



Tender For First Convocation at AIIMS Bhopal

Tender Enquiry For Consolidated Services as per scope of work for First Convocation of AIIMS, Bhopal



All India Institute of Medical Sciences, Bhopal
Website: www.aiimsbhopal.edu.in

Tender No.:266/ Stores /NIT /AIIMS Bhopal/ First Convocation/ 2018/01, Dated: 20/12/2018

TECHNO COMMERCIAL Proposal

Schedule of Tender

Tender no :	:	266/Stores /NIT /AIIMS Bhopal/Convocation/ 2018/01, Dated :20/12/2018
Issue Date	:	20/12/2018
Last Date of Submission	:	03/1/2019 at 11:00 AM
Pre-bid Meeting	:	24/12/2018 at 1:00PM
Date of Technical Bid Opening	:	Date of Technical Bid Opening: 4/01/2019 at 3:00 PM, Board Room 1st Floor Medical College.
Financial bid Opening date	:	Eligible bidder will be intimated after qualification of technical criteria

Tender Enquiry

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All India Institute of Medical Sciences, Bhopal

Email: spso@aiimsbhopal.edu.in

All India Institute of Medical Sciences (AIIMS), Bhopal, an Apex Healthcare Institute, established by an Act of Parliament under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed tenders under Tender Enquiry process in two bid system for Providing services of the following items at the Institute for its first Convocation to be held on: **20/01/2019**

Eligible Tenderers as per eligibility criteria are requested to quote their lowest rate according to specifications of items, Terms & Conditions as shown in tender enquiry. The details of the Tender enquiry are as given below :-

PART A:

NIT DETAILS

1	NIT No.	264/Stores /NIT /AIIMS Bhopal/Convocation/ 2018/01,dated :20/12/2018
2	Name of Work	Consolidated services as per the scope of work for First Convocation at AIIMS Bhopal campus to be held on 20/01/2019
3	Earnest Money Deposit	Rs.60,000/- in the form of Bank Guarantee or Demand Draft in favour of " Director AIIMS Bhopal" which will be returned after the completion of event.
4	Performance Bank guarantee	10% of the order value to be submitted in the in the form of Bank Guarantee in format attached within two days of receipt of Work Order.
5	Execution and Completion of setup for convocation	The job as per scope of work as shown in the tender enquiry needs to be completed before 12 hours of the start Time of the Convocation , Excluding Flowers/Carpets work. However, Building lighting arrangement shall be completed by the evening (5 pm) of one day before Convocation
6	Mode of submission of tender	Hard copy in sealed cover in One bid system.
7	Site inspection followed by Pre- Bid Meeting	Interested tender has to visit Site for inspection on every day after the publication of the tender enquiry.
8	Last date and time of availability of tender in the	03/1/2019 up to 11.00 AM in Two bid systems. NIT is also available on website www.aiimsbhopal.edu.in and CPP portal



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	portal	for download and submission of bid.
9	Date of Technical Bid Opening	Date of Technical Bid Opening 04/01/2019 at 3:00 PM Board Room 1 st Floor Medical Collage.
10	Date of Financial Bid Opening	Will be intimated after Technical qualification
11	Technical Qualifying Criteria	Apart from other Eligibility Criteria and Other terms & Conditions enlisted under Part "C" of this tender, the bidder must possess experience of organizing at least five academic events in Govt. Institutes during last 05 (five) years with average annual financial turnover should be at least Rs. 60 Lakhs during last financial year ending March 31, 2018. Signed certificate and Work Order copies from the clients to whom such services have been extended may be enclosed with the technical bid.
12	Insurance	The successful bidder will have to take the suitable insurance on the name of (AIIMS) Bhopal for the entire setup having value not less than the awarded cost and the same to be submitted to the committee, <u>72 hours before the final date of Convocation, failing which a lump sum of Rs. 2.0 Lakh will be levied as a penalty.</u> The insurance should cover the period starting from entry of construction material till exit of all stores required for the event after its successful completion.
13	Certification	After completion of the setting of structure the contractor will have to get the structure assessed by the CPWD or state PWD for its structural stability & Dept of fire services for its suitability from fire hazards and the necessary certificates are required to be submitted at least three days in advance for further course of action failing which a lump sum <u>of Rs.1.0 Lakh will be levied as a penalty.</u>
14	Special condition	In case of any system failure required for conducive conduct of event takes place for any reason, other than non-availability of power at the location, a penalty of <u>Rs. 50,000/- would be levied and if the failure prolonged beyond 2 minutes then the competent authority of (AIIMS) Bhopal will fix a penalty deemed fit to them & the same would be binding on the contractor.</u>



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PART B:

GUIDELINES FOR TENDERING

1. The tender in Two **Bid systems** in sealed envelope shall be submitted in the central store, First floor, Medical college Building, in the prescribed format before the date and time as mentioned in NIT. No other mode of submission is acceptable.
2. The applicants have to attach the demand drafts and EMD along with Tender documents as required.
3. The tender document can be downloaded from the AIIMS, Bhopal web site and CPP Portal.

Earnest Deposit	Money <ul style="list-style-type: none">• EMD of an amount of Rs. 60,000/- (Sixty Thousand Only) must be submitted in the form of Demand Draft issued from any Nationalized/ Scheduled Bank in favour of "Director AIIMS Bhopal" payable at Bhopal with the bid .• Tender received without EMD in (techno-commercial bid) will be rejected.• No interest will be payable by AIIMS Bhopal on the Earnest Money Deposit. The earnest money of all the unsuccessful tenderers will be returned to the respective tenderers through bank / RTGS transfer without any interest within 60 (sixty) days only after placing the order / awarding the contract. If the successful tenderer fails to furnish the performance security or fails to provide the service as per the order's terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by AIIMS Bhopal.
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Performance Security or Performance Bank Guarantee (PBG)	<ul style="list-style-type: none">• The successful tenderer, on whom order will be placed, has to submit 10% performance security deposit of the total order value within 02 (two) days from the date of order.• Performance security has to be submitted in the form of Bank guarantee or Demand Draft from any Commercial Bank in favour of “Director AIIMS Bhopal” payable at Bhopal. Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the successful tenderer.• No interest will be payable by AIIMS Bhopal on the Performance Security deposited. In case the contractor fails to provide satisfactory service, the Performance Security submitted by the successful tenderer is liable to be forfeited.
Validity of offer	<ul style="list-style-type: none">• The validity of offer should be 180, (One hundred Eighty Days) days from the date of the opening of the bid.



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Sealing and Marking of Bids:

The Techno-Commercial bid (Part 1) must be sealed in a separate envelope and EMD (Rs. 60,000/-) in the form of Demand Drafts, duly super-scribed as:-

- Techno-Commercial Bid (Part 1), Tender No.: **266/ Stores /NIT /AIIMS Bhopal/ First Convocation/ 2018/01, Dated :20/12/2018**
- The Price bid (Part 2) should be sealed in separate envelopes (ENVELOPE-TWO), duly super-scribed as "Price Bid (Part 2) Tender No.: **266/ Stores /NIT /AIIMS Bhopal/ 1stConvocation/ 2018/01, Dated :20/12/2018**
- Submission Deadline: **03/01/2019** till 11:00AM
- The above TWO separate sealed envelopes are to be put in a bigger envelope (ENVELOPE THREE), which should also be sealed.
- Each of the above THREE envelopes MUST be super-scribed with "Consolidated Services as per scope of work for 1st Convocation of AIIMS, Bhopal to be held on: **20/01/2019**
- Bid Security, Earnest Money Deposit (EMD) and Performance Security or Performance Bank Guarantee (PBG) and Validity Period.

TECHNO Commercial Bid : The firm should submit the bid in a sealed cover super-scribed "Tender reference No. and name of Tender" along with Name and address of the Bidder. Bid should contain TECHNO Commercial Bid information and copy of documents as required in **Part "A"**

The Committee constituted by the Competent Authority shall evaluate the Bid on the basis of Specification/ eligibility criteria as per Tender specifications.



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PART C:

ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS

Bidders who fulfill the following requirements shall only be eligible to apply (joint ventures/ sub-contractors are not accepted):

Minimum Eligibility Criteria The bidder must possess experience of organizing at least Three academic events in Govt. Institutes during last **03 (Three) years**. Signed certificate and self attested copies of Work **Orders/ Work completion Certificate from the Institute where such services have been performed should be enclosed with the bid document**

Annual Financial Turnover: Annual financial turnover should be at least **Rs. 60 Lakhs** during **last financial year ending March 31, 2018. (Certificate from chartered accountant is to be enclosed)**

Certificates: The following self attested document is required to be attached along with bid:

1. IT returns for the last Five years ending **March 31,2018**.
2. Certificate from chartered accountant for annual financial turnover.
3. PAN (Permanent Account Number)
4. GST Registration Certificate
5. Experience Certificate of organizing at least 3 academic events in Govt. Institutes during last **03 (Three) years** with annual financial turnover should be at **least Rs. 60 Lakhs during last financial year ending March 31, 2018**.

The bid submitted shall become invalid:

1. If the bidder is found ineligible.
2. If the documents submitted by the successful bidder does not match with the originals before the award of work.
3. Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria in the bid. Simply an undertaking by the bidder for any item of the eligibility criteria shall not suffice the purpose.
4. The certified copies of all the documents as specified in NIT along with EMD details shall have to be submitted by the bidders along with bid all enclosed in a sealed envelope **in the Central Store (I/C SPSO) Chamber ,3rd Floor Hospital Complex Building, block No -25, AIIMS Bhopal** on or before the due date of bid submission.
5. Information and Instructions for bidders posted on website shall form part of bid document. The bid document consisting of specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.aiimsbhopal.edu.in and CPP Portal.
6. The rates quoted should be on firm and fixed basis.



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Selection Procedure:

First Stage: Evaluation will be done as per the submitted documents in respect to the Minimum Eligibility Criteria.

Second Stage: The price bid will be opened only for those vendors who will qualify in First Stage.

The tendered will be at liberty to be present either in person or through an authorized representative at the time of opening of the bid.

The competent authority on behalf of the Institute does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.

Director AIIMS Bhopal reserves the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted. Also the Institute reserves the right to award and cancel any part-work while awarding the contract to the bidder.

The bid for the works shall remain open for acceptance for a period If any bidder withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the institute, then AIIMS Bhopal shall, without prejudice to any other right or remedy, be at liberty to forfeit **100% of the said earnest money as aforesaid**. Further the bidders shall not be allowed to participate in the rebidding process of the work.

This notice inviting Bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the accepting authority **shall within 2 days from the stipulated date of issue of work order, sign the contract consisting of :-**

1. The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as submitted and acceptance thereof together with any correspondence leading thereto.
2. Any other Standard C.P.W.D. Form / other forms as applicable/ mentioned.
3. If there are any clarifications, this may be obtained through the contact details.
4. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and submit the documents as asked; otherwise, the bid will be rejected.



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5. If any information furnished by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering/ taking up works in (AIIMS) Bhopal.
6. Short listing of the agencies shall be subject to through verification of their credentials and inspection of works carried out by them, through a Technical Evaluation committee of experts, constituted by AIIMS Bhopal.

Execution of electrical works: Shall be as per tender conditions and technical specification, relevant IS and code of practice in conformity with the Indian Electricity Act, 1910 and the Indian Electricity Rules, 2005 amended up-to-date, CPWD specifications for electrical works Part -I (Internal), 2013, Part – II (External), 1994 as amended up-to-date of receipt of tender and other regulations and safety codes applicable at Bhopal.

The bidder shall abide by all labour acts prevailing including prohibition of deployment of child labor.

Any kind of advance payment or part payment will not be released. The full & final payment shall be released **within 30 (thirty) days** after completion of the convocation based on the satisfactory completion certificate, to be issued by Constituted committee of the work(s) / service(s) as per the order and submission of bill(s). Any claim raised by the successful tenderer for advance payment at any stage will not be accepted

Payment: Will be released through PFMS transfer. The payment will be released after statutory deductions and compensation of delay, if any. Any payment will be released only after satisfactory completion of the work and after submission the certified bill(s) / invoice(s).

TAXES: Contractor should get registered under GST and tax as applicable as per the extant order on the subject work shall be paid by the contractor to concerned department. Income Tax and cess as applicable shall be deducted from bill paid to the contractor. Any other taxes/cess as per government directives shall be deducted from bill paid to the contractor from time to time.

QUERIES: For any queries regarding tendering process, the bidders are requested to contact as per details provided in the tender document

1. **In-charge Senior Procurement Cum Stores Officer (SPSO),(Off-0755-2835055,
Mb :+91-9685252291 (E mail- spso@aiimsbhopal.edu.in)**

Overhead Charges: The quoted price (final offer) must be F.O.R.(AIIMS) Bhopal , including all overheads such as Packing, Forwarding, Loading/Unloading, Transporting, Postage/Courier, Octroi, Freight, and Insurance etc. Additional Charges if any, for Installation, Packing-Unpacking, Loading/Unloading, Erection, Commissioning and De-commissioning, Inspection, Certification, any other charge(s) must be included in the quoted amount.

Cancellation: Director (AIIMS), Bhopal reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. Work execution dates as mentioned above are fixed In case of cancellation of order due to Non-compliance of the Terms and



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Conditions and Breach of the Contract, no compensation will be paid towards progress of order/procurement.

Disputes: For any dispute, the place of jurisdiction shall be Bhopal, India only & decision of Director, AIIMS will be final.

PART D:

1. **LIST OF DOCUMENTS TO BE ATTACHED ALONG WITH TECHNO COMMERCIAL BID:**

2. Certificate of experience for the value already mentioned.
3. Certificate of Annual turn-over
4. Certificate of Registration for GST
5. EPF/ESI registration certificates
6. Permanent Account Number (PAN)
7. Registration certificate of firm (If any)
8. Payment details towards cost of EMD
9. Undertaking having gone through the documents as per the Technical bid.
10. Any other documents that bidder feels necessary in support of his candidature.

2. **LIST OF DOCUMENTS TO BE ATTACHED ALONG WITH Financial bid in separate cover .**

Schedule of Price bid in the attached form

IMPORTANT NOTE:

Tender documents may be downloaded from AIIMS Bhopal website: www.aiimsbhopal.edu.in and CPP Portal .Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document in the **central store, First floor, Medical college building, AIIMS, Bhopal.**

In the event of work award, the documents submitted by the successful bidder shall be verified with the originals before the award of work.

I/c SPSO AIIMS Bhopal



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SPECIAL CONDITION OF CONTRACT:

1. The tenderer shall acquaint himself with the proposed site of work.
2. The contractor shall take care of all safety precautions pertaining to work, such as scaffolding, ladder, working platforms, gangways, electric arc/ gas welding, use of hoist and construction machinery.
3. On account of security consideration, some restrictions may be imposed by the security staff on the working and/ movement of men and materials etc. The contractor shall be bound to follow all such restrictions/ instructions and he shall organize his work accordingly. No claim on this account, whatsoever, shall be payable.
4. The contractor shall take all precautions to avoid accidents by providing suitable mechanism. He shall be responsible for all damages and accidents caused to existing/ new work due to negligence on his part. No hindrance shall be caused to traffic during the execution of the work.
5. The contractor shall be responsible for the watch and ward of all materials brought by the contractor to site against pilferage and breakage during the period of installation, in campus installed, during usage and thereafter till he/she take back the same out of the campus.
6. The contractor shall take all preventive measures against any damage caused by rain, fire or any other natural calamity, whatsoever during the execution of the work. The contractor shall be fully responsible for any damage to the owners' property and to the work for which the payment is due to him under the contract.
7. The work will be carried out in the manner complying, in all respects, with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed or as directed by the committee and nothing extra shall be paid on this account.
8. The contractor shall comply with proper and legal orders and directions of the local or public authority or municipality and abide by their rules and regulations and pay all fees and charges which may be liable.
9. The contractor shall give due notices to Municipal, Police and/or other authorities that may be required under the law/rules under force in the area and obtain all requisite licenses for temporary obstructions / enclosures and pay all charges which may be leviable on account of his execution of work under the agreement. Nothing extra shall be payable on this account.
10. All materials to be incorporated in the work shall be arranged by the contractor and shall be in accordance with the specifications laid down.
11. In case any material / work is found sub-standard the same shall be rejected by the Constituted committee and the same shall be removed from the site of work within 48 hours, failing which the same shall be got removed by Constituted committee at the risk and cost of the contractor without giving any further notice and time.



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12. The work shall be executed and measured in metric system. The metric dimensions given in the schedule of quantities and drawing etc. shall be followed. (The dimension in FPS units wherever indicated are for guidance only)
13. The contractor shall be responsible for completing the work and for satisfying all terms and conditions of the Contract without any extra payment over his quoted rates unless otherwise specified. The contractor shall quote his rate for various items of work accordingly and no claim whatsoever shall be entertained for any incidental or extra work involved in the execution of the work as per nomenclature of the item and the specifications indicated in the tender documents.
14. Subject to the nomenclature of the item as per schedule of quantities, the specification indicated in the tender documents, the rates quoted shall include cost of all materials including royalty and taxes if any, labour, sundry inputs, execution of work at all heights, levels, pattern and design for all leads, lifts and depths including overhead charges and contractor's profit. Nothing extra shall be paid on this account.
15. The rate shall be inclusive of making design, pattern and execution of work at all levels and heights.
16. The rates shall be inclusive of making any holes or otherwise for fixing any fixture/ frame work and making good the structure to its original shape and finish.
17. Other agencies doing works related with this project will also simultaneously execute the works and the contractor shall afford necessary co-ordination for un-hindered completion of these sub-works.
18. The contractor shall give a satisfactory performance test of installations individually and as a whole to ensure their proper functioning before the work is finally declared and completed and accepted.
19. The contractor shall continue to maintain watch and ward to safeguard the Owner's property in his possession until the same is formally handed over as per directions of the Constituted committee. Nothing extra over agreement rates shall be paid on this account.
20. All tools, plants and measuring or weighing equipment shall be arranged by the contractor himself and nothing extra shall be paid to the contractor on this account.
21. The quantities of various items incorporated in the tender are approximate. However, the payments shall be made to the contractors on the basis of actual measurements taken at site.
22. The contractor shall protect the adjoining buildings or works and the work under execution from fire and shall make adequate arrangements for fire protection and firefighting and if any property is damaged, by fire due to the negligence of the contractor, the same shall be made good by the contractor at his own cost, to the entire satisfaction of Committee.
23. In order to achieve the targeted date of completion the contractor may have to work in multiple shifts, round the clock including public and gazetted holidays and nothing extra shall be paid on this account.
24. All materials, articles and workmanship shall be of respective best quality and kind for the class described in the schedule of quantities and specifications. All materials, so used in different items of work shall be subject to the approval of the Committee.



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25. The contractor shall be responsible for all statutory provisions and deductions towards ESI, PF or any other, as the case may be or any other levies and taxes shall be borne by the contractors.
 26. The Taxes and any other statutory levels/taxes incorporated from time to time shall be deducted from the invoice at the time of payment. No claim in this regard shall be entertained.
 27. The contractor is supposed to abide the minimum wages act and shall produce all records to the Committee or any other statutory authority as and when called for. The committee does not hold any responsibility on account of any lapses in this regard.
 28. All spaces allotted to the contractor as described above shall be vacated and all structures removed from site at any time as and when required and directed by the committee, unconditionally and without any reservation. The Committee will not be obliged to give any reason for such removal. Upon receiving instructions to vacate the space, the contractor shall remove within **Two (2) days** of the completion of the event in an environmentally friendly manner all his structures, materials, etc. from the sources and clear and clean-up the site to the satisfaction of the committee.
 29. It shall be the responsibility of the Contractor to safeguard the site and ensure that no illegal encroachments are made by outside elements within the area allotted to the contractor. Upon completion of the work or earlier as required by Committee, the contractor shall vacate the land totally without any reservation (within 2 days of completion of event).
 30. Any item which is not available in the **Bill of Quantity (BOQ) shall be paid as per actual cost of the materials in the market and actual cost of the labour plus 10% as overhead and profit.** The decision of Committee will be conclusive and final binding on the contractor.
 31. Layout of works shall be got checked by Committee & only then further work shall be taken up after approval.
 32. The Contractor will execute the aforesaid works subject to the provisions contained & to the extent applicable for Bhopal CPWD's. General Conditions of Contract, Special conditions of contract, Safety Code, Model Rules for the protection of health and other arrangements for workers, Specifications, Preambles and Schedule of Quantities and erection & furnishing schedule (all of which will collectively referred to as the 'tender conditions') and strictly in accordance with the Scope of work at or for the respective rates set out in the Schedule of Quantities amounting to the sum as there under arrived at or such other sums as shall become payable.
- Agencies Black listed and Suspended from carrying out business by any Government offices, Autonomous bodies, Educational and/or research institutes, PSUs etc need not submit their quote. Suppression of information in this regard will be taken seriously.
 - The contractor is solely responsible for compliance of all labour laws and other associated statutory obligations applicable for the work. **(AIIMS) Bhopal** will not be responsible for any of the compliances or lapses in respect of the aforesaid.



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FORM OF PERFORMANCE SECURITY (GUARANTEE) BANK GUARANTEE BOND

In consideration of the All India Institute of Medical sciences [hereinafter called “(AIIMS) Bhopal having offered to accept the terms and conditions of the proposed agreement between.....and..... (hereinafter called “the said Contractor(s)”) for the work..... (hereinafter called “the said agreement”) having agreed to production of an irrevocable Bank Guarantee for Rs. (Rupees only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

We, (hereinafter referred to as “the Bank”) hereby undertake to pay to the AIIMS Bhopal an amount not exceeding Rs..... (Rupees..... Only) on demand by the AIIMS Bhopal .We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the AIIMS Bhopal stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupeesonly)

We, the said bank further undertakes to pay the AIIMS Bhopal any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.

We, (indicate the name of the Bank) further agree that the guarantee herein continued shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the AIIMS Bhopal under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Campus Engineer on behalf of the AIIMS Bhopal certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

We, (indicate the name of the Bank) further agree with the AIIMS Bhopal that the AIIMS Bhopal shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the AIIMS Bhopal ,against the said contractor(s) and to



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forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the AIIMS Bhopal or any indulgence by the AIIMS Bhopal to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

We, (Indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the AIIMS Bhopal in writing.

This guarantee shall be valid up tounless extended on demand by the AIIMS Bhopal . Not with standing anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged. Dated the.....day offor.....(indicate the name of the Bank)

Yours faithfully

(Duly authorized signatory of the Bidder)



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DRAFT AGREEMENT

THIS AGREEMENT made at AIIMS Bhopal on the day of/...../.....

WHEREAS

The AIIMS Bhopal is desirous of carrying out the work of Consolidated Services as per scope of work for 1st Convocation of AIIMS, Bhopal.

The Works are to be executed as per the scope of work, technical specifications, drawings etc. as is mentioned in the tender document.

The Contractor has agreed to execute the said works subject to the provisions hereinafter contained and subject also to General Conditions of Contract, Special conditions of contract, Safety Code, Model Rules for the protection of health and other arrangements for workers, Specifications, Preambles and Schedule of Quantities and erection & furnishing schedule (all of which are hereinafter collectively referred to as the 'said tender conditions') and strictly in accordance with the Scope of work annexed hereto at or for the respective rates set out in the Schedule of Quantities amounting to the sum as there under arrived at or such other sums as shall become payable there under (hereinafter referred to as the said tendered amount).

NOW IT IS HEREBY AGREED AS FOLLOWS: -

In consideration of the said tendered amount to be paid by (AIIMS) Bhopal to the Contractor at the time and in the manner set forth in the said tender conditions and in accordance with the Schedule of Payments to execute and complete the work shown upon strictly in accordance with the specifications and Schedule of Quantities.

The said tender conditions, scope of work and the annexure here to shall be read and considered as forming part of this contract and the parties hereto shall respectfully abide by to the said conditions and perform the agreement on their part respectively contained in the said conditions.

The notice inviting tenders' technical specification etc. shall also form the basis of this contract.

This contract is neither a Lump sum Contract, nor a piece work contract, but is a contract on item rate basis to be carried out and to be paid for according to the Schedule of Payments at the rates contained in the Schedule of Quantities.

The contract herein contained shall comprise not only the works mentioned above but all subsidiary works connected therewith within the same site as may be ordered to be done from time to time by Committee for the time being, even if such work may not be shown or described in the said Specifications and Schedule of Quantities.

(AIIMS) Bhopal reserves to themselves the right of altering the nature of the work by adding to or omitting from the scope of work any item of work or portions of the same without prejudice to this contract.



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Time shall be considered as the essence of this contract and the Contractor hereby agrees to commence the work immediately from the date of work order and shall complete the entire work within the specified period.

All payments by the (AIIMS) Bhopal under this contract shall be made only at Bhopal .

All disputes arising out of or in any way connected with this contract shall be deemed to have arisen at Bhopal and court in Bhopal only shall have jurisdiction to determine the same.

That the contract and several parts of this contract have been read by the contractor and fully understood by him. The contractor shall not be entitled for payment beyond tendered quantities unless ordered specifically by written instructions of authorized representative of AIIMS Bhopal

This contract shall be signed in duplicate, the original whereof shall be kept in the custody of AIIMS Bhopal and the duplicate with the Contractor.

IN WITNESS WHEREOF AIIMS Bhopal has set his hands hereunto and two duplicates hereof through his duly authorized official and the Contractor has caused these presents and two duplicates hereof under his common seal by his duly authorized representative at the place and on the date month and year first herein above written.

SIGNED, SEALED AND DELIVERED by AIIMS Bhopal, by the hand of

<p>For and on behalf of the 'Agency'</p> <p>Director & Authorized signatory M/s</p> <p>1) Witness: _____</p> <p>Name : _____ Address: _____ _____</p> <p>2) Witness: _____</p> <p>Name : _____ Address: _____</p>	<p>For and on behalf of the "Director, AIIMS Bhopal" "Client"</p> <p>Authorized Signatory AIIMS Bhopal, Saket Nagar, Bhopal-462020 (MP)</p> <p>1) Witness: _____</p> <p>Name : _____ Address: _____ _____</p> <p>2) Witness: _____</p> <p>Name : _____ Address: _____</p>
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Tender For First Convocation at AIIMS Bhopal

Techno Commercial Bid Inviting of Sealed Tender for Arrangement of Consolidated Services as per scope of work for First Convocation of AIIMS, Bhopal

(To be submitted on the letterhead of the company / firm)

Sl. no.	Details /Particulars	Submitted (Yes/No)	Page No
A	(To be Mentioned in the Letter head). 1. Name & Address of Tenderer with phone number, email-ID 2. Specify whether a Company/ Proprietorship/ Partnership firm (Mention in Letter head) 3. Name of Proprietor/Partner/Managing Director/Director.		
B	Name, Address & designation of the authorized person for signing the bid documents. (Authorization should be made in Letterhead of the Organization)		
C	Name, Address, Phone & Fax No. of Service Centre/Branch at Bhopal or nearby, If any.		
D	PAN No. (enclose the attested copy of PAN Card)		
E	Signed copy of GST Certificate showing clearly GST No. of the firm		
F	Income Tax return for the last 3 ssyears.		
G	Whether the Firm/Agency has signed each and every page of Tender/NIT		
H	Details of the Earnest Money Deposit (EMD) Rs.60,000 /- (Rupees sixty thousand only)		
I	Firms registered with NSIC (for Sales / service of Food/Catering etc.) are Exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate).		
J	Notarized affidavit on Indian Non judicial stamp paper of Rs.100/- that - No police case is pending against the Proprietor / partner of the Company (Agency). Indicate any convictions if any against the Company/firm/partner. - Proprietor/firm has never blacklisted by any organization. If you don't fulfill these criteria, your tender will be out rightly rejected.		



Tender For First Convocation at AIIMS Bhopal

K	List of supply of major Customers may be given on a separate sheet and proof of previous satisfactory supply, if any.		
L	BankDetails 1. Beneficiary Name : 2. BankName: 3. Account No: 4. IFSCCode 5. Brach Address :		
M	Any other information, if necessary		



Tender For First Convocation at AIIMS Bhopal

FORMAT OF PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)

ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)		
PFMS UNIQUE CODE :		
VENDOR REGISTRATION FORM		
S.No.	Head Name	Details
1	Vendor Name	
2	Father/Husband/Owner Name	
3	Date of Birth	
4	PAN Number	
5	Aadhaar Number	
6	TAN Number	
7	GST Number	
8	Service Tax No	
9	GST No.	
10	Address1	
11	Address2	
12	Address3	
13	City	
14	Country	
15	State	
16	District	



Tender For First Convocation at AIIMS Bhopal

17	Pin Code	
18	Mobile No.	
19	Phone No.	
20	Email ID	
21	Bank Name	
22	IFSC Code	
23	Account Number	
DATE :		
PLACE :		
VENDOR SIGNATURE WITH SEAL		
Company Name:		
Note: All related documents also enclosed with this form		



Tender For First Convocation at AIIMS Bhopal

BOQ and specification details hiring of services for First CONVOCATION at AIIMS Bhopal.

Sr. No	Details Description	UNIT	QUANTITY (Approx.)
1	2	3	4
A	EVENT MANAGEMENT OF FIRST CONVOCATION		
1	SUPERVISION OF PRODUCTION WORK ADHERING TO NATIONAL LEVEL STANDARDS , HANDLING OF THE EVENT ,CO-ORDINATION BETWEEN VENDORS AND IMPLEMENTATION OF EVENT FLOW AS PLANNED BY AIIMS WITH DEFINITIVE TIME LINE . (TIME LINE CHART WITH OWNERSHIP HEADS), DESIGN AND IMPLEMENTATION OF WELCOME BRANDING , BACKDROP AND WEBCASTING .	LS	1
B	WELCOME GATE , BRANDING , FLAGS		
1	WELCOME GATES AT ENTRANCE TOWARDS COLLEGE BUILDING , AUDITORIUM (12 FT CLEAR HT AND 15 FT CLEAR WIDTH WITH 3 X 3 FT BOX)	NOS	2
2	WELCOME ROAD SIDE TOWER 5 FT X 5 FT AND 20 FT HEIGHT	NOS	8
3	SATIN FLAGS OF 3M ON 6 M SILVER PAINTED POLE WITH AIIMS LOGO (White Satin)	NOS	200
4	WELCOME BRANDING -FLEX PRINTS- BANNERS , STANDEES, WELCOME HOARDING , DROP DOWNS (On Black Star Media or equivalent)	SQ FT	3500
C	LIGHT DECORATION		
1	BUILDING LIGHT DECORATION USING MINIATURE BULBS HANGINGS (FULL HEIGHT DROP DOWN) AT AYUSH (3 SIDES) , MEDICAL COLLEGE (2 SIDES), AUDITORIUM (ALL SIDES) AND NURSING COLLEGE (3 SIDES) FOR TWO DAYS AND FLOOD LIGHTS (LED PAR) FOR GATES AND COLLEGE FOYER	LS	



Tender For First Convocation at AIIMS Bhopal

D	AUDITORIUM		
1	PHOTOGRAPHER - 5 NUMBERS (EXPERIENCED IN ACADEMIC EVENTS),MINIMUM 1000 PHOTOGRAPHS OF ENTIRE PROGRAM , WITH ALBUM OF 100 PHOTOS and DVD COPY.	LS	
2	VIDEOGRAPHY - 3 CAMERA WITH TRIPODS , UNEDITED AS WELL AS EDITED RECORDING , OUTPUT FOR LIVE FEED.RECORDING OF ENTIRE PROGRAM IN 3 DVD	LS	
3	LIVE FEED TO SCREENS , WEB CASTING USING KRAMERS , MIXERS, MONITORS (CABLING SHOULD BE SECURED AND PROPERLY DONE), LAYING AND INSTALLATION OF TEMPORARY FIBRE OPTICAL CABLE SET UP BETWEEN MEDICAL COLLEGE AND AUDITORIUM, INTEGRATION OF ALL AUDIO SYSTEM WITH THE LIVE FEED ETC. STREAMING BACKUP TO BE PROVIDED IN DVD.	LS	
4	WEB CASTING ON AIIMS WEBSITE (NO PROMO ADS OR LOGO) .INTERNET WILL BE PROVIDED BY AIIMS . PERMISSIBLE TIME LAG 30 SECONDS	LS	
5	PRINTING , FIXING , DISMANTLING OF BACKDROP (STAR MEDIA OR EQUIVALENT) ON IRON FRAME WITH SELF SUSTAINING STRUCTURE (NO DAMAGE TO BACKWALL)	SQ	720
6	LED WALL P4 10 X 12 WITH PLATFORMS	NOS	3
7	WELCOME RED CARPET 10 FT WIDTH	Sq FT	5000
8	PA SYSTEM - JBL/EV/Bose WITH 2 PODIUMS , 4 PODIUM MICS , 4 CORDLESS MICS INSIDE THE HALL .	LS	
10	SIGNAGES (Both Sided)FOR SEATING PLAN INSIDE HALL	NOS	15
11	HEAD TABLE ARRANGEMENTS - PLY HEAD TABLE , COVERING (4 SIDES) , COSTERS , NAMEPLATES . 9 WOODEN HIGH BACK CHAIRS,1 Trophy Table	LS	
13	BATCH PHOTO- STAND WITH CARPET AND MASKING For 60 PEOPLE WITH BACKDROPS	LS	
15	ACCESSORIES INCLUDING CARPETING AND SOFAS FOR GREEN ROOMS - VVIPS , IB/GB/AC MEMBERS	NOS	2
16	REMOTE CONTROLLED INAUGURAL CURTAIN WITH INAUGURAL STONE/SS PLATE (2.5 ft. x 4ft.)	NOS	2



Tender For First Convocation at AIIMS Bhopal

17	BARICADING(QUE MANAGER) FOR CROWD MANAGEMENT /PROCESSION	R FT	1,000
18	BUNTING HANGINGS (1 mt. x 4 mt.)	NOS	4
20	STAGE LIGHT (24 PAR LIGHTS) with Dimmer, 12 LED PAR LIGHT	LS	
21	PROCESSION PASSAGE- 15 FT , HEIGHT 12 FT WITH CEILING STRUTURE (WHITE CEILING AND SIDE CURTAINS)	R FT	500
22	VIP 2-Seater Sofa (With Front Area)	NOS	35
23	Cushioned Chairs with required COVER (COLOR AS REQUIRED BY THE INSTITUTE)	NOS	400
24	Dust bins	NOS	20
25	Water Dispenser/Jar with disposable paper cups	Nos	6
26	125 KvA Silent Generator with Diesel operator auto changer	NOS	1
E	FLOWER DECORATION WITH ANTHURIUM, LILIUM , CARNATION AND ORCHID FLOWERS ON REQ STRUCTURE (Except Sl. No. 1 and 5)		
1	GATE (2 IN NO.) WITH TRADITIONAL FLOWERS (ONLY KOLKATA MARIGOLD WITH GREEN LEAVES) AS PER THE DIRECTION OF INSTITUTE	LS	
2	AUDITORIUM GATES	R FT	80
3	FOYER OF MEDICAL COLLEGE (Along with Marigold wherever necessary)	R FT	90
4	FOYER OF COLLEGE OF NURSING (Along with Marigold wherever necessary)	R FT	90
5	PROCESSION PASSAGE (Only Kolkata Marigold WITH GREEN LEAVES)	LS	
6	MAIN BACKDROP	R FT	90
7	HEAD TABLE	R FT	30
8	STAGE FRONT	R FT	60
9	VVIP LUNCH HALL	R FT	100



Tender For First Convocation at AIIMS Bhopal

10	INAUGURAL STONES	R FT	40
11	PODIUMS	R FT	10
F	HALLS FOR VVIP/ GUEST LUNCH		
1	FOR GUESTS , STUDENT AND PARENTS, PRESS FOR 1000 PAX - 100 x 300 Sq. Ft. CARPETED, 8 SET TABLE SETUP (Water proof tent of 20 Ft. Width) FOR LUNCH , 20 ROUND TABLES , 20 Mist Fans	LS	
2	Decoration of Dining Hall (Area 80 x 20 sq Ft.) including carpeting , table cloth , Chair cover , Towels& Floral decoration on wall.	LS	

****SPECIAL CONDITIONS:-**

- The bidder must possess experience of organizing at least **three** academic events in Govt. Institutes during last **03 (Three) years**
- EXCLUDING FLOWERS/CARPET, WORK SHOULD BE COMPLETED 12 HOURS PRIOR TO INAUGURATION. However, Building lighting arrangement shall be completed by the 72 hours before the convocation
- RED CARPETS HAS TO BE BRAND NEW
- ALL CLOTH MATERIAL SHOULD BE NEW.



Tender For First Convocation at AIIMS Bhopal

Financial Bid

(To be submitted on the letterhead of the company / firm)

Financial Bid format

Sr.No	Details Description	UNIT	QUANTITY (Approx.)	Unit rate In Rs .	GST %	Net Cost (Including GST)	Total Amount in Rs . (FOR Destination Basis)
1	2	3	4	5	6	7	8
A	EVENT MANAGEMENT OF FIRST CONVOCATION						
1	SUPERVISION OF PRODUCTION WORK ADHERING TO NATIONAL LEVEL STANDARDS , HANDLING OF THE EVENT , CO-ORDINATION BETWEEN VENDORS AND IMPLEMENTATION OF EVENT FLOW AS PLANNED BY AIIMS WITH DEFINITIVE TIME LINE . (TIMELINE CHART WITH OWNERSHIP HEADS), DESIGN AND IMPLEMENTATION OF WELCOME BRANDING , BACKDROP AND WEBCASTING .	LS	1				
B	WELCOME GATE , BRANDING , FLAGS						
1	WELCOME GATES AT ENTRANCE TOWARDS COLLEGE BUILDING , AUDITORIUM (12 FT CLEAR HT AND 15 FT CLEAR WIDTH WITH 3 X 3 FT BOX)	NOS	2				
2	WELCOME ROAD SIDE TOWER 5 FT X 5 FT AND 20 FT HEIGHT	NOS	8				
3	SATIN FLAGS OF 3M ON 6 M SILVER PAINTED POLE WITH	NOS	200				



Tender For First Convocation at AIIMS Bhopal

	AIIMS LOGO (White Satin)						
4	WELCOME BRANDING -FLEX PRINTS- BANNERS , STANDEES, WELCOME HOARDING , DROP DOWNS (On Black Star Media)	SQ FT	3500				
C	LIGHT DECORATION						
1	BUILDING LIGHT DECORATION USING MINIATURE BULBS HANGINGS (FULL HEIGHT DROP DOWN) AT AYUSH (3 SIDES) , MEDICAL COLLEGE (2 SIDES), AUDITORIUM (AILL SIDES) AND NURSING COLLEGE (3 SIDES) FOR TWO DAYS AND FLOOD LIGHTS (LED PAR) FOR GATES AND COLLEGE FOYER	LS					
D	AUDITORIUM						
1	PHOTOGRAPHER - 5 NUMBERS (EXPERIENCED IN ACADEMIC EVENTS),MINIMUM 1000 PHOTOGRAPHS OF ENTIRE PROGRAM , WITH ALBUM OF 100 PHOTOS and DVD COPY.	LS					
2	VIDEOGRAPHY - 3 CAMERA WITH TRIPODS , UNEDITED AS WELL AS EDITED RECORDING , OUTPUT FOR LIVE FEED.RECORDING OF ENTIRE PROGRAM IN 3 DVD.	LS					
3	LIVE FEED TO SCREENS , WEB CASTING USING KRAMERS , MIXERS, MONITORS (CABLING SHOULD BE SECURED AND PROPERLY DONE), laying and installation of temporary fibre optical cable set up between Medical College and Auditorium,	LS					



Tender For First Convocation at AIIMS Bhopal

	integration of all audio system with the live feed etc. Streaming backup to be provided in DVD.						
4	WEB CASTING ON AIIMS WEBSITE (NO PROMO ADS OR LOGO) .INTERNET WILL BE PROVIDED BY AIIMS . PERMISSIBLE TIME LAG 30 SECONDS	LS					
5	PRINTING , FIXING , DISMANTLING OF BACKDROP (STAR MEDIA OR EQUIVALENT), ON IRON FRAME WITH SELF SUSTAINING STRUCTURE (NO DAMAGE TO BACKWALL)	SQ	720				
6	LED WALL P4 10 X 12 WITH PLATFORMS	NOS	3				
7	WELCOME RED CARPET 10 FT WIDTH	Sq FT	5000				
8	PA SYSTEM - JBL/EV/Bose WITH 2 PODIUMS , 4 PODIUM MICS , 4 CORDLESS MICS INSIDE THE HALL .	LS					
10	SIGNAGES (Both Sided)FOR SEATING PLAN INSIDE HALL	NOS	15				
11	HEAD TABLE ARRANGEMENTS - PLY HEAD TABLE , COVERING (4 SIDES) , COSTERS , NAMEPLATES . 9 WOODEN HIGH BACK CHAIRS,1 Trophy Table	LS					
13	BATCH PHOTO- STAND WITH CARPET AND MASKING For 60 People with Backdrops	LS					
15	ACCESSORIES INCLUDING CARPETING AND SOFAS FOR GREEN ROOMS - VVIPS , IB/GB/AC MEMBERS	NOS	2				
16	REMOTE CONTROLLED INAUGURAL CURTAIN WITH	NOS	2				



Tender For First Convocation at AIIMS Bhopal

	INAUGURAL STONE/SS PLATE (2.5 ft. x 4ft.)						
17	BARICADING(QUE MANAGER) FOR CROWD MANAGEMENT /PROCESSION	R FT	1,000				
18	BUNTING HANGINGS (1 mt. x 4 mt.)	NOS	4				
20	STAGE LIGHT (24 PAR LIGHTS) with Dimmer, 12 LED PAR LIGHT	LS					
21	PROCESSION PASSAGE- 15 FT , HEIGHT 12 FT WITH CEILING STRUTURE (WHITE CEILING AND SIDE CURTAINS).	R FT	500				
22	VIP 2-Seater Sofa (With Front Area)	NOS	35				
23	Cushioned Chairs with required COVER (COLOR AS REQUIRED BY THE INSTITUTE)	NOS	400				
24	Dust bins	NOS	20				
25	Water Dispenser/Jar with disposable paper cups	Nos	6				
26	125 KvA Silent Generator with Diesel operator auto changer.	NOS	1				
E	FLOWER DECORATION WITH ANTHURIUM, LILIUM , CARNATION AND ORCHID FLOWERS ON REQ STRUCTURE (Except Sl. No. 1 and 5)						
1	GATE (2 IN NO.) WITH TRADITIONAL FLOWERS (ONLY KOLKATA MARIGOLD WITH GREEN LEAVES) AS PER THE DIRECTION OF INSTITUTE	LS					



Tender For First Convocation at AIIMS Bhopal

	direction of Institute						
2	AUDITORIUM GATES	R FT	80				
3	FOYER OF MEDICAL COLLEGE (Along with Marigold wherever necessary)	R FT	90				
4	FOYER OF COLLEGE OF NURSING (Along with Marigold wherever necessary)	R FT	90				
5	PROCESSION PASSAGE (Only Kolkata Marigold WITH GREEN LEAVES)	LS					
6	MAIN BACKDROP	R FT	90				
7	HEAD TABLE	R FT	30				
8	STAGE FRONT	R FT	60				
9	VVIP LUNCH HALL	R FT	100				
10	INAUGURAL STONES	R FT	40				
11	PODIUMS	R FT	10				
F	HALLS FOR VVIP/ GUEST LUNCH						
1	FOR GUESTS , STUDENT AND PARENTS, PRESS FOR 1000 PAX - 100 x 300 Sq. Ft. CARPETED, 8 SET TABLE SETUP (Water proof tent of 20 Ft. Width) FOR LUNCH , 20 ROUND TABLES , 20 Mist Fans	LS					
2	Decoration of Dining Hall (Area 80 x 20 sq Ft.) including carpeting , table cloth , Chair cover , Towels& Floral decoration on wall.carpeting, round table set up & Floral decoration on wall	LS					
Grand Total Inclusive of all Taxes in Rs.							



Tender For First Convocation at AIIMS Bhopal

****Note :**

1. I/We have gone through the Terms & Conditions as stipulated in the Tender enquiry document and confirm to accept and abide by the same.
2. No other charges would be payable by the Institute.
3. That I/We shall supply the items of requisite quality.
4. That I/We undertake that the information given in this tender are true and correct in all respects.
5. The total rates on individual items shall be derived on the basis of unit rates quoted per unit and the L1 bidder shall be decided on the basis on **Grand total (Basic Price + GST)**.

Signature of the bidder with seal.

Date :/...../.....

Place :

.....