



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

आरोग्यम् परमं सुखम्

**Invitation of quotation
for
Stationary Items
for
AIIMS Deoghar**

Reference No.: AIIMS/Deoghar/Stationary part-2/ Stationary Items/2021-22/10

Date of Issue: 07th January, 2021

Last Date of Submission: 14th January, 2021 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

Khushboo Singh
07/01/2021

Reference no: AIIMS/Deoghar/Stationary part-2/ Stationary Items/2021-22/10

Invitation of quotation for Stationary Items for AIIMS Deoghar.

Sealed Quotations are invited on behalf AIIMS, Deoghar for Stationary Items (**Annexure-I**) required for the Institute as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before **14.01.2021 at 04:00 PM**. The **Envelope containing the quotation** must be sealed and **super scribed as under:-**

“QUOTATION FOR Stationary Items AT AIIMS DEOGHAR REFERENCE NO.: AIIMS/Deoghar/Stationary part-2/ Stationary Items/2021-22/10 DUE ON 14.01.2021 AT 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 supplier should supply all the items.
- d) Rates must be quoted in Indian rupees.
- e) Rates must be inclusive of all charges (including Freight charges, Insurance, installation, taxes etc.).
- f) **No overwriting or cutting** is permitted in the rate. If found, the quotation shall be summarily rejected.
- g) The **rates quoted must be valid for 90 days minimum from the date of opening of the quotation** and silence of any tendered on this issue shall be treated as agreed with this condition.
- h) **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.
- i) 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.
- j) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as

Khushbu Raza
07/01/2021

vague offers and it will be rejected accordingly. Any conditional quotation shall be rejected summarily.

- k) **Delivery Period** – within 20 days from Purchase order.
- l) **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.
- m) **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the AIIMS Deoghar.
- n) **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.
- o) 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.
- p) 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.

Khushwant Raza
07/01/2021

Assistant Procurement Officer

Encl.: Annexure 1 (Specification)

AIIMS Deoghar

Annexure 2 (Format of price bid)

Reference no: AIIMS/Deoghar/Stationary part-2/ Stationary Items/2021-22/10

Sl. No	Particulars of Assets	Required Qty	Specifications
1	A-4 Paper	380 Reams	A-4 Size, 75 GSM, 80-90 % Brightness
2	A-3 Paper	25 Reams	A-3 Size, 75 GSM, 80-90 % Brightness
3	AA- Battery	180 Pcs	3.6 V, 2400mAh/ 2000mAh powered, Lithium-Ion
4	AAA- Battery	90 pcs	alkaline
5	C Type battery	50 Pcs	1.5 V Alkaline
6	Battery (Mike)	10 Pcs	Alkaline
7	Binder Clip Big	40 Boxes	45 mm
8	Binder Clip Small	50 Boxes	25 mm
9	Board Pin	30 Boxes	28 mm & 32 mm
10	Board Marker(white, Blue, Green ,Red)	100 pcs	Refillable, 2.0 mm
11	Bond Paper	10Pkd	GSM- 90, Size-A4
12	Bottle Big(water)	18 pcs	Plastic, Capacity: 1000 ml
13	Brown tape-2"	50 Boxes	self-Adhesive, 2 inch or 50mm x 65 metres Packing tape
14	Calculator	18pcs	Display :- LED, No of Digit-12, Width Of each digit :-6mm,
15	Calling Bell	10 Pcs	Wireless Type and power source:-Battery
16	Carbon Paper	6 Pkd	Substance of base Paper, GSM- 10.5- 12.5, GSM-9-11
17	cello Tape Dispenser	6 pcs	Weight-350gm, width-150mm, length-250mm, height-60mm
18	Cello Tape2"	30 Boxes	2 INCHES WIDE, EACH ROLL LENGTH = 65 MTRS.
19	Cello Tape2"(Brown)	30 Boxes	Single Sided Cello Tape 100 METER 2 INCH
20	Chalk (Different Colour)	60 Boxes	Solid Chalk
21	Clip Board(Examination Pad)	18 pcs	Hardboard, Aluminium Clip Board
22	Double Punch (Big 800)	12 pcs	perforator, 2 hole, heavy duty – 2 hole - 150+ sheet
23	Double Punch (small 600)	12 pcs	perforator, 2 hole, 2 hole - 60+ sheet

24	Duster (For White Board)	60 pcs	Non Magnetic, High Quality
25	Eraser	8 Boxes	non PVC type, white - each
26	Fevicol	60 pcs	Liquid 100 gms
27	Fevistick	90 pcs	for paper, 20g
28	Binder File	100 pcs	Polypropylene material ring binder
29	File(Binder)	180 pcs	Standard Size and Durable
30	(cobra) File	150 Pcs	A4 Size , Paper Board Material
31	File (Index)	150 Pcs	Hard Binding, Plastic, Clip closure Type
32	File(Cover File)	600 pcs	Duplex Board, Rectangular,
33	Gem- Clip plastic	30 Boxes	28 mm
34	Gem Clip Steel	30 Boxes	28 mm
35	Glossy Paper	50 pcs	150-200 GSM, A4 Size
36	Highlighter	150 pcs	flour type, assorted colours
37	Ink Color (HP)	5 pcs	Printer Model No-
38	Ink(Printer Epson)	15 pcs	Printer Model No-
39	Iron Scale (30cm)	100 pcs	Steel, Opaque,30 cm
40	L- Folder	600 pcs	PVC, 0.14 MM
41	Marker (Permanent) Black/Green/Blue	25 pcs	for writing on CD/DVD,
42	Marker (White Board)	48 Pkd	1.5-3mm round tip, assorted colours
43	Marker(CD) Blue/Black	100 pcs	PVC, Smooth And dark Marking
44	Note Pad	250 pcs	70 GSM, 4.24 Inches
45	Note Sheet	100 pkd	A4 120 GSM
46	Paper Cutter	20 pcs	SS, 18mm, Plastic
47	Paper Cutter small	20 pcs	SS, 12mm, Plastic
48	Paper Flag	40 Pcs	Adhesive Coloured Flag, Size :1"x3"
49	Paper weight	50 pcs	Transparent Crystal, 100gms
50	Pen(General)	100 Pcs	Blue and Black coloured Use & Throw
51	Pen Gel (Pilot- Blue/Black/Green/Red)	80 pcs	0.7mm ergo grip, retractable
52	Pencil	40 Pkts	Poplar Wood, Graphite and Clay Lead

53	Pin Box	20 Pkts	High Quality
54	Scissor (Big Iron)	20 pcs	Brass Handled, carbon Funnel Steel Material
55	Scissor Small	50 pcs	Abs Handled Stainless Steel Material
56	Gauge Cutting scissor	20 Pcs	Sharp Stainless Steel
57	Sharpener	10Pkd	Plastic, Single pencil sharpener
58	Single Punch	100 pcs	Manual, Capacity- 20 Sheets
59	Sketch	60 pkts	Superfine nib
60	Stamp Pad Large	50 pcs	High Quality, Rectangular Shaped, Blue Ink 110X70 MM
61	Stapler Pin (Big)	10 Boxes	Size- 24-8
62	Stapler Pin (Small)	15 Bxes	Size -24-6
63	Stapler (Big)	20 pcs	heavy duty, 80+ sheet
64	Stapler (Small)	50 Pkd	standard, 20+ sheet
65	Tag	3000 pcs	8 inches, White and Red Colour
66	Whitener	90 Pcs	20mm, fluid

AK Patel
7/1/2020

Reference no:

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 STATIONARY ITEMS FOR AIIMS DEOGHAR AIIMS DEOGHAR
REFENRENCE NO.: **Reference no:** AIIMS/Deoghar/Stationary part-2/ Stationary
Items/2021-22/10 **DUE ON 14.01.2021 AT 04.00 PM**" 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	Quoted make	Unit price	GST	Total cost
1						
		Total cost/ amount				
Total cost/amount (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: _____

Khushant Raza
07/01/2021