

Rate Contract

For

Comprehensive Digitization of Paper Medical
Records

at

All India Institute of Medical Sciences, Jodhpur

NIT No. : Admn/RC/09/2021-AIIMS.JDH

NIT Issue Date : 23rd March, 2022

Pre Bid Meeting : 04th April, 2022 at 03.30 PM

Last Date of Online Submission : 19th April, 2022 upto 03.00 PM

Bid Opening Date : 20th April, 2022 at 03.00 PM

Tender documents may be downloaded from institute's web site
www.aiimsjodhpur.edu.in (for reference only) and CPPP site
<https://eprocure.gov.in/eprocure/app>



**All India Institute of Medical Sciences,
Jodhpur**

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Telefax: 0291- 2740741, email: procurement@aiimsjodhpur.edu.in

www.aiimsjodhpur.edu.in

Schedule of Rate Contract

01	Particular	Rate Contract for Comprehensive Digitization of Paper Medical Records
02	Rate Contract No.	Admn/RC/09/2021-AIIMS.JDH
03	Contract period	(1) One Year and can be continued / renewed for further (2) Year (one year at a time) subject to satisfaction of the All India Institute of Medical Sciences (AIIMS), Jodhpur
04	The estimated yearly consumption	Rs. 30.00 Lakh (Rupees Thirty Lakh Only)
05	Performance Security	03% of Total Order Value
06	Tender documents Download from	www.aiimsjodhpur.edu.in https://eprocure.gov.in
07	Website for online submission	https://eprocure.gov.in/eprocure/app .
08	Pre-bid meeting	04 th April, 2022 at 03:30 PM at AIIMS, Jodhpur.
09	Last date and time for online submission	19 th April, 2022 upto 03:00 PM on https://eprocure.gov.in/eprocure/app .
10	Date and time for Opening Bid	20 th April , 2022 after 03:00 PM

Deputy Director (Admn)
AIIMS, Jodhpur

All India Institute of Medical Sciences (AIIMS), Jodhpur, Rajasthan, an apex healthcare institute established by an Act of Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites **Online bids in two bid system** for Tender for Comprehensive Digitization of Paper Medical Records at AIIMS, Jodhpur. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

S. No.	Item Description	Approximate Quantity (Yearly)
01	Comprehensive Digitization of Paper Medical Records and	30 Lakh Pages

(Refer Details as per Annexure – “I”)

Instructions for the Tenderer/ Contractor/ Bidders:-

- Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**
- The complete bidding process in online. Bidders should be possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For free of cost training of e-bidding process, if required, and for any other assistance bidder may contact to the helpdesk at 0291-2740741.
- Tenderer/Contractor/Bidders are advised to follow the instructions provided in the ‘Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>’.**
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
- Submission of Tender:**
The tender shall be submitted online in two part, viz., technical bid and financial bid (in attached BOQ in CPP Portal).

The offers submitted by Telegram/Fax/email/Hard Copy shall not be considered. No correspondence will be entertained in this matter.

I. Technical Bid

The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document:

- Duly filled format of Technical Bid as per Annexure – II.

- b) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- c) **Financial Status:** - Bidder must have an average annual turnover of Rs. 30 lakh during the last 3 financial years (Documentary proof like financial statement /Balance sheet from Chartered Accountant/ equivalent statutory authority to be submitted).
- d) Copy of Income Tax Return Acknowledgement for last Three years.
- e) The vendor should have past 1 years' experience in 500 bedded Government Hospital / PSU Hospitals.
- f) The vendor should have completed digitizing/ archiving / bookmarking / indexing in any Government Hospital / PSU Hospitals i.e., about 30 Lakh records per year. (The name of organization, address and telephone number of the same and satisfactory work performance certificate should be provided in the Performance Statement).
- g) The bidder must be in the field of Software development/ IT enabled services business for at least 5 years. (In this regards supporting document must be upload)
- h) Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients. The supplier shall also furnish a list of organizations where such item, have been services provide during the last three Years along with performance certificate from concerned organization. Copies of Supply Order/Annual Rate Contract and satisfactory Performance/Experience certificate issued by appropriate authority/authorities of the Hospitals should be attached in proof of the same.
- i) Copy of PAN Card.
- j) Copy of GST Registration Certificate.
- k) Duly Signed Tender document annexures.

II. **Financial Bid** – Bidder must submitted the financial bid in attached BOQ in CPP Portal.

General Term & Conditions

1. **"PRE –BID Meeting"** with the intending bidders shall be held on **04th April, 2022 from 03:30 P.M. at AIIMS, Jodhpur**. In view of COVID on request of intending bidder online meeting also be organized. Intending bidder will be allowed to seek clarification on specification, Conditions of Contract, etc. in writing to AIIMS, Jodhpur, within 48 hours after the pre-bid meeting.
2. **Rate:** Prices of services should be inclusive of all taxes and statutory compliance. Rate should be quoted only in Indian Rupees (INR) on DOOR Delivery Basis and as per specified in BOQ.
Note : No other charges would be payable by the Institute except mentioned in BOQ.
3. **Specification:** The Contractor must confirm in writing that the services provided by them shall be as per specification and terms and conditions mentioned in tender conditions and in case of any variation, the contract shall be liable to be cancelled immediately. The Security cum Performance Guarantee will also be forfeited.
4. **Validity:**
 - a) The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
 - b) In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
5. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the AIIMS, Jodhpur may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
6. **Right of acceptance:** The AIIMS, Jodhpur reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The AIIMS Jodhpur reserve the right to reject any or all tenders /quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.
7. **Technical Evaluation:**
 - a) Detailed technical evaluation shall be carried out by Institute pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are

complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

- b) AIIMS Jodhpur shall have right to accept or reject any or all tenders without assigning any reasons thereof.

8. Financial Evaluation:

- a) The financial bid shall be opened of only those bidders who have been found to be technically eligible.
- b) If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.
- c) If there is a discrepancy between words and figures, the amount in words shall prevail.
- d) After due evaluation of the bid(s) AIIMS, Jodhpur will award the contract to the lowest evaluated responsive tenderer. Conditional bid will be treated as unresponsive and will be rejected.
- e) Bidder must quote the financial bid as specified in BOQ.

9. **Award of Contract:** The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technical and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.

10. **Contract Period:** The rate contract for Comprehensive Digitization of Paper Medical Records and Related Documents Management System initially for a period of (1) one year and can be continued / renewed for further (2) two year (one year at a time) subject to satisfaction of the All India Institute of Medical Sciences (AIIMS), Jodhpur and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time.

11. **Signing the Contract:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 500/- (Rs. Five Hundred only) along with performance security within fifteen days of the issue of the Letter of notification of award. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

12. Performance Security:

- a) The Successful Contractor will be required to furnish an amount @ 03 % of Total Annual Contract Value (inclusive of GST) as a performance security in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the "All India Institute of Medical Sciences, Jodhpur" payable at Jodhpur within 30 days from the award of contract. Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations.
- b) The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract.

- c) In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited.
- d) Performance Security will be discharged after 60 days from the completion of contractor's performance obligations under the contract.
13. **Payment Term:** For scanning and storage of records, the payment will be done on monthly basis. Bill should be submitted at the end of every month for the work carried out during the month. The vendor should keep proper record for services duly certified by the MRD. No payment will be made for poor quality of work.
14. If it is found at any stage that the Scanning/digitizing, Indexing, storing or retrieval has not been done in accordance with the agreed terms and conditions, AIIMS Jodhpur shall be entitled to withhold further payment of the vendor/ forfeit bank guarantee/ levy penalty as specified and take any other action necessary
15. The Authority of AIIMS Jodhpur will do random checking of the work being done by the vendor and in the event of the vendor not executing or completing the minimum agreed volume of work, AIIMS Jodhpur may impose suitable penalty as per norms mentioned in tender document, per unfinished page in addition to the recovery of other losses and damages that may suffer, besides terminating the contract and getting the work executed at the cost and responsibility of the vendor. The vendor shall add/replace poor quality scanned images/documents on its own, for which vendor shall not be entitled to get any extra payment.
16. AIIMS Jodhpur shall provide space for work, electrical supply; file racks etc. as per requirement but the vendor will ensure that the space and other facilities provided to it by AIIMS Jodhpur are not misused in any manner.
17. The Scanned/digitized record will be the property of AIIMS Jodhpur. The vendor shall have no right, title or interest in it and shall not use it in any manner. Any violation in this regard will attract appropriate legal action against vendor.
18. Under no circumstances, the medical record documents and other documents shall be changed, mutilated, destroyed or replaced by some other documents.
19. The scanners should be duplex and capable of handling fragile, old, delicate documents which may also be stapled.
20. Check each document/case sheet before its scanning and digitizing, each document of file and the data is to be stored by way of images in Portable Document Format PDF/A with adequate resolutions. The images so stored in the database be properly indexed as per the requirement of AIIMS Jodhpur and should be capable of deleting / adding more, images, at later stage of need be, in an old stored file. The data so stored shall be in a non-editable form.
21. The authorized representatives of the tenderer after successfully storing the data on their own computer shall transfer the same on the computer/server storage to be provided by AIIMS Jodhpur along with the documentation, technical and user manual.

22. Inspection:

- a) AIIMS, Jodhpur shall have the right to inspect and/or to test the goods to confirm their conformity to the NIT Specifications at no extra cost to the Purchaser.
- b) The Director, AIIMS Jodhpur shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
- c) No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

23. Arbitration: If any difference arises concerning this agreement, its interpretation on payment to the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

24. Subletting of Work: The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Jodhpur, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

25. Breach of Terms and Conditions: In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Jodhpur in that event the security deposit shall also stands forfeited.

26. Insolvency etc: In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Jodhpur shall have the power to terminate the contract without any prior notice.

27. Force Majeure:

- a) If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be

reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

b) Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

28. **Legal Jurisdiction:** - The agreement shall be deemed to have been concluded in Jodhpur, Rajasthan and all obligations hereunder shall be deemed to be located at Jodhpur, Rajasthan and Court within Jodhpur, Rajasthan will have Jurisdiction to the exclusion of other courts.
29. **Right to call upon information regarding status of work:** The AIIMS, Jodhpur will have the right to call upon information regarding status of work / job at any point of time.
30. No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by him. Clerical error, typographical error etc. committed by the tenderers in the tender forms will not be considered after opening of the tenders. Conditions such as "SUBJECT TO AVAILABILITY, SUPPLY WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc. will not be considered under any circumstances and the tenders of those who have given such conditions at any time before or after award of tender shall be treated as incomplete and for that reason, shall be summarily rejected.
31. Bidder shall upload a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
32. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
33. The quantity of item given in the tender is tentative, which may be increased or decreased as per the institute's requirement.
34. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
35. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
36. The Income Tax/ Any other Taxes as applicable shall be deducted from the bill unless exempted by the Income-tax department.
37. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
38. AIIMS, Jodhpur shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.

39. The successful Tenderer shall also provide the name and mobile no of key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of making arrangement for supply of the desired items even on short notice to AIIMS, Jodhpur.
40. The firm has not been blacklisted in the past by any government/ Private institution and there is no Vigilance/CBI case pending against the firm supplier. In this regards bidder must submit the attached annexure (Refer annexure - III).
41. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
42. **Applicable Law:**
- a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
 - b) Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Jodhpur, Rajasthan, India only.
 - c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties.
 - d) Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

Deputy Director (Administration)
AIIMS, Jodhpur

Special Conditions

TECHNICAL SPECIFICATION OF DIGITIZATION & SCANNING OF MEDICAL RECORDS DOCUMENTS

1. Receiving of discharge case sheets from Medical Record Department.
2. Arranging and page numbering to be done as per order of assembling of MRD.
3. Scanning of Records & image enhancement & storing image, storing in DVD/Hard Drive disc of MRD.
4. The temporary storage during the scanning will be the responsibility of the firm. The scanned data to be provided in DVD/Hard Drive./ upload file to the existing AIIMS server
5. The record should be scanned and returned to MRD within 24 hours. The paper work for receipt and issue of records to be printed/ provided by outsource agency and returning back the case sheet in original in Assembled/ Stapled order to MRD.
6. The scanning will be done in MRD only, but the **hardware / Software/ Maintenance/ Manpower will be provided by the outsourcing agency.**
7. Software for retrieval of Medical records by various parameters
viz. Admission No. i.e. MRD No., Demographic profile, ICD-10 code Nos., date/month/year, etc. of scanned documents for searching these parameters either keyword or using a software link.
A separate software for retrieval of diagnostic data should be provided with various parameters viz. retrieval of data disease wise, sex wise, age wise, unit wise, geographical wise, etc. will be kept at the MRD by the vendor
8. The software should be installed at hospital premises in a separate dedicated system for easy retrieval.
9. The scanning should be done in the PDF/any latest format of PDF.
10. Record ID: auto generated unique ID irrespective of case sheet no. Record Type i.e. IPD case sheet, OPD Case sheet, emergency case sheet, post mortem report, discharge summary, death/ birth certificate etc.
Hardcopy Record storage: Rack detail with location.
Hardcopy Record Storage: Shelf detail with location.
Case sheet owning department unit/ ward.
Contact of case sheet that no. of reports, no progress notes pages, no of xray etc.
11. Coding and diagnostic indexing of documents, as per ICD10 coding book of WHO, to be done by man power of outsource agency in the software at MRD of this hospital.
12. The key if any for all the above software i.e. scanning & MRD Functions should be given to this hospital for any alteration/corrections/additions, as & when required.
13. The protocol of cleaning the pages, numbering of pages before scanning, scanning (600 DPI) and other work flow will be amended from time to time by MRD committee under aegis of department of hospital Administration. Initially the contract will be of one year, which later will be extended beyond one year (on annual basis) based on the performance and after getting successful completion certificate from the MRD committee and MS office.
14. The working timings of the outsourcing agency will be same as OPD timings (general shift) 9am to 5 pm.
15. All staff employed will be provided a min wages/ LIC/ PF / Leaves and other benefits which ever are applicable
16. The pages to be scanned will be divided into 2 categories and will have individual targets , the targets (monthly are as follows)
 - a. Old MRD files prior to the year 2022/ commencement of the tender and issuance of the work order, of which there will be a minimum target to scan 30000 pages / month (1250 pages/ day taking 24 as number of working days) or else penalty will be imposed on the vendor/ agency

b. New MRD files, of which are generated per month, will have to be scanned per month to avoid any penalty

17. Penalty clause

For any deviation or not achieving the targets as mentioned in point 20 (a) and (b) penalty will be as follows

Not achieving targets as mentioned in (a) and (b) both – penalty of 2% (two percent) on the total billed amount will levied.

Not achieving any of the target (a) or (b)- penalty of 1% (one percent) on the total billed amount will levied.

Further -

Any variation in mis-match/linking of documents with the desired data while scanning of documents (OR) wrong retrieval of records/ images (OR) non-retrieval of records/images shall be treated as errors and shall be the responsibility of the vendor.

In case of such errors, an additional penalty will be imposed on the total bill, which is mentioned as below

% of error in pages	Deduction of Amount
Upto 0.5%	Nil
Greater than 0.5% and upto 1%	5%
Greater than 1.0% and upto 2%	10%
Greater than 2.0% and upto 5%	20%
Greater than 5.0%	No payment

Key Result Parameters or indicators expected from the vendor

- Should be an easy Storage and retrieval Technology.
- Searchable Text** : The vendor should store document in digitalize manner i.e. scanned copies of document in a barcoded method which can be searched by any authorized staff
- All database to be centrally store in inventory management store
- The retrieval of document by entering details like inward date/ edited date/ name of document/ scanned copy of document/ barcode and many more ways as per user need should be available.
- If any documents get misplaced, then its details should be retrievable.
- Access control facility for security purposes
- The data to be also indexed in an alphabetical order/ inward date/ Location wise and as decided by the MRD committee.
- Optimum space utilization should be kept in mind owing to the space constrains
- Automation should be tried at every step for smooth functioning
- Easiest way to store, search and retrieve documents at the most comfortable level for the user to be provided at the click of a mouse, irrespective of the location, in a networked mode as well, giving access to records across locations and tehsils, centrally.
- Role based access to documents and records, both soft copy and physical records, with audit trail of access.
- On the issue of privacy of the record, role-based access, privacy, security; confidentiality, authentication etc. should be followed as per the policy of AIIMS, Jodhpur.**

**Deputy Director (Administration)
AIIMS, Jodhpur**

Annexure – I

Approximate Quantity

S. No.	Particular	Approximate Quantity (Yearly)
1	Comprehensive Digitization of Paper Medical Records	30 Lakh Pages

Deputy Director (Administration)
AIIMS, Jodhpur

Annexure - II**TECHNICAL BID**

(Tenderer may use separate sheet wherever required)

S. No.	Details of the Tenderer / Bidder	Page No.	Remarks
1.	Name & Address of the Tenderer/ Bidder		
2.	Complete Address		
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4.	List of Major Customer may be given on a separate sheet and proof of satisfactory services, if any		
5.	Last 3 years Income Tax Return.		
6.	Authenticated balance sheet for the past three years enclosed		
7.	Have you previously work to any government / private organization? If yes, please upload the relevant proof.		
8.	PAN No. (Enclose the copy of PAN Card).		
9.	GSTIN (Enclose the copy of GST Registration Certificate).		
10.	Name and Mobile Number of a Key person, who can be contacted at any time.		
11.	Email Id		
12.	Landline No.		

- **In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.**

Date: Name :

Place: Business Address :

Signature of Bidder :

Seal of the Bidder :

Annexure – III

CERTIFICATE

(To be submitted on letter head of the company/ firm)

I/ We hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I/ We also certify that firm will be supplied the item as per the specification given by Institution and also abide all the terms & conditions stipulated in tender.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per NIT rules

Date:	Name	:
Place:	Business Address	:
	Signature of Bidder	:
	Seal of the Bidder	:

Annexure - IV

TENDER ACCEPTANCE CERTIFICATE

(To be given on company letter head)

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' form the website(s) namely: - **Rate Contract for Comprehensive Digitization of Paper Medical Records** at AIIMS Jodhpur.
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your Institute too have all been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in it's totally/entirely.
5. In case any provision of this tender are found violated, then your Institute shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Date: Name :

Place: Business Address :

Signature of Bidder :

Seal of the Bidder :