



ALL INDIA INSTITUTE OF MEDICAL SCIENCES JODHPUR, RAJASTHAN-342005

TENDER NOTICE

Dated: 17.10.2012

REGISTRATION/EMPANELMENT OF VENDORS/CONTRACTORS

All India Institute of Medical Sciences, Jodhpur intends to introduce the process of Registration/Empanelment of Suppliers/Vendors/Manufacturers/Distributors/Service Providers/Contractors etc. in order to streamline its Procurement procedures. All reputed and established firms are invited to apply for the participation in the registration/ empanelment process and submit the attached registration/empanelment Form.

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

All India Institute of Medical Sciences, Jodhpur will process all the procurements in accordance with the policy defined and specified under General Financial Rules, 2005 framed by the Government of India. Suppliers/Vendors/Manufacturers/Distributors/Service Providers/Contractors etc. will be registered/empanelled under following Three Classifications:

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

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

It may be noted that the Tender document available on the website consists of the following sections:

- | | |
|------------------------------------|---|
| a.) Notice Inviting Tender | b.) Instructions to Vendors/Contractors |
| c.) Application Form | d.) Terms & Conditions (Annexure I) |
| e.) Declaration (Annexure II), and | f.) List of Items (Annexure III) |

The application complete in all respect shall be submitted only through registered post /speed post in the manner specified in the document "Instruction for vendors/contractors". Application received after last date & time will not be considered. Last date of submission of Application is 5th November 2012.

A Demand Draft of Rs. 1000/- on a scheduled bank in India, in favour of "AIIMS, Jodhpur" payable at Jodhpur, must be accompanied with the application form regarding fee for tender document, failing which the tenders will be treated as rejected. No request for providing Tender document by hand will be entertained. It has to be downloaded from the website invariably.

Any future clarification and/or corrigendum(s) shall be communicated through the website/ Administrative Officer, AIIMS, Jodhpur.

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

**Administrative Officer
AIIMS Jodhpur**



ALL INDIA INSTITUTE OF MEDICAL SCIENCES JODHPUR, RAJASTHAN-342005

INSTRUCTION FOR VENDORS/CONTRACTORS

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

**The Administrative Officer
All India Institute of Medical Sciences,
Jodhpur – 342005.**

2. All the entries except E-Mail Id must be made in capital letters
3. The application should reach by 17.00 hrs on the 5th Day of November, 2012 positively.
4. This is a notice for registration/empanelment of vendors/contractors in AIIMS Jodhpur for a period of 2 years.
5. Registration/Empanelment does not guarantee that a particular supplier will receive a contract or award, but rather qualifies a supplier to submit a bid or propose a solution for a specific solicitation under agreed-upon terms and conditions.
6. The vendor/contractor/Manufacturer/Dealer should be an Individual/ HUF/ Partnership/ Company/ Society/Registered Dealer .
7. The vendor/contractor/Manufacturer/Dealer should have a valid License for carrying out the trade or profession for which registration/ empanelment is being sought and must be in existence for at least 3 years.
8. The vendor/contractor/Manufacturer/Dealer have to furnish the self attested Form in the specified format along with copies of relevant documents duly signed as marked in the document submission sheet and duly signed Terms & Conditions (Annexure I), declaration (Annexure II) including the documentary proof and Technical Catalogue in support of following: (i) experience & past performance on similar jobs. (ii) Capability with respect to personnel, equipment & plant. (iii) Financial position with copies of audited balance sheets and profit and loss account for last three years. (iv) Bank Solvency Certificate should be included for civil works; the certificate should be of the maximum amount.
9. Every page of the registration/empanelment document submitted by the vendor/ contractor should be numbered and an "Index Page" mentioning page nos. against each type of document submitted must be attached with the document submitted by the vendor/contractor as **Page No. 1.**
10. Unsigned application & applications without Company's Seal are liable to be rejected.
11. Single application is to be made even for multiple items.
12. The Institute reserves its right to refuse registration/ empanelment of any or all vendor/ contractor without assigning any reason whatsoever.
13. For any clarification with respect to procedure for registration/empanelment, please contact on following E-Mail id: aoadmin@aiimsjodhpur.edu.in
14. **AIIMS, Jodhpur has sole discretion to register/ empanel the Vendors/ Contractors and withhold reasons for disqualification.**
15. **Enquiries shall be issued to registered/empanelled Vendors as and when need arise.**

APPLICATION FORM FOR REGISTRATION/EMPANELMENT

To,

The Administrative Officer
All India Institute of Medical Sciences
Jodhpur-342005
Rajasthan.

Sub: Registration/Empanelment of Vendors/Contractors

Dear Sir,

Please refer to your Tender Notice No. 3/2012 published infor
Registration/ Empanelment of vendors/contractors.

We are hereby applying for the same as per the details hereunder:

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

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

| Organization profile | | | |
|----------------------|--------------------------|---------|-------------|
| Sl. No. | Particulars | Sl. No. | Description |
| 1 | Primary Business Details | 1. | |
| | | 2. | |
| | | 3. | |
| | | 4. | |
| | | 5. | |

| Tax Details | | | |
|-------------|--|--------------------|--|
| PAN Number | | Company TAN Number | |
| VAT Number | | VAT Reg. Date | |
| CST Number | | CST Reg. Date | |
| STN Number | | STN Reg. Date | |
| ESI Number | | ESI Reg. Date | |
| PF Number | | PF Reg. Date | |
| ECC Number | | ECC Reg. Date | |
| Any Other | | | |

**Copies of Certificates must be provided.*

| Service Details (For Service Providers) | | |
|---|-------------------------------|----------------------------------|
| Service Tax Registration No. | Service Tax Registration Date | Service Registration Description |
| | | |
| | | |
| | | |
| | | |

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

| Financial Details | | | |
|-------------------|---------------------|--------------------|---------|
| Financial Year | Turn Over in (Lacs) | Profit/Loss in Rs. | Remarks |
| 2011-12 | | | |
| 2010-11 | | | |
| 2009-10 | | | |

| Fee Details | |
|-------------------|--------------|
| Bank Name | |
| Branch Name | |
| Payment Type | Demand Draft |
| Demand Draft No | |
| Demand Draft Date | |
| Amount | INR 1000.00 |
| | |

| | Document Submitted (Tick in the relevant Column) | |
|----------|--|--|
| Tick (√) | Document | |
| | Demand Draft of Rs. 1000/- in favour of AIIMS Jodhpur (As Processing Fee) | |
| | Copy of Constitution or legal status of Vendor | |
| | Copies of Audited Balance Sheets and Profit & Loss account for last three financial years | |
| | Copy of PAN Card | |
| | Copy of TAN (Tax Deduction or Collection Account Number) Registration Certificate | |
| | Copy of ECC (Excise Control Code)/Excise Registration Number | |
| | Copy of VAT/local tax Registration Certificate | |
| | Copy of CST Registration Certificate | |
| | Copy of PF Registration Certificate | |
| | Copy of ESI Registration Certificate | |
| | Copy of Service Tax Registration Certificate | |
| | Copy of Labour License | |
| | Copy of IT return filed for the Assessment Year 2010-11, 2011-12, 2012-13 | |
| | Copy of Service Tax return filed for the Financial Year 2009-10, 2010-11, 2011-12 | |
| | Copy of VAT/SALE TAX return filed for the Financial Year 2009-10, 2010-11, 2011-12 | |
| | Details of product range/ services offered | |
| | Details of Manufacturing facilities | |
| | Copies of Quality Assurance Certificates | |
| | Copy of Authorized Distributor/Dealer Valid Authorization Certificate | |
| | Copy of Orders Executed | |
| | Copy of Performance Certificate from clients | |
| | Affidavit duly certified by the notary that the vendor has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending. | |
| | Duly Signed Terms & Conditions for registration/empanelment as mentioned in Annexure I. | |
| | Duly Signed Declaration as per the format prescribed in Annexure II | |
| | An index Sheet mentioning S. No. of all the documents submitted with their corresponding page number in the document submitted for registration/empanelment to the Institute. | |
| | Total No. of documents submitted (to be specified in figures as well as in words)- | |
| | Total No. of Pages Submitted (to be specified in figures as well as in words)- | |

Thanking you,

Yours faithfully,

For.....

ANNEXURE-I

TERMS AND CONDITIONS FOR REGISTRATION/EMPANELMENT

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

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

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

Signature
(With seal)

Date:

Place:

Name:

Address:

Mobile Number:

ANNEXURE-II

DECLARATION

1. I, _____ Son / Daughter / Wife of
Shri _____ Proprietor/Director/Partner/Manager resident of
_____, authorized signatory of the
agency/Firm, _____, am competent to sign this declaration and
execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them.
3. The information / documents furnished along with the application form for
registration/empanelment are true and authentic to the best of my knowledge and belief. I / we,
am / are well aware of fact that furnishing of any false information / fabricated document would
lead to rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Signature of authorized person

Date:

Place:

Seal

ANNEXURE III
LIST OF ITEMS FOR REGISTRATION/EMPANELMENT OF VENDORS

| ITEM CODE | ITEM DESCRIPTION |
|------------------|---|
| A0101 | PVC MOULDED FURNITURE |
| A0102 | STEEL FURNITURE |
| A0103 | STEEL FURNITURE-STORAGE SYSTEM |
| A0104 | WOODEN FURNITURE |
| B0101 | CARPET |
| B0102 | DRAPERIES/TAPESTRY/MATTRESS/FOAM/BED SHEETS/TOWELS |
| C0101 | BAGS/SUITCASE/BRIEFCASE |
| C0102 | ENVELOPES/COVERS |
| C0103 | GREETING CARDS (PRINTED) |
| C0104 | MOPS/BRUSH/BROOM/WHITE DUSTER |
| C0105 | OFFICE FILES/BOX FILES/FOLDERS |
| C0106 | ORDINARY/TOISSUE ROLLS |
| C0107 | PHOTOCOPIER /CYCLOSTYLING PAPERS |
| C0108 | POCKET PLANNER |
| C0109 | SANITATION MATERIAL |
| C0110 | SOAP CAKES |
| C0111 | STANDARD CONSUMABLE STATIONERY |
| C0112 | TORCH & CELLS |
| D0101 | GREETING CARDS (HAND MADE) |
| D0102 | PAINTINGS - REGIONAL THEME BASED (HAND MADE) |
| E0101 | BINDING JOBS |
| E0102 | GENERAL PRINTING JOB |
| E0103 | PRINTING OF HOUSE JOURNAL/BULLETINS/REPORTS |
| F0101 | DESERT COOLERS |
| F0102 | FAX MACHINES |
| F0103 | INDUSTRIAL VACUUM CLEANERS & BLOWERS |
| F0104 | PACKAGE AIR CONDITIONER |
| F0105 | PHOTOCOPY/XEROX/DUPLICATING MACHINE |
| F0106 | R O SYSTEM |
| F0107 | REFRIGERATOR / DEEP FREEZER |
| F0108 | AIR CONDITIONERS (SPLIT/WINDOW/CUBE) |
| F0109 | UPS |
| F0110 | UPS SYSTEM (MORE THAN 10 KVA) |
| F0111 | WATER COOLERS |
| F0112 | WINDOW AIR CONDITIONERS |
| F0113 | LCD/LED SCREENS |
| F0114 | AIR CURTAINS |
| F0115 | LCD/LED TELEVISION |
| F0116 | WASHING MACHINE |
| G0101 | GLASSWARE, CROCKERY, PLASTIC WARE, BURNER PLATE, CUTLERY ITEMS |
| G0102 | UTENSILS/KITCHEN EQUIPMENTS |
| H0101 | CHILDREN PLAYGROUND ITEMS |
| H0102 | HEALTH CARE/FITNESS EQUIPMENT |
| H0103 | SPORTS GOODS |
| I0101 | FOUNTAIN: SUPPLY/INSTALLATION OF FOUNTAIN |
| I0102 | GARDEN EQUIPMENTS |
| I0103 | HORTICULTURE WORK |
| I0104 | PESTICIDES/INSECTICIDES SUPPLY & INSTALLATION OF IRRIGATION SYSTEM/SPRINKLERS |
| I0105 | ADVERTISING: BROAD CASTING SPONSORED PROGRAMME |
| J0101 | ADVERTISING JOBS (ONLY ON DAVP RATES) |
| J0102 | ARCHITECTURAL SERVICES FOR BUILDING |

| | |
|-------|--|
| K0101 | TAXATION SERVICES |
| K0102 | BOOKING OF AIR/RAIL TICKETS |
| K0103 | CATERING, MESS & CANTEEN SERVICES |
| K0104 | CONSULTANCY SERVICES: INFORMATION TECHNOLOGY |
| K0105 | CONSULTANCY SERVICES: STRUCTURAL DESIGN FOR CIVIL CONSTRUCTION |
| K0106 | CONSULTANCY SERVICES FOR INTERIOR DECORATION WORK |
| K0107 | COURIER SERVICE |
| K0108 | HIRING OF AMBULANCE/EMERGENCY VEHICLE, CAR ON 24 HRS. |
| K0109 | HIRING OF BUSES/MINI BUSES |
| K0110 | HIRING OF CARS & TAXIES |
| K0111 | HOUSE KEEPING SERVICES |
| K0112 | LAUNDRY SERVICE |
| K0113 | PEST CONTROL SERVICES |
| K0114 | SANITATION SERVICES |
| K0115 | CONSULTANCY SERVICES: PLUMBING, SANITATION, ELECTRICAL, HVAC |
| K0116 | CONSULTANCY SERVICES: LANDSCAPE DESIGNING AND TOWN PLANNING |
| L0101 | BOOKS: STANDARD PUBLICATIONS |
| L0102 | MEDICAL BOOKS |
| L0103 | ONLINE PUBLICATIONS |
| M0101 | CIVIL WORK ABOVE RS 10.0 LAKHS |
| M0102 | CIVIL WORK ABOVE RS 5.0 LAKHS TO RS.10.0 LAKHS |
| M0103 | CIVIL WORK UPTO Rs 5.0 LAKHS |
| M0104 | INTERIOR WOODEN FIXING & SUPPLIES |
| N0101 | DG SET ABOVE 500 KVA |
| N0102 | DIESEL GENERATOR SET UPTO 500 KVA |
| N0103 | FIRE EXTINGUISHERS |
| O0101 | DIGITAL DISPLAY BOARD |
| O0102 | FLEXIBLE GLOW SIGN BOARDS |
| O0103 | PLASTIC GLOW SIGN BOARDS |
| P0101 | EPABX |
| P0102 | SURVEILLANCE SYSTEM |
| Q0101 | SOLAR ENERGY BASED LIGHTING |
| R0101 | OFFICE AUTOMATION |
| S0101 | GARBAGE BINS, TANKS AND OTHER ITEMS |
| S0102 | HOSPITAL INSTRUMENTS, CHEMICALS & GLASSWARES |
| S0103 | LAB CHEMICALS |
| S0104 | LAB GLASSWARE |
| S0105 | LAB PVC WARE |
| S0106 | LABORATORY GENERAL PURPOSE ITEMS |
| S0107 | MICROBIOLOGY CHEMICALS |
| S0108 | OTHER LAB EQUIPMENTS |
| T0101 | BIOMETRIC-CUM-SMART CARD ATTENDANCE RECORDING MACHINE & SPARES - |
| T0102 | COMPUTER DATA ENTRY SERVICES |
| T0103 | COMPUTER MEDIA SUPPLY- CD/DVD/DATA CARTRIDGE (TAPE) |
| T0104 | COMPUTER SOFTWARE: VIDEO CONFERENCING |
| T0105 | COMPUTER SUPPLIES: PRINTER RIBBON/CARTRIDGES/TONNER |
| T0106 | COMPUTER SUPPLIES: UPS SYSTEM |
| T0107 | COMPUTER SYSTEM: HARDWARE: SERVERS/DESKTOPS/LAPTOP/PALMTOP |
| T0108 | COMPUTERISED ATTENDANCE RECORDING SYSTEM |
| T0109 | MICROSOFT SOFTWARE |
| T0110 | MULTIMEDIA PROJECTOR/ AUDIO VISUAL EQUIPMENTS |
| T0111 | PERIPHERALS: PRINTERS/ SCANNERS/PLOTTERS |
| T0112 | SIMULATION SOFTWARE FOR MEDICAL EXPERIMENTS (ANATOMY/PHYSIOLOGY) |
| U0101 | HOSPITAL EQUIPMENT FURNITURE FIXTURES ETC |
| V0101 | MODELS / CHARTS FOR MEDICAL DEPARTMENTS. |
| W0101 | LIFE CARE DEVICES AND EQUIPMENTS. |