

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

No. AIIMS-BLS/(G)/2023/NIQ/18

Dated: 18-10-2023

**NOTICE INVITING QUOTATION**  
**Supply of Stamps**

Sealed quotations are invited from registered stockists/ distributors/ manufacturers having GST No. for the Supply of Stamps 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/Stores/2023/NIQ/18 for the Supply of various Stamps**, due date of opening 02/11/2023" containing both the "Technical Bid" and "Price Bid" (in two separate envelopes) may be submitted so as to reach on or before 02/11/23 up to 11:00 A.M in Procurement Section, Admin Block Ground floor of AIIMS Kothipura, Bilaspur, Himachal Pradesh PIN- 174001. Bidders must quote for all 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.

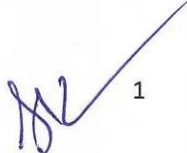
**Technical Bid:**

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 2021-2022 & 2022-23 for the similar products.
4. Previous two Income Tax Returns, Profit & Loss Account statement of the firm (AY- 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.

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.



  
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**Financial Bid submission format** for stamps is attached at Annexure -1.

Other terms and conditions will be as follows: -

1. Supply will be F.O.R. at AIIMS-Bilaspur.
2. The supply of stamps may be done as per demand. Minimum stamps may be as low as 1 Stamp per order.
3. Stamps may be bilingual in both Hindi and English languages.
4. Ink colour used in self ink stamps could be blue, black and red as per requirement of the institute.
5. The price offered must include transportation charges in unit price.
6. Vendor must agree to quote the rates for 1 year.
7. Supply will have to be arranged within 07 days from the issue of supply order. Delayed supplies beyond 7 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.
8. Supply must confirm to samples wherever asked for.
9. 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.
10. Bidder is required to quote rate for 100% items.
11. No revision in rate (on higher side) will be accepted at any stage.
12. The firm shall not assign or sublet the work/job or any part of it to any other firm.
13. 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.
14. Taxes at other government levies will be paid extra as applicable.
15. Venue for sample verification (if asked for) and quotation opening shall be in, Procurement Section, Admin Block Ground floor AIIMS-Bilaspur (HP).
16. In case manufacturer participates, dealers will not be allowed or disqualified.
17. For any query, please contact through E-mail [storeofficer@aiimsbilaspur.edu.in](mailto:storeofficer@aiimsbilaspur.edu.in)

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Faculty in Charge  
Procurement  
AIIMS Bilaspur  
H.P.

**Annexure-1**

<b>Sr.no.</b>	<b>Stamp name</b>	<b>Stamp size</b>	<b>Unit Rate</b>	<b>GST %</b>	<b>Total price</b>
1.	Self-ink stamp	3*7 cm No. of lines :- 3			
2.	Self-ink stamp	3*7 cm No. of lines :- 4			
3.	Self-ink stamp	4*7 cm No. of lines :-5			
4.	Self-ink stamp	4*7 cm No. of lines :- 6			
5.	Self-ink stamp	5*7 cm No. of lines :-7			
6.	Self-ink stamp	5*7 cm No. of lines:- 8			
7.	Self-ink stamp (round )	4.5*4.5 cm			
8.	Self-ink stamp (round )	6*6 cm			
9.	Rubber stamp with plastic handle	2.5*6 cm No. of lines :-1			
10.	Rubber stamp with plastic handle	2.5*6 cm No. of lines :-2			
11.	Rubber stamp with plastic handle	2.5*6 cm No. of lines :-3			
12.	Rubber stamp with plastic handle	4.5*8 cm No. of lines :- 4			
13.	Rubber stamp with plastic handle	4.5*8 cm No. of lines :- 5			
14.	Rubber stamp with plastic handle	4.5*8 cm No. of lines :- 6			
15.	Revolving stamp for Date	For Date, month and year			
16.	Revolving stamp for time	For hour ,minute , AM/PM			