



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)

File No. 4-64/2023-24/AIIMS/GHY/PROC-VR

Date: 20.06.2023

EXPRESSION OF INTEREST (E.O.I.) FOR EMPANELMENT OF VENDORS AT AIIMS, GUWAHATI

Ref. No: VR/Phase-1

OBJECTIVE OF VENDORS REGISTRATION

AIIMS, Guwahati spends an available amount of annual of budget for procuring various types of materials to discharge day to day duty and responsibility assigned to procurement Cell. It is imperative that the procurement is made based on uniform, systematic, cost effective in accordance with the relevant rules & regulation of Government of India (GFR). As per GFR 150 (I) to (V), it is necessary to make vendors registration for smooth functioning of indenting/purchasing of materials on time which will help to achieve the ultimate goal of this Institution. The objectives of this vendors registration will be to

1. To recognize and enlist suitable vendors commensurate with their capabilities and performances, who are competent to supply required material and provide services in time bound manner.
2. To find out the vendors who are competent to supply goods and services to AIIMS Guwahati, but not registered in GeM and to motivate them to register their firms in GeM.
3. To ensure consistency, fair play and transparency in selection of vendors (when any particular item is not available in GeM), who are quality conscious and maintain strict specifications requirement for the end product
4. To provide all vendors equitable opportunity.
5. To provide an opportunity to vendors, who have been supplying products/Services to various Govt. Institute/organizations for more than three years, but not yet registered in GeM.
6. To ensure that majority of vendors registered for supplying items to AIIMS Guwahati are subsequently registered in GeM
7. And, also if any category of product is not available in GeM, to motivate the vendors to upload the on board the products as and when the items are listed on GeM.

The interested vendors are requested to submit duly fill form and annexures (I, II, III & IV) in a sealed envelope addressing to "**Administrative Officer, AIIMS GUWAHATI, Silbharal, Changasari, Guwahati-781101**", on or before 14-07-2023 (Last date of submission, at 17:00 hrs) superscribing "Application for Vendors Registration at AIIMS, Guwahati" on the top of the envelope.

Having vendor registration with AIIMS GUWAHATI does not mean that awarding of purchase order will be restricted only to registered vendors.

Signature of Vendor with seal



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VENDOR REGISTRATION FORM

A. GENERAL INFORMATION OF THE VENDORS:

SL.NO	Head name	DET AILS
1.	Name of the Applicant/Firm (Vendors)	
2.	Write the category of item which you are entitled to supply (as per trade license) NOTE: if your trade license(s) permits you to supply multiple categories of items, please fill separate form for each category	
3.	Enlist few items pertaining to above mentioned category, which you have supplied in past to various organizations.	
4.	Owner Name	
5.	Date of incorporation (as per trade license)	
6.	PAN Number of the organization.	
7.	Service TAX Number (IF APPLICABLE)	
8.	Address	
09.	Mobile number	
10.	Phone/LANDLINE Number (if any)	
11.	E mail ID (Please ensure that all correspondence, pertaining to vendors registration should be made from this email id ONLY)	
12.	Bank Details: (Bank name, Account name, Account number, Branch, IFSC Code)	
13.	GeM seller Registered ID (if registered in GeM)	

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B. DETAILS OF INFORMATION TO BE INDICATED AS MENTIONED BELOW:

14.	List of organizations where you have been supplying since last 3 years.			
15.	Are you a new vendors and have desire to start business? (YES/NO)			
16.	MSME supplier number (if applicable)			
17.	Are you a MII supplier? If yes, please classify Category			
18.	Are you registered/enlisted with any other government organizations? Please specify "YES / NO" (If YES, indicate name of organization with vendors code)			
19.	Do you have any GeM purchase order from any Government organization? (For items under consideration, vide point no. 2 of this form)	FINANCIAL YEAR	25,000-5,00,000 (YES / NO)	MORE THAN 5,00,000 (YES / NO)
		2019-20		
		2020-21		
		2021-22		
20.	Do you have any non-GeM purchase order from any Government organization? (For items under consideration, vide point no. 2 of this form)	FINANCIAL YEAR	25,000-2,50,000 (YES / NO)	MORE THAN 2,50,000 (YES / NO)
		2019-20		
		2020-21		
		2021-22		

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21..	Do you have any purchase order from any reputed private organization? (For items under consideration, vide point no. 2 of this form)	FINANCIAL YEAR	25,000-2,50,000 (YES / NO)	MORE THAN 2,50,000 (YES / NO)
		2019-20		
		2020-21		
		2021-22		
22.	What is your annual turnover	FINANCIAL YEAR 2019-20	FINANCIAL YEAR 2020-21	FINANCIAL YEAR 2021-22
23.	Are you an OEM/distributor/dealer/ Stockiest /reseller? (Please indicate your status)			
24.	Do you have Valid dealership/ authorized certificate of OEM please specify (YES / NO)			
25.	Do you have any "Performance certificate" from any institution /Organization where you have been supplying since last 3 Years? (Attach supporting document for the same)	GOVERNMENT	NON-GOVERNMENT	
26.	Do you have updated GST returns up to last quarter? Please Specify (YES / NO)			
27.	If you are a Gem registered vendor, mention the total GeM Transaction in the last 3 financial year (Please, attach supporting document for the same)			
28.	Do you have an updated ISO certificate? Please Specify (YES / NO)			

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ANNEXURE-I

C. Following self-attested documents are enclosed with this form: (PAGE NO. & DOC. (YES/NO) INCLUDE BY VENDOR)

SL. NO	DOCUMENTS	(YES/NO)	PAGE NO.	DOCUMENT VERIFIED BY PC, AIIMS GUWAHATI
01	PAN card of firm			
02	Aadhar card of firm owner			
03	Firm account cancelled cheque copy			
04	Updated trade license			
05	TAN number			
06	GSTIN number			
07	Service Tax number			
08	GeM seller registration certificate			
09	List of organizations where you have been supplying since last 3 years.			
10	MSME registration certificate			
11	MII declaration (class 1 /class 2 local supplier)			
12	Registration certificate of any govt. / Pvt. institution.			
13	GeM purchase order copy (as per Para -B (point-20)			
14	Non-GeM purchase order of govt. organization (as per Para-B(point-21)			
15	Purchase order of Pvt. organization in repute (as per Para- B (point-22)			
16	Documentary evidence in the form of certified audited balance sheets of relevant periods or a certificate from the chartered accountant / cost accountant indicating the turnover details for the last three financial Year (as per Para – B, point-23)			
17	OEM/Distributor/Dealer/Stockiest/Reseller valid certificate			
18	Performance certificate from GOVT. organization (not older than previous 3 years) (as per Para – B, point-26)			
19	Performance certificate from non-GOVT. organization not older than previous 3 years) (as per Para – B, point-26)			
20	Updated GST return up to last quarter			
21	Total GeM transaction copy for last 3 years.			
22	Updated ISO certificate			

NOTE: The interested bidder must submit hard copies of all self-attested supporting documents addressing to "Administrative Officer, AIIMS GUWAHATI, Silbharal, Changasari, Guwahati- 781101", on or before 14-07-2023 (Last date of submission, at 17:00 hrs) superscribing "Application for Vendors Registration at AIIMS, Guwahati" on the top of the Envelope.

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ANNEXURE: II

PERFORMANCE CERTIFICATE

(To be issued by authorize signatory of the organization where vendor has been supplying since last 3 financial years)

This is to certified that M/S

.....

has been supplying material

(Under category of items) for last..... year(s) to our organization.

Performance of the supplier with Regard to submission of quotation, reply against any query, and supply

Of order with proper Documentation, Installation and replacement against rejection materials is

Poor/Good/Very good/Best (please STRIKE OFF which is not applicable).

Date:

Signature of the competent authority

MOBILE NUMBER:

Designation:

Official seal

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ANNEXURE: III

DECLARATION

I / we hereby declare that all information/data furnished in the application form and attached annexures and other documental proofs as required for my / our enlistment with AIIMS, GUWAHATI are true and correct. If any information is found to be incorrect/false at any stage, I / we shall be liable for any action as deemed fit by AIIMS, GUWAHATI including removal / banning of my / our firm.

Signature of authorized person of firm
(With official seal)

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Signature of Vendor with seal



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To be filled by Procurement Cell

**CRITERIA FOR VENDOR REGISTRATION AND CLASSIFICATION OF VENDOR AT
AIIMS GUWAHATI**

SL NO	ITEM			
1.	VALID GEM SELLER ID (AWARDED MARKS: _____/04)	PRESENT: 4 MARKS ABSENT: 0 MARKS		
2.	Total GeM transaction in last 3 financial years: (AWARDED MARKS: _____/05)	Less than 5 lakhs: 1 mark More than 5 lakhs and less than 10 lakhs: 2 marks, More than 10 lakhs and less than 15 lakhs: 3 marks, More than 15 lakhs and less than 20 lakhs: 4 marks, More than 20 lakhs: 5 marks		
3.	WHETHER GEM PURCHASE ORDERS PRESENT FOR THE FOLLOWING GROUP: Total marks awarded: _____/33)	Financial Year	25,000 TO 5 LAKHS	MORE THAN 5 LAKHS
		2019-20	If the answer is yes, 5 marks will be awarded.	If the answer is yes, 6 marks will be awarded.
		2020-21	If the answer is yes, 5 marks will be awarded.	If the answer is yes, 6 marks will be awarded.
		2021-22	If the answer is yes, 5 marks will be awarded.	If the answer is yes, 6 marks will be awarded.
4.	WHETHER NON-GEM PURCHASE ORDERS PRESENT FROM ANY GOVERNMENT ORGANISATIONS FOR THE FOLLOWING GROUP: Total marks awarded: _____/21)	Financial Year	25,000 TO 2.5 LAKHS	MORE THAN 2.5 LAKHS
		2019-20	If the answer is yes, 3 marks will be awarded.	If the answer is yes, 4 marks will be awarded.
		2020-21	If the answer is yes, 3 marks will be awarded.	If the answer is yes, 4 marks will be awarded.
		2021-22	If the answer is yes, 3 marks will be awarded.	If the answer is yes, 4 marks will be awarded.

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5.	WHETHER PURCHASE ORDERS PRESENT FROM ANY PRIVATE ORGANISATIONS FOR THE FOLLOWING GROUP: Total marks awarded: _____/09)	Financial Year 2019-20	25,000 TO 2.5 LAKHS If the answer is yes, 1 mark will be awarded	MORE THAN 2.5 LAKHS If the answer is yes, 2 marks will be awarded.
		2020-21	If the answer is yes, 1 mark will be awarded	If the answer is yes, 2 marks will be awarded.
		2021-22	If the answer is yes, 1 mark will be awarded.	If the answer is yes, 2 marks will be awarded.
6.	WETHER PERFORMANCE CERTIFICATE FROM ANY GOVERNMENT ORGANISATIONS PRESENT? Total marks awarded: _____/10)	IF PRESENT: 10 MARKS IF ABSENT: 0 MARKS		
7.	WETHER PERFORMANCE CERTIFICATE FROM ANY PRIVATE ORGANISATIONS PRESENT? Total marks awarded: _____/03)	IF PRESENT: 3 MARKS IF ABSENT: 0 MARKS		
8.	ISO CERTIFICATION PRESENT Total marks awarded: _____/02)	IF PRESENT: 2 MARKS IF ABSENT: 0 MARKS		
9.	REGISTERED WITH ANY OTHER GOVERNMENT ORGANISATION Total marks awarded: _____/03)	IF YES: 3 MARKS IF NO: 0 MARKS		

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10.	AVERAGE ANNUAL TURNOVER BASED ON LAST THREE YEARS Total marks awarded: _____/25)	If ≥ 100 LAKHS: <u>25 MARKS</u> If more than 50 LAKHS, but less than 100Lakhs: <u>15 MARKS</u> If more than 30 LAKHS, but less than 20lakhs: <u>10 MARKS</u> If more than 20 LAKHS but less than 30lakhs: <u>8 MARKS</u>
TOTAL MARKS AWARDED		(_____ OUT OF 115 MARKS)

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ANNEXURE - IV

Terms & conditions for Vendors Registration / Service provider:

1. 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.
2. AIIMS, Guwahati reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of AIIMS, GUWAHATI, 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, GUWAHATI.
3. The applicant should make sure before applying for a particular type of Category, that the firm has the required eligibility criteria & experience for that category of work / item.
4. One Single application form can be used for registering for multiple item categories. Relevant documents for all categories sought for registration should be provided.
5. 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 GUWAHATI procedure, for two year or so, at a time subject to satisfactory performance of the firm since the initial registration period.
6. The firm should have an office in Guwahati and with state-of-art infrastructure and manpower / Creative personnel / department (enclose organizational structure and photograph).
7. The registration process will consist of a multiphase evaluation with the possibility of Vendor's presentation, Factory/Site visit for inspection, verification of documents/ information, assessment of turnover, past performance, infrastructure etc. After completion of document review and other assessment as applicable, the case shall be taken up for Approval of competent authority and issue of registration letters will be obtained/ issued.
8. After getting all the required information & documents from the applicant, the registration number will be issued to the supplier with the following details:
 (a) Registration No. (b) Category code along with description
9. Successful registration with AIIMS GUWAHATI is no guarantee of any future award of Order for purchase / service / work or inclusion on a particular tender list.
10. Vendors once registered, shall have to promptly reply to all the enquiries, execute orders as per the order terms of AIIMS, GUWAHATI and keep the Institute informed of new products/developments / innovate ideas that shall help reduce the cost and improve quality, reliability etc.
11. Two-part tendering is done if 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.
12. Registered vendors must be willing to supply urgent and emergency drugs and consumables in short notice, sometimes within 24 hours.

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13. This document is treated as a valid contract between AIIMS, Guwahati and Vendor, and adherence to all aspects of fair-trade practices in executing the purchase orders /work orders placed by AIIMS, GUWAHATI from time to time during the registration period.
14. In case if registered vendor is found in breach of any the terms & conditions of AIIMS, GUWAHATI after the issue of supply/work order, then at any stage during supply/installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor debarring and blacklisting the vendor concerned for at least three years, for further dealings with AIIMS, GUWAHATI.
15. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment.
16. All registered firms are expected to maintain absolute integrity, follow the standard of business ethics and do-nothing unbecoming of a register supplier.
17. In all future correspondence with AIIMS, Guwahati registered vendors are required to quote the Registration No. and Category code
18. The AIIMS, Guwahati 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.
19. The AIIMS, Guwahati has all the powers to blacklist a firm after giving reasonable opportunity for defence.
20. All the pages of the document being submitted would be required to be duly stamped & signed by the Vendors.
21. The following essential documents (whichever is applicable) should accompany with the registration form:
 - i. Trade License / Factory License.
 - ii. Income Tax / Permanent Account No., GST.
 - iii. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - iv. Current dealership agreement if any (if available).
 - v. SSI / NSIC certificate.
 - vi. Annual Turnover of last three financial years with the copy of audited accounts should be submitted.
 - vii. IT Returns for last 03 years- relevant documents to be submitted.
 - viii. Bank Details.
 - ix. Relevant ISO certificates.
 - x. 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.
 - xi. Attested copy of Drug license in specified form issued by Competent Drug control authority
 - xii. Vendors / firms registered with GeM and NSIC may submit their registration certificate along with other certified documents.

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Removal of Firms from the list of Registered Vendors

In case of violation of terms and condition of the registration, the registration of the firm will be cancelled by giving prior notice. Registration of Vendor is liable to be cancelled from the list of approved Registered Vendors in the case of the followings: -

- a) It fails to abide by the terms and conditions under which the registration has been given.
- b) Any false declaration to the Institute.
- c) Supplied goods of inferior quality /uninspected goods/fails to supply in stipulated time.
- d) It renders services (including after sales services and maintenance services) of inferior quality to the contracted ones.
- e) It fails to execute a contract or fails to execute it satisfactorily as per the Institute.
- f) The required technical / Operational staff or equipment are no longer available with the firm or there is change in its production/service line affecting its performance adversely.
- g) It is declared bankrupt or insolvent.
- h) It fails to submit the required documents/information for review of registration, whenever required.
- i) It adopts unethical business practices, not acceptable to the government
- j) It fails to respond to tender enquiry for more than three consecutive occasions will render the registration null and void.
- k) If any ground on which the opinion of the registering authority is not in public interest.
- l) If the registered Vendor fails to maintain the equipment during the warranty period or fails to maintain or repair on payment basis within 5 years from the supply of order, the Vendor's registration shall be cancelled and the Vendor will not be registered by the Institute in future, if applicable.

In all other cases provisions of GFR will apply.

All disputes in this connection shall be settled in GUWAHATI (ASSAM) jurisdiction only.

Indemnity

The selected vendor shall indemnify the AIIMS, GUWAHATI 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, GUWAHATI/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.

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UNDERTAKING

I/We have read the above Instructions and conditions of Vendor Registration and accept them.

.....(Signature of Authorized person (vendor) with Seal and Date)

Name (In Capital)

Designation.....

Place

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Signature of Vendor with seal



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)

CATEGORY-WISE LIST OF ITEMS/SERVICE

CODE NO	CATEGORY	PARTICULAR/ NAME OF ITEM
1	Hospital Consumables	All consumable items from any department, All drugs for hospital requirement, 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, Venflon, Glucometer, Sprit, Savlon, 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, Bolt & Nut Wires, Pins, Bone Cement, Thread, Forceps, Scissors, Needle, Cutter, Ear implants (TORRP/ PORRP), pistons, Grommets and laryngeal voice prosthesis, Meroceles, BIPP pack, Debrider blades and burrs etc.,
2	Hospital Non-Consumables	Equipments, UPS, Nebulizer, Laryngoscope, Ambu bag, Spirometer, Measuring scale, Alpha bad, BP Apparatus, Hospital Beds- All types stretch, wheelchairs, Lab Auto Analyzer, ECG, Ultra sonogram, ECHO, Doppler, Ventilator, Patient monitor, Fatal Heart Monitor, CPAP, Surgical Headlamp, Surgical Microscope Surgical table, etc.,
3	Aids	Hearing aids, orthopaedic and spine appliances.

***Note:**

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

Having vendor registration with AIIMS GUWAHATI does not mean that awarding of purchase order will be restricted only to registered vendors.

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