



आरोग्यम् परमं सुखम्

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR

अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर

INSTITUTE OF NATIONAL IMPORTANCE UNDER MINISTRY OF HEALTH AND FAMILY WELFARE

(स्वास्थ्य और परिवार कल्याण मंत्रालय के अंतर्गत राष्ट्रीय महत्व की संस्थान)

P.T.I., Daburgram, Jasidih, Deoghar, (Jharkhand) - 814142

पी.टी.आई., डाबरग्राम, जसीडीह, देवघर, (झारखंड) - ८१४१४२

Invitation of quotation

for

Printing of Institutional Annual Report

for

AIIMS Deoghar

Reference No.: AIIMS/Deoghar/ARC/Annual Report/2020-21/36

Date of Issue: 28th December, 2020

Last Date of Submission: 31th December, 2020 at 04:00 PM.

All India Institute of Medical Sciences, Deoghar

P.T.I. campus, Daburgram, Jasidih, Deoghar: 814142, Jharkhand

email: office.aiimsdeoghar@gmail.com

Handwritten signature and date:
28/12/2020

Reference no: AIIMS/Deoghar/ARC/Annual Report/2020-21/36

Invitation of quotation for printing of the Annual Report of the Institute for AIIMS Deoghar.

Sealed Quotations are invited on behalf AIIMS, Deoghar for Annual Report of the Institute (**Annexure-I**) as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach in the office of the undersigned on or before **31.12.2020 at 04:00 PM**. The **Envelope containing the quotation** must be sealed and **super scribed as under:-**

**“QUOTATION FOR PRINTING OF THE INSTITUTIONAL ANNUAL REPORT FOR
AIIMS DEOGHAR FOR REFERENCE NO.: AIIMS/Deoghar/ARC/Annual Report/2020-
21/36 DUE ON 31.12.2020 04.00 PM”**

1. Terms & Conditions:

- a) The quotations received **after this deadline or unsealed shall not be entertained** under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. The offer submitted by Fax / email shall not be considered and no correspondence will be entertained in this matter.
- b) Quotations must be in the **enclosed prescribed Performa (Annexure -2) on the letter head of the firm duly signed** by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- c) The printing work should be carried in accordance with the specification and with the approved specification/samples (if any). The printer will be required to submit a proof copy within 3 days from the date of handing over the draft matter for printing.
- d) After the final proofreading, the printing job shall be completed within a period of 3 days of receipt of final proof copy. A delay of more than 07 days will invite cancellation of the supply order and blacklisting of such defaulter Agency.
- e) Rates must be quoted in Indian rupees.
- f) Rates must be inclusive of all charges (including Freight charges, taxes etc.).
- g) The Institute will make no advance payment. Payment will be released only after it is ensured that the items are in order and quality of items supplied is to the entire satisfaction of the Institute.
- h) **No overwriting or cutting** is permitted in the rate. If found, the quotation shall be summarily rejected.
- i) The **rates quoted must be valid for 90 days minimum from the date of opening of the quotation.**
- j) **Total cost/amount will be taken in consideration for L1.** Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.

K. K. Raza
28/12/2020

k) The firm / agency may satisfy the following conditions and **attach self-attested copy of the same with the quotation:**

- The firm shall have valid GST / Other taxes and IT PAN.
- The firm should not be black listed by any Government agency/Department.
- Purchase order of any government institute.

l) Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and It will be rejected accordingly. Any conditional quotation shall be rejected summarily.

m) The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing from AIIMS Deoghar, which will be at liberty to refuse if thinks fit.

n) **Delivery Period** – within 07 days from Purchase order.

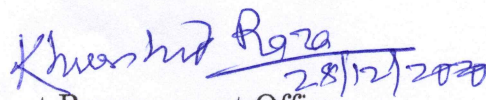
o) **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.

p) **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the AIIMS Deoghar.

q) **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Deoghar with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to arbitrator appointed by The Executive Director, AIIMS, Deoghar, whose decision will be final and binding upon the contractor.

r) AIIMS, Deoghar reserves the right to increase or decrease quantity. Decision of Quantity of items in the AIIMS, Deoghar will be final in this regard.

s) AIIMS, Deoghar reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of The Executive Director, AIIMS, Deoghar, will be final in this regard.


Assistant Procurement Officer

Encl.: Annexure 1 (Specification)

AIIMS Deoghar

Annexure 2 (Format of price bid)

(Annexure - 1)

Reference no: AIIMS/Deoghar/ARC/Annual Report/2020-21/36

S. no.	Name of Instrument	Specifications	T. Qty.
1	Printing of Annual Report of AIIMS Deoghar 2019-20	Technical specification: <ul style="list-style-type: none"> The printing of the Annual report of the Institute is to be done of the draft s provided by the Institute. The printing of the Annual Report will be Bilingual: Both Hindi & English 50 copies of both Hindi and English version is required. Total number of pages of the draft is 57. The report should be printed in Booklet form and should have good binding and should be stapled. Size: Demy ¼ The printing is Multi-coloured Specification of Page: <ul style="list-style-type: none"> Cover pages: 250 gsm ART board Inside Pages: 170 gsm ART paper. 	100 copies

Khushind Raza
28/12/2020

Reference no: [of the Supplier]

Date:

[Letter head of firm]

PRICE BID FORM

To,
Assistant Procurement Officer,
AIIMS, Deoghar.
Dear Sir,

I/We am/are submitting the quotation for reference
"QUOTATION FOR PRINTING OF THE INSTITUTIONAL ANNUAL REPORT FOR
AIIMS DEOGHAR FOR REFERENCE NO.: AIIMS/Deoghar/ARC/Annual Report/2020-
21/36 DUE ON 31.12.2020 04.00 PM" for printing of the Annual Report of the Institute
for AIIMS Deoghar.

1. I/We have thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
2. I/We hereby offer to supply at the following rates:

S. no.	Name of Item with specification	Qty	Unit price	GST	Total cost
1					
Total cost					
Total cost (In words):					

Note:-

- The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED.
- Catalog must be attached with quotation for technical evaluation.

Date:

(Name):

Place :

Name of Firm/Company/Agency:

GSTIN No.:

Phone No:

Email:

(Signature of Authorized Person) _____

Seal: _____

Kheerendra Rana
28/12/2020