

**Tender For
Leasing of Shops At
AIIMS, Guwahati Campus**

NIT No. : **04-121/2023-24/AIIMS/Ghy/Proc-TendershoppingComplex/2548**
NIT Issue Date : 10 DEC 2024
Pre-Bid Meeting : 17 DEC 2024 at 03.00 PM
Last Date of Online Submission : 03 JAN 2025 at 03.00 PM
Bid Opening Date : 04 JAN 2025 at 03.00 PM

Tender documents may be downloaded from web site www.tenderwizard.com/AIIMSG



Address To:

Administrative Officer
All India Institute of Medical Sciences, Guwahati
PO: Changsari, Kamrup(R), Assam 781101
Email: admin_office@aiimsguwahati.ac.in
website: www.aiimsguwahati.edu.in

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, GUWAHATI**NOTICE INVITING TENDER**

01	Name of the Item	Leasing of Shops in marketing complex at AIIMS Guwahati
02	Tender No.	Adm/Tender/.....
03	Period of contract	01 year extendable up to 02 years (one year at a time) on mutual agreement
04	Earnest money deposit	Rs. 10,000/- (Rupees Ten Thousand Only) for each shop
05	Performance Security	Rs. 50,000/- (Rupees Fifty Thousand Only) for each shop
06	Tender documents Download from	www.aiimsguwahati.edu.in www.tenderwizard.com/AIIMSG
07	Pre-bid meeting	17 DEC 2024 , 03:00 PM at Conference Hall, Medical college block, AIIMS Guwahati,
08	Website for online submission	www.tenderwizard.com/AIIMSG
09	Last date and time for online submission	03 Jan 2025 up to 03:00 PM on www.tenderwizard.com/AIIMSG
10	Date and time for Opening Bid	04 Jan 2025 after 03:00 PM

AIIMS (All India Institute of Medical Sciences) Guwahati, located at Changsari, Assam, an apex healthcare institute established by an Act of Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites **Online bids in Two Bid system** for Leasing of 03 Shops in its Marketing complex with the condition that one bidder can avail only **01 shop** at a time. Interested bidders are requested to quote their best offer along with the complete details of Terms & Conditions.

The Details of the shops to be leased are as following:

Shop. No.	Type of Shop	Size of Shop	Qty
1	Books and Stationery	14.20 Feet x 9.71 Feet	01 room
2	Grocery with Dairy Products	14.20 Feet x 9.71 Feet	01 room
3	Unisex Salon	14.20 Feet x 9.71 Feet	01 room

Instructions for the Bidders /Tenderer/ Contractor: -

- Bids shall be submitted online only at website: www.tenderwizard.com/AIIMSG.
- The complete bidding process is online. Bidders should be in possession of valid Digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding, DSC need to be registered on the website mentioned above. For any assistance for e-bidding process, if required, bidder may contact to the helpdesk through email: admin_office@aiimsguwahati.ac.in
- Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the website www.tenderwizard.com/AIIMSG'.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- EMD Payment:**
The bidder shall be required to submit the Earnest Money Deposit (EMD) separately for an amount of Rs. 10,000/- (Rupees Ten Thousand Only) for each quoted shop by way of demand drafts or Bank Guarantee only. The demand drafts or Bank Guarantee shall be drawn in favour of "**Executive Director, AIIMS, Guwahati**". The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. The demand drafts or Bank Guarantee for EMD must be submitted to AIIMS, Guwahati on or before last date/time of Bid Submission (submitted only in Dispatch/Received section).
 - Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI)/ MSME are exempted from submission of the EMD (copy of registration must be provided along with).
 - The EMD, in case of unsuccessful Bidders shall be retained by AIIMS, Guwahati till the

- d) EMD must be submitted separately as mentioned above for each shop if a bidder is bidding for more than one shop
6. The Hard Copy of original instruments in respect of cost of earnest money deposit etc. must be delivered to the AIIMS, Guwahati on or before last date/time of Bid Submission as mentioned above (submitted only in Dispatch/Received section). The bid without EMD will be summarily rejected.
7. The Bidder has to submit details of experience in running a shop in the respective field - Grocery with Dairy Products / Books & Stationary/ Unisex Salon in which the bidder has applied, at least for a period of minimum 03 years before the last date of submission of tender along with the documentary proof (Trade License/ Copy of Registration of the Shop/ Agency/ Firm/ Company issued by the Municipal Corporation/ Panchayat / District Development Authority / any other competent administrative authority of the Assam that issue license to run Shops and Commercial Establishment, must be enclosed)
8. A bidder will be allotted only 01 shop; however, he can bid for all the 03 shops. In case a bidder is H-1 in 02 or 03 shops, then he will be allotted only 01 out of three and the rest two shops will be allotted to H-2.
9. **Submission of Tender:**
The tender shall be submitted online in two parts, viz., TECHNICAL BID and FINANCIAL BID. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email will not be considered and no correspondence will be entertained in this matter.

I. Technical Bid

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

- a) The technical bid should be accompanied by Demand draft of Rs. 10,000/- (Refundable) against EMD for each quoted shop. The Demand Draft of EMD should be prepared separately and drawn in favour of **Executive Director, AIIMS, Guwahati**.
- b) Copy of Trade license/documents as mentioned in para 7 above issued by a competent administrative authority
- c) Copy of PAN / TAN Card.
- d) Copy of GSTIN Registration Certificate.
- e) Signed and Scanned copy of documents like Earnest Money Deposit.
- f) Duly Signed Tender annexures.

II. Financial Bid:

Bidder must submit the financial bid in attached BoQ in tender wizard portal.
www.tenderwizard.com/AIIMSG

GENERAL TERM & CONDITIONS

1. **"PRE –BID Meeting"** with the intending bidders shall be held on 17 Dec 2024 at 03:00 P.M. at Conference Hall, AIIMS Guwahati. All the prospective bidders are requested to send comments/ representations on or before pre-bid meeting. Intending bidder will be allowed to seek clarification on specification, Conditions of Contract, etc. in writing to AIIMS, Guwahati, within 48 hours after the pre-bid meeting.
2. **Period of Contract:** The contract period shall commence with effect from the date of issue of work order/lease agreement and shall remain for 01 year. The period is further extendable for a maximum period of 02 years on year-to-year basis with mutual consent of both the parties. Upon extension, 10% rent will be increased on quoted rent per extendable year.
3. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
4. **Authority of person signing document:** - A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the Executive Director, AIIMS Guwahati may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
5. **Right of acceptance:** The AIIMS, Guwahati reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The AIIMS, Guwahati reserve the right to reject any or all tenders /quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.
6. **Technical Evaluation:**
 - (a) Detailed technical evaluation shall be carried out by Institute pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
 - (b) AIIMS Guwahati shall have right to accept or reject any or all tenders without assigning any reasons thereof.

7. Financial Evaluation:

- (a) The financial bid shall be opened of only those bidders who have been found to be technically eligible.
 - (b) After due evaluation of the bid(s) AIIMS, Guwahati will award the contract to the highest evaluated (H1) responsive tenderer on individual basis (for each shop). Conditional bid will be treated as unresponsive and will be rejected.
 - (c) Bidder must quote the financial bid as specified in BOQ.
8. **Award of Contract:** The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technical and financially acceptable. All the technical bids will be scrutinized, by the evaluation committee constituted by the Executive Director, AIIMS Guwahati to check all relevant documents for their authenticity and the bidders whose technical bids are accepted will be eligible for opening the financial bid.
 9. **Signing the Contract:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. One Hundred only) along with performance security within fifteen days of the issue of the Letter of notification of award. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.
 10. **Performance Security:** The successful bidder within 14 days will be required to furnish a Performance Security Deposit of an amount of Rs. 50,000/- (Rupees Fifty thousand Only) for each shop in the form of Fixed Deposit Receipt (FDR) or irrevocable Bank Guarantee (BG) from any Nationalized/ Scheduled Bank duly pledged in the name of the "All India Institute of Medical Sciences, Guwahati ". Performance Security will be discharged after 60 days from the date of successful release of occupied property. Hence the FDR/BG deposited must have validity accordingly and no ambiguity in this regard will be accepted. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.
 11. The successful bidder will have to deposit the Bank Guarantee or FDR and commence the work within 15 days of acceptance of tender otherwise the contract may be cancelled and EMD will be forfeited. If successful bidder fails to deposit the security in 15 days, the contract will be awarded to the next higher bidder.
 12. No bidder will be allowed to withdraw after submission of the bid within the bid validity period otherwise the EMD submitted by the bidder firm would stand forfeited.
 13. In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
 14. The Executive Director, AIIMS, Guwahati reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the Institute.

15. The Executive Director, AIIMS, Guwahati reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.
16. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
17. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Guwahati, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
18. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to terminate the contract giving one month notice without assigning any reason thereof and nothing will be payable by AIIMS, Guwahati in that event the security deposit including advance amount (03 Months' Rent) shall also stands forfeited.
19. After due evaluation of the bid(s) Institute will award the contract to the highest evaluated responsive tenderer.
20. Conditional bid will be treated as unresponsive and it may be rejected.

SPECIAL TERMS & CONDITIONS

1. The tenderer shall bring their own equipment and instrument to run their shops. Only Space (14.2 ft x 9.7 ft for each Shop) will be provided by Institute.
2. The allotted bidder will have to obtain permission to carry out electrical modifications, fitment of Air Condition or any other such work that demands piercing of the wall.
3. The contractor shall not carry out any permanent structural modification in the said shops.
4. Prices:
 - M.R.P Product – Product should not be sold above M.R.P.
 - Non M.R.P Product – Product should not be sold above market price.
 - For Unisex Salon – Rates must not be above the market rates for the services.
5. Only designated business has to be carried out in the shop as per this contract.
6. The shops should be kept neat & clean and free of unhygienic conditions. The contractor should keep the site clean. If at any point, the allotted premises found to be unclean, the contractor shall be held responsible and penalty of Rs. 2,000/- per occasion shall be imposed.
7. The contractor shall maintain the Institute premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the contractor or his workers, employees or agents the same shall be rectified by the contractor at his own cost either byrectifying the damage or by paying compensation as may be determined by the Institute.

8. Electricity charges shall be paid by contractor as per actual consumption on the prevailing rates of APDCL or at such higher rates as may be decided by the Institute from time to time.
9. Water charges shall be paid by contractor as per actual consumption on the prevailing rates of PHED or at such higher rates as may be decided by the Institute from time to time.
10. The tenderer is advised to visit the site before participating in the tender. The tenderer should assess the volume of business by him. The Institute will not guarantee any minimum/maximum business.
11. The Tenderer shall not utilize the premises and facilities of the Institute to cater any other client, other than AIIMS, Guwahati Public & Attendants and visiting guests.
12. AIIMS, Guwahati will regulate the timings and working days of the shops (Including Loading & Unloading).
13. The successful tenderer shall not sub-let the premises either in whole or in part. The premises shall not be used for residential purposes even for the shop staff. No additions or alterations of the premises will be made without permission of the Institute. No bathing and washing of clothes etc. will be allowed in the shop.
14. The tenderer shall not keep the shops closed without prior permission from the AIIMS, Guwahati authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by AIIMS, Guwahati, as it may deem fit.
15. The conduct/characters/antecedents and proper bonafide of the workers in the shops shall be the sole responsibility of the contractor. However, the contractor must provide the necessary details of all its employees (permanent, temporary, casual) to the Institute. All the employees should be police verified.
16. The contractor will be responsible for maintaining adequate number of persons engaged in working and disposal of garbage (Maximum 2 Persons).
17. The agency will get antecedent, character and conduct verified and to submit a copy of police verification to Institute before engaging any employee.
18. Inspection – The Competent authority and their representative shall be entitled at any time to inspect the shops. During inspection if any irregularities found, the competent authority will have the right to impose appropriate penalty.

LEGAL TERMS AND CONDITIONS

1. Successful bidder must follow all necessary statutory compliance before taking possession of shops.
2. The bearer / staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and tidy. The contractor shall not employ young children as prohibited under the law / rules / regulations.
3. The contractor and his employees would be governed by the discipline rules as may be laid down by the Institute while they are in the Institute premises.
4. The Tenderer and his staff shall comply with all instructions and directions of the AIIMS, Guwahati authorities given from time to time. In the event of any emergent situation, the staff of the Tenderer shall comply with instructions given by the AIIMS, Guwahati authorities, without waiting for confirmation by the Tenderer.
5. All the workers engaged by the Tenderer for carrying out tasks under this contract, shall be deemed to be the employees of the Tenderer only. The tenderer shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers, etc. The tenderer shall also provide its Workers photo-identity cards which shall be checked by the AIIMS, Guwahati, as and when necessary. If during Inspection, the workers are found without I- Card, a penalty of Rs 200/- per employee will be charged per instance per day.
6. The Contractor shall maintain and provide all necessary documentation, registers and records in connection with the performance of shops and other related documents including for complying with any statutory requirements and provisions of applicable laws.
7. The contractor shall ensure that the person deployed are disciplined and conduct in office premises, be best suitable and is entailed on enforce in prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work and engaging in gambling, satta or any immoral and illegal act. In case found any deployed worker, penalty will be imposed Rs. 2,000/- per such event.
8. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
9. Executive Director, AIIMS Guwahati will have the right to terminate the contract giving one month notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of AIIMS, Guwahati rules & regulations, or any violation of Govt. of India rules and regulation, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the Tenderer or his staff. The decision of AIIMS, Guwahati's management in this regard would be final and binding on the Tenderer. In such an event, AIIMS, Guwahati shall have the right to engage any other tenderer to take over the shop.
10. If a firm intends to withdraw from his engagement before completion of tenure, then the firm must provide one month notice before termination of contract.

11. **Dispute Settlement:** - It is mutually agreed that all differences and disputes arising out of or in connection with these agreements shall be settled by mutual discussions and negotiations. If any dispute(s) and difference(s) cannot be settled and resolved by discussions and negotiations, then the same shall be referred to the sole Arbitrator appointed by the Executive Director, AIIMS, Guwahati whose decision shall be final and binding on both the parties.
12. The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
13. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Guwahati, Assam, India only.
14. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Guwahati. The decision of the Arbitrator shall be final and binding on both the parties.

RENTAL CONDITIONS

1. The successful bidder will have to deposit a rent of 3 months in advance before taking the possession.
2. The rent of the shops in Residential Complex will have to be paid between 1st to 7th day of every month in advance, in case of holiday, on the next working day, failing which penalty @ Rs. 500/- per day shall be imposed for delayed period.

Administrative Officer
AIIMS, Guwahati

ANNEXURE – I

(In Separate sealed cover-I super scribed “Technical Bid”)

SI No.	Details of the Tenderer/Bidder	Page No.	Remarks
1	Name and Address of the Tenderer/Bidder		
2	Complete Address:		
3	State clearly whether it is sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4	Certificate as per given annexures		
5	Copy of GSTIN Registration		
6	Copy of Permanent Account No.		
7	Email ID		
8	Contact No.		

Date: Name :

Place: Business Address :

Signature of Bidder :

Seal of the Bidder :

Annexure - II**Description of quoted shops**

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

Sr. No.	Quoted Shop No & Name	Detail of EMD (No, Bank Name and Date)

Note –

- EMD of Rs. 10,000/- (Rupees Ten Thousand Only) will be required to submit separately for each quoted shop.
- Detail of quoted shop and EMD will be furnished in above said format.

Annexure – III**Facilities Required****Tender for Leasing of Shops in Marketing Complex at AIIMS Guwahati**

Shop. No.	Type of Shop	Size	Qty.
1	Books and Stationery	14.20 Feet x 9.71 Feet	01 Shop.
2	Grocery Shop with Dairy Products	14.20 Feet x 9.71 Feet	01 Shop.
3	Unisex Salon	14.20 Feet x 9.71 Feet	01 Shop.

Note:

1. The bidders are required to quote rent for the designated area.
2. After due evaluation of the bid(s) Institute will award the contract to the highest evaluated responsive tenderer (H1)

I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.

Date: _____ Name _____ :

Place: _____ Business Address _____ :

Signature of Bidder _____ :

Seal of the Bidder _____ :

Annexure – IV

TENDER ACCEPTANCE CERTIFICATE

(To be given on company's letter head / seal of the shop)

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

Date: Name :

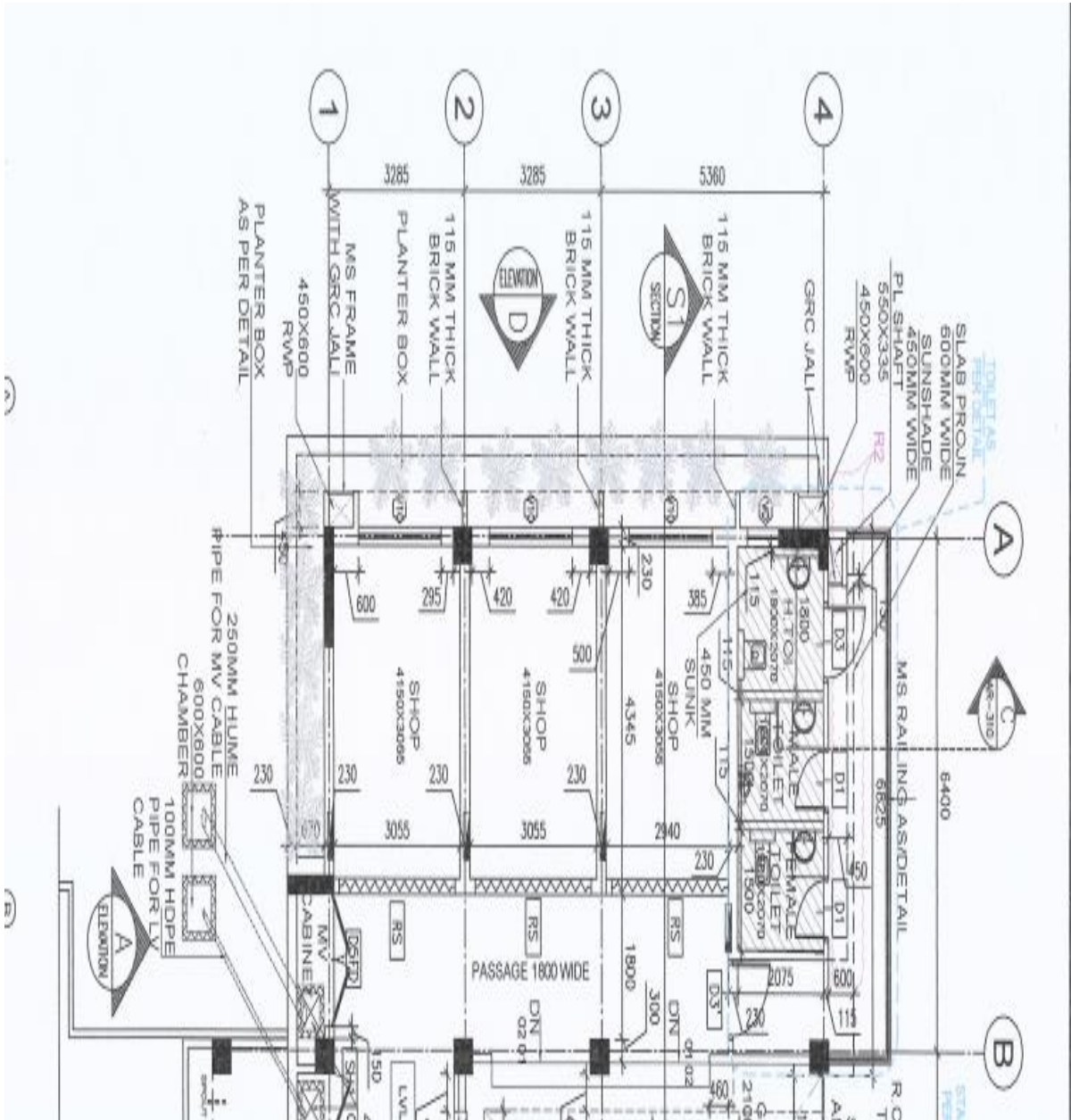
Place: Business Address :

Signature of Bidder :

Seal of the Bidder :

Annexure – V

Drawing of Shops



E -TENDERING INSTRUCTIONS TO BIDDERS

The Special Instructions (for e -Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. Submission of Online Bids is mandatory for this Tender. E -Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers / Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, AIIMS GUWAHATI has decided to use the *E-Tendering Portal: www.tenderwizard.com/AIIMSG. <https://eprocure.gov.in> or www.aiimsguwahati.ac.in* (For Download & View Only)

Instructions:

1. Tender Bidding Methodology:

One Stage Online Bidding (technical)

2. Broad outline of activities from prospective Bidders:

1. Procure a Class III Digital Signature Certificate (DSC)
2. Register on the e-Procurement portal www.tenderwizard.com/AIIMSG
3. Create Users on the above portal
4. View Notice Inviting Tender (NIT) on the above portal
5. Download Official Copy of Tender Documents from the above portal
6. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, Guwahati
7. Bid-Submission on the above portal.
8. Attend Public Online Tender Opening Event (TOE) on the above portal-Opening of Technical Part
9. Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS, Guwahati's Post-TOE queries.
10. Attend Public Online Tender Opening Event (TOE) on the above portal-Opening of Financial Part (Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates:

For integrity of data and authenticity/ non -repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) , of Class III, issued by a Certifying Authority(CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration:

To use the Electronic Tender portal www.tenderwizard.com/AIIMSG vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis -à- vis Authorized Signatory who will be the main person coordinating for the e- tendering activities.

In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable (i.e. Rs.2000/-+GST as applicable)

Note: After successful submission of Registration details and Annual Registration Fee, please contact to the Help desk of the portal to get your registration accepted/activated.

1. The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.
2. Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However, it shall be sole responsibility of bidder that the uploaded documents remain legible.
3. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
4. The Financial part may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

Bid submission

The entire bid- submission would be online on the Tender wizard portal i.e., www.tenderwizard.com/AIIMSG

Broad outline of submissions are as follows:

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

The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned / Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required establishing compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

Processing Fee: Firm have to pay processing fee (i.e., 0.1% of ECV + GST as applicable (min.500/- & Max Rs.4000/- + GST as applicable) through online (Credit card/ Debit Card/ Net Banking), When participating in the e -Tender.

OFF-LINE SUBMISSION OF BID IS NOT ALLOWED**Public Online Tender Opening Event (ToE)**

The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (ToE). Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (ToE) from the comfort of their offices. For this purpose, representatives of bidders (i.e., Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (ToE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (ToE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (ToE)' covering all important activities of 'Online Tender Opening Event (ToE)'. This is available to all participating bidders for 'Viewing / Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc.). Due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMS Guwahati by the bidders in time, then AIIMS Guwahati will promptly reschedule the affected event(s).

Other Instructions

For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the homepage.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal.
3. Get your organization's concerned executive strained on the portal well in advance of your first tender submission deadline on the portal.
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc.)

While the first three instructions mentioned above are especially relevant to first - time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min PIV, 1GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each and every registered bidder under this portal shall be imparted by the ASP, M/s., if required, before participation in the online tendering.

Help desk No. 9073677150/151/152

Mr. Abhay Kr Singh: 9078966660

Mrs. Saswati Majumder : 09674758722

FINANCIAL BID

1. Name of the Bidder:

Sl	Description	Rent Quoted p.m.	18% GST	Total	Rate of service Provided (all inclusive)
i	Rent of the room no 1 to be used for Books and Stationery				NA
ii	Rent of the room no 2 to be used for Grocery with Dairy Products				NA
iii	Rent of the room no 3 to be used for unisex salon				NA*

* Rates of service charges with respect to items and services will be decided with mutual consent between the bidder and competent authority of AIIMS Guwahati.

- The base rate for the rent is fixed at **Rs 3588/-** (Rupees Three thousand five hundred and eighty-eight only) per room per month of area 137.88 sq ft rounded off to 138 sq ft.
- The bidder who quotes highest rate (H1) as rent above the base rate will be awarded the shop.
- A bidder has to submit separate Financial Bid document for different rooms.
- Electricity charges will have to be paid as per the norms of the APDCL and as demanded to the bidder the AIIMS authorities on monthly basis. This has to be paid along with the rent per month and no request for accumulation will be entertained.
- Any other utility services that arises and/or the bidder intends to pursue the benefit of will be provided against charges as fixed by the AIIMS Guwahati.

UNDERTAKING:

It is certified that I have quoted the above rate/rates in my absolute sense and that I shall not deny to run the shops if I acquire the lease. In case, if I cannot then I understand that the EMD money will be forfeited in accordance to para 5(a) of Technical Bid. In addition, legal action may also be initiated against me/my firm by the competent authority of AIIMS Guwahati.

Place:

Signature of the Bidder

Dated: