

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Bilaspur, Himachal Pradesh**

No. AIIMS-BLS/OBG/2024/NIQ/ 02

Dated: 14-12-2024

**NOTICE INVITING QUOTATION**  
**Supply of Stationary**

Sealed quotations are invited from registered stockists/ distributors/ manufacturers having GST No. for the Supply of Stationary in the Department of Obstetrics and Gynaecology as per the detailed specifications (Annexure-A). Sealed Quotations in a single envelope duly super subscribed at the top of the envelope as “**Quotation No. AIIMS-BLS/OBG/2023/NIQ/02** for the Supply of Stationary in the Department of Obstetrics and Gynaecology due **date of opening 22-12-2024**” containing both the “Technical Bid” and “Price Bid” (in two separate envelopes) may be submitted so as to reach on or before 21-12-2024 up to 11:00 A.M in Room No - 535, OPD Block B, 2<sup>nd</sup> floor, Department of Obstetrics and Gynaecology, AIIMS Bilaspur, Kothipura, Bilaspur, Himachal Pradesh PIN- 174001. Bidders have to quote for all the items. Late bids will not be considered. The bids shall be opened in the presence of duly constituted local purchase committee.

For the purpose of technical evaluation, the bidder is required to submit following documents.

**Technical Bid:**

1. Profile-Name & Full Address of the firm & year of establishment.
2. Copy of permanent GST registration certificate.
3. Copies of supply orders secured during 2022-23 for the similar products.
4. Turnover for last two years (2021-22 & 2022-23).
5. Self-declaration that the firm is not debarred by MoHFW or Department of Commerce.
6. Full description, make and quantity of the item must be mentioned in the quotation.
7. Technical Evaluation will be based on total value wise

In case the Technical Committee rejects a sample (if asked for) or the bid is “Not Qualified” on technical grounds, the financial bid in respect of that item will not be considered.

**Financial Bid:** The rates and total cost must be quoted in both words and figures (over writing not allowed). Selection will be made purely on the basis of lowest price quoted by technically qualified firms. Validity of the quotation should be for a minimum period of 90 days in case discrepancy between unit price & total price, the unit price shall prevail.

**Financial Bid submission format** for items with quantity required is as under: -

Sr. No.	Item Detail	Qty Required	Make	Model	HSN Code	Unit Price	GST @	Unit price with tax	Total Amount

Other terms and conditions will be as follows: -

1. Supply will be F.O.R. at AIIMS-Bilaspur
2. Supply will have to be arranged within 15 days from the issue of supply order. Delayed supplies beyond 15 days from the date of Supply Order will be subject to LD @0.5% per week or part thereof, on the contract price subject to maximum of 10% of contract price beyond which the supply order will be liable to be cancelled.
3. Supply must conform to samples wherever asked for.
4. The Institute reserves the right to reject the goods if the same are not found in accordance with the specifications approved/ asked for. In case there is a short/defective supply, the firm will be informed and the defective material will be lifted from the concerned department/ Store by the supplier at their own cost within two weeks' period. The Institute will not bear any expenses on this account.
5. Samples will be preserved till final settlement.
6. Bidder is required to quote rate of 100% items.
7. Part supply will not be accepted.
8. No revision in rate (on higher side) will be accepted at any stage.
9. The firm shall not assign or sublet the work/job or any part of it to any other firm.
10. Billing will be in the name of Executive Director, AIIMS-Bilaspur. Payment will be made after the item has been received, inspected & accepted. No advance payment will be made at any stage.
11. Taxes at other government levies will be paid extra as applicable.
12. Venue for sample verification (if asked for) and quotation opening shall be in Room No - 535, OPD Block B, 2<sup>nd</sup> floor, Department of Obstetrics and Gynaecology, AIIMS Bilaspur, Kothipura, Bilaspur, Himachal Pradesh PIN- 174001.
13. In case manufacturer participates, dealers will not be allowed or disqualified.
14. For any query, please contact Dr.Sushruti Kaushal, Assistant Professor, AIIMS Bilaspur, Contact no 9805657709 email id dr.sushruti.obg.aiimsbilaspur.edu.in

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## Annexure-A

### Specifications of Items

Sr. No	Items Name	Quantity	Specifications
01	Register No. 1	05	<p>This register should only have name of institution printed on cover. Also name of institution with name of department i.e. OBG and gynecology department printed on top of pages. It should remain unrolled inside. It will be used for general documentation purpose where no specific format required. There must be index in front page.</p> <ol style="list-style-type: none"><li>1. Register Type: Hardbound with numbered pages</li><li>2. Size: 20x18 inch</li><li>3. Paper Quality: 75 GSM, unrolled pages</li><li>4. Number of Pages: 300 pages per register</li><li>5. Quantity Required: 5</li><li>6. Binding: Durable cardboard binding for long-term use</li><li>7. Cover: Thick hard cover for protection with institutional logo and name .Also "Patient record register" title on front.</li><li>8. Color: white paper. 8. Numbering: sequential page numbering from 1-300.</li><li>9. Quality: paper to be ISO 9001 certified.</li></ol>
02	Register No. 2 (Annexure 1&2)	05	<p>This register should have ruled pages with name of institution printed on cover. Also name of institution with name of department i.e. OBG and gynecology department printed on top of pages and should include columns for patient detail same as in annexure 1&amp;2. There must be index in front page.</p> <ol style="list-style-type: none"><li>1. Register Type: Hardbound with numbered pages</li><li>2. Size: 20x18 inch</li><li>3. Paper Quality: 75 GSM, ruled pages</li><li>4. Number of Pages: 300 pages per register</li><li>5. Quantity Required: 5</li><li>6. Binding: Durable cardboard binding for long-term use</li><li>7. Cover: Thick hard cover for protection with institutional logo and name .Also "Patient OT record register" title on front.</li><li>8. Color: white paper.</li><li>9. Numbering: sequential page numbering from 1-300.</li><li>10. Quality: paper to be ISO 9001 certified.</li></ol>
03	Register No. 3 (Annexure 3&4)	05	<p>This register should have ruled pages with name of institution printed on cover. Also name of institution with name of department i.e. OBG and gynecology department printed on top of pages and should include columns for patient detail same as in annexure 3&amp;4. There must be index in front page.</p> <ol style="list-style-type: none"><li>1. Register Type: Hardbound with numbered pages</li><li>2. Size: 20x18 inch</li><li>3. Paper Quality: 75 GSM, ruled pages</li></ol>

			<p>4. Number of Pages: 300 pages per register</p> <p>5. Quantity Required: 5</p> <p>6. Binding: Durable cardboard binding for long-term use</p> <p>7. Cover: Thick hard cover for protection with institutional logo and name .Also “OBG OT record register” title on front.</p> <p>8. Colour: white paper.</p> <p>9. Numbering: sequential page numbering from 1-300.</p> <p>10. Quality: paper to be ISO 9001 certified.</p>
04	Methods of Family Planning	04	<p>1. Poster Type: Hard board with lamination</p> <p>2. Size: A0 (48*36inch)</p> <p>3. Non tearable, waterproof</p>
05	Contraceptive methods	04	<p>1. Poster Type: Hard board with lamination</p> <p>2. Size: A0 (48*36inch)</p> <p>3. Non tearable, waterproof</p>
06	Temporary methods of Family Planning	04	<p>1. Poster Type: Hard board with lamination</p> <p>2. Size: A0 (48*36inch)</p> <p>3. Non tearable, waterproof</p>
07	Female sterilization	04	<p>1. Poster Type: Hard board with lamination</p> <p>2. Size: A0 (48*36inch)</p> <p>3. Non tearable, waterproof</p>
08	Male Contraceptive methods	04	<p>1. Poster Type: Hard board with lamination</p> <p>2. Size: A1 (24*36inch)</p> <p>3. Non tearable, waterproof</p>
09	Family Planning Slogan	08	<p>1. Poster Type: Hard board with lamination</p> <p>2. Size: A1 (24*36inch)</p> <p>3. Non tearable, waterproof</p>