relevant category
Valid recent Trade registration, PAN, GST Certificate etc.	To be submitted	To be submitted	To be submitted
Valid Electrical			

License (LT/ HT) for Electrical works in name of Agency.	Not Applicable	To be submitted	Not Applicable
ESIC/ EPF Registration Certificate (As per clause 3.7.)	To be submitted (if applicable)	To be submitted (if applicable)	To be submitted (if applicable)
Proprietorship certificate, Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.	To be submitted	To be submitted	To be submitted
Non Blacklisting Certificate	To be submitted	To be submitted	To be submitted

**Note: -**

1. The contractors shall have to satisfy the above minimum eligibility criteria for enlistment.
2. Similar works for Electrical, Civil and HVAC works are defined in clause -5.

## **7. General Conditions**

- I. The said registration qualifies a particular vendor for consideration for issue of tender document in case of limited tenders for relevant category only for which vendor is registered/empaneled. However, this will not give any claim to the party for award of work / purchase order.
- II. AIIMS, K reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of AIIMS, K in respect of registration of parties for various categories of work / items will be intimated by post /email and shall be final & binding on all concerned registered firms / vendors in the panel of AIIMS KALYANI.
- III. Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of AIIMS, K and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- IV. This document is treated as a valid contract between AIIMS KALYANI and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by AIIMS KALYANI from time to time during the registration period.
- V. In case of empaneled vendor is found in breach of any terms & condition(s) of AIIMS KALYANI or work order, at any stage during the course of installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by AIIMS KALYANI, besides debarring and blacklisting the vendor concerned for at least ONE years for further dealings with AIIMS KALYANI.

VI. The vendor should not assign or sublet the enlistment or any part or it to any other vendor in any form. Failure to do so shall result in termination of enlistment.

VII. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with AIIMS KALYANI, empaneled vendors are required to quote the Registration No.

VIII. The AIIMS KALYANI has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

#### **IX. Indemnity (if applicable)**

The selected vendor shall indemnify the AIIMS KALYANI and user departments against all thirdparty claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. AIIMS KALYANI/ User department stand indemnified from any claims that the contractor/firm/agency manpower/local authorities may opt to have towards the discharge of their duties in the fulfillment of the work orders.

### **8. Termination for Default**

- i. Default is said to have occurred i) if the vendor fails to commence /deliver any or all of the services within the time period(s) specified in the Work order or any extension thereof granted by AIIMS KALYANI. ii) If the vendor fails to perform any other obligation(s) to the satisfaction of AIIMS KALYANI, under the enlistment.
- ii. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from AIIMS KALYANI (or takes longer period in-spite of what AIIMS KALYANI may authorize in writing), AIIMS KALYANI may terminate the enlistment/ Work Order in whole or in part. This may also lead to blacklisting of the vendor debarring him from participating for any further work/s with AIIMS KALYANI.

### **9. Earnest Money Deposit cum Performance Bank Guarantee: -**

- (a) The successful tenderer will be required to furnish a Performance Security of the value mentioned in this tender document in the form of RTGS/Online banking or Account Payee Demand Draft in favour of "**ALL INDIA INSTITUTE OF MEDICAL SCIENCE KALYANI**" payable at **ICICI KALYANI MORE BRANCH** within 05 days of last date submission of the bid. The security deposit can be forfeited or reduced by this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non- observance of any condition of the contract.

Details of the bank account in which security deposit is to be credited: -

- (1) **Account no. 527001000047**
- (2) **Name of Bank – ICICI Bank**
- (3) **Branch – Kalyani More (Code-5270)**
- (4) **IFSC Code – ICIC0005270**
- (5) **MICR Code – 741229203**

(b) Security should be kept valid beyond 60 days after completion of obligations under the contract i.e. initially for a period of 14 Months and if the contract is extended, on mutual basis, for another one year then the service provider shall extend it up to another 14 months.

**10. Dispute Settlement:** All disputes in this connection shall be settled in Kalyani jurisdiction only.

**11. Defect Liability Period:** For execution of new works 1 year shall be applicable.

**12. Inspection of Works:** Works would be subject to inspection by User representative and unsatisfactory/defective works having been detected would have to be redone/repair by the vendor failing which it would be got done at the risk and cost of the said Contractor/firm/ agency.

FORM 'A'

## FINANCIAL INFORMATION

I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached). The contractor may fill first box if data for 4<sup>th</sup> box not available with him till the date of his application.

Requisite Details	Financial year 2022-23	Financial year 2023-24	Financial year 2024-25
Gross Turn Over on construction works →			
Profit/Loss(standalone financial statement and consolidated financial statement both).			

II. Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal

Signature of Bidder(s)

Date and Seal

DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN  
YEARS ENDING PREVIOUS DAY OF LAST DAY OF SUBMISSION OF TENDERS

S.No .	Name of work/proje ct And location	Owner or sponsoring organizati on	Cost of Work in crores of rupees	Date of commenceme nt as per contract	Stipulated date of completio n	Actual date of completio n	Litigation / arbitratio n cases pending/ in progress with details*	Name and address/ telephone number of officer to whom reference may be made	Whether the work was done on back to back basis Yes/ No
1	2	3	4	5	6	7	8	9	10

\* Indicate gross amount claimed and amount awarded by the Arbitration Tribunal.

(Authorized Signature of the Bidder with Seal)

## PROJECTS UNDER EXECUTION

S.N o.	Name of work/ Project And locatio n	Owner or Sponsoring organizati on	Cost of work in crore s of rupee s	Date of commenceme nt as per contract	Stipulate d date of completi on	Upto date percenta ge progress of work	Slow progre ss if any and reason s thereof	Name and address/ telepho ne number of officer to whom referenc e may be made	Remar ks

Signature of Bidder(s)

FORM-1

**FORM FOR DETAILED INFORMATION BY BIDDER**

Name of Firm/Contractor/Supplier	:
Complete Address and Telephone Number	:
Name of Proprietor/Partner/Managing Director/Director	:
Phone Number	:
Mobile Number	:
e-Mail ID	:
Name and address of service Centre nearby Kalyani	:
Whether the firm is a registered Firm(Yes/No. (Attach Copy of Certificate)	:
PAN Number. (enclose the attested copy of PAN Card)	:
Service Tax Number. (enclose the attested copy of VAT Certificate)	:
GST Number (enclose the attested copy of VAT Certificate)	:
Whether the firm has Uploaded the Bank Draft/Pay Order/ Banker's Cheque of Earnest Money Deposit (EMD).	:
Whether the Firm/Agency as signed Each & Every page of Tender/NIT	:
EPF No. (Enclose the attested copy of EPF Registration Certificate)	:
ESI Code.	:
Any other information, if necessary.	:

(Authorized Signature of the Bidder with Seal)

FORM-3

**DECLARATIONS**  
**(TO BE GIVEN BY THE TENDERERS)**

It is to certify that: -

NOTE: - (To be certified by all the partners in case of partnership firms, by all the directors in case of companies).

a) “I/We undertake and confirm that eligible similar Work(s) have not been got executed through another contractor on back to back basis. Further, it is stated that, if such a violation comes to the notice of Department, then I/We shall be debarred for bidding in AIIMS Kalyani in future forever. Also, if such a violation comes to the notice of AIIMS, Kalyani before date of start of work, the Executive Director shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee”.

Date: \_\_\_\_\_

Signature of the Tenderer

b) “The Original Instrument for EMD cum PBG and Self Certified copies of other Eligibility Documents shall be deposited by me/us with the FIC Procurement, AIIMS, Kalyani before the scheduled time and date of opening of technical bid failing bid failing which AIIMS Kalyani shall reject the Bid.

Date: \_\_\_\_\_

Signature of the Tenderer

c) I/We undertake and confirm that I/ we have not been blacklisted in any government/semi government department/PSU for the period of this contract. In case this information is found in correct I/We may be subjected to due penalty and legal action.

Date: \_\_\_\_\_

Signature of the Tenderer

**FORM-5**

**AGREEMENT**

**Format for Agreement**

(to be made on Rs.100/- Non- Judicial Stamp Paper)

This agreement is made at Kalyani on the \_\_\_\_\_ day of \_\_\_\_\_  
Month of \_\_\_\_\_ 20\_\_\_\_ (Two Thousand \_\_\_\_\_) ***between the Executive Director, All India Institute of Medical Sciences, Kalyani*** acting through ***Executive Engineer, AIIMS, Kalyani*** having its ***Office at AIIMS, Kalyani-741245*** (herein after called **'Client'** which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, Legal Representatives and assigns) of the First party,

**and**

M/s \_\_\_\_\_ (Second party) having its registered  
Office at \_\_\_\_\_

*(Here in after called the **'Agency'** which expression unless repugnant to the Context shall mean and include its successors-in-interest assigns etc.)* of the Second Party.

WHEREAS the “Clint” is desirous to engage the **'Agency'** for the work “Enlistment of Contractors for Civil, Electrical and HVAC Works under Two Financial Categories (₹5 Lakh & ₹10 Lakh) at AIIMS Kalyani.”, as per the terms and conditions stated below: -

- (a) All the Terms & conditions of the Tender document will form as the part of this Agreement.
- (b) The agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other Laws applicable and all Statutory Obligations such as Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed in AIIMS, Kalyani. The client shall have no liability in this regard.
- (c) The Agency shall be solely responsible for any Accident/Medical/Health related Liabilities/Compensation for the personnel deployed at it at AIIMS, Kalyani site. The Client shall have no liability in this regard.
- (d) Any violation of Instructions/Agreement or Suppression of facts will attract cancellation of Agreement without any reference or any notice period.
- (e) The Contract can be terminated by giving 01 (One) Month Notice by the AIIMS, Kalyani.
- (f) In case of Non-Compliance with the contract, the Client reserve sits right to Cancel/Revoke the contract.
- (g) Performance Security amounting to @3% of the Annual Contract Value, in the form of Fixed Deposit Receipt or Bank Guarantee form a scheduled Bank shall be furnished by the Agency at the time of signing of the Agreement.
- (h) The Agency Shall be fully responsible for timely monthly payment of wages i.e. by 07<sup>th</sup> of every month without fail and any other dues to the personnel deployed at AIIMS, Kalyani as per rates mentioned in the schedule without any deductions except PF & ESI as admissible.

(i) The personnel provided by the Agency will not claim to become the employees of AIIMS, Kalyani and there will be no employee and Employer relationship between the personnel engaged by the Agency & AIIMS, Kalyani.

(j) There would be no increase in rates payable to the Agency during the Contract Period.

(k) The Agency also agrees to comply with annexed Terms & Conditions of the Tender and amendments thereto from time to time.

(l) Decision of Client in regard to interpretation of the Terms & Conditions of the Tender shall be final and binding on the Agency.

(m) The Agency shall ensure full compliance with Tax laws of India with regard to this contract and shall be solely responsible for the same the Agency shall keep client full indemnified against liability of Tax, Interest Penalty and any other legal Liability etc. of the Agency in respect thereof, which may arise. No Service Tax will be paid by AIIMS, Kalyani. The Books of Accounts of the Agency as regards this outsourcing work shall be open for examination by the Institute as and when required.

(n) In case of any dispute between the Agency and Client, Client shall have the right to decide. However, all matters of jurisdiction shall be at the Local Courts of Kalyani.

(o) The Agency will provide Police Verification Certificate of each Employee within a period of 03 (Three) Months from the date of deployment exception respect of Ex-Servicemen and retired Government Employees. Failing this, the deployment shall be liable for cancellation.

(p) THIS AGREEMENT will take effect from the \_\_\_\_\_ day of \_\_\_\_\_ Month of \_\_\_\_\_ 202... (Two Thousand Twenty.....) and shall be valid for 01 (One) Year and extendable for another 6 months year as desired by AIIMS Kalyani.

This day of \_\_\_\_\_ 20\_\_\_\_, both the parties here to have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year mentioned above in Kalyani in the presence of the witness: -

.....  
(For and on behalf of Bidder/Contractor)

.....  
(For and on behalf of Principal/Owner)

WITNESSES:

.....  
(Signature, Name and address)

.....  
(Signature, Name and address)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Place: \_\_\_\_\_

### **Application Format for Contractor Enlistment**

#### **Category & Code Applied for:-**

1. Name of the Company/Agency/Contractor-----
2. a) Head Office / Registered Office -----  
Telephone No.-----  
Fax No.-----  
Email-----  
Web site (if any)-----  
Date of Establishment-----  
b) Office in Kalyani if any  
Telephone No.-----
3. Name of Chief Executive /  
Proprietor / Partners-----  
Telephone No.-----  
Fax No.-----  
Email-----
4. Name of Contact Person-----  
Telephone No.-----  
Fax No.-----  
Email-----

#### **5. Type of Organization**

#### **Documents to be enclosed**

- a) Proprietary  Trade Registration / An affidavit
- b) Partnership  Partnership Deed, Trade License
- c) Private Limited Company  Memorandum of Article
- d) Public Limited Company  Certificate of Registration

#### **6. Public Sector**

- Trade License

#### **7. Nature of Business**

Manufacturing

Dealership

Contractor

Other (Specify)

**8. Work Experience Details as per Eligibility Criteria:**

S.No.	Name of Work	Work order no. & date	Work order value	Work completion value	Time period of work	Client details
1.						
2.						

**9. Average annual financial turnover during the immediate last 3 consecutive financial years (Rs. Lakhs) (Enclose Chartered Accountant's certification)**

i. 2024-25 -----

ii. 2023-24 -----

iii. 2022-23 -----

**10. Commercial Information Registration (Enclose Attested Copy Wherever Applicable)**

a) GST Regn. No. -----

b) PAN -----

c) Registration with CPWD/PWD/MES/PSUs etc if any\_\_\_\_\_

d) Relevant ISO Certificate, if any

**11. List of Enclosures as per Eligibility Criteria: -**

- i)
- ii)
- iii)
- iv)
- v)
- vi)
- vii)

Details of Registration fee (Rs.2360/-)

. No.:\_\_\_\_\_ Date: \_\_\_\_\_

Bank: \_\_\_\_\_

**DECLARATION BY Contractor**

- i) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.
- ii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in AIIMS KALYANI under more than one name.
- iii) No employee or direct relation of any employee of AIIMS KALYANI is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- iv)
  - a. I certify that I did not retire as an Engineer from any Department of the Government of India during the last ONE year. I also certify that I have neither such a person under my employment nor shall I employ any such person within ONE year of his retirement. (For individuals seeking enlistment).
  - b. We certify that none of the partners/Directors retired as an Engineer from any Department of the Government of India during the last ONE year. We also certify that we have neither under our employment any such person nor shall we employ any person within ONE year of his retirement. (For partnership firms and limited companies). (Strike out whichever is not applicable)

.....  
(Signature of Proprietor/Partner/ChiefExecutive)

Name .....  
(In Capital Letter)  
(Seal of Vendor)

Place: .....

Date: .....

### Annexure – EMD cum PBG Details (Category-wise & Trade-wise)

Sl. No.	Category	Estimated Value of Work	Trade / Type	EMD cum PBG Amount (Rs.)	Applied/ Not Applied (To be filled by Vendor)
1	Category-1	Up to Rs. 5 Lakh	Civil	15,000/-	
2	Category-1	Up to Rs. 5 Lakh	Electrical	15,000/-	
3	Category-1	Up to Rs. 5 Lakh	HVAC	15,000/-	
4	Category-2	Up to Rs. 10 Lakh	Civil	30,000/-	
5	Category-2	Up to Rs. 10 Lakh	Electrical	30,000/-	
6	Category-2	Up to Rs. 10 Lakh	HVAC	30,000/-	

**Note:**

If any vendor intends to participate in **more than one category and/or more than one trade (Civil / Electrical / HVAC)**, the vendor **must submit separate EMD cum PBG for each category and each trade individually**.

EMD cum PBG submitted for one category/trade **shall not be considered valid** for any other category or trade.