



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
Tatibandh, GE Road, Raipur-492 099 (C.G.)
 Tele: 0771- 2971307, email: store@aiimsraipur.edu.in,
 Website: www.aiimsraipur.edu.in

No.: AIIMS Raipur/Acct/CA/2025-26

Date: 16-12-2025

Corrigendum

Sub.: Expression of Interest Invited from Chartered Accountant firm for All India Institute of Medical Science Raipur.

Ref.: Tender ID no.2025_IMSRP_876136_1, Dt.: 27-10-2025.

In context to following notice is issued against subject:

Sr. No.	Existing Parameters		To be read as/ Addenda	
1	Tender document page No. 11, Para 3.3, Firm experience point E	The firm has its head office:	The firm has its head office:	
		Other Place	00	Firm branch at Raipur 05
		At Raipur	10	Firm Headquarters at Raipur 10
2	Tender Document Page No.05 Para 1. Critical date sheet Sub-Point - EMD	26,000.00/- (Rupees Twenty Six Thousand Only) in form of Demand Draft / Fixed Deposit in favouring AIIMS Raipur payable at Bank of India, Tatibandh branch Raipur.	26,000.00/- (Rupees Twenty Six Thousand Only) in form of Demand Draft / Fixed Deposit in favouring AIIMS Raipur payable at Bank of India, Tatibandh branch Raipur. Note: - MSME will be exempted only from the deposit of EMD.	
3	Page No. 07 Para No. 2.3.21	Internal Audit of the Receipts & Expenditures	Assurance Compliance of the Receipts & Expenditures	
4	Page No. 08 Para No. 2.3.25	Internal Audit Reports would be divided into the following parts	Assurance Compliance Reports would be divided into the following parts	
5	Page No. 07 & 08 Para No. 2.3.21 – 2.3.27		It is reiterated that the present tender pertains exclusive to Consultancy, Accounting and Financial Management Services, and under this tender, only one Chartered Accountant firm will be appointed for execution of the said scope of work. The Statutory Audit under the Income Tax Act, a separate process shall be undertaken for the appointment of auditors, as this is annual activity distinct from the present tender.	

Sr. No.	Existing Parameters		To be read as/ Addenda
6	Page No. 07 Para No. 2.3.22	Test Audit of imprest and contingent advance issued to departments / employees of the organisation against which adjustment has been received with expenditure trend analysis and comments there on departments / employees of the organisation against which adjustment has been received with expenditure trend analysis and comments there on	Test Check of imprest and contingent advance issued to departments / employees of the organisation against which adjustment has been received with expenditure trend analysis and comments there on departments / employees of the organisation against which adjustment has been received with expenditure trend analysis and comments there on
7	Tender Document Page No.13 Annexure A Sl No. 5	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last 3 years ending on 31st March, 2024.	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last 3 years ending on 31st March, 2025
8	Page No. 09 Para No. 2.6.7	Total Number of qualified Chartered Accountants in the firm should have at least two or more partners/Directors	To be read as minimum Two full time partner (qualified CA)
9	Last date of submission of quotations on	16-12-2025 at 3.00 pm	26-12-2025 at 3.00 pm
10	Opening of quotation on	17-12-2025 at 3.30 pm	27-12-2025 at 3.30 pm

Note 1: - All other item specification, terms and conditions specified in the original document remain unchanged.

Note 2: - **Bidders are required to submit this Corrigendum document, complete with their official seal and signature. Failure to submit this signed document may result in the rejection of the bid.**

**Stores Officer (CP),
AIIMS, Raipur (CG)**



AIIMS Raipur/Acct/CA/2025-26

Date: 11-12-2025

Corrigendum

Ref.: - Tender Id No.: 2025_IMSRP_876136_1 Dated: 27-10-2025

With reference to above tender ID No., the following amendment is being issued for the **“Expression of Interest Invited from Chartered Accountant Firms for All India Institute of Medical Science Raipur”** at AIIMS Raipur:-

Page/Clause/ Point	Existing Sentence	To be read as
Extension of Date	11-12-2025 at 3:00 pm (Bid Submission End Date)	16-12-2025 at 3:00 pm (Bid Submission End Date)
	12-12-2025 at 3:30 PM (Bid Opening Date)	17-12-2025 at 3:30 PM (Bid Opening Date)

All other terms & condition will be remaining unchanged.

**Stores Officer (CP)
AIIMS Raipur (C.G.)**



AIIMS Raipur/Acct/CA/2025-26

Date: 03-12-2025

Corrigendum

Ref.: - Tender Id No.: 2025_IMSRP_876136_1 Dated: 27-10-2025

With reference to above tender ID No., the following amendment is being issued for the **“Expression of Interest Invited from Chartered Accountant Firms for All India Institute of Medical Science Raipur”** at AIIMS Raipur:-

Page/Clause/ Point	Existing Sentence	To be read as
Extension of Date	04-12-2025 at 3:00 pm (Bid Submission End Date)	11-12-2025 at 3:00 pm (Bid Submission End Date)
	05-12-2025 at 3:30 PM (Bid Opening Date)	12-12-2025 at 3:30 PM (Bid Opening Date)

All other terms & condition will be remaining unchanged.

**Stores Officer (CP)
AIIMS Raipur (C.G.)**



AIIMS Raipur/Acct/CA/2025-26

Date: 26-11-2025

Corrigendum

Ref.: - Tender Id No.: 2025_IMSRP_876136_1 Dated: 27-10-2025

With reference to above tender ID No., the following amendment is being issued for the
“Expression of Interest Invited from Chartered Accountant Firms for All India Institute of Medical Science Raipur” at AIIMS Raipur:-

Page/Clause/ Point	Existing Sentence	To be read as
Extension of Date	27-11-2025 at 3:00 pm (Bid Submission End Date)	04-12-2025 at 3:00 pm (Bid Submission End Date)
	28-11-2025 at 3:30 PM (Bid Opening Date)	05-12-2025 at 3:30 PM (Bid Opening Date)

All other terms & condition will be remaining unchanged.

**Stores Officer (CP)
AIIMS Raipur (C.G.)**



AIIMS Raipur/Acct/CA/2025-26

Date: 30-10-2025

Corrigendum

Ref.: - Tender Id No.: 2025_IMSRP_876136_1 Dated: 27-10-2025

With reference to above tender ID No., the following amendment is being issued for the **“Expression of Interest Invited from Chartered Accountant Firms for All India Institute of Medical Science Raipur”** at AIIMS Raipur:-

Page/Clause/ Point	Existing Sentence	To be read as
Extension of Date	04-11-2025 at 4:00 PM (Pre Bid Meeting Date)	07-11-2025 at 3:30 PM (Pre Bid submission end date)
	11-11-2025 at 10:00 AM (Bid Submission start date)	14-11-2025 at 10:00 AM (Bid Submission start date)
	25-11-2025 at 3:00 pm (Bid Submission End Date)	27-11-2025 at 3:00 pm (Bid Submission End Date)
	26-11-2025 at 3:30 PM (Bid Opening Date)	28-11-2025 at 3:30 PM (Bid Opening Date)

All other terms & condition will be remain unchanged.

**Stores Officer (CP)
AIIMS Raipur (C.G.)**

DISCLAIMER

This tender is not an offer by the All India Institute of Medical Sciences, Raipur, but an invitation to receive offer from bidders/firm/agency etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorized officers of AIIMS, Raipur with the selected bidder/firm/agency.



All India Institute of Medical Sciences, Raipur

G.E. Road, Tatibandh, Raipur – 492099, Chhattisgarh

Website: www.aiimsraipur.edu.in



ALL INDIA INSTITUTE OF MEDICAL SCIENCES RAIPUR, (CHHATTISHGARH)

Expression of Interest

Invited from

CHARTERED ACCOUNTANT FIRMS

For

Preparation of Accounts & Other Related Works

{With all Financial Statements (Monthly & Annually)}

At

All India Institute of Medical Sciences, Raipur

CRITICAL DATE SHEET

Published Date	27-10-2025
Bid Document Download / Sale Start Date	28-10-2025 Time 10.00AM
Pre Bid Meeting Date	04-11- 2025 Time 16:00PM
Bid Submission Start Date	11-11-2025 Time 10.00AM
Bid Submission End Date	25-11-2025 Time 03.00PM
Bid Opening Date	26-11-2025 Time 03.30PM

1. Online bids are invited on single stage two bid systems for “Expression of Interest Invite from CHARTERED ACCOUNTANT FIRMS”.
2. Tender document may be downloaded from AIIMS web site www.aiimsraipur.edu.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.
3. Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>.
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. Tenderer who has downloaded the tender from the AIIMS web site www.aiimsraipur.edu.in and Central Public Procurement Portal (CPPP) e-procurement website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered /modified in any manner, tender shall be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AIIMS Raipur.
6. Manual bid shall not be accepted in any circumstance. Financial bid has to be submitted on-line only (no hard copy).
7. The complete bidding process in online bidding, Bidder should be possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
8. Tenderers are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>’.
9. Quotations should be valid for 180 days from the tender due date i.e. tender opening date. The bidder should clearly indicate the period of delivery & other terms.
10. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, GST registration.
11. The bidder must be able to provide the product/items within specified time period as prescribed in the Work Order, failing which the EMD will be forfeited. Furthermore on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions as per Institutes norms.
12. **AIIMS Raipur reserves the rights to accept/reject any bid in full or in part or accept any bid other than the lowest bid without assigning any reason thereof. Any bid containing incorrect and incomplete information shall be liable for rejection.**
13. The Tender/Bid will be opened at AIIMS Raipur Premises.
 - a. Only those financial bids will be opened whose technical bids are found suitable by the expert committee.
 - b. No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the bid.

14. Award of Contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has bided the lowest evaluated quotation price.

- a. Notwithstanding the above, the AIIMS Raipur reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - b. The bidder whose bid is accepted will be notified of the award of contract by AIIMS Raipur prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the work order.
15. The prices as quoted by the bidder during the auction event shall be inclusive of all the applicable taxes, duties and levies and shall be FOR AIIMS Raipur.
16. The competent authority reserves all rights to reject the work if the same are not found in accordance with the required description/specifications/quality.
17. **Earnest Money:** Earnest money (i.e. ₹ 26,000/-) by means of a Bank Demand Draft/ FD, a scanned copy to be enclosed. It is also clarified that the bids submitted without earnest money will be summarily rejected. The DD/FD may be prepared in the name of "All India Institute of Medical Sciences, Raipur (AIIMS RAIPUR)". The EMD cost must reach at officer of the DDO Office, Gate no. 5, Medical College Building, Ground Floor, AIIMS, Raipur before opening of tender.
- a. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Raipur in respect of any previous supply will be entertained. Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - b. Tenders without Earnest Money or Tender cost will be summarily rejected.
 - c. No claim shall lie against the AIIMS Raipur in respect of erosion in the value or interest on the amount of EMD.
 - d. EMD should remain valid for a period of 45 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid, he shall also extend the validity of EMD suitably.
18. In case the firm's requires any elucidation regarding the tender documents, they are requested to contact to the DDO cum Accounts Officer, AIIMS Raipur through e-mail: **accountsofficer.ddo@aiimsraipur.edu.in & fin.acct@aiimsraipur.edu.in** on or before end date of clarification as per critical date sheet.
19. The EMD of the successful bidder will be returned to them without any interest after the submission of Security deposit/PSD.
20. Other terms and condition applicable as per manual for Procurement of Consultancy & Other Services, 2022.

Finance & Chief Accounts Officer,
AIIMS, Raipur.

1. Critical date sheet

Tender Number & Date	AIIMS Raipur/Accounts/CA/2025-26
Expression of Interest (EoI)/ Tender Document	Tender form may downloaded from the www.aiimsraipur.edu.in , www.tenders.gov.in & https://eprocure.gov.in/eprocure/app
Earnest Money Deposit (EMD)	₹ 26,000/- (Rupees Twenty Six Thousand only) in form of Demand Draft/ Fixed Deposit in favouring AIIMS Raipur payable at Bank of India, Tatibandh branch Raipur.
Estimated Annual Cost	₹ 13,00,000/- (With taxes) for per annum
NIT Issue Date	
Pre Bid meeting Date	
Last Date of Submission of Tender	
Contact Person	DDO Cum Accounts Officer and Finance & Chief Accounts Officer, AIIMS Raipur
Address for communication	All India Institute Of Medical Science, Raipur G.E.Road, Tatibandh, Raipur Pin Code :-492099
Contact Phone Number (s)	0771- 2571308
Web-site	www.aiimsraipur.edu.in

2. Terms of Reference**2.1 Background**

AIIMS Raipur is an Autonomous body established by an act of Parliament under Administrative Control of Ministry of Health & Family Welfare (MoHFW), New Delhi & wholly funded by MoHFW. The expenditure of the Institute is attributed to three major heads- GIA- General, GAI- Capital & GIA- Salary. Mainly the expenditure related to ongoing construction works, purchase of equipment and books are classified under GIA Capital and expenditure of salary booked under GIA Salary, and other Expenditure like maintenance etc. booked under GIA-General. Expenditure is further subdivided into different sub-heads as per the nature of the expenditure. All payment related data are entered into the Tally software (Tally ERP), which is being used for keeping records. Besides the vouchers, information related to receipts and payments are easily available from the system.

Further, for the sponsored research work a separate account named Research account along with individual accounts for different projects are to be operated. Likewise separate accounts are maintained. The transactions done through all these accounts get reflected in the Annual Accounts of the Institute.

The accounts of the Institute are prepared as per the prescribed common format for Central Government Autonomous bodies, which will be made available to the selected firm. The Institute has adopted accrual accounting for preparation and finalization of accounts as per uniform accounting policy.

Most of the payments like salary, re-imbursements, scholarships etc. made to the employees / students of the Institute are done by directly transferring the money to respective bank accounts. Payments to vendors and contractors are made by cheque, RTGS, PMFS & electronic transfer. Receipts on account of student admission are also received in Cash Presently but from coming year only electronic receipt would be allowed. The Institute is implementing payment gateway for collection of Entrance exam fees and other receipts.

Presently Tally ERP is being used in the Finance & Accounts section for recording transactions on daily basis. Expenditure heads both under Plan and Non-Plan are distinctly classified (i.e. travelling, salary, consumables etc. under Non-Plan and Works and Buildings, equipment's etc. under Plan head). These heads are further sub-divided according to the departments / sections. Individual ledgers as per the expenditure heads are maintained in the computer system in Tally ERP 9 or above.

During process of payments, every payment voucher with corresponding Journal vouchers if any, are entered into the computer database by the staff concerned. At the time of writing the cheque / release of payments these entries are re-checked by the cashier. Similarly data related to receipts and bank transactions are entered by the cashier himself. The tally software automatically gives the fund position at the end of the day. Cash book and Bank book are maintained as per the software format.

Reconciliation of the Institute's principal current Account with Bank of India, Raipur is done manually on a monthly basis. Reconciliation statements of other bank accounts are prepared so that it is ready before the work of compilation of the Annual Accounts is started.

2.2 Purpose of the work:

Preparation of Utilization certificate (UC) of the Institute Accounts comprising of Balance sheet, Income and Expenditure Statement and Receipt and Payment Account as per the prescribed format of accounts for Central Government Autonomous bodies.

2.3 Nature of Work

The nature of work of the Chartered Accountant Firm shall be as follows:-

- 2.3.1 Day to day posting and Bank Reconciliation (BRS) Compilation.
- 2.3.2 Compilation of Accounts and preparation of trial balance along with all supporting schedules, Receipts and Payments Accounts etc.;
- 2.3.3 Preparation of the Institute Accounts comprising of Balance sheet, Income and Expenditure Statement and Receipt and Payment Account;
- 2.3.4 Preparation of separate accounts for Retirement benefit funds i.e. General Provident Fund, Contributory Provident Fund and reconciliation of contribution and balance fund in respect of New Pension Scheme (NPS) with annual interest calculation;
- 2.3.5 Make presentation of the Certified Annual Accounts of the Standing finance

committee Governing body of the Institute at the time of adoption of Accounts by the Body/Board, **if necessary**;

- 2.3.6 To ensure that accounts of the Institute are prepared in accordance with instructions issued by Ministry of Health & Family Welfare and as per the prescribed format of accounts for Central Government Autonomous bodies.
- 2.3.7 Ensuring compliance of all necessary provisions for implementation of the complete accrual system of accounting and providing necessary guidance to the Institute;
- 2.3.8 Verification of all loans and advances given to the employees of the Institute;
- 2.3.9 Certification & preparation of annual report of Special fund like ICMR, NIMHANS, DST etc. and preparation of utilization certificate.
- 2.3.10 Computation of depreciation on fixed assets and reconciliation of assets with physical verification report;
- 2.3.11 Maintenance of Fixed Deposit / Investment records and calculation of accrued interest;
- 2.3.12 Rendering advice to the Institute on investment of funds and taxation monitor as and when required;
- 2.3.13 Filing of all statutory return like TDS, GST, Labour law and other applicable laws returns of the Institute and also calculates income tax of all employee of institute and issue of Form 16, tax deduction certificates to employee & vendor, supplier/contractor and also deal with TDS/GST notices received by AIIMS Raipur in guidance of DDO, AIIMS Raipur.
- 2.3.14 Preparing of significant accounting policy & notes to account.
- 2.3.15 Maintain a Group Insurance scheme (GIS) if applicable.
- 2.3.16 Prepare reply of CAG Audit/ Ministerial Audit query raised during the Annual Balance Sheet audit of the AIIMS Raipur.
- 2.3.17 Reconciliation of Bank Statements and accounts is regularly carried out on a monthly basis and necessary corrections on account of Bank's credits/debits and stale cheques are accounted for concurrently.
- 2.3.18 Officer in charge will be supervised and certified all these work and payment should be released after certification of bill by D.D.O./ Accounts Officer/FC&AO.
- 2.3.19 Reconciliation of deposits (i.e. Security Deposit (SD), Earnest Money Deposit (EMD) and others. Review of Payment and Reimbursement claims.
- 2.3.20 Opening of LC as & when required. No additional charges/ commission will be paid to firm.
- 2.3.21 Internal Audit of the Receipts & Expenditures.
- 2.3.22 Test Audit of imprest and contingent advance issued to departments / employees of the organisation against which adjustment has been received with expenditure trend analysis and comments there on.
- 2.3.23 Submission of monthly report on imprest and contingent advance issued to department / employees of the organisation with comparative statement of previous month.

2.3.24 The successful firm has to provide monthly report on total head wise cash collection of the institute including a separate report on Ayushman Bharat containing amount claimed and received during the Audit period along with rejected claim amount and comparison with previous month data.

2.3.25 Internal Audit Reports would be divided into the following parts :-

2.3.26 Part I : Compliance (follow-up) Report :

This part shall cover the comments of the CA on the adequacy of the compliance and action taken for rectification of errors/discrepancies pointed out by previous audit and also phases I of the current year. It shall also contain the confirmation regarding the implementation of policies, systems, controls etc. to avoid recurrence of such irregularities in future. It may be ensured that the compliance report on audit observations pointer out in reports relating to earlier audits is made and corrective actions taken on those points are furnished in the Audit Report.

2.3.27 Part II : Important observations/Findings :

This part shall contain all such significant discrepancies observed during the current audit and observations in which, the CA feels immediate attention of management specifying the financial implications, if any. In this part the CA shall bring the important areas requiring improvement and their recommendation, if any. Also to indicate the improvements made by the institute based on the audit observations, Further to report any deviations/observations from policies, systems and procedures of the institute.

2.4 Period of Appointment

The Chartered Accountant firm will be required to provide the desired services for a period of Three years i.e. FY 2025-26, FY 2026-27 and FY 2027-28,. Even after completion of Financial Year, the firm will continue to provide its services for the Accounts, till the Annual Accounts of the Institute is to be audited and approved by the C&AG. The continuation of its services depending on the satisfactory completion of assignment during the previous year.

Notwithstanding anything contained herein above, the Institute reserves the full right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period of Three years. One year time period may be extended after completion of agreement by the Competent Authority by AIIMS Raipur with mutual consent.

2.5 Support and Inputs to the Firm

The Institute shall provide adequate space to the Firm to perform its services. In terms of hardware the Institute will provide computers and printers to the Firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the nature of work

2.6 Pre-qualification Criteria

The firm eligible for the bidding process must satisfy the following eligibility criteria:

- 2.6.1 The Chartered Accountant Firm should be based at **All India basis and should have main/branch office in Raipur (C.G.)**

- 2.6.2 The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration;
- 2.6.3 The Firm should have been in operation for at least 5 years after its registration and no disciplinary case/proceedings are pending before any court of law/authority/ICAI against any partner or the Firm.
- 2.6.4 The Firm must be empanelled with Comptroller and Auditor General of India (C&AG) (copy of valid certificate shall be provided to institute). No Partners or the firm should have been debarred by the C&AG or ICAI during last 5 years.**
- 2.6.5 Average Annual Turnover (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st 2025 must be equal to or more than ₹ 25 Lakhs.
- 2.6.6 The firm should have experience in handling accounting & financial services, involving preparation of Final Accounts of at least 3 PSU/Central Govt. Organization/Central Autonomous Bodies during the last five years.
- 2.6.7 The firm should have at least two or more partners/directors.
- 2.6.8 Integrity Pact is mandatory for each firm, draft copy is attached with this documents (annexure – C)

2.7 Payment Terms

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

- 2.7.1 The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period proportionate payment for the period in contract.
- 2.7.2 Statutory Changes in GST & any increase in GST rates during the contract period will be borne by the Institute; and similarly, if the GST rate is reduced then the institute will be benefited from it. GST shall applicable as per GOI direction. GST on service provided will be reimbursement on actual basis on submission documentary proof of deposition of GST (if genuinely paid).
- 2.7.3 TDS under Income tax will be deducted at applicable rates;
- 2.7.4 The Institute reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be final in this regard.
- 2.7.5 No advance payment should be allowed in any case.
- 2.7.6 The payment amount will be payable on quarterly basis and the final payment of the Financial Year will be payable after approval of the Annual Financial statements & Accounts of the Institute by Comptroller and Auditor General of India and filling of statutory norms.

2.8 Performance Security Deposit (PSD)

- a) The successful bidder shall have to submit a performance security deposit (PSD) within 15 days from the date of issue of Letter of Award (LOA). Extension of time for submission of PSD beyond 15 days band up to 60 days from the date of issue of LOA

may be given by the competent authority to sign the contract agreement however a penal interest of 15% per annum shall be charged for the delay beyond 15 days. i.e. 15th day after the date of issue of LOA. In case of the contract fails to submit the requisite PSD even after 45 days from the date of issue of LOA the contract shall be terminated duly forfeiting the EMD and other dues if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that item. Performance security deposit Bond is mandatory.

- b) Successful supplier/firm should submit performance security deposit as prescribed in favour of "AIIMS, Raipur" and to be received in the DDO Office, Ground Floor, Medical College Building, Tatibandh, Raipur (C.G) Pin-492099 before the date of commencement of supply or 30 days from the date of acceptance of the purchase order, whichever is earlier. The performance security deposit bond to be furnished in the form of Bank Guarantee/DD/FD & also performance guarantee as per given Performa of the tender documents, for an amount covering 5% of the contract value.
- c) The Performance security deposit should be established in favour of "AIIMS Raipur" through any Nationalized/Scheduled Bank with a clause to enforce the same on their local branch at Raipur.
- d) Validity of the performance security deposit bond shall be for a period of 60 days beyond of entire contract period.

2.9 Confidentiality

Separate non disclosure agreement (NDA)/undertaking will be signed by successful bidder; the confidentiality obligation shall survive the expiry/termination of agreement between the firm & AIIMS Raipur. The firm shall not disclose the data/document to any third party including their internal department with and prior written permission of institute. Documents/ data of this institute should be intellectual property of the institute and shall be handed over with all passwords to the institute immediately after conclusion of contract.

2.10 Publicity

Any publicity by the firm in which the name of AIIMS Raipur is to be used should be done only with the explicit return permission of AIIMS Raipur.

2.11 SUB-CONTRACTING:

Firm to whom the work awarded shall not sub contract the work to any other parties either in part or full.

3. Submission and Evaluation of the Tender

3.1 Bid Submission

Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>. Manual bid shall not be accepted in any circumstance. Financial bid has to be submitted on-line only (no hard copy).

3.2. Tender Queries

The interested Firms may seek clarification on Tender document from Accounts Officer, Finance and Accounts wing AIIMS Raipur. The firms can also go through the Annual Accounts of the Institute and Common Format of Accounts which will be made available to them on receipt of request. The Firms can visit the Finance & Accounts

Section between 11.00 a.m. to 12.00 a.m. on any working day (Monday to Friday) before opening of tender.

3.3 Evaluation of Technical Proposal

The Tender will be evaluated by Tender evaluation committee constituted by the Executive Director, AIIMS Raipur. This evaluation process consists of 2 stages. Only those firms, that have passed the first technical evaluation stage, will be considered for opened the Financial Bid. During this stage participants' technical proposals are examined against the evaluation criteria. The detailed evaluation method for Prequalification-cum-Technical is specified below:-

01	Firm's Experience	60	Required Document
A)	Experience of the Firm- No. of Years (Date from which CA Firm is constituting as a Partnership Firm)	10	COP /COI Firm
	5 Years – 7 years		
	> 7 Years – 10 years		
	> 10 Years		
B)	Average Annual Turnover of the Firm (in the last financial years) ended on 31 st March 2024	10	Audit B/S, P/L and A/c statement
	₹ 25 Lakhs – ₹ 30 Lakhs		
	>₹ 30 Lakhs – ₹ 40 Lakhs		
	Above ₹ 40 Lakhs		
C)	Experience of handling accounting and financial services involving finalization of Accounts of at least three (3) PSU/Govt. Organization/Central Autonomous bodies, (Experience will be considered Institution wise & not year wise)	20	Work order issued by PSU/ Govt. Org. During last 5 years
	3 – 5 Organizations		
	2 point for each Govt. Organisation over 5 Organizations		
D)	Number of Partners' in the Firm	10	COP / partner declaration MOLP etc.
	2 – 3 Partners		
	upto 5 Partners		
	More than 5 partners		
E)	The firm has its head office:	10	Enrolment letter of ICAI/Address proof
	Other Place		
	At Raipur		
03	Total Technical Score	60	

The technical proposal is evaluated on the basis of its responsiveness to the technical bid. The Financial proposal will be opened only for submissions that passed the minimum technical score of **36 (i.e. 60%)** of the obtainable score points in the evaluation. The Institute, however, reserves the right to restrict the list of such qualified firms to any number deemed suitable by it. In the 2nd Stage, the successful bidder(s) financial proposal being opened and compared.

3.6 Award criteria, award of contract:

The Executive Director, AIIMS Raipur reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without there by incurring any liability to the affected. The award of the contract to the qualified firm whose proposal after being technically evaluated is considered to open financial bid & **L1 (composite value) will be decided on the basis of lowest rate quoted.**

4. **Penalty Clause:-** The successful bidder shall mandatorily engage at least one qualified CA/CMA and one qualified staff. 5 percent monthly penalty will be imposed in the event of dispute arising out of non-providing services or services not found according to the specification or any other cause what so ever relating to the services or work order by the Executive Director, AIIMS Raipur.

Termination Clause: - If at any time the Institute is not satisfied with the services provided by the firm, the Institute (AIIMS Raipur) may terminate the contract after giving a notice of one calendar month. While the firm, if it wishes to terminate the services, has to provide 3 months notice to the Institute.

4.1 Arbitration

In the event of any dispute or difference(s) between the vendee (AIIMS Raipur) and the vendor(s) arising out of non-providing services or services not found according to the specifications or any other cause what so ever relating to the services or work order before or after the services has been executed, shall be referred to the Executive Director/Director/AIIMS Raipur who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.

The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.

4.2 Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Raipur, Chhattisgarh and all obligations hereunder shall be deemed to be located at Raipur, Chhattisgarh and Court within Raipur, Chhattisgarh will have Jurisdiction to the exclusion of other courts.

**Finance & Chief Accounts Officer,
AIIMS Raipur.**

ANNEXURE A

PRE-QUALIFICATION-CUM-Technical Bid:

The following documents are required to upload by the Bidder along with Technical Bid as per the tender document:

Sl. No.	Criterion	Firm's Strength & Capacity
1.	The Firm should be based at All India basis or have main/branch office in Raipur (C.G.).	Name of The Firm
		Address of the Firm
		Address of Branch at Raipur
		Name & address of the authorized
		Power of Attorney of partner to sign the agreement
		Telephone No Mobile: Email:
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and registration under GST	Registered with ICAI
		PAN of the CA Firm
		GST registration
3.	The CA Firm must be empanelled with Comptroller & Auditor General of India (C&AG)	CAG Empanelment No
4.	The CA Firm should be in operation for at least 5 years after its registration	1. Year of Registration / Starting of operation/ constitution of the firm
		2. No. of years in operation after registration (in years)
5.	Average Annual Income of the CA Firm for the last 3 (three) years ending on 31 st March 2025 [Must be equal to or greater than ₹ 25,00,000 (Rs. Twenty Five Lakhs)]	1. Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last 3 years ending on 31 st March, 2024)
		2. Submit copies of Income tax last three years
6.	The CA Firm should have experience in handling Accounts, & Financial Matters, involving preparation and finalization of Accounts.	No. of Govt. Organizations/ PSUs where similar Service was provided in the last 5 (Five) years.
7.	Whether similar services as mentioned in Sl.no.6 provided to the Govt. Autonomous Educational Institutes in the last 5 years	No. of Govt. Autonomous Education Institutes where similar Service was provided in the last 5 (Five) years
8.	CA Firm should have minimum 3 qualified CA & Two Partners.	1. Name & Registration no. of the partners & Members (Annexure A)

9.	Nos. of Payroll staff (Full Time) / Article ship incumbent / Apprentices (if any) (On Firm letter head)	a) No. of Payroll Staff (Full Time):
		b) Nos. of Article-ship Incumbent :
		c) Nos. of Apprentice:
10.	Number of Branches	(Details to be provided in Annexure -B)
11.	Bidder Bank A/c details	Form – A
12.	Declaration by the Bidder	Form – B
13	Integrity Pact	As per page no. 21 to 24

Note: - CAG empanelment is must otherwise bid will be rejected without assigning any reason.

Proforma : A-1

Details of CA Firm's Professional Income

[Gross Professional Fees earned]

Particular	Financial Year 2024-25	Financial Year 2023-24	Financial Year 2022-23	Average Annual Income
Annual Income*				

*Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years

Place:

Date:

(Signature of Bidder/authenticate partner with seal)

Name& Designation:

Seal:

Address:

Proforma: A-2

Details of CA Firm's Experience of Similar Services
[During last 5(five) years]

Sl. no.	Name of the Project	Duration of the Project [Start date / End date]	Name of the Client	Nature of the Assignments & services provided	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above

Place:

Date:

(Signature of Bidder/authenticate partner with seal)

Name& Designation:

Seal:

Address:

Proforma: A-3

Details of CA Firm's Experience of Similar Services in Govt. Autonomous Educational Institutions

[During last 5 (five) years]

Sl. no.	Name of the Project	Duration of the Project [Start date / End date]	Name of the Client	Nature of the Assignments & services provided	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above

Place:

Date:

(Signature of Bidder/authenticate partner with seal)

Name& Designation:

Seal:

Address:

Form-A

**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER
RTGS / National Electronic Fund Transfer (NEFT) Mandate Form**

1.	Name of the Bidder	
2.	Permanent Account No(PAN)	
3.	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No.	
	i) NEFT/IFSC Code	
	g) RTGS Code	
	h)Type of Account	
	j) Account No.	
4	Email id of the Bidder	
5.	Complete Postal Address of the bidder	

(On Firms Letter Head)

Annexure-A

Details of Full Time Partners of the Firm

Sl. No	Name of the Partner	Membership No.	Whether FCA / ACA	Date of joining the firm (full time)	Station & Region where residing at present

(On Firms Letter Head)

Annexure-B

Particulars of Branches (including foreign branches, if any)

Sl. No.	Station at which located	Complete address with PIN Code & Telephone No	Name of the partner in charge of the branch	Date of opening of the branch	Region

Form – B

Declaration by the Bidder:

1. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
2. I/We have downloaded the tender from the internet and I/We have not tampered /modified the tender documents in any manner. In case the same is found tampered/ modified, I/We understand that my/our offer shall be summarily rejected and I/We are liable to be banned from doing business/services with AIIMS Raipur and/or prosecuted as per laws.
3. I/We have read and fully understood all the terms and conditions contained in Tender document regarding terms & conditions of the contract& rules and I/we agree to abide them.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Officer-in-Charge, Finance & Accounts Wing, AIIMS, Raipur immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such an Agency which is banned/suspended in future during the currency of the Contract with you.
5. The firm, or partners has not been debarred or cautioned by ICAI during the last five years,
6. No employee/staff of AIIMS Raipur, personally or through family members, will in connection with the tender for, or the execution of a contract demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
7. I/We also undertake that directly or through any other person or firm, offer, promise or give to any of AIIMS Raipur's employees involved in the tender process or the execution of the contract or any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
8. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:

Date:

(Signature of Bidder/authenticate partner with seal)

Name:

Seal:

Address:

INTEGRITY PACT

Between

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAIPUR CG hereinafter referred to as “**The Principal,**”
and _____ hereinafter referred to as “**The Bidder/ Contractor.**”

Preamble

The Principal intends to award contract/s for _____, under laid down organisational procedures, The Principal values full compliance with all relevant laws of the land, rules, regulations, economical use of resources, and fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

To achieve these goals, the Principal shall appoint Independent External Monitors (IEMs) who shall monitor the tender process and the execution of the contract for compliance with the abovementioned principles.

Section 1 – Commitments of the Principal

1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

- a. No employee of the Principal, personally or through family members, shall in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal shall treat all Bidder(s) with equity and reason during the tender process. The Principal shall, in particular, before and during the tender process, provide to all Bidder(s) the same information and shall not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in the tender process or the contract execution.
- c. The Principal shall exclude from the process all known persons having conflict of interest.

2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal shall inform the Chief Vigilance Officer and in addition shall initiate disciplinary proceedings.

Section 2 – Commitments of the Bidder(s)/ Contractor(s)

1) The Bidder(s)/ Contractor(s) commits themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commits themselves to observe the following principles during participation in the tender process and the contract execution.

- a. The Bidder(s)/ Contractor(s) shall not, directly or through any other person or firm, offer, promise, or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which they are not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or the execution of the contract.
- b. The Bidder(s)/ Contractor(s) shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal, in violation of the Competition Act, 2002 (as amended from time to time). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the tender process.

c. The Bidder(s)/ Contractor(s) shall not commit any offence under the relevant IPC/PC Act; further, the Bidder(s)/ Contractor(s) shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers," shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines, all the payments made to the Indian agent/representative must be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed on Annex hereto.

e. The Bidder(s)/ Contractor(s) shall, when presenting their bid, disclose any and all payments made, is committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision.

2) The Bidder(s)/ Contractor(s) shall not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from the tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution, has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per laid down procedure to debar the Bidder(s)/Contractor(s) from participating in the future procurement processes of the Government of India.

Section 4 – Compensation for Damages

1) If the Principal has disqualified the Bidder(s) from the tender process before the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.

2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

2) If the Bidder makes an incorrect statement on this subject, the Principal shall act like para 2) of Section 4 above.

Section 6 – Equal treatment of all Bidders / Contractors / Subcontractors

In the case of Sub-contracting, the Principal Contractor shall take responsibility for adopting the Integrity Pact by the Sub-contractor.

a. The Principal shall enter into agreements with identical conditions as this one with all Bidders and Contractors.

b. The Principal shall disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of the conduct of a Bidder, Contractor, or Subcontractor, or of an employee or a representative or an allied firm of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal shall inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

1) The Principal shall appoint competent and credible Independent External Monitor(s) for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review, independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2) The Monitor is not subject to instructions by the parties' representatives and performs their functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for them to treat the information and documents of the Bidders/Contractors as confidential. They report to the Management of the Principal.

3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction, all Project documentation of the Principal, including that provided by the Contractor. Upon their request and demonstration of a valid interest, the Contractor shall also grant the Monitor unrestricted and unconditional access to their project documentation. The same applies to Subcontractors.

4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and 'Absence of Conflict of Interest.' In case of any conflict of interest arising later, the IEM shall inform the Management of the Principal and recuse themselves from that case.

5) The Principal shall provide the Monitor with sufficient information about all meetings among the parties related to the Project, provided such meetings could impact the contractual relations between the Principal and the Contractor. The parties offer the Monitor the option to participate in such meetings.

6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, they shall inform the Management of the Principal and request the Management to discontinue or take corrective action or other relevant action. The Monitor can, in this regard, submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.

7) The Monitor shall submit a written report to the Management of the Principal, within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

8) If the Monitor has reported to the Management of the Principal a substantiated suspicion of an offence under the relevant IPC/ PC Act, and the Management of the Principal has not, within the reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9) The word '**Monitor**' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders, 6 months after the contract has been awarded. Any violation of the same would entail disqualifying the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged / determined by the Management of the Principal.

Section 10 – Other provisions

1) This agreement is subject to Indian Law. The place of performance and jurisdiction is the place from where the Tender/ Contract is issued.

2) Changes, supplements, and termination notices must be submitted in writing. Side agreements have not been made.

3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties shall strive to come to an agreement according to their original intentions.

5) Issues like Warranty / Guarantee, etc., shall be outside the purview of IEMs.

6) In the event of any contradiction between the Integrity Pact and its Annex, the Clause in the Integrity Pact shall prevail.

(For & On behalf of the Principal)
(Office Seal)

(For and on behalf of Bidder/ Contractor)
(Office Seal)

Place ----- Date -----

Witness 1: _____
(Name & Address)

Witness 1: _____
(Name & Address)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 3) Number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 4) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be

directly submitted from the “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.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (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 filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) The documents being submitted by the bidders would be encrypted using PKI encryption all techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.
- 8) Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002.

Signature Not Verified

Digitally signed by ANKIT KUMAR
MISHRA
Date: 2025.10.27 15:17:51 IST
Location: eProcure-EPROC