



**DEPARTMENT OF G I SURGERY**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI**

**F. No. 01/G I SURGERY/Condemnation/2022-23/St.**

**NOTICE INVITING TENDER**

The Head of the Department (Department of G I SURGERY), on behalf of the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi – 110029, invites online e-tender from the reputed firms dealing with dispose of Condemned, Surplus & Unserviceable goods as mentioned in **Annexure – I** on “AS IS WHERE IS BASIS”. The method of submission of tender, amounts of Earnest Money/Security Deposit and General Terms and Conditions, applicable has been mentioned in **Annexure - I**.

The Lot wise details of the condemned, surplus & unserviceable goods along with locations have been mentioned in **Annexure II**. The Performa for submission of tender has been given in Part I of Annexure III (for Technical Bid). The documents to be uploaded have been given in Part II of Annexure III. The Bill of Quantity (BOQ) Commercial Bid is to be given in Annexure- IV. The undertaking to be signed by the contractor/bidder on behalf of his/her firm is enclosed at Annexure V. The bidder should furnish a declaration regarding non-blacklisting/debar of his/her firm by any of the Establishment/Govt. Agency etc., as given in Annexure VI. Online bid submission instructions are enclosed in Annexure VII.

<b>Lot No.</b>	<b>Particular of the item:</b>	<b>EMD/Bid Security</b>
1	Condemned Material and surplus goods: <b>Computers &amp; peripherals</b>	Rs. 500/-

## 2. Schedule of e-tender:

CRITICAL DATE SHEET	
Publish Date & Time	19.10.2022 at 12:00 PM
Bid Document Download/Sale Start Date & Time	19.10.2022 at 12:00 PM
Seek Clarification Start Date & Time	
Seek Clarification End Date & Time	
Bid Submission Start Date & Time	19.10.2022 at 05:00 PM
Bid Submission End Date & Time	28.10.2022 at 01:00 PM
Bid Opening Date & Time	28.10.2022 at 03:00 PM
Inspection Date & Time	25.10.2022 Between 11:00 AM to 12:00 N

3. Manual tenders/offline submission shall be accepted.

4. All the documents in support of eligibility criteria are also to be submitted offline along with Technical Bid. The bidders are advised in their own interest to submit offline the scanned copies of the desired papers/documents with their bids failing which their bids may be declared non responsive.

5. The Director AIIMS, New Delhi reserves the right to cancel the e-tender at anytime/stage or relax /amend/ withdraws any of the terms and conditions contained in the tender Documents without assigning any reason thereof. Any enquiry, after submitting offline bid shall not be entertained. In case of withdrawal of bid, the EMD will stand forfeited.

6. The Terms and Conditions of the tender are enclosed (PDF format) and the price (Commercial Bid) in BoQ (Bill of Quantity) format.

**ANNEXURE- I**  
**GENERAL TERMS AND CONDITIONS**

**1. Eligibility Criteria**

Bidders must fulfill following eligibility criteria and submit documents mentioned at Annexure-III Part II of this tender document in support of the same as under:-

- (a) Must be registered as a Recycler/Re-processor/Dismantler of e-Waste with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with the State Pollution Control Board or State Governments dealing with E-Waste etc. Bids received from the firms other than so registered will be summarily rejected.
- (b) Must not be blacklisted by AIIMS or any Department of the Government of India or of any State/ or by any PSU/ Autonomous Organization of Government. An Undertaking regarding non-blacklisting of the bidder by any Government Organization must be furnished by the bidder in the tender document in the format given in **Annexure VI**. Bids without above undertaking will not be considered.
- (c) Should be registered with GST with Departments of Government of India/State Governments.

**2. Earnest Money/Bid Security**

- 2.1 Earnest Money may be accepted in the form of following instruments.
  - (i) Account Payee Demand Draft/Banker's Cheque
  - (ii) Fixed Deposit Receipt
  - (iii) Bank Guarantee

The scanned copies of Receipts for EMD/Bid Security must be submitted accordingly and original is to be sent in a wax sealed envelope in favour of the **“DIRECTOR, AIIMS, New Delhi-110029”** to the Head of the Department, Department of G I SURGERY, AIIMS, New Delhi – 110 029 till **“Bid Submission End Date & Time”** as mentioned in **“Critical Date Sheet”** failing which the bid shall be summarily rejected.

Bidders shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidders fails to observe and comply with the stipulation made here in or backs out after quoting the rates, the aforesaid amount of Earnest Money will be forfeited by the Director, AIIMS.

- 2.2 The tenders without Earnest Money Deposit will be summarily rejected.
- 2.3 No claim shall lie against the Department in respect of erosion in the value or interest on the amount of Earnest Money Deposit.
- 2.4 Earnest Money would be refunded to the unsuccessful tenderer / bidders without interest within 1 month after the finalization of the tender process.

### 3. Inspection of Items:

The inspection of Condemned material can be done carefully by the prospective bidders or their representatives at the designated places mentioned as under between **12:00 PM to 01:00 PM on 27.10.2021**. Queries can be raised to the concerned Officer at the time of inspection. No further clarification shall be entertained after the above inspection.

Sr. No.	Name of Particulars/ Lot No.	Locations
1.	Condemned Material and surplus goods <b>Computers &amp; peripherals</b>	Department of G I SURGERY, AIIMS, New Delhi (As is where is basis)

### 4. Payment:

The successful bidder will have to pay the entire quoted/offered amount in the form of Bank Draft drawn in favour of "**Director, AIIMS**" within **seven** working days after receipt of letter regarding award of contract, failing which the contract may be cancelled and EMD shall stand forfeited.

### 5. Preparation of e-Tender:

#### 5.1 Preparation of Bids:

- 5.1.1. Bidder should take into account any corrigendum published on the tender document before uploading their bids.
- 5.1.2. Bidder should go through the tender document carefully to understand the documents required to be submitted offline as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and contents of each of the document that need to be submitted offline. Any deviations from these may lead to rejection of bid.

5.1.3. To avoid the time and effort required in uploading the same set of standard documents which are to be submitted as a part of every bid, a provision of offline such standard documents (e.g. PAN card copy, Annual Reports, Auditors certificate etc.) has been provided to the bidders. Bidders can use My Space area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## 6.2 **Submission of Bids:**

- 6.2.1 Bidder should login to the site well in advance for bid submission so that he/she can submit the bid offline in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 6.2.2. Bidder has to select the payment option as '**offline**' to pay the EMD as applicable and enter details of the instrument.
- 6.2.3. Bidder should prepare the EMD as per the instructions specified in the tender document. The original receipt of EMD should be sent in a sealed envelope to Head of the Department (Department of G I SURGERY), AIIMS, New Delhi - 110029 till "Bid Submission End Date & Time" as mentioned in "Critical Date Sheet" failing which the bid shall be summarily rejected.

A standard BOQ (Bill of Quantity) format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white colored (Unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

**6.2.7. The bid summary has to be printed and kept as acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.**

*The employees of Department of AIIMS and their near relatives are not entitled to participate in this tender. If it is noticed at a later date that this condition is violated, the agreement in*

*consequence of this tender is liable to be cancelled forthwith apart from legal action.*

**7. Signing of Tender:**

Signature should be done manually as per e-procurement System.

- (a) A "Sole Proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration dispute concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or Principal Officer duly authorized by the Board of Directors of the company, if it is a company.

**Kindly note:**

- (I) In case of partnership firms, a copy of the partnership agreement or general power of attorney duly attested by a Notary Public should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the Partnership Agreement or a general power of attorney. The attested copy of the certificate of registration of firm should also been closed along with the tender.
- (II) In the case of partnership firms, where no authority to refer disputes concerning the Business of the partnership has been conferred on any partner; all the partners of the firm must sign the tender and all other related documents.
- (III) A person signing the tender form or any other documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, competent authority may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (IV) The bidder should sign and affix his/her firm's stamp on each page of the tender and all its Annexure as the acceptance of the offer. NO PAGE SHOULD BE REMOVED /DETACHED FROM THIS NOTICE INVITING E-TENDER.

## **8. Technical Bid:**

- i) The Technical Bid should be submitted in the format provided in Annexure-III Part I of the document.
- ii) Copy of the Earnest Money Deposit Receipt has to be submitted offline along with the Technical Bid.
- iii) Copy of the Cost of e-tender document Deposit Receipt has to be submitted offline along with the Technical Bid.
- iv) All pages of e-NIT and its Annexure, comprising 1 to 19 has to be signed, stamped, and submitted offline.
- v) Copy of Annexure V (Undertaking) duly signed.
- vi) Copy of Annexure VI (Undertaking) duly signed.
- vii) The bidder should also enclose the certified copy of the valid registration certificate issued by the Central Pollution Control Board or the State Pollution Control Committee along with the tender document failing which the tender will be rejected. The successful bidder shall produce the original certificate before lifting of the items from said location.
- viii) All bidders must enclose GST registration certificate along with the tender documents.
- ix) All documents of technical bid should be submitted offline.
- x) The bidder has to keep track of any changes by viewing addendum/corrigendum issued by the Tender inviting authority on time to time basis one procurement platform. The Department will not be responsible for any claims/problem arising out of this.

## **9. Commercial Bid:**

- 9.1 The Commercial Bid should submit in BOQ file (Annexure-IV) given in CPP Portal.
- 9.2 The Commercial Bids of the bidders, short-listed after evaluation of technical bids will be opened on a specified date and time to be intimated to the respective bidder.
- 9.3 A duly constituted Tender Evaluation Committee (TEC) will evaluate the Technical bids and Commercial Bids
- 9.4 The commercial bid of the bidder whose technical bid disqualified by the Tender Evaluation Committee will not be opened.

- 9.5 The bidder has to submit their rate against each lot separately.
- 9.6 GST or any other tax/duty, if applicable shall be borne by the bidder.
- 9.7 The rate quoted shall be final.
- 9.8 The successful bidder shall be evaluated on the basis of **Highest Quoted Price** for each lot separately.
- 9.9 The price inclusive of all taxes and levies should quote in words and figures. The Price /Taxes quoted shall be firm and final. It is further to mention that all taxes/levies of respective states shall be borne by bidder.
- 9.10 Terms of payment as stated in Tender Document shall be final.
- 9.11 No terms and conditions should be entered by the bidder along with commercial bid.
- 9.12 Any conditional bid will not be entertained.

**NOTE: BOTH BIDS SHOULD BE PACKED IN A SEPARATE SEALED ENVELOPE MENTIONED PRICE BID & TECHNICAL BID.**

#### **10. Opening of the e-Tender:-**

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On the date and time indicated in the '**CRITICAL DATE SHEET**, Technical bids will be opened first. Thereafter, Commercial Bids of the bidder, short-listed after evaluation of technical bids will be opened on a specified date and time intimated to the respective bidder. If the tender could not be opened at the given time & date due to unforeseen circumstances, the tender will be opened on the next working day at the same time & venue.

11. If the sufficient numbers of bidders have not submitted their tender, the same will be postponed.

#### **12. Criterion for Evaluation of Tenders:-**

- 12.1 The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure – III, which includes;-

- i) Payment of Earnest Money Deposit of Rs. 500/-
- ii) Submission of documents mentioned in Part-II of Annexure-III.

- 12.2 The Commercial Bid of such firms found valid based on specification as Part II of Annexure-III, will be opened either on the same day or on the date, time & venue to be announced after



opening of the Technical Bid.

- 12.3 It must be kept in view that no decision will be given by the Tender Evaluation Committee or any inferences drawn during the meeting of this committee by the bidder or their representatives will be their own view and the Department will not be responsible and abide by the same.
- 12.4 The **Director, AIIMS New Delhi** shall be the final authority to reject full or any part of the tender which is not fulfill the terms and conditions stipulated in the tender.
- 12.5 Decision of the Director/Chairman A/B will be final on all issues/objections, and no inquiry will be entertained after tender opening.

**13. Lifting of all condemned, surplus & unserviceable goods:**

- 13.1 The successful bidder shall require to lift all condemned, surplus & unserviceable goods and not selectively from the designated places mentioned in the Annexure I to their premises on "AS IS WHERE IS BASIS" within 04 working days after depositing the full amount.
- 13.2 In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the articles in the scheduled time, this Office shall not take responsibility for safe custody of the articles.
- 13.3 No damage shall be caused to the existing property of this Office or any other Offices in the premises while removing the materials from the site. Any loss/ damage to the property of this Office or any other Offices in the premises or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/ supervisor will be borne by successful bidder and they will be indemnified.
- 13.4 Goods/material will be removed under the supervision of designated Officer(s) of the Computer Facility. Materials will have to be removed within the time stipulated in acceptance letter. No extension of time will be given under ordinary circumstances. However, extension of time may be granted provided convincing and satisfactory reasons for such delay is given in writing by the successful bidder. Delay, beyond the stipulated time, may entail cancellation of the award/ order.
- 13.5 All the charges i.e. loading, unloading and transportation to be incurred in course of lifting of items from the designated place shall be borne by the successful bidder.
- 13.6 Space should be left clear after lifting their belongings by the approved vendor failing which EMD/BID SECURITY will be forfeited.

- 13.7 Any damage to the property of the AIIMS if noticed, due to the fault of the successful bidder during lifting the items shall be recovered from the said firm and the decision of the Director, AIIMS/Chairman A/B shall be binding on the bidder.
- 13.8 Successful Tenderers shall have to lift their approved Lots notified in Annexure – II (as is where is basis) **FIVE (5)** working days of the issue of the gate pass by the Department of G I SURGERY subject to full payment by the tenderes, during working days **(i.e. up to) 12.00 p.m. noon on Saturday and upto 5.00 P.M.** in all working) failing which a ground rent @ Rs.500/- per day will be charged till the final lifting of the goods by tenderers. No shifting will be permitted on Sundays and Govt. Holiday. Selected parties (highest bidder) shall be allowed to lift or load condemned goods only after issue of gate pass by the Computer Facility.
- 13.9 This tender is non transferable. Bidder shall submit only one Tender.
- 13.10 Each page of the tender document should be signed by the bidder(s). Incomplete and unsigned quotations are liable to be rejected.
- 13.11 If a firm violates any of these terms & conditions, the same shall be blacklisted and other legal action may be initiated.

#### **14. Compliance with Laws**

All the bidders shall ensure compliance with the provisions contained in E-Waste Management and Handling) Rules, 2017, Batteries (Management and Handling) Rule2001 and guidelines issued by Government for its disposal/recycling in an environment friendly manner.

#### **15. Arbitration:**

The courts at Delhi will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other the court shall have jurisdiction in the matter.

## Annexure-II

<b>Sr. No.</b>	<b>Name of Particulars</b>	<b>Location</b>
1.	Condemned Material and Surplus Goods: <b>Computers &amp; peripherals</b>	Department of G I SURGERY, AIIMS (As is where is basis)

**ANNEXURE - III**  
**(Part- I-Technical Bid)**

**TENDER FORM -1**  
**TECHNICAL INFORMATION AND UNDERTAKING**  
**(See Clause 8 of Annexure I)**

**Sub:** Notice inviting e-Tender to dispose of condemned, surplus & unserviceable goods.

1.	Name and Address of the bidder/concern	
2.	Contact Details of bidder/concern Address- Mobile No. Fax No E-Mail ID.	
3.	EMD Particulars : Receipt No: Date : Amount: Name of the Bank: (Scanned copy of Receipt to be submitted offline and original to be sent)	
4.	Whether each page of Notice Inviting e-Tender and its Annexure have been manually signed and stamped enclosed.	
5.	Whether undertaking to be signed by contactor/ bidder on behalf of his firm as per Annexure V is enclosed.	
6.	Whether undertaking of Non-Blacklisting/debar of firm as per Annexure VI is enclosed.	
7.	GST Registration No. (Enclose Copy)	
8.	Registration Certificate No. issued by Centre/State Pollution Control Board (copy enclosed)	

**Important: Original document/ receipts in respect of Column No. 3 should be sent to this office (before bid submission end date & time) without fail.**

Dated at (Dated signature of bidder with stamp of the Company)

**Part-II**  
**Documents to be submitted offline**

1. All pages of e-NIT and its Annexure, comprising of 1 to 19 has to be signed, stamped, and submitted offline. (Clause 6 of Annexure-I refers)
2. Copy of EMD receipt.
3. Copy of Annexure VI (Undertaking) duly signed.
4. Annexure IV Commercial Bid BoQ Chart.
5. Copy of Annexure V (Undertaking) duly signed.
6. Copy of Registration Certificate issued by Centre/State Pollution Control Board.
7. Copy of PAN CARD.
8. Copy of GST Registration Certificate.
9. Any other information important in the opinion of the bidder may be uploaded.

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI – 110029**  
**COMPUTER FACILITY**

**Annexure – IV (Commercial Bid)**  
**Price Schedule**

<b>Tender Inviting Authority:</b> HoD, Department of G I SURGERY, AIIMS, New Delhi - 110029				
<b>Name of work:</b> Disposal of condemned, surplus & unserviceable goods				
Tender Ref. No. 01/G I SURGERY/AIIMS/2022-23/St.				
Bidder Name:				
<b><u>Price Schedule</u></b>				
This BoQ template must not be modified /replaced by the bidder and the same should be submitted offline after filling relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder Name.				
Sr. No.	Item Description	Basic Amount in Figures to be entered by the bidder (in Rs.)	GST in %	Total amount in Figures (in Rs.)
1				
2				
3				
4				

**Note:** Price should only be quoted in BoQ format provided by the department.

**All India Institute of Medical Sciences**  
**Annexure V**

(To be submitted along with the documents of Technical Bid)

Date:

To,

The Director,  
All India Institute of Medical Sciences,  
Ansari Nagar, New Delhi-110 029, India.

Ref: Tender No.

Dated:

Undertaking to be signed by the contractor/ tenderer on behalf of his/her firm.

I \_\_\_\_\_ do hereby undertake that I have clearly and precisely understood the terms and conditions of the tender, that I will abide by these terms and conditions mentioned in the tender notice/document in letter and spirit, that any breach and/or violation of any of the terms and conditions and/ or in case of my work being found unsatisfactory at any time, during the period of contract, my contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the liable to make good all extra cost(s) borne by the Department of Posts for getting the jobs done by other person(s) and/ or any loss or damages that may be caused to the AIIMS owing to the unsatisfactory/failure to work on my part.

I \_\_\_\_\_ also undertake that the decision of the AIIMS, New Delhi shall be final and binding in all cases, whatsoever may be, pertaining to this contract.

Signature & rubber-stamp of the  
Tenderer/contractor

Place:

**All India Institute of Medical Sciences**

**Annexure-VI**

(To be submitted along with the documents of Technical Bid)

**UNDERTAKING**

Date: \_\_\_\_\_

To,

The Director,  
All India Institute of Medical Sciences  
Ansari Nagar, New Delhi-110 029 India.

Ref: Tender No.

Dear Sir,

I/We \_\_\_\_\_ hereby confirm that our firm is neither debar nor blacklisted by any AIIMS Hospital or Department of Government of India or of any state/or by any PSU or by any Autonomous Government Organization.

Signature of Bidder

Name:

Designation:

Place:

Date:

Seal: