



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR,
HYDERABAD METROPOLITAN REGION (HMR) TELANGANA-508126, INDIA**

**अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर
हैदराबाद मेट्रोपोलिटन क्षेत्र (एच एम आर), तेलंगाना – 508126, भारत**

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F. No. AIIMS/BBN/ADMIN/Vender Regn./2020-21/04

Date: 15 Jan 2021

**OPEN INVITATION FOR REGISTRATION OF VENDORS FOR SUPPLY OF
VARIOUS PRODUCTS AT AIIMS BIBINAGAR**

PROCEDURE FOR VENDOR EMPANELMENT

**EMPANELMENT OF SUPPLIERS/ VENDORS/ SERVICE PROVIDERS FOR OFFICE
STATIONERY/PRINTING, HOSPITAL ITEMS/CONSUMABLES, FURNITURE & FIXTURES,
REPAIRS AND MAINTENANCES FOR OFFICE EQUIPMENT ETC.**

1. All India Institute of Medical Sciences, Bibinagar is one of the premier healthcare institutes being established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY). With the aim of correcting regional imbalances in quality tertiary level healthcare in the country, and attaining self-sufficiency in graduate and postgraduate medical education and training the PMSSY planned to set up new AIIMS like institutions in underserved areas of the country.

The All India Institute of Medical Sciences, Bibinagar (herein after called AIIMS) (an Institute of National Importance under Ministry of MoHFW, Govt. of India) intends to register/ empanel suppliers/ vendors/ service providers by which Institute can have a broad panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed. Although the Institute would prefer enquiries with the empanelled vendors, the Institute reserves the right to opt for other means, like advertisement/tender in case it desires so.

2. Empanelment / Registration Procedure.

The applicant should clearly read all the pages of the document. Correct / relevant information / data have to be furnished by the vendors.

The applicant should make sure before applying for a particular type of category, that the vendor / firm has the required eligibility criteria & experience for that category of work / item.

Service providers / suppliers applying for registration/ empanelment shall have to pay the requisite (cost / fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favour of “**The Director, AIIMS Bibinagar**” payable at **Bibinagar**.

The cost of application forms and processing fees to be remitted along with the forms shall be as ₹500/- (**NON-REFUNDABLE**) and Registration fee (**NON REFUNDABLE**) ₹10,000/- for **Items in Category-I (up to Rs. 10,00,000/-)** & ₹25,000/- for **Items in Category-II**.

NB:- NSIC/SSI firms are exempted to deposit processing fee/registration fee.

The Invitation is open till **30 Jan 2021**. Service providers / suppliers shall have to fill and submit the registration form along with required documents and fees in a sealed envelope on or before the due date to **“The Director, All India Institute of Medical Sciences, Administrative Office, 1st Floor, Admin Building, AIIMS Bibinagar, (Hyderabad Metropolitan Region), Telangana, Bibinagar – 508126.**

Applications incomplete in any respect, viz non-submission of any required document of the sealed envelope containing the registration form, documents & fee should be clearly super scribed on the top of the envelope as **“APPLICATION FOR VENDOR REGISTRATION / EMAPANELMENT FOR THE CATEGORY _____(I or II) CODE NO. _____(1 to 16)”**.

Vendors / firms registered with DGS&D and NSIC may submit their registration certificate along with other certified documents.

The following essential documents (whichever is applicable) should accompany with the registration form:

GST No.

Trade License / Factory License.

Income Tax / Permanent Account No.

Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.

Registration Certificates with DGS&D (if available).

Current dealership agreement if any (if available).

SSI / NSIC certificate.

Annual Turnover should not be less than ₹10 lakh in anyone of last 3 Financial Years for category I and should not be less than 25 lakh for category II in anyone of last 3 Financial. Copy of audited accounts should be submitted.

2.9.9 IT Returns for last 03 years- relevant documents to be submitted.

Bank Details.

Relevant ISO certificates.

A notarized affidavit that the vendor hasn't been black listed by any institution of the Central / State Govt. / any PSU, University, Institute etc., in the past three years.

On receipt of the registration form along with the requisite documents as mentioned above and after scrutiny the firm/ supplier will be registered.

The firm will be considered for registration / empanelment for an initial period of one year and their registration will be considered for renewal as per AIIMS, BIBINAGAR procedure, for further two years (1 year at a time) subject to satisfactory performance of the firm during initial registration period. Vendors are required to apply for renewal of registration on the prescribed form at least 90 days before expiry of initial registration period. Application received after due date will not be considered for renewal and will be processed afresh.

Empanelment offer duration will be of 3 years however, review will be done every year for evaluation of new agency and deletion of old agency whose performance is not satisfactory.

The firm should have an office in Bibinagar and with state-of-art infrastructure and manpower / creative personnel / department (enclose organizational structure).

Attested copy of Drug license in specified form issued by Competent Drug control authority.

After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:

- (a) Registration No.
- (b) Category No. along with description

Sign. & Seal _____

3. Category – Wise List of Items / Work

Code No	Category	Particular/ Name of Item
1	Surgical Equipment / Lab Items and Consumables	Equipments like- Nebulizer, Larygoscope, Ambu bag, Spirometer, Measuring scale, Alpha bad, BP Apparatus, Hospital Beds- All types stretch, wheel chairs, Lab Auto Analyzer, ECG, Ultrasonogram, ECHO, Doppler, Ventilator, Patient monitor, Fetal Heart Monitor, CPAP, Surgical Headlamp, Surgical Microscope Surgical table, etc., All consumable items from any department, All Lab Consumables / Reagents items from any department, Small surgical instrument, Syringes Needles, Gloves, Gowns, Face Mask, Oxygen Mask, Suction Apparatus, Inhalation Jar, Eye Test Chart Color/Distant/Near Vision, Caps, Disposable, Non disposable, IV Catheter, Venflone, Glucometer, Sprit, Savalon, All type of Catgut / Antiseptic/ Disinfectant / Suture, All type of Implant plates and Screws for Orthopedics / Dental/ Ophthalmology Nail, Clamp, Rods, Spanner, Stainless Steel Drill Bits, Boly & Nut Wires, Pins, Bone Cement, Thread, Forceps, Scissors, Needle, Cutter, Ear implants (TORRP/ PORRP), pistons, Grammets and laryngeal voice prosthesis, Merocels, BIPP pack, Debider blades and burrs etc.,
2	Computer / IT and peripherals and Telecommunication Equipment / services	Computer, laptop, Hard Disk, VGA cable, HDMI cable, mouse, printers, UPS, projector, Cartridges & tonners of printer and photocopier machine, Software Computer & server and related hardware/printers, Xerox Cartridge Toners etc., LCD Projector, Mike, Speaker, Anti Virus, Class room AV system, audio visuals equipments, Telephone Services, Wi-Fi services etc.
3	Stationary & Printing	Office Stationary, Class room stationary, Cover design, Composing, Offset printing, Screen printing, digital printing, letter press printing, printing of annual report, information brochure, newsletter, answer books, visiting cards, invitation cards, forms, posters, letter heads, ledgers, registers, stamp, etc.,
4	Electronic / Electrical equipment	Split AC, Air-cooler, water cooler, water purifier, refrigerator, washing machine, vacuum cleaner and other electrical items instrument/equipment, Fan (ceiling/table/wall), water heater, inverters, generators, lamps & lighting fixture, decorative lamps, voltage meter, stabilizer, LED lights, plugs, switches, wire/ cable, electric fitting/ accessories, Drill machines, pipes, hammers, Door closer, inch-tape, Sanitary items etc.,
5	Contractor for Man power supply & other Services	Manpower, housekeeping, gardening, plumbing, carpenter, electrician, service engineer providers.
6	Transport Service	All types of transport / taxi services
7	Furniture	All type of office furniture, computer furniture, hostel furniture, almirah, cabinet etc.
8	Medical Books	All category
9	Pest Control Service	Termites and other pest control service
10	Lab and Museum related	Human Anatomy models, simulation models, Environment related models for community Medicine, Entomology Specimens etc.,
11	Board	Display Board, Sign board, notice board, green board, white display board
12	Sports Equipment	All sports material, fitness kit/ gymnasium etc.
13	Fire Fighting Appliances	Dry powder type, water CO2 type, Mechanical foam type, CO2 type etc.
14	Stitching of clothing and supply Hospital Linen	All types of Stitched items like uniforms, Aprons, curtains, linen items for Hospital etc.
15	General order suppliers	For supply of general items which are not covered under above categories like cleaning materials, Lock, Batteries, (Cell), Utensils items, horticulture items etc.,
16	Advertising Agency	Advertisement of tender notice, recruitment notice etc.

Note: AIIMS, Bibinagar, reserves all the rights to modify or add any or all the categories as per the requirement of the Institute from time to time.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR
SUPPLIERS/ VENDORS/ SERVICE PROVIDERS REGISTRATION FORM

Name of firm/ company (whether proprietary/ partnership/ Pvt. Ltd., / Public Ltd.,)		
Mailing address of Registered Office: Website address:		
Telephone no., fax no.		
Mailing address of local shop/ branch office (if any)		
Contact person Name & designation		
Telephone no., fax no.,		
E-mail		
Category of vendor (Please tick whichever is applicable)	Manufacturer	Authorized stockiest
	Converters/ assemblers	Supplier/distributor
	Dealer	Service Provider
Details of item category for which registration is sought	Category code:	
Whether your firm is registered under (Please tick whichever is applicable and attach the photo copies of current registration certificate and other documents)	1. SSI/NSIC/DGTD/DGS&D/Kendriya Bhandar/BIS. 2. District Industries Center 3. Partnership Act 4. Indian Company Act 1956 5. With any Govt. undertaking/ Deptt.	
CST / VAT No. / TIN (attach attested copies)		
Income tax Permanent Account Number (attach photo copy of PAN)		
Trade License; factory license. No. (attach attested photocopies)		
Annual turnover/ IT Returns for last 03 years (attach attested photocopies) Cat.-I : Annual Turnover should not be less than ₹10 Lakh in anyone of last 3 Financial Years. Cat.-II : Annual Turnover should not be less than ₹25 Lakh in anyone of last 3 Financial Years.	FY _____	
	FY _____	
	FY _____	

Name & address of banker/s		
Bank A/c No. & RTGS Details		
If manufacturer:- Name & address of your authorized dealer / distributors		
If an authorized dealer /stockiest: Details of item under authorized agency to be indicated (attach photocopy of certificate)		
Attested Xerox copies of purchase orders received from Govt. Institutions/ PSU/ Reputed organization, for supply of similar materials (for which The firms wants to be registered), to be submitted	Submitted / Not Submitted	
You are capable of executing supply order to AIIMS, Bibinagar	I : up to 10 Lakh II : up to 25 Lakh	
Whether your firm/ company has been blacklisted by any of the Central/ State Govt. PSU, University, Institute, any other organization. (attach a notarized certificate)	Yes No	Certificate enclosed Yes No
Application form (Non-refundable)	Amount: ₹500/-	D.D. No. _____ Date: _____ Bank Name _____
Registration fees (Non-refundable)	Amount: ₹10,000/- for Items Category-I & ₹25,000/- for Items Category-II.	D.D. No. _____ Date: _____ Bank Name _____

DECLARATION

- i. This registration shall not bind AIIMS, Bibinagar to give any priority or preference in the issue of any tenders / enquiries and placements of purchase orders.
- ii. I/ We declare that the information furnished above is true to the best of my / our knowledge.
- iii. I/We agree to deposit EMD/ S.D. Separately as may be required by the condition of tenders/ rate contract to be issued by AIIMS, Bibinagar from time to time.
- iv. This registration shall be used for Limited Tender Enquiry & Rate contracting the firms by AIIMS, Bibinagar.
- v. I/ We have gone through each & every terms & conditions written in the document provided with the vendor registration form. I/We declare that all the terms & conditions of AIIMS, Bibinagar are acceptable to me / us.
- vi. I/We agree that the payment will be made after delivery, acceptance and installation is acceptable.

Signature with seal
Name _____

4. Terms & conditions for Vendor Registration / Empanelment as a Supplier / Service provider

The said registration, only qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered / empanelled. However, this will not give any claim to the party for award of work / purchase order.

AIIMS, BIBINAGAR reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of AIIMS, BIBINAGAR, in respect of registration of parties for various categories of work / item shall be final & binding on all concerned registered firms / vendors in the panel of AIIMS, BIBINAGAR.

Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of AIIMS, BIBINAGAR and keep the Institute informed of new products / developments / innovate ideas that shall help reduce the cost and improve quality, reliability etc.

Two-part tendering is done where technical screening / clear technical specification are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.

This document is treated as a valid contract between AIIMS, BIBINAGAR and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders /work orders placed by AIIMS, BIBINAGAR from time to time during the registration period.

In case of empanelled vendor is found in breach of any terms & conditions of AIIMS, BIBINAGAR or supply / work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules / laws, shall be initiated against the vendor and EMD / Security Deposits shall be forfeited by AIIMS, BIBINAGAR, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with AIIMS, BIBINAGAR.

The vendor should not assign or sublet the empanelment or any part or it to any to any vendor in any form. Failure to do so shall result in termination of empanelment.

All registered firms are expected to maintain absolute integrity, follow a descent standard of business ethics and do nothing unbecoming of a register supplier.

In all future correspondence with AIIMS, BIBINAGAR empanelled vendors are required to quote the Registration No.

The AIIMS, BIBINAGAR has all the rights to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reasons for the same.

The AIIMS, BIBINAGAR has all the powers to blacklist a firm after giving reasonable opportunity for defence.

5. Indemnity

The selected vendor shall indemnify the AIIMS, BIBINAGAR and user departments against all third party claims of infringement of patent, trademark / copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. AIIMS, BIBINAGAR / User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

6. Termination of Default

Default is said to have occurred; a) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by AIIMS, Bibinagar. b) If the vendor fails to perform any other obligation(s) under the empanelment. c) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from AIIMS, Bibinagar (or take longer period in spite of what AIIMS may authorize in writing), AIIMS, Bibinagar may terminate the empanelment / purchase order in whole or in part.

7. All disputes in this connection shall be settled in Bibinagar (Telangana) jurisdiction only.
