



**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)

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**E-Tender No: 10-13/2024-25/AIIMS/GHY//LIB.BOOKS (Medical and Non-Medical Books)/ET-01 dated 16.02.2026**

**E-TENDER DOCUMENT**  
**For Empanelment of Vendors for 02 Years for Supply of Printed Books to the Central Library, AIIMS Guwahati**

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**E-Tender Portal: <https://www.tenderwizard.com/AIIMSG>**  
**(For tendering issues only)**  
**Helpdesk No. 9073677150/151/152 Mr. Abhay Kr Singh: - 9708966660 /**  
**09674758726 Mrs. Saswati Majumder – 09674758722**

AIIMS, Guwahati invites bids from reputable Suppliers/Vendors who are experienced in “*Supply of Indian/Foreign Printed Books*” for “**For Empanelment of Vendors for 02 Years for Supply of Printed Books to the Central Library, AIIMS Guwahati**”

## **SECTION-I**

### ***Bid Details***

- 1. Proposal/Bids** are invited through the electronic tendering/procurement process for Empanelment and **Supply of Printed Books to the Central Library, AIIMS Guwahati** and the Tender Document can be downloaded from the e-Tender: <https://www.tenderwizard.com/AIIMSG>. A copy of the Tender Document is also available at the AIIMS, Guwahati official website at <https://aiimsguwahati.ac.in/page/procurementlist>

### **1. Schedule of Tender**

<b>Tender Issuing/Publishing Date</b>	<b>16.02.2026</b>
<b>Start date and time of submission of Bid)</b>	<b>16.02.2026 (11.00 AM)</b>
<b>Last date &amp; Time of Submission of Bid</b>	<b>02.03.2026 (05 PM)</b>
<b>Place of submission of Sealed Hard Copy of the Bid Document</b>	<b>Tender Box, Admin. Office, Medical College building, Ground Floor, AIIMS Guwahati</b>
<b>Tender Fee</b>	<b>₹10,000/- (Rupees Ten Thousand only)</b>

## 2. Details of Bid:

**Sub: - Empanelment of Vendors for 02 Years for Supply of Printed Books to the Central Library, AIIMS Guwahati**

Bid Reference	:	<b>E-Tender no. 10-13/2024-25/AIIMS/GHY//LIB.BOOKS (Medical and Non-Medical Books)/ET-01</b>
Address for Communication	:	The Executive Director AIIMS, Guwahati Changsari, Guwahati-781101
E-mail	:	Email - <a href="mailto:central_library@aiimsguwahati.ac.in">central_library@aiimsguwahati.ac.in</a> cc: <a href="mailto:admin_office@aiimsguwahati.ac.in">admin_office@aiimsguwahati.ac.in</a>
Last date of receipt of quarries	:	<b>25.02.2026</b>
Scope/Job requirement/Specifications	:	Mentioned in Section-II below

### Submission of Bids: As follows:

E-bids are invited through the electronic tendering/procurement process. The Tender Document can be downloaded from the Central Public Procurement Portal (CPPP) of the Government of India at <https://eprocure.gov.in/eprocure/app> and from <https://www.tenderwizard.com/AIIMSG>. Bids will not be accepted in any other form. Manual bids shall not be accepted.

Special instructions to the Suppliers/Vendors for the online e-submission of bids are available on the e-Procurement Portal at <https://www.tenderwizard.com/AIIMSG>

- Suppliers/Vendors may update their documents, such as Certificates, Purchase Order details, etc., well in advance under the “My Documents” option. These documents can be selected as per the tender requirements and attached along with the bid documents during submission. This will help minimize the need for repeated uploading of bid documents.
- After downloading the Tender Schedules, Suppliers/Vendors should carefully review them and submit the documents in accordance with the Tender Document. Failure to comply with the requirements may result in rejection of the bid.
- The Suppliers/Vendors shall read the terms and conditions and accept the same before proceeding to submit the bids.
- The Suppliers/Vendors have to submit the Tender Document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- AIIMS Guwahati will not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the Suppliers/Vendors due to local issues.
- Suppliers/Vendors shall submit the hard copy of the bid documents in the Tender Box located at the Administrative Office, Medical College Building, Ground Floor, AIIMS Guwahati. Failing which could lead to rejection of the bid.
- The permitted file formats on the portal are generally PDF, XLS, RAR, DWF, and JPG. File names should not contain special characters such as &, !, @, #, \$, %, ^, & \* etc. If there is more than one document, they may be combined

into a single file.

- viii. The time that is displayed from the server clock at the top of the Tender Portal, will be valid for all actions of requesting bid submission, bid opening, etc., in the e-Procurement Portal. The time followed in this portal is as per Indian Standard Time [IST] which is GMT+5:30. The Suppliers/Vendors should adhere to this time during bid submission.
- ix. The Suppliers/Vendors are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time [as per Server System Clock].
- x. The bid documents submitted by the Suppliers/Vendors are encrypted using PKI Technology involving digital signature certificates of pre-designated bid openers of the procuring entity to ensure the secrecy of the data. The encrypted bids are stored safely and securely in the server. Only designated Suppliers/Vendors shall be able to decrypt and open the bid on or after the pre-defined bid opening date/time. These assure Suppliers/Vendors that their bids are kept confidential, safe and secure.
- xiii. It is important to note that, the Suppliers/Vendors have to click on the Freeze Bid Button, to ensure that he/she completes the Bids Submission Process. Bids which are not frozen are considered as incomplete/invalid bids and are not considered for evaluation purpose.
- xiv. At the time of freezing the bid, the eProcurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will appear with the bid no., date & time of submission of the bid with all other relevant details. The documents submitted by the Suppliers/Vendors will be digitally signed using the e- token of the Suppliers/Vendors and then submitted.
- xv. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act an entry point to participate in the bid opening event.
- xvi. Successful bid submission from the system means, the bids as uploaded by the Suppliers/Vendors is received and stored in the system. System does not certify for its correctness.
- xvii If there are any clarifications, this may be obtained online through the e Procurement Portal <https://www.tenderwizard.com/AIIMSG> or through the contact details given in the tender document. Suppliers/Vendors should take into account of the corrigendum, if any, published before submitting the bids online.

### **Clarification of Bidding Documents**

As prospective Bidder requiring any clarification of the bidding documents will contact the Tender Inviting Authority in writing at the e-mail address: [central\\_library@aiimsguwahati.ac.in](mailto:central_library@aiimsguwahati.ac.in), [admin\\_officer@aiimsguwahati.ac.in](mailto:admin_officer@aiimsguwahati.ac.in) , i.e. The authority will respond in writing (through e-mail) to any request for clarification, provided that such request is received not later than 05(Five) days prior to last date of submission of bids.

## SECTION-II

### *Scope of Work and Terms & Conditions*

**I. Scope of Work : Empanelment of Vendors for 02 Years for Supply of Printed Books to the Central Library, AIIMS Guwahati**

**II. Duration of Empanelment : 2 [two] years (from the date of empanelment)**

**III. Eligibility/Pre-Qualification Criteria:**

1. The Suppliers/Vendors must have been engaged in the supply of Indian and/or foreign printed books in the English language in India for a minimum period of three (03) years, i.e., from 01.04.2022 to 31.03.2025.
2. The Suppliers/Vendors must have executed at least one (01) single Purchase Order with a value of **Rs. 2.5 Crores or above during** the last) financial year (2025-26) for any Government Medical College/University, along with a satisfactory performance certificate issued by the concerned institution.  
Copies of the Purchase Order(s) and completion/performance certificate(s) must be attached.
3. The Suppliers/Vendors must have an average annual turnover of not less than **Rs. 5,00,00,000/- (Rupees Five Crore Only)** during the last three (03) financial years, i.e., from **01.04.2022 to 31.03.2025**, in the above-mentioned line of work.  
A turnover statement duly certified by a Chartered Accountant/Competent Authority shall be submitted as per **Annexure-I**.
4. The Bidder must submit proof of authorization/distributorship from a minimum of **Thirty (30)** major National and International publishers.
5. The Bidder must submit documentary evidence of registration with the Federation of Publishers and Booksellers Association of India, having a standing of more than **Twenty (20) years**.
6. The Bidder must submit a Non-Blacklisting Declaration on Non-Judicial Stamp Paper of ₹100/-, duly attested by a First-Class Magistrate, stating that the firm/agency has not been blacklisted or debarred by any Government Medical College, Government Nursing College, or institution of equivalent significance, as per annexure-III.
7. The Bidder must deposit tender fee of Rs. **10,000/- (Rupees Ten Thousand only)** in the form of a Demand Draft, as specified in the tender document, favouring “AIIMS GUWAHATI” Payable at Changsari, Guwahati (ICICI Bank Account No 497701000072, IFSC: ICIC0004977) .
8. The Bidder must submit documentary proof of legal status of the bidding entity, i.e. registration/incorporation certificate issued by the Registrar of Companies/Firms/Societies, etc.
9. The Bidder must furnish valid statutory registrations, including:
  - Trade License
  - GST Registration
  - PAN
  - Income Tax Returns for the last three (03) financial years
  - Latest GST Return (GSTR-3B), if applicable
  - ISO Registration Certificate, if applicable
10. All documents shall be self-attested by the Authorized Signatory with seal.
11. A detail Check list for document submission is given at Annexure-II.

#### **IV. Terms and Conditions**

##### **1. Mode of Supply**

- (i) The Suppliers/Vendors must be conversant in electronic communication.
- (ii) The Institute shall provide list of pre-selected books of different publishers [soft/hardcopy] for procurement. The list contains fields like author, title, year of publication, publisher & ISBN. The Suppliers/Vendors will send back the list to the Institute within 15[fifteen] working days communicating the price and availability status. If no communication received within the stipulated time, it will be considered as “no response” and the list will be distributed among other eligible Suppliers/Vendors. No further request or communication in this regard will be entertained after the stipulated time.
- (iii) Purchase Order [PO] would be issued to Suppliers/Vendors on being L1. On receipt of PO, the Suppliers/Vendors should submit the books with tax invoice (having duly mentioned GST, if applicable) strictly within the delivery stipulated period, failing which the order will be treated as cancelled. The details of the books must be mentioned in the Challan.
- (iv) Name of the supplying vendor, price, challan no., order no., etc. should be mentioned in pencil on the front fly leaf of each book, otherwise books will not be received.
- (v) Unless otherwise specified, only a single copy of the latest hardback edition shall be accepted by the Institute. In cases where the hardback edition is not available, a paperback edition may be supplied, subject to submission of a certificate from the Publisher confirming non-availability of the hardback edition.
- (vi) The supplier must furnish the following signed certificate on the body of the bills “CERTIFIED THAT ONLY THE LATEST EDITION OF THE BOOK/S AND NOT REMAINDERED TITLE/S IS/ARE SUPPLIED AND THE PRICE HAS/HAVE BEEN CORRECTLY CHARGED IN ACCORDANCE WITH THE PUBLISHER’S / IMPORTER’S / DEALER’S INVOICE”. In case of any price manipulation, if detected at any stage, the supplier shall be responsible for the same and the excess amount charged shall have to be refunded in one instalment.

##### **2. Physical conditions of the title(s)**

- (i) The Institute shall not accept defective, damaged, soil copy of books, duplicate and reminder titles and Indian Reprints of foreign editions.
- (ii) Supply of editions, other than ordered will not be accepted.
- (ii) In case of any doubt regarding the supply, clarification should be taken from the AIIMS, Guwahati prior to the execution of the order, failing which, the decision of the AIIMS, Guwahati shall be binding on the supplier.

Note: If any book supplied by the Suppliers/Vendors does not approve by the competent authority or found defective, damaged, duplicated and the said book shall need to be collected by the Suppliers/Vendors from the Central Institute of AIIMS, Guwahati within 60[sixty] days.

##### **3. Price**

- (i) The price charged in the bill shall be as per the published price printed on the book, after allowing the offered discount. In cases where the price is not printed on the book, the same shall be as per the price proof submitted by the Supplier/Vendor
- (ii) Increase of price by rubber stamping or pasting tables for by superimposing or paper or changing page or otherwise, shall not be allowed. Any such action will be treated as irregular and price of the title with such irregularities will be disallowed and empanelment may be cancelled.
- (iii) The Supplier must furnish at least one of the following duly signed & stamped documents:
  - i. Price List Downloaded from publisher’s website
  - ii. Price Certificate from publisher
  - iii. Copy of original invoice of Publisher’s billed to the concerned supplier
  - iv. Photocopy of publisher’s latest catalogue

- v. In case a foreign publisher grants rights to an Indian agency to print and sell, the price proof provided by the concerned agency will be accepted, subject to submission of proof of such rights from the original publisher.

#### 4. **Discount structure**

AIIMS, Guwahati will purchase Indian/foreign books as per the following discount structure:

Sl. No.	Category	Min.% rate of discount on the printed price of the books/publications
1.	Books published in India	$\geq 25\%$
2.	Books published in foreign countries	$\geq 20\%$

The distributor or agency offering the maximum discount on the printed rate will be considered as the L1 bidder for the tender

#### 5. **Submission of Invoice/Bills**

(i) In response to Purchase Order, Pre-receipted Invoices/Bills in triplicate should be submitted within 10 [ten] working days in favor of the Executive Director, AIIMS, Guwahati referring Order No., Date, Title, etc. with a ₹ 1/- Revenue Stamp affixed on the body of the bill, if the bill amount exceeds ₹ 5000/- for payment.

(ii) The bill should be raised by the Suppliers/Vendors as per the **Financial Benchmark India Pvt. Ltd. [FBIL] exchange rates** prevailing at the date of Order for Bill.

(iii) **Photocopies of Publisher's/Importer's/Distributor's Invoice indicating title, author, ISBN, foreign currency clearly will only be accepted as Price Proof. No other items [Publisher Catalogue/Downloads from Internet etc.] will be accepted as Price Proof.**

(iv) The bill raised should have the following- Ref. No & Date/ ISBN/ Author/ Title/ Publisher/ Currency/ Qty/ Price/ Gross/ Dis. (%) / Net Amount.

#### (iv) **Checklist for submission of Invoices/Bills**

The Vendor should ensure the following documents in order for faster processing of bills: -

- Pre-receipted Bills in triplicate
- Original Challan copies
- Photocopy of the Order for Bill
- FBIL reference rate
- Conversion Rate as on dispatch date of Order for Bill
- Price Proof indicating the Serial No. of the item in the Invoice
- other documentary evidences, if any.

(v) Bills is preferred in INR after rounding off the fraction of fifty paise and above to the next higher Rupee and excluding the fraction less than fifty paise.

(vi) Bill in language other than English/Hindi shall not be accepted.

#### 6. **Payment**

(i) Payment will only be made in Indian Rupees [INR]. No advance payment shall be made in this regard.

(ii) The AIIMS, Guwahati will make payments on receipt of bill in order, in triplicate for the supply of

ordered title(s) within 60 days of the submission of bill.

**7. General conditions**

(i) Books available in India shall be supplied within fifteen (15) days from the date of Purchase Order and books imported from foreign publishers shall be supplied within thirty (30) days from the date of Purchase Order.

(ii) The Suppliers/Vendors shall be held responsible for any damage, loss in transit or for any supply which is not in conformity with the order or for loss occurring on this account and shall be liable to deduction from this bill for the said supply or from the bill from the other supply.

(iii) If any question, dispute or difference arises in connection with the interpretation of the aforesaid terms & conditions, the decision of the AIIMS, Guwahati shall be final and binding on Suppliers/Vendors. If the Suppliers/Vendors desires any clarification on the order letter, he may seek clarifications before execution of the order.

(iv) The Suppliers/Vendors shall be liable to refund the cost of the title(s), if supplied in damaged/soiled condition.

(v) The Bidder must quote at least fifty percent (50%) of the books as per the attached list, failing which the bid shall be rejected as unresponsive.

(vi) Unless, otherwise permitted, the partial delivery of the purchase order will not be accepted.

(vii) The enlistment will be terminated/dropped/black-listed

(a) If the Suppliers/Vendors fails to deliver 75% of the Procurement Order [in terms of no. of titles] in more than 2/3 occasions.

(b) If the Suppliers/Vendors provides any wrong or distorted information to the Institute.

**8.** The selected bidder for empanelment shall be required to deposit a sum of **Rs. 2,00,000/- (Rupees Two Lakhs Only) as Security Deposit** in the form of a Fixed Deposit or Bank Guarantee, as specified in the tender document, in favor of “AIIMS GUWAHATI”. The Security Deposit shall remain valid for a period of 26 months from the date of submission.

**9. Arbitration: -** Any dispute will be settled within the jurisdiction of the Institute.

**10. Legal Jurisdiction: -** Any Legal dispute will be dealt in the Guwahati Jurisdiction.

**11. Evaluation of Bids: -** The Bids shall be evaluated as per the **prescribed eligibility/pre-Qualification Criteria**. The technically qualified bidders/vendors/publishers shall be empaneled for a period of two (02) years thereafter.

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**TENDERS RESPONDING TO THIS ADVERTISEMENT SHALL BE AGREEABLE TO THE TERMS & CONDITIONS CONTAINED HEREIN. THESE TERMS & CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. THE EXECUTIVE DIRECTOR, AIIMS, GUWAHATI RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON. THE TENDERERS ARE REQUESTED TO SUBMIT THE DECLARATION THAT THEY WILL ABIDE BY THE TERMS & CONDITIONS OF BUSINESS AS SPECIFIED BY THE AIIMS, GUWAHATI.**

Sd/-  
Deputy Director (Administration)  
AIIMS Guwahati



## **ANNEXURE I**

### **ANNUAL TURN OVER STATEMENT** (In the letterhead of the Chartered Accountant)

The Annual Turnover for the last financial year of M/S \_\_\_\_\_

who is a Supplier/Vendors for Books as per audited Financial Statements are given below and certified that the statement is true and correct to the best of our knowledge and belief.

Financial Year	Turnover (Rs) both in figures & words
2022-23	
2023-24	
2024-25	

Date:

Place:

Signature of Auditor/Chartered Account with

seal:

(Name in Capital):

Seal Membership No:

**N.B:** This turnover statement should also be supported by copies of audited annual statement of the last five financial years/Annual Report and the turnover figures mentioned above should be highlighted there.

**ANNEXURE II**  
**CHECKLIST OF IMPORTANT DOCUMENTS**

The Scanned copies of the following Mandatory documents to be uploaded on e-Tendering Portal in the following format:

S/N	Details / Particulars	Document required	Uploaded (Yes/No)	Page No
1.	Name of the Applicant/Firm (Vendor)	Mention in the Letter Head		
2.	Owner Name	Mention in the Letter Head		
3.	Date of incorporation with proof	Mention in the Letter Head		
4.	Registered. Office Address	Mention in the Letter Head		
5.	Local Office/Contact Address nearest to the Institute:	Mention in the Letter Head		
6.	Mobile Number :	Mention in the Letter Head		
7.	Phone/LANDLINE No. (if any)	Mention in the Letter Head		
8.	Official Email ID:	Mention in the Letter Head		
9.	Experience Period	Mention in the Letter Head		
10.	Single Purchase Order of ₹2.5 Crore for the last financial year (2025-26) (Submission of PO & Completion Certificates of the last three years)	Mention in the Letter Head		
11.	Average Annual Turnover (₹5 Crore) of the last 3 financial years (duly certified by CA)	Annexure-I		
12.	Authorization from 30 Publishers	Mention in the Letter Head		
13.	Undertaking (Non-blacklisting)	Mention in Letter Head (Annexure III)		
14.	Undertaking for acceptance of the instruction and conditions in original	Annexure IV		
15.	Federation Registration (20 Years Standing)	Mention in Letter Head		
16.	Tender Fee details	Mention in the Letter Head		
17.	Trade License GST Registration PAN Income Tax Returns for the last three (03) financial years Latest GST Return (GSTR-3B), if applicable ISO Registration Certificate, if applicable	Mention in the Letter Head		

Place:

Signature of the bidder with seal.

Date:

## **ANNEXURE-III**

### **Name of the E-Tender:**

#### **UNDERTAKING**

(To be typed on Company Letter head)

I..... S/o, D/o,W/o.....

Resident of.....

.....

Do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director/authorized signatory of M/s.....
2. No police case and/or case by CBI/FEMA/Income Tax/Sales Tax authorities are pending against the Proprietor/Partner/Director of the firm/company (Agency) and also against the firm/company.  
*(Indicate any convictions if any against the above persons or Firm/Company).*
3. The Proprietor/Partner/Director of the firm/company (Agency) and also the firm/company has never been blacklisted/debarred from any contract by any Government authority/organization.
4. I/We have not quoted the price higher than previously supplied to any Government Institute/Organization/ PSU/reputed Private Organization or rate of Rate contract with Govt. procurement Agency in recent past.

Name &Signature

Seal of the participating Bidder Company

Affirmation/Verification

Notary Public

**ANNEXURE IV**

**UNDERTAKING**

I/We have read and understood all the instructions and conditions pertaining to Vendor/Empanelment Registration and hereby undertake that I/we agree to abide by the same in full.

[Signature of Authorized person

(Supplier/ Vendor) with seal and date]

Name (In Capital):.....

Designation :.....

Place: .....

**Sd/-**