



# अखिल भारतीय आयुर्वेद संस्थान

**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

**(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)**

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

**Website: [www.aiia.gov.in](http://www.aiia.gov.in)**

**Email: [store-keeper2@aiia.gov.in](mailto:store-keeper2@aiia.gov.in)**

**Phone Number: 011-26950401-2206**

**Tender No.: M-15/48/2022-AIIA**

**Dated: . 11.12.2025**

**Tender Enquiry for Rate Contract of Hiring of Agency for filling of Liquid Nitrogen Container**

## Notice Inviting Tender

### Chapter-I

The Director, AIIA, Delhi invites tender for rate contract for 02 years for hiring of agency for filling of Liquid Nitrogen Container under two Bid System viz. Technical Bid and Financial Bid for Culture lab at All India Institute of Ayurveda, Delhi

The complete and detailed scope of work is defined at Annexure-I.

#### 2. SCHEDULE OF TENDER

Sl. No.	Activity Description	Schedule	
a.	Tender No.	M-15/48/2022-AIIA	
b.	Availability of Tender Document	The tender document can be downloaded from the AIIA web site <a href="http://www.aiia.gov.in">http://www.aiia.gov.in</a> or from the procurement portal <a href="http://eprocure.gov.in/epublish/app">http://eprocure.gov.in/epublish/app</a>	
		Schedule	Time
c.	Document download start date	11.12.2025	18:00 hrs
d.	Seeking clarification end date	13.12.2025	12:00 hrs
e.	Bid submission start date	16.12.2025	10:00 hrs
f.	Bid submission end date	02.01.2026	15:00 hrs
g.	Bid opening date	02.01.2026	15:30 hrs
h.	Minimum Validity of tender offer	120 days from the date of opening of technical bid	
i.	Services/Product to be offered	Rate Contract for hiring of agency for filling of Liquid Nitrogen Container	
j.	Tender Document fee	NIL	
k.	EMD	3% of tentative cost i.e Rs 4,320/-	
l.	Performance Security	5% of the bid amount after award of contract.	

3. **Submission of Tenders:** The bid along with the necessary documents should be dropped in the Tender Box placed in the reception area of the All India Institute of Ayurveda (AIIA) on any working day/working hours and up to stipulated date and time. The bid document should be under two bid system (i) Technical Bid and (ii) Financial Bid, i.e. technical bid and financial bid should be in two different envelop which be placed in a bigger envelop.

4. **Clarification on bid documents:** Clarification on bid document may be sought by the bidders as per prescribed schedule over email address [store-keeper2@aiia.gov.in](mailto:store-keeper2@aiia.gov.in) by 06.06.2025 12: hrs

5. **Amendments:** Any amendments/corrigendum related to bid document, for any reason whether in its own initiative or in response to clarification requested by bidders, will be published on website of Institute and on CPPP only. Bidders should check these amendments regularly. AIIA shall not be responsible to notify such amendments/corrigendum to individual bidders.

6. **All India Institute of Ayurveda (AIIA) reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all Bids without assigning any reason. The decision of the Director, AIIA in this regard shall be final and binding on all.**

  
(Dr. Shiv Kumar Harti)  
Store Incharge



## Chapter-II

### Instructions for Bidders

1. Tender has been invited under two bid systems. Hence all instruction should be followed properly as mentioned in bid document.
2. All envelops should be super-scribed **“Technical Bid for “Tender for rate contract for hiring of agency for filling of Liquid Nitrogen Container” / “Financial Bid for “Tender for rate contract for hiring of agency for filling of Liquid Nitrogen Container”** as the case may be.
3. All the annexure/declaration and tender documents should be signed by bidders. If these are signed by a representative, an authorization letter issued after tender publishing dated must be attached. **Tender submitted in loose sheet/unsigned shall not be considered.**
4. The pages of tender document to be submitted by bidder should be properly number and an index with proper page number should be attached with the tender document.
5. Rates quoted in respect of tender should be typed only. **Any cutting, overwriting shall not be considered.**
6. The bidder shall quote rates in Indian Rupees (INR). Rates quoted in other currency shall be treated as non- responsive and will be rejected.
7. Financial bid will be opened, if the bidder found qualified on technical parameters.
8. It is responsibility of bidder to ensure timely submission of bid as per given schedule and must be dropped in Tender Box. Bids received after due date will not considered.
9. In event of the above-mentioned date being declared as holiday/closed day for the AIIA, the tender event will be postponed for the next working day.
10. Bidders having MSME certificate seeking exemption on EMD have to submit relevant documents of the same.
11. EMD can be deposited in the form of Draft/Cheque/FDR in the name of Director AIIA, Delhi. In case of withdrawal of bid, during the bid period EMD deposited by bidder shall be forfeited.

## Chapter-III

### General Terms and Conditions

1. **Tenders should be quoted only by the bidder mentioned in the bid document.**
2. The services shall have to provide in the time bound manner as per requirement of the Institute.
3. **Terms of Delivery:** Services shall be completed by the supplier in accordance with the terms of delivery and as per the delivery period specified in the schedule of requirement and Supply & Delivery Clause in General Terms and Conditions Section. Please note that the time shall be the essence of the contract.
4. Services shall be offered on staggered delivery mode whenever Purchase Order is issued to the supplier.
5. Instructions for transportation of domestic goods including goods already imported by the supplier under its own arrangement: The supplier will arrange transportation of the ordered goods as per its own procedure up to Consignee Site (i.e. AIIA, DELHI, GAUTAMPURI, SARITA VIHAR, DELHI-110076).
6. **Tender currencies:** The Bidder supplying indigenous goods or already imported goods shall quote only in Indian Rupees (INR) in the Financial Bid Format given at **Annexure-II**. A Bidder quoting imported goods located within India shall produce documentary evidence of the goods having been imported and already located within India, in case their bid is found to be the lowest one after opening of financial bid.
7. **Tender Prices**
  - i. The prices should be quoted in INR only and inclusive of GST and other charges.
  - ii. Bidder shall have to quote as per Annexure-I
  - iii. **Rates quoted will remain valid for 02 years from the date of issuance of Letter of Award which may be extended to further 1 year on mutual consent.**

### Additional information and instruction on Duties and Taxes:

8. (a) **Octroi Duty and Local Duties & Taxes:** Normally, goods to be supplied to Government Departments against Government contracts are exempted from levy of town duty, Octroi duty, terminal tax and other levies of local bodies. However, on some occasions, the local bodies (like town body, municipal body etc.) as per their regulations allow such exemptions only on production of certificate to this effect from the concerned Government Department. Keeping this in view, the supplier shall ensure that the stores to be supplied by the supplier against the contract placed by the purchaser are exempted from levy of any such duty or tax and, wherever necessary, obtain the exemption certificate from the purchaser. The purchaser will issue the certificate to the supplier within a week positively from the date of receipt of request from the supplier. However, if a local body still insists upon payment of receipt of such duties and taxes, the same shall be borne by the supplier. The institute will not be responsible for any such payments/reimbursement etc.
- (b) **Goods and Services Tax (GST) as per GST Act 2017:** If a Bidder asks for Goods and Services Tax to be paid extra, the rate and nature of Goods and Services Tax applicable should be shown separately in their GST Compliant Invoices. The Goods and Services Tax will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction is legally liable to Goods and

Services Tax and is payable as per the terms of the contract. If any refund of Tax is received at a later date, the Supplier must return the amount forth-with to the purchaser.

- a. The Bidder hereby declares that the goods/equipment/stores/articles supplied to the buyer under this contract shall be of the best quality and in accordance with the specifications and the particulars contained/mentioned in the clauses hereof.
  - b. Bidder should state categorically whether they have fully trained technical staff or installation/commissioning of the equipment and efficient after sales services.
  - c. It is specifically required that the Bidder/Supplier will supply all the operating and service manuals along with blue-prints and drawings including circuit diagram of the equipment supplied as well as its components.
9. The bidder should submit an undertaking for acceptance of Terms & Conditions.
10. **Applicability of Anti-Profitteering Rule under GST Act 2017:** No item should be quoted with price more than the M.R.P. by any Supplier Agency to AIIA DELHI. The MRP is required to be clearly mentioned on each of the supplied item/its packaging in their offered pack size. The prices should be quoted strictly in accordance with unit/pack Size and Strength/Potency mentioned in the schedule of Requirement at **Annexure-I** in the given Price Quotation format. The Anti-Profitteering Rule under GST Act 2017 is applicable against this Tender Enquiry on which the Supplier Agency should have mandatorily to pass on the benefit due to reduction in rate of tax to the AIIA DELHI by way of commensurate reduction in their prices. If any Supplier Agency found defaulter for following of above said rule (i.e. passing all the benefits of GST Tax Regime price reductions to AIIA DELHI), the necessary action deemed fit as per GST Act 2017 shall be initiated against such defaulter firm.
11. **Fall Clause:** If at any time during the execution of the contract, the Contractor/Manufacture/Distributor/Dealer reduces the sale price or sells or offers to sell such stores, as are covered under the contract, to any person/organization including the purchaser or any department of Central Government or any other AIIA/PSUs at a price lower than the price chargeable under the contract during the Current Financial Year, he shall forthwith notify Director, AIIA DELHI. The necessary difference amount about such reduction or sale or offer of sale to the purchaser and the price payable under the contract for the stores supplied after the date of coming in to force of such reduction or sale or offer of sale shall stand correspondingly reduced and deposited to AIIA DELHI by the Bidder or AIIA DELHI will deduct from the pending bills/Performance Security Deposit to recover the loss to the Government.
12. The Director, AIIA, DELHI has full authority to take in to account the performance of manufacturer/authorized dealer or distributor / bidder and they should submit a latest performance certificate (not older than previous financial year 2020-21) from any other Govt. Hospitals/Institutions/PSUs to testify the proper completion of study/research work
13. **Terms of completion of services:**
- I. Time for completion of service will be 15 days from the date of issuance of PO.
  - II. The period of delivery strictly to be followed by the Supplier Agency as per time communicated through Purchase/Supply Order through e-mail/hard copy through speed post. The penalty of 0.5% of the value of order per week for delayed supply of the order, maximum penalty which can levied will be 10% of the bid amount. No supplies will be entertained thereafter, and it will be treated as withdrawal by the bidder for which action will be taken suitably and other relevant rules/guidelines issue by Government in this regard. Part supplies will not be accepted / allowed at AIIA DELHI.



**14. INSPECTION OF SUPPLIES & ACCEPTANCE:**

The works completed by the service provider will be duly inspected by the officials of the Institute will be accepted if found satisfactory.

**15. Taxes, Duties, Incidental Services and Warranties:** Supplier shall be entirely responsible for all taxes, duties, fees, levies, incidental Services, Warranties etc. incurred until delivery of the contracted goods to the purchaser.

**16. Terms and mode of payment:**

Final Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner: Payment will be made to the service provider once the work will be completed in all aspect and satisfactory report received from the user department.

**17. OTHERS:**

Technical Evaluation Committee/Procurement Committee and other committees as constituted by the Competent Authority will decide regarding approval of Items, Rates and Quantities required to be procured (increase/ decrease in either side) for different samples /items as per requirement of AIIA, DELHI. Decision of the Director, AIIA will be final and binding to all parties.

The Bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency(ies) without prior written consent of the Director, AIIA, DELHI. If it is found that the firm has given sub-contract to another Agency, the contract shall stand cancelled & the performance security deposit of such Bidder shall be forfeited by AIIA, DELHI.

The AIIA, DELHI shall not be responsible for any financial loss or other damaged or injury to any item or person deployed/supplied by the Supplier Agency during their performing the duties to this office in connection with purchase order/supply order for supplying/installation/commissioning of the ordered Equipment/Stores/Goods/Items at AIIA, DELHI

**18. FORCE MAJEURE: -**

Any failing or omission to carry out the provision of the contract by the supplier shall not give rise to any claim by any party, one against the other, if such failure of omission or arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake hurricane or any pestilence or from civil strikes, compliance with any statute and/or regulation of the Government, lock outs and strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state or insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to 'force majeure' conditions.

**19. DISPUTES AND ARBITRATION:**

All disputes or differences arising during the execution of the contract shall be resolved by the mutual discussion failing which the matter will be referred to an Arbitrator who will be appointed by the Director, AIIA, DELHI for Arbitration for settlement of disputes in accordance with Arbitration & Conciliation Act 1996 or its subsequent amendment, whose decision shall be binding on the contracting parties.

**20. LAW GOVERNING THE CONTRACT AND JURISDICTION:**

The contract Governed under Contract Act 1872 Indian Competition Act 2002 and instructions thereon

from the government of India issued in this regard from time to time. The Court of DELHI shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

**21. PERFORMANCE SECURITY DEPOSIT:**

The successful Bidder will be liable to deposit 5% of value of the Contract/Purchase Order as Performance Security Deposit in favor of "Director, AIIA DELHI" by way of "Performance Bank Guarantee in the format given at **Annexure III** in the form of Fixed Deposit Receipt" from Scheduled Nationalized/Commercial Bank refundable after expiry of the tenders/or after the completion of study plus two-month period.

If a result of post payment audits any over payment is detected in respect of any supply/work done by the supplier Agency or alleged to have been done by the Agency under this Tender Enquiry, it shall be recovered by the Institution from the Agency and Agency is liable to be deposit back the excess extra amount received by them from their agreeable amount as per Purchase Order/Work Order from AIIA DELHI within 30 days' time period as and when they will receive written request from AIIA DELHI in this connection.

**22. RESPONSIBILITY OF SUPPLIER AGENCY FOR PROVIDING COPIES OF RELVANT RECORDS:**

The Supplier Agency shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over as and when asked by AIIA, DELHI.

No bidder/or his representative shall bring or attempt to bring any political or other outside influence to bear upon any superior authority or hospital functionaries to further this business interest. In doing so, tender of the concerned bidder will be rejected without assigning any reason.

**23. SERVICE SUPPORT AND REDRESSEAL OF COMPLAINT:** All Bidders have to provide a dedicated/Toll free No. for service support and an Escalation Matrix along with Name, Designation and Mobile number of contact person.

**24. BID EVALUATION CRITERIA:** The bid shall be evaluated first on technical parameters mentioned in the bid document. If bidder found suitable on technical ground then only, financial bid will be opened and evaluated.

**25. EXCLUSIVE RIGHT:**

The Director, AIIA DELHI, India has the full and exclusive right to accept or reject, increase or decrease order quantity, any or all the tenders without assigning any reasons and also to cancel the supply at any time without assigning any reason.

## **Chapter-IV**

### **Eligibility Criteria for bidders**

1. The bidder shall have to submit the EMD as per prescribe in the tender document. If the bidder is exempted, the necessary document of exemption to be furnished.
2. Registration certificate of the company/firm
3. GST registration certificate
4. Copy of TAN/PAN in the name of firm/company.
5. Income-tax returned for the last 3 years
6. Minimum three similar work order copies which have been carried out in last 3 years.
7. Proof of firm setup in geographical location of Delhi/NCR
8. Registration/Incorporation Certificate.



**Annexure-I**  
**Scope of Work**

Successful Bidder shall to provide service for filling of 55L of 01 nos of Liquid Nitrogen Container for a period of 02 years whenever requested in staggered delivery mode.

Name of Liquid to Filled- Liquid Nitrogen Container

No of Container- 01

Size of Container- 55 Litres

## Financial Bid

S.no	Name of Liquid to be Filled	No of Container(55L)	Unit Price	GST	Total Price
1	Liquid Nitrogen Container	01			

Note# Bidder shall quote for filling up container for 01 time. Lowest Price offered will be considered by the committee. Further, order will be placed every month for 02 years which may vary as per usage.

Name(s) & Signature of Authorized

person with seal of the Bidder

Date.....

Place.....

**PERFORMANCE/CMC SECURITY BANK GUARANTEEFORMAT**

**(on the letterhead of the Nationalized Bank)**

To,

The Director

All India Institute of Ayurveda

,Gautampuri, Sarita Vihar,

New Delhi - 110076

WHEREAS \_\_\_\_\_(Name and address of the service provider) (Hereinafter called "the Service Provider") undertaken, in pursuance of contract no. \_\_\_\_\_dated \_\_\_\_\_to supply (Equipment/Stores/services) (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the Service Provider shall furnish you with a bank guarantee from nationalized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the service provider, up to a total of. (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the service provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the service provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

.....(indicate date).

(Signature with date of the authorized officer of the Bank) Name and designation of the officer

Seal & Signature

Name & complete address of the Bank and address of the issuing Branch, including Telephone No. & Email ID

**UNDERTAKING**

*(To be executed on Rs.100/-Non-judicial Stamp Paper duly attested by Public Notary)*

**For Compliance of all Terms & Conditions mentioned in this Tender Document**

1. The undersigned certify that I/we have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/representation against the tender document after submission date and time of the tender. The rates quoted by me/user valid and binding on me/us for acceptance till the validity of tender.
2. **I/We undersigned hereby bind myself/ ourselves to ALL INDIA INSTITUTE OF AYURVEDA DELHI, GAUTAMPURI SARITA VIHAR, DELHI-110076 to provide the service at the approved prices to AIIA DELHI, during the Rate Contract period under this contract.**
3. **Performance security 5%** of the cost of the awarded value shall be deposited by me in the form of FDR/ Bank Guarantee in the name of The Director, All India Institute of Ayurveda, DELHI in the format at **Annexure-III** attached herewith on award of the contract and shall remain in the custody of the Director till the validity of the Tender Contract plus three months
4. If I/We fail to complete the work in stipulated period the AIIA DELHI has full power to compound or forfeit the Bid Security/security deposit.
5. I/We declare that no legal/ financial irregularities are pending against the proprietor/partner of the tendering firm or manufacturer.
6. I/We undertake that the rates quoted by me when approved and selected by the Director, AIIA DELHI will be valid for one year from the date of approval of the rate contract in the format given in **Annexure-II** or till extended as mutually agreed upon. I/we undertake to supply the equipment/stores will be **as per the Terms & Conditions** in tender document. I/we undertake to fulfil the order with in stipulated period and if fail to fulfil order during the stipulated period then necessary action can be taken by the Director, AIIA, DELHI.

7. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
8. **Affidavit regarding No CBI Inquiry/ FEMA/ Criminal proceeding/ Black listing is pending or going on against the bidder firm is also enclosed. I undertake that I will not submit any irrelevant documents with the tender and in doing so I will not have any objection if my tender is rejected on that ground.**
9. I/We undertake to supply the all Literature/ associated records of the works in Original to AIIA, DELHI.
10. I/we do hereby confirm that the prices/ rates quoted are fixed and are at par with the prices quoted by me /us to any other Govt. of India/ Govt. Hospitals/ Medical Institutions/ PSUs.
11. I/we undertake, If as a result of post payment audit any over payment is deducted in respect of any Supply/work done by our Agency or alleged to have been done by our Agency under this tender, it shall be recovered by the AIIA DELHI from our Agency.
12. I/We undertake to respect Anti-Profiteering Rule under GST Act 2017 of Govt. of India and will have mandatorily to pass on the benefit due to reduction in rate of tax to the AIIA, DELHI by way of commensurate reduction in our prices. And if I/we will be found defaulter for following of above said rule (i.e. passing all the benefits of GST Tax Regime price reductions to AIIA, DELHI), the AIIA, DELHI have the right to initiate necessary action deemed fit as per GST Act, 2017 against our firm.
13. I/we undertake, if as a result of post payment audit any over payment is deducted in respect of any Supply/work done by our Agency or alleged to have been done by our Agency under this tender, it shall be recovered by the AIIA DELHI from our Agency.
14. I/we undertake, if any under payment is discovered, the amount shall be duly paid to our Agency by the AIIA, DELHI.
15. I/we undertake that we shall liable to provide all the relevant records copies during the concurrency period of Contract or otherwise even after the Contract is over, whenever required by AIIA, DELHI.
16. I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I/We further pledge and solemnly affirm that nothing has been concealed by me and if anything, adverse comes to the notice of purchaser during the validity of tender period, the Director, All India Institute of Ayurveda, DELHI (India) will have full authority to take appropriate action as he/she may deem fit.
17. I/We hereby declare that, our quoted prices against this Tender Enquiry are not higher than prices offered by us to any others Govt. Institutions/Other Institutions as per prevailing market prices and I/we are liable for passing of all the benefits of GST in terms of cost reduction on account of various tax factors to AIIA, DELHI as per the provisions of GST Act, 2017. I/We will also liable for passing of all the cost reduction benefits (if any) on account of CDEC provided by AIIA DELHI on Custom Duty part. If any time AIIA DELHI will get the information that we have supplied items on higher prices in comparison to other institutes based on prevailing applicable prices, we are undertaking

that, we are liable for refunding and depositing back such difference amount to AIIA DELHI from our side without any question.

18. We are also undertaking that the Department of Commerce, Department of Science & Technology or Ministry/any other Department has not been debarred/blacklisted our firm as per best of our knowledge, if any such debarment/blacklisting come to the notice of AIIA DELHI Authorities during execution of contract against this Tender Enquiry, AIIA DELHI have right to reject our proposal and take appropriate action deemed fit against our firm as per prevailing applicable Rules & Regulations.

Signature,

Name of Authorized Person of the Bidder with seal.

Date:.....

Place:.....

**Affirmation/Verification**



ALL INDIA INSTITUTE OF AYURVEDA DELHI		
PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)		
PFMS UNIQUE CODE:		
VENDOR REGISTRATION FORM		
Sl. No.	Head Name	Details
1.	Name of bidder/firm/company	
2.	Father/Husband/Owner Name	
3.	Date of Birth/ Date of incorporation	
4.	PAN Number	
5.	GSTIN	
6.	Aadhar Number	
7.	Address1	
8.	Address2	
9.	Address3	
10.	City	
11.	Country	
12.	State	
13.	District	
14.	Pin Code	
15.	Mobile No.	
16.	Phone No.	
17.	Email ID	
18.	Bank Name	
19.	IFSC Code	
20.	Account Number	
DATE:		
PLACE:		<b>VENDOR SIGNATURE WITH SEAL</b>
<b>Note:</b>	<i>All related self-attested documents also enclosed with this form</i>	