

**ALL INDIA INSTITUTE OF MEDICAL  
SCIENCES GUWAHATI**  
Changsari-781101, Assam



**NIT NO: 05/AIIMSG/MAIN/2025/NIT/01 Dated: 10.03.2025**

***NOTICE INVITING TENDER***

*Of*

**Annual Day to Day HVAC Operation and  
Maintenance Works at the  
AIIMS Guwahati, Assam**



**अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी**  
**All India Institute of Medical Sciences, Guwahati**  
स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक वैधानिक निकाय  
**(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)**

## Notice Inviting Tender

Sealed tenders in two-bid system are invited from experienced & competent contractors for the following work at AIIMS Guwahati, -

SI. No.	Description	Details
(i)	NIT No.	<b>05/AIIMSG/MAIN/2025/NIT/01</b> date: 10.03.2025
(ii)	Name of Work:	<b>Annual Day to Day HVAC Operation and Maintenance Works at the AIIMS Guwahati, Assam.</b>
(iii)	Estimated Cost	Rs.257.00 lakhs (Rupees Two hundred fifty seven Lakhs) only.
(iv)	Earnest Money	@ 2% of the estimated Value i.e, ₹ 5.14 Lakhs only. by <b>Demand draft/ Banker's cheque</b> in favour of AIIMS Guwahati' payable at 'Guwahati) The original hard copy of EMD should be submitted to the Engineering Department, AIIMS Guwahati on or before the last date and time of submission of the tender.
(v)	Cost of prepared tender document	Rs 2,000.00 (Rupees two thousand only) by <b>Demand draft/ Banker's cheque</b> in favour of AIIMS Guwahati' payable at 'Guwahati). The original hard copy of the cost of tender document should be submitted to the Engineering Department, AIIMS Guwahati on or before the last date and time of submission of the tender.
(vi)	Period of Completion	01(One) year. The Institute reserves the right to renew the contract for further period as decided by the authority based on the performance of the contractor.
(vii)	Date of downloading the Tender document	From 10/03/2025 (5.00 P.M onwards).
(viii)	Last Date for downloading of bid documents	17/03/2025 till 5:00 PM.
(ix)	Pre-Bid meeting Date & time	20/03/2025 at 11.30 A.M
(x)	Last Date and time for submission bid along with all supporting documents (both online and offline)	03/04/2025 at 12:00 P.M
(xi)	Date and Time of online opening of Technical Bids	03/04/2025 at 12:30 P.M
(xii)	Time and date of opening of online Financial Bids	Will be officially intimated later to the technically qualified bidders.
(xiii)	e - tendering portal	<a href="https://www.tenderwizard.com/AIIMSG">https://www.tenderwizard.com/AIIMSG</a>

### **Eligibility criteria for Bidders:**

1. Should be specialized reputed agency in HVAC field and registered with Govt. / Semi Govt. Dept. / Autonomous Body.
2. Shall have experience in executing "***HVAC works in Building construction or Annual day to day HVAC Maintenance works and other related services***" (for evaluation in case of a large project work, the value of only HVAC items of work will be considered on production of the relevant documents as desired by the authority)
3. Shall have experience in executing the work satisfactorily having a value not less than **Rs. 205.60 Lakhs against single work order** in any one year during last seven years in any Govt./ semi-Govt. departments / Autonomous body

**Or**

Shall have experience in executing the work satisfactorily having a value not less than **Rs. 154.20 Lakhs each against two work orders** in any one year during last seven years in any Govt./ semi-Govt. departments / Autonomous body

**Or**

Shall have experience in executing the work satisfactorily having a value not less than **Rs. 102.80 Lakhs each against three work orders** in any one year during last seven years in any Govt./ semi-Govt. departments / Autonomous body.

The above works are to be supported by copies of work order, SoR and completion certificates from the clients where particular HVAC items of work should satisfy the cost.

4. Minimum Annual Turn-over for the similar works in any one year during last three consecutive years shall not be less than **Rs.128.50 lakhs (50% of Estimated value)**

**Note:** Financial turn over and values of completed works of previous years shall be given weightage of 7% per year and part thereof to bring them to the present price level. The statement showing the value of existing commitments and ongoing works as well as stipulated period of completion for each of the work listed should be countersigned by the Engineer-in-Charge not below the rank of Executive Engineer of the concerned Departments.

5. The intending bidder must read the terms and conditions of tender document carefully. He should submit his bid if he considers himself eligible and he is in possession of all the certificates/documents required.
6. Agencies that are debarred or blacklisted by any Govt./Private Departments are not eligible to participate in the tender. A Certificate is to be submitted along with the bid by the bidders to the effect that they are not debarred or blacklisted by any Govt Department. In case if it is found at later stage that the bidders are a blacklisted company declared by any Govt Department then the work shall be withdrawn, and EMD / bid security shall be forfeited.
7. The following documents should be submitted at the time of submission of the tender documents.
  - a. Registration of PF,
  - b. Registration of ESI,
  - c. Registration of current Labour License wherever applicable,
  - d. PAN No.,
  - e. Registration of GST

- f. Copy of work order, BoQ and completion certificates from clients for the qualifying work(s). If the work is completed and the completion certificate is awaited, the copy of the final bill certified by the concerned engineer (not below the rank of Executive Engineer along with the copy of the work order shall be produced.
  - g. The bidder's background or core work experience should include a minimum of 2600 T.R. capacity HVAC system in a hospital environment and the bidder must be a reputed, ISO-certified company specializing in HVAC services.
  - h. The bidder shall have In-house design capabilities to provide the required services as per the scope of work.
8. In case the Contractor is unable to submit the Registration valid of PF, ESI & labour license at the time of tendering, the contractor has to submit the same within 25 days of issue of LOI.
  9. The contractor should have a local office at Guwahati. The office address, Fax no, e- mail Id, Phone no of the office to be submitted along with the tender. The name of the contact person and his mobile number also to be submitted.
  10. No joint ventures are allowed.
  11. In the interest of the multiple engagement & works, the AMC tender for Civil Electrical and HVAC are tendered separately. Hence the bidders may participate in all the tenders, but the single work will be awarded only to one bidder based on the quoted rate evaluated and hence sufficient care has to be taken during bidding. If any bidder who qualifies for more than one work (Civil/Electrical/HVAC) and becomes L1, only the first one evaluated lowest will be considered and his other tenders will not be opened, and the bid documents will be returned to the particular bidder.
  12. Site Visit- Bidders are requested to visit site and understand the exact scope of work and its execution. A letter issued by the Engineering department declaring site visit done and proper understanding of the scope of work by the bidder needs to be attached along with the bid. Non submission will lead to rejection of bid.
  13. **Terms of Payment:** No advance payment will be made. Bill for such maintenance works shall be paid monthly basis on submission of monthly bill produced by the by the contractor. The bill shall be paid after satisfaction of the engineer-in-charge in respect to services rendered by the contractor.
  14. **Penalty:** The contractor has to attend / response any complaint just after receiving the complaint. As the entire work of this nature is on emergency basis, so delay in attending complaint may cause serious damage of the Institute property. Penalties related to the entire contract shall be charged as per the condition laid down in the Special Conditions of Contract and the penalized amount will be deducted from monthly bill. For poor quality of maintenance and for not attending breakdowns within reasonable time, the contractor may be rescinded as per contract agreement.
  15. The bidders will be required to produce the original copies of the qualifying documents as stated above on demand before opening of the Price-Bid. If the Completion certificate issued by Competent Authority does not reflect the type of work, then Final bill / Schedule of Quantity of the qualifying works also to be attached along with the Completion certificates. However, AIIMSG will have right to enquire about the genuineness of the claim.
  16. Attested copies of all the qualifying documents shall be uploaded along with the complete tender. Any tender without the qualifying documents shall be considered incomplete and shall be rejected without any further communication.

17. The acceptance of tender will rest with the authority of AIIMS Guwahati who does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part or whole at the discretion of competent authority of the Institute after having valid justification of the rates if situation demands.
18. For all clarifications regarding site conditions, items of works or any other related matters to the tender, concerned Controlling Engineer may be contacted during office hours on all working days. Addendum/Corrigendum, if any, will be published only on Institute Website. The institute shall not be responsible for any delay /difficulties / inaccessibility of downloading facility for any reason whatsoever.
19. Pre-bid queries should reach at the e-mail id: [supdt.engineer@aimguwahati.ac.in](mailto:supdt.engineer@aimguwahati.ac.in) at least two days ahead of the pre bid meeting. Any other queries should reach the undersigned at least two days ahead of the schedule date of submission of tender.
20. Work experience certificate and other documents as specified in the technical bid/eligibility bid document shall be scanned and uploaded to the e-Tendering website within the period of bid submission.
21. The downloading & submission of tender paper by a contractor does not automatically mean the tenderer is considered qualified for the price part of the bid.
22. In case, the day of opening of the tender happens to be a holiday on account of Govt. notification and tender cannot be opened; the tender shall be opened on the next working day at the same time.
23. **Submission of hard copy of Technical Bid of the Tender:** Hard copy of the Technical bid documents as submitted online should reach the office of the undersigned on the last date of bid submission for facilitating smooth scrutiny of bid documents. However, all decisions will be taken based on documents submitted online. For postal delivery of technical bid, the postal details should be sent to the email [supdt.engineer@aimguwahati.ac.in](mailto:supdt.engineer@aimguwahati.ac.in)
24. **Technical bids** shall be opened on the date and time as mentioned above. But **Financial bids** of only of those tenderers whose **Technical bids** are found acceptable, shall be opened on a later date. Prior notification shall be given to all tenderers who qualify for opening of the **PRICE BIDS** to enable them to attend the opening of the Price bids.
25. For e-tendering of this tender, AIIMS Guwahati has engaged e-portal maintained by M/s CEL LIMITED. Intending bidders shall have to register with M/s CEL LIMITED, to participate in the tendering process. For details, kindly visit website <http://www.tenderwizard.com/AIIMSG> or **contact Mr. Abhay Kumar Singh (Mobile No. 9708966660) for any technical assistance.** If needed, they can be imparted training on online bidding process as per details available on the website.
26. The intending bidders must have valid class-III digital signature to submit the bid.
27. The bid can be submitted only after depositing e-tender processing Fee in favor of CEL LIMITED and uploading the mandatory scanned documents as specified within the period of bid submission.

**Superintending Engineer(I/c)**  
**AIIMS, Guwahati**



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी  
All India Institute of Medical Sciences, Guwahati

स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक वैधानिक निकाय  
(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)

**e-TENDERING INSTRUCTIONS TO BIDDERS**

For conducting electronic tendering, AIIMS GUWAHATI has decided to use the  
**e-Tendering Portal: [www.tenderwizard.com/AIIMSG](http://www.tenderwizard.com/AIIMSG).**

**<https://eprocure.gov.in/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](http://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 if any during scheduled Pre-Bid meeting and 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
10. Attend Public Online Tender Opening Event (TOE) on the above portal-Opening of Financial Part (Only for the Technically qualified Bidders to be officially informed by AIIMS Guwahati.

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](http://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 Helpdesk 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 be for e starting online submission.
4. The Financial part may be down loaded 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 5MB per document) may be checked.

#### **5. Bid submission**

The entire bid-submission would be online on the Tender wizard portal i.e., [www.tenderwizard.com/AIIMSG](http://www.tenderwizard.com/AIIMSG)

#### **6. 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.

- 7. 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.

**Superintending Engineer (I/c)  
AIIMS, Guwahati**

