



ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL
Saket Nagar, Bhopal-462020 (Madhya Pradesh) India
Website : www.aiimsbhopal.edu.in

Tender No.: 248

AIIMS Bhopal/Empanelment of Vendors-Consumables Items for Animal House Facility/2016-17/01 Dated: 11.07.2016

**NOTICE INVITING TENDERS FOR
EMPANELMENT OF
MANUFACTURER'S/AUTHORIZED VENDORS/ DEALERS/DISTRIBUTORS FOR
SUPPLY OF 'CONSUMABLES ITEMS FOR ANIMAL HOUSE FACILITY' OF
AIIMS BHOPAL**

Cost of Empanelment Tender Form : Rs. 525/- (Five Hundred Twenty Five Only) Non Refundable in the form of Demand Draft/Banker's Cheque in favour of " Director, AIIMS Bhopal", payable at Bhopal.

Applications are invited from reputed Manufacturers/Authorized Vendors/Dealers/Distributors/ etc. in the prescribed format. The instructions and the prescribed format for empanelment of Manufacturers/Authorized Vendors/Dealers/Distributors can be accessed from our website www.aiimsbhopal.edu.in under the head "PROCUREMENT." Click "Tenders" button to get information for above tender.

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

- | | |
|---|---|
| a.) Notice Inviting Tender | b.) Instructions to Tenderers |
| c.) Application Form | d.) Terms & Conditions (Annexure I) |
| e.) Declaration (Annexure II), and (Annexure III) | f.) Category of Animal House Consumables |

The application complete in all respect shall be submitted only through in-person, 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 04.08.2016 upto 17.00 Hrs. in the Tender Box kept at the Office of the Stores Officer, E-Wing, 1st Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP).

Any pre-bid query, clarification and/or corrigendum(s) shall be communicated through the email id of Stores Department i.e. stores@aiimsbhopal.edu.in .

AIIMS Bhopal, reserves the right to accept or reject any application in full or part without assigning any reason whatsoever. AIIMS Bhopal, reserves the right to float the open Tender Document for any items mentioned here for Empanelment separately, as per the sole discretion of AIIMS Bhopal Authority, if such situation/circumstance occurs/warranted.

(Administrative Officer)
AIIMS Bhopal

NOTICE INVITING TENDERS FOR

EMPANELMENT OF
**MANUFACTURER'S/AUTHORIZED VENDORS/ DEALERS/DISTRIBUTORS FOR
SUPPLY OF 'CONSUMABLES ITEMS FOR ANIMAL HOUSE FACILITY' AT AIIMS
BHOPAL**

Cost of Empanelment Tender Form : Rs. 525/- (Five Hundred Twenty Five Only) Non Refundable in the form of Demand Draft/Banker's Cheque in favour of " Director, AIIMS Bhopal", payable at Bhopal.

On behalf of Director, All India Institute of Medical Sciences (AIIMS) Bhopal intends to invite empanelment proposals from Manufacturers/Authorized Vendors/Dealers/Distributors etc. in Double Sealed Envelope in order to streamline its procurement procedures for procurement of various Animal House Consumables Items, Consumables by engaging empanelled agencies for expediting the annual Rate Contract for required Animal House Consumables Items and other consumables. AIIMS Bhopal is interested to procure above items through Annual Rate Contract by the Empanelment of Leading, Established and Reputed manufacturers, which have preferably been certified by regulatory agencies like FDA/ CE or hold WHO GMP certificate/ COPP Certificate. Tenderer meeting the criteria are invited to apply for the participation in the empanelment process and submit their completely filled "Empanelment Tender Document Form" in double sealed envelopes to AIIMS Bhopal by 04.08.2016 upto 17.00Hrs in the Tender Box kept in the Office of the Stores Officer, E-Wing, 1st Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 024 (MP).

An evaluation method for the purpose of empanelment of the applicant's capabilities in 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 (AIIMS), Bhopal. The list of selected Empanelled Agencies on each of Category wise shall be prepared and displayed in the AIIMS Bhopal Website www.aiimsbhopal.edu.in by 04.08.2016

The firms applying for empanelment shall also quote category- wise discount on the catalogue price for the categories of consumables they wish to be empanelled for in a separate sealed envelope labeled "Financial Bid."

The Annual rate contract on the basis of this discount shall be for the period of ONE year. Each Manufacturer's/Authorized Vendor's/Dealer's/Distributor's performance in terms of quality, delivery, after - sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the Annual Rate Contract period.

All India Institute of Medical Sciences, Bhopal will process all the procurements in accordance with the policy defined and specified under General Financial Rules, 2005 framed by the Government of India. Manufacturers/Authorized Vendors/Dealers/Distributors etc. will be empanelled under following categories.

| SL. NO. | CATEGORY CODE | LIST OF CATEGORIES FOR EMPANELMENT | EMPANELMENT FEE FOR 1 Yr. PERIOD (NON-REFUNDABLE) |
|----------------|----------------------|--|--|
| 1 | 0001 | Consumable Items for Animal House Facility | Rs. 5000/- |

Schedule of Tender

| Sr No | Schedule | Particulars |
|-------|---|--|
| 1 | Cost of Tender Form (Non-Refundable) inclusive VAT@5% | Rs. 525/- |
| 2 | Start Date for Sale of Tender (directly download from the www.aiimsbhopal.edu.in) | 11.07.2016; 10.00 to 17.00 Hrs. on each working day |
| 3 | Last Date for Sale of Tender | 4.08.2016 |
| 4 | Date, Time & Venue of Pre- Bid Conference (Pre-bid enquires should be sent to email id stores@aiimsbhopal.edu.in no need to visit in person to AIIMS Bhopal for this Tender) | 25.07.2016; 15.00 Hrs. through email and the pre-bid clarification if any shall be uploaded in www.aiimsbhopal.edu.in by 30.07. 2016 upto 17.00 Hrs. |
| 5 | Date for Submission of Tender | 04.08.2016; 17.00 Hrs. in the Tender Box Kept in the Office of Stores Officer, E-Wing, 1 st Floor Medical College Building, AIIMS Bhopal, Saket Nagar-462 020 (MP) |
| 6 | Empanelment Fee is to be deposited by way of Bankers Cheque/DD (Non- refundable /Non-Interest Bearing) in favour of "Director, AIIMS Bhopal", payable at Bhopal | Rs. 5000/- |

Cost of Empanelment Tender Form: -

Rs. 525/- (inclusive of 5% VAT) Non-Refundable by the way of **Demand Draft/Banker's Cheque in favour of "Director, AIIMS Bhopal" , payable at Bhopal.** Any Tenderer will be able to participate in this Tender.

Empanelment Fee:-

For 1 year Period is Rs. 5000/- . Non-Refundable

A Demand Draft/Banker's Cheque of Rs. 5,000/- (Non-Refundable) on a Nationalized bank in India, in favour of **"Director, AIIMS Bhopal," payable at Bhopal,** for each Category must accompany the application form as **Fee for**

Empanelment for 1 year Period (Non-Refundable), failing which the tenders will be treated as rejected. No request for providing Tender document by hand will be entertained. It should invariably be downloaded directly from the AIIMS Bhopal website www.aiimsbhopal.edu.in.

Security Deposit :-

The applicant also need to deposit a sum of Rs. 25000/-(Refundable without interest after the expiry of empanelment period) forwards security deposit by crossed demand draft drawn on a Nationalized Bank in favor of the Director AIIMS payable at Bhopal.

Eligibility Criteria for Empanelment of Agencies:-

Technical Eligibility Criteria:

Each participating Tenderer is required to submit self attested documentary details of their Company in the Technical Bid for evaluation of their proposal for empanelment at AIIMS Bhopal as follows:-

- 1) Company profile demonstrating suitability, in terms of manpower; material management; storage facilities; distributor network, etc to execute supplies of this nature
- 2) Copy of FDA USA/ CE European Certificate of supplied products, wherever applicable
- 3) Copy of WHO GMP certificate/ COPP Certificate/ ISO Certificate wherever applicable
- 4) Copy of "Schedule – M" certificate, (Central Drugs Standard Control Organization) wherever applicable
- 5) Copy of Authorization of Principal Company to supply the concerned category of consumable, wherever applicable
- 6) Copy of Letter from CA/Company Secretary clearly mentioning the last three (3) years' Financial Turnover and Profit and Loss account.
- 7) Copies of 5 years' manufacturing & marketing Certificate, wherever applicable
- 8) Copies of Import License, Drug License, wherever applicable
- 9) The Hard Copy of Price Catalog and Soft copy of the same shall also be provided in the CD kept in safe case (clearly labeled with the Company Name and the Category) for which the Empanelment proposal is being submitted.
- 10) Copy of PAN/TAN/ECC/VAT/Service Tax/PF/ESI Registration Certificate as applicable

Turnover Criteria:

To be eligible for qualifying for empanelment the Average Annual Turn Over for last 3 years of the Firm should be **Rs. 3,50,000/- (Three Lakhs Fifty thousand only)**.

The copies of Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year with Annual Audited Balance Sheet duly audited Certified by Chartered Accountant and profit and loss account for last three Financial Years (i.e. for FY 2013-2014, 2014-2015 FY and FY 2015-2016) must be attached for necessary evaluation with respect to above mentioned Turnover qualification criteria. All copies should be self attested also.

Minimum Work Experience Criteria required for participation in empanelment for category:-

Vendors should have experience of having successfully completed supply of similar consumable items during last 3 years in the Govt. Institutions like Hospitals and Laboratories/PSUs/Reputed Private Organization/Corporate Hospitals/Laboratories. Preference will be given to the Tenderer who has the prior experience for supply of similar items to the premier institutions like CSIR institutions, ICAR Labs, SGPGIMS Lucknow, AIIMS Delhi, PGIMER Chandigarh, etc. ending last day of month previous to the one in which applications are invited should be as follows: -

Cumulative purchase order of Rs 6 lakhs for consumable in last 3 years. P.O for equipment will not be considered.

Copies of Supply Orders/Rate Contracts of similar products worth the above-mentioned values from reputed institutions listed above must be enclosed for qualifying for empanelment. The Tender Forms received without the supportive copies of Purchase/Supply Order/Rate Contract without showing Values will be rejected.



ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS)
BHOPAL

Saket Nagar, Bhopal-462024 (Madhya Pradesh) India
Website : www.aiimsbhopal.edu.in

GENERAL INSTRUCTIONS AND INFORMATION FOR TENDERERS
(MANUFACTURERS/VENDORS/DEALERS/DISTRIBUTORS/SUPPLIERS)

1. Fill up all the fields in the entire Form properly in the prescribed format, available on our website **www.aiimsbhopal.edu.in**
2. Signature - it should be signed by authorized signatory with organization's seal, the power of attorney clearly mentioning the name and designation of authorized signatory should be accompanied along with Tender document submitted for empanelment by prospective firm/agency/supplier/vendor.
3. The application for empanelment along with its annexures and all the supporting documents proving the fulfillment of Eligibility Criteria mentioned above should be submitted in sealed envelopes super scribed with the category code and the category for which empanelment is being sought only through in-person/ registered post/ speed post and deposited in the Tender Box kept at following address:

The Store Officer,
1st Floor, E-Wing, Medical College Building,
All India Institute of Medical Sciences (AIIMS),
Saket Nagar, Bhopal-462024 (Madhya Pradesh) India

4. All the entries except E-Mail Id must be made in capital letters in the application form.
5. The application should reach by 17.00 hrs on the 4, August, 2016 positively. After the due date of submission, no proposal shall be accepted for empanelment. It is the responsibility of interested Tenderer to ensure the timely submission of its empanelment proposal in sealed envelope at the address mentioned above. Proposals which reach after the stipulated date and time will be treated as rejected.
6. The list of selected qualified empanelled agencies shall be uploaded after evaluation by 25 Day of July, 2016.
7. This is a notice for empanelment of Manufacturers/Authorized Vendors/Dealers/Distributors in AIIMS Bhopal, for a period of 12 Months (i.e. 1 Year) and the empanelment fee is applicable to cover 1 year period from the date of empanelment i. e. from the Date of Letter of Empanelment intimation issued by AIIMS Bhopal in the name of Empanelled Agency.
8. Registration/Empanelment does not guarantee that a particular supplier will receive 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.
9. Quotations will be invited from the empanelled companies for the consumable items.
10. The Manufacturers/ Authorized Vendors/Dealers/Distributors should be an

Individual/HUF/Partnership/ Company/ Society/Registered Dealer.

11. The Manufacturers/Authorized Vendors/Dealers/Distributors should have a required experience, valid License for carrying out the trade or profession for which empanelment is being sought and must be in existence for at least 5 years as per the Eligibility Criteria.
12. The eligible Manufacturers/ Authorized Vendors/Dealers/Distributors have to furnish 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 duly audited by Chartered Accountant and profit and loss account for last three years.
13. Every page of the empanelment document submitted by the Manufacturers/Authorized Vendors/Dealers/Distributors 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 Manufacturer's/Authorized Vendor/Dealers/Distributors.
14. Unsigned application & applications without Company's Seal, Signature, Contact Person details are liable to be rejected.
15. Empanelment fee Rs. 5000/- must be attached and the firm shall be assessed as per eligibility criteria mentioned above.
16. Authorized distributors willing to empanel multiple companies need to pay empanelment fee of Rs. 5000 only.
17. The Empanelment Fee in case of qualified and selected agencies will be accepted and deposited in the AIIMS Bhopal Account. Empanelment Fee of disqualified agencies will be refunded after the display of List of selected Empanelment Agencies in the AIIMS Bhopal website www.aiimsbhopal.edu.in within 30 days time.
18. The Institute reserves right to refuse empanelment to any or all Manufacturers/ Authorized Vendors/Dealers/Distributors without assigning any reason whatsoever.
19. For any clarification with respect to procedure for empanelment or any other issue related with this Tender, prospective Tenderers are requested to please contact on following E-Mail id: stores@aiimsbhopal.edu.in by 22 July, 2016. The Clarification will be uploaded on AIIMS Bhopal website www.aiimsbhopal.edu.in by 25 July 2016. Tenderers are advised to download the same, clearly read and understand the amendments or clarifications before the submission of their Empanelment Document. Clarifications may also be sought in the pre-bid meeting, whose schedule is mentioned above.
20. AIIMS Bhopal, has sole discretion to empanel the Manufacturer's/Authorized Vendors/Dealers/Distributors and withhold reasons for disqualification.
21. Enquiries shall be issued to empanelled Vendors as and when need arise, through email/ Speed post.
22. The terms & conditions given by the Manufacturer's/Authorized Vendor/Dealer/Distributor/supplier will not be binding to AIIMS Bhopal. Conditional tenders

shall be rejected at the sole discretion of the competent authority of the AIIMS Bhopal.

23. The Bidder must provide the list of their own Local Supplier Agencies/Contact Persons as well as a separate list of Franchise/authorized Dealer/Distributor's Centers along with the detail of their Phone/Cell-phone/Fax/e-mail Ids and name of the Contact person(s) etc. (if their offered services required such arrangement).
24. Bidder has to submit copy of the applicable Licenses, Quality Certificates, Sales Tax clearance certificate, copy of TIN/TAN No., Service TAX/VAT TAX Nos. if applicable, PAN Card , Price Catalog for offered Category in Hard Copy and Soft Copy in the CD in safe case. List of Organizations to which items in the concerned category has been supplied in the last 3 years must be provided with the commercial value of the supplied products.
25. Firms black-listed by any of the department of Central/State Govt./PSUs in the last 5 years need not to participate in this tender.
26. Tenderer should give guarantee for availability and supply of consumable items on short notice for a period of minimum 1 year from the date of Annual Rate Contract to AIIMS Bhopal.
27. It will also be the responsibility of the tenderer (manufacturer/supplier) to supply the packed, and validated items generally with a minimum shelf- life of 6 months. Tenderer will immediately intimate to the AIIMS Bhopal for new products range as soon as it is launched before execution of the given order if there is any change in asked specification in the Rate Contract or Purchase Order.
28. Demonstration: The tender's are required to demonstrate their sample of consumable items during the empanelment process if the nominated technical evaluation committee asks for the same and for this purpose all the expenditure shall be borne by the Participating Tenderer Company. AIIMS Bhopal shall not make any payment to any Agency for the same.
29. The necessary applicable Quality Check Certificate as per the Instructions of Concerned User Department shall be provided by the Tenderer as and when directed. Applicable certificates copies are also required to be furnishing during the submission of their payment claim against supply of such kind of items after getting into Annual Rate Contract.
30. The Rate contract shall be for a period of One year from the date of award of contract or as indicated in the Notification of Award (NoA)/Purchase cum Supply Order. The Rate Contract may be extendable year to year (subject to a maximum period of 2 year), on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances.
31. AIIMS Bhopal reserves the full rights to increase/decrease the quantity of items in the tender as per its requirement and shall intimate to the empanelled agencies each category wise only and get into the rate Contract with them.
32. Any dispute in the matter will be heard under the jurisdiction of Civil Court Bhopal.

APPLICATION FORM FOR EMPANELMENT

To,

The Director,
1st Floor, E-Wing, Medical College Building,
All India Institute of Medical Sciences (AIIMS)
Saket Nagar, Bhopal, Madhya Pradesh-462024

Sub: Submission of Application for Empanelment of Manufacturers/Authorized Vendors/Dealers/Distributors for supply of Consumables Items for Animal House Facility to AIIMS Bhopal.

Dear Sir,

Please refer to your Tender Notice No **AIIMS Bhopal/Empanelment of Vendors-Consumables Items for Animal House Facility/2016-2017/01 Dated:12.07. 2016** published in AIIMS Bhopal for Empanelment of Manufacturer's/Authorized Vendors/Dealers/Distributors.

Empanelment sought in following Categories

| S.No. | Please write down the Name of appropriate category for which you are interested for empanelment | Participating as Manufacturer/Authorized Vendor/Dealer/Distributor |
|-------|---|--|
| 1 | | |
| 2 | | |

Details of Empanelment Tender Application form : Rs. 525/- inclusive of 5% VAT in favour of "Director, AIIMS Bhopal", payable at Bhopal

| DD No. | Dated | Empanelment Tender Application Form fee (Rs.) | Drawn from Bank, Branch |
|--------|-------|---|-------------------------|
| | | | |

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

Manufacturer/Authorized Vendor/Dealer/Distributor's Details

| | | | |
|--|-------|--------------------------|--|
| Manufacturer /Authorized Vendor/Dealer/Distributor Name | | | |
| Status (Proprietorship/ Partnership/JV/Company etc.) | | | |
| Manufacturer/Vendor/Dealer/Distributor Type (Manufacturer/Supplier/Authorized Dealer/Distributor) | | | |
| Company Head Office Location | | | |
| Address | | | |
| City | | Telephone & Cell Numbers | |
| State | | Fax Number | |
| Country | | Email Id | |
| Pin Code | | Website | |
| Company Local Office Location (India) | | | |
| Address | | | |
| City | | Telephone & Cell Numbers | |
| State | | Fax Number | |
| Country | India | Email Id | |
| Pin Code | | Website | |

ORGANIZATION PROFILE

(Copies of supportive document must enclose for evaluation of Empanelment proposal)

| Sl. No. | Particulars | Sl. No. | Description |
|---------|---|---|---|
| I. | Primary Business Details | 1. | |
| | | 2. | |
| | | 3. | |
| | | 4. | |
| | | 5. | |
| II. | List of Category for which empanelment is requested | List of Relevant Authorization Certificates applicable to the concerned category of consumable items ** | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| III. | List of Reputed Institutions (as mentioned in "Minimum work experience criteria") | Years of association | Year-wise turnover in consumable items for the last 3 years** |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| IV. | Buy Back or Return Policy | | |
| V. | Any Other Information that supplier may like to provide | | |

** Please attach documentary evidence.

Contact Details of Board of Directors/Partners/Proprietor/Management

| Contact Person | Designation | Email | Mobile | Telephone |
|-----------------------|--------------------|--------------|---------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Tax / Statutory requirement 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 | |
| EPF Registration Number | | EPF Reg. Date | |
| ECC Number | | ECC Reg. Date | |
| Any Other | | | |

***Copies of applicable document must be provided.**

Service Tax Details (For Service Provider)

| Service Tax Registration No | Service Tax Registration Date | Nature of Service for which registered |
|------------------------------------|--------------------------------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Registered with Other Establishments | | | | | |
|---|-------------------------|---|--|--|----------------|
| Establishment Name | Registered since | No. of Orders executed in last 3 Years | Highest Order value in last 3 Years | Items Category for which registered | Remarks |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| Financial Details | | | |
|--------------------------|--------------------------------|------------------------------------|----------------|
| Financial Year | Turn Over (Rs. In Lakh) | Profit / Loss (Rs. In Lakh) | Remarks |
| 2015-2016 | | | |
| 2014-2015 | | | |
| 2013-2014 | | | |

Storage Facility Details:-

| | |
|---|--|
| Manufacturing Facility Area (in Sq Ft) | |
| Manufacturing Storage Capacity (in Sq Ft) | |
| Storage Capacity at Dealer's/Distributor end (in Sq Ft) | |

***The copies of supportive document must enclose for evaluation of Empanelment.**

Signature of Authorized Signatory :

Name, Designation and contact Cell No. of Authorized Signatory :.....

Seal of the Participating Tenderer :.....

Date :

Place:

Check List

| Tick (√) | Document Submitted (Tick in the relevant Column) |
|----------|--|
| | Tender Document Cost: Demand Draft/Banker's Cheque of Rs.525/- inclusive of VAT 5% Non-refundable in favour of " Director, AIIMS Bhopal ", Payable at Bhopal. |
| | Empanelment Fee in the multiplication of Rs.5000/-of the sum total of nos. of participating Categories in the way of Demand Draft/Banker's Cheque in favour of " Director, AIIMS Bhopal ", Payable at Bhopal. The Empanelment Fee is non-refundable and Empanelment will be for only 1 year period. The Empanelment Fee in case of un-successful Tenderer will be refunded after 30 days of display of Empanelled Agencies in the AIIMS Bhopal website. |
| | 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/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 (if applicable) |
| | Copy of ESI Registration Certificate (if applicable) |
| | Copy of Service Tax Registration Certificate (if applicable) |
| | Copy of applicable License |
| | Copy of IT return filed for the Assessment Year 2013-14, 2014-15, 2015-16 |
| | Copy of Profit & Loss Account for FY 2013-14, 2014-15, 2015-16 |
| | Copy of Authorization Certificate from Principal Manufacturer |
| | Hard and Soft Copy of Price Catalog of product range enclosed for applied Category |
| | Details of Manufacturing facilities |
| | Copies of Quality Assurance Certificates |
| | Copy of FDA USA/ CE European Certificate of supplied products, wherever applicable |
| | Copy of WHO GMP certificate/ COPP Certificate/ ISO Certificate wherever applicable |
| | Copy of Schedule M certificate, wherever applicable |
| | Copy of Authorized Distributor/Dealer Valid Authorization Certificate |
| | Copy of Orders Executed with clearly showing the Order Values for evaluation of Empanelment proposal for applied Category. |
| | Copy of Performance Certificate from clients |
| | Affidavit (on Non Judicial Stamp Paper worth Rs.100/-) duly certified by the notary that the vendor has not been black listed or punished in last 5 years by any court of law for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending against him/his firm. |
| | Duly Signed Terms & Conditions for empanelment as mentioned in Annexure I |

| Tick (√) | Document Submitted (Tick in the relevant Column) | |
|----------|---|--|
| | 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 empanelment to the Institute. | |
| | Total No. of documents submitted (to be specified in figures as well as in words)- | |

Name & Signature of Authorized Signatory :

ANNEXURE-I

TERMS AND CONDITIONS FOR EMPANELMENT

1. The Terms & Conditions mentioned in this document is applicable at the time of empanelment of vendors/contractors. A separate set of Terms & Conditions is to be issued at the time of Request of Quotation for procurement of items category wise.
2. Nothing contained in this document shall supersede the Terms & Conditions to be issued at the time of inviting quotations from the empanelled Manufacturer's/Authorized vendor/Dealer/Distributor 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 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 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.
18. It will also be the responsibility of the tenderer to inform and pass on the benefits due to Statutory/ Budgetary reduction in Excise and Custom duty, immediately after its publication in the Gazette, else their EMD/Performance Security Deposit shall be forfeited and action for black listing the Vendor/Company may also be taken after entering into the Annual Rate Contract with Empanelled agencies in later stage.
19. Authorized distributors can apply for empanelment only on behalf of the principal companies for which they are authorized. They will be bound to supply consumables only of the empanelled principal companies.
20. Any dispute in the matter will be heard under the jurisdiction of Civil Court Bhopal.

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

Signature of Authorized Signatory :

Name and Designation of Authorized Signatory :.....

Seal of the Participating Tenderer :.....

Date:

Place:

Address:

Contact Mobile Number:

Email ID:

ANNEXURE-II

DECLARATION

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.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

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.

Name & Signature of authorized person with Seal

Date:

Place:

MANUFACTURER'S AUTHORIZATION LETTER

No..... Dated.....

**To,
The Director,
AIIMS Bhopal,
Saket Nagar, Bhopal-462 020 (MP)**

Dear Sir,

Tender No.:

We _____ an established and reputable Manufacturers of _____ having factories at _____ and _____ do hereby agree to supply _____ confirming to the required specification and required quantity to M/s _____ (Bidder) as offered by them to Supply against the above stated Tender. This is also certified that M/s _____ is our authorized distributor / importer since _____ (month & year should filled), and his performance is satisfactory.

We hereby extend our full guarantee and warranty including ensuring the availability of Items/required spare parts for 5 years period from date of supply and installation of equipment to AIIMS Bhopal and agreed for replace the expired material if required on free of cost during the concurrency of the Contract for the supply against this invitation for Bid by the above firm.

Yours faithfully,

(name)

for and on behalf of M/s _____ (Name of manufacturers)

Note: This letter should be signed by a person competent and having authority to sign on behalf of manufacturer, and should be on manufacturer Letter Head and same will be kept with Technical Bid Envelope.

ANNEXURE III

TENTATIVE LIST OF CONSUMABLE ITEMS FOR EMPANELMENT AT AIIMS BHOPAL WITH PREFERRED PRINCIPAL COMPANIES LISTED AGAINST EACH CATEGORY

| S.No | Name of the Item |
|------|--|
| 1 | Laboratory Rodent Pellet Diet |
| 2 | Autoclavable Rodent Breeder Diet |
| 3 | Rodent Diet, Sterile |
| 4 | Rabbit Diet |
| 5 | Guinea Pig Diet |
| 6 | Rodent Bedding (Corn cob/Rice Husk/paper clipping) |
| 7 | Water bottles |
| 8 | Cage Cards |
| 9 | Ear tags |
| 10 | Cage Cleaning supply- |
| 11 | Thick gloves |
| 12 | Latex and Nitrile Gloves |
| 13 | Veterinary Medicines |
| 14 | Isoflurane |
| 15 | Ketamine |
| 16 | Thiopentone |

| | |
|----|-------------------------------------|
| 17 | Pentobarbitone |
| 18 | Urithane |
| 19 | Cauterizer |
| 20 | Disposable Face Mask |
| 21 | Disposable Head Scarf |
| 22 | Disposable Shoe covers |
| 23 | Sodium hypochlorite |
| 24 | Isopropyl alcohol |
| 25 | Syringes and blood collection vials |
| 26 | Capillary Tubes |
| 27 | Glass Pasteur Pipette |
| 28 | Cage Card Holders |
| 29 | Oral gavage needles |
| 30 | Absorbent paper sheet |
| 31 | Paper Towel |
| 32 | Kimwipes |
| 33 | Autoclavable Biohazard Bag |

Note: This list is indicative only. Other items may be added to the list as per the requirement of Animal House Facility.

The requirement shall be intimated to empanelled Manufacturer's/ Authorized Vendors/Dealers/Distributors only, when need of such Items forwarded by the concerned department for procurement and then Limited Tender Enquiry sent to the empanelled parties under that particular category only and obtain their rates and will get into the Annual Rate Contract with such agencies on their entire price catalog, **so that the laboratories working within AIIMS Bhopal will able to procure quality Chemicals and consumable items at a competitive price.**