



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

AIIMS-BLS/G/2025-26/NIQ/Marksheets

Dated: 08/04/2026

**NOTICE INVITING QUOTATION**  
**Printing Of Marksheet**

Sealed quotations are invited from registered Printing Service providers having GST No. for the printing of certificates for three years (till Aug-2029) as per the detailed specifications (Annexure-I). Sealed Quotations in a single envelope duly super subscribed at the top of the envelope as “**Quotation No. AIIMS-BLS/G/2025-26/NIQ/ Marksheet**”, due date of opening **22-04-2026**” containing both the “Technical Bid” and “Price Bid” (**in two separate envelopes**) to be submitted so as to reach on or before **22-04-2026** up to 11:00 A.M in Procurement Section, Admin block, 2<sup>nd</sup> floor, AIIMS Bilaspur, Kothipura, Himachal Pradesh PIN- 174001\*. 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. Pan card of the owner of the business.
2. Copy of permanent GST registration certificate.
3. Copies of previous supply orders or bills for the similar work.
4. Self-declaration that the firm is not debarred by any government organisation or PSUs.

The bidder should sign and stamp each page of quotation document as a token of acceptance of the terms & conditions contained therein and submit the same along with the bid.

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.

The requirement details and the specifications are attached as Annexure I.

**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 3 months. 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	Specifications	Quantity	Unit Price	GST %	Unit price with GST	Total price
1.							

\* Please use pin code 174037 if sending through India post

1. Supply will be F.O.R. at AIIMS Bilaspur H.P.
2. Supply will have to be arranged within 25 days from the issue of supply order. Delayed supplies beyond 25 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. Supply order may be in staggered manner as per the institute requirement.
3. Vendor must send a sample/proof for approval before printing.
4. Supply must conform to samples wherever asked for.
5. 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.
6. Samples will be preserved till final settlement.
7. Bidder is required to quote rate of 100% items.
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 H.P.
11. Payment will be made after the item has been received, inspected & accepted. No advance payment will be made at any stage.
12. Taxes & other government levies will be paid extra as applicable.
13. In case manufacturer participates, dealers will not be allowed or disqualified.
14. For any query, please contact through E-mail [storeofficer@aiimsbilaspur.edu.in](mailto:storeofficer@aiimsbilaspur.edu.in)

Signed by  
Kuldeep Kumar  
Date: 08-04-2026 15:06:49  
Faculty In-Charge  
(Procurement)  
AIIMS Bilaspur H.P.

**Approx qty. of items with Specification Details  
And  
Additional terms and Conditions**

S.No	Item Name	Approx. Qty.
1	Marksheets	1909

**Additional terms and Conditions:**

**A.** Paper quality: super white cut sheet synthetic uncoated paper made of silica with Polyolefin which is monolayer sheet of at least 167 GSM/250 microns, which is micro porous in nature, long life and has paper like appearance and is tear resistant, water resistant, static dissipative, high fold endurance, Chemical resistance with good smudge and scuff resistance and able to print using a laser printer with all of the following security features.

- i. High resolution watermark of institutional logo
- ii. Alphanumeric OR code-containing variable student data (Complete profile data of student)
- iii. Barcode printing
- iv. Laser generated Institute logo.
- v. Eraser protected document.
- vi. Transparent impression of Institute.
- vii. Variable student data in transparent impress.
- viii. Hidden security in background layer
- ix. Copy features/transparent while pantograph
- x. Transparent impression Institute logo.
- xi. UV ultraviolet mark
- xii. Correlation Mark
- xiii. Micro/Nano text.

**B.** Vendor must be ready to provide quantity as single or more marksheets based on variable

data add number shared by the buyer for the quantity as mentioned for respective year.

**C.** The Vendor must agree to provide variability of 30% in Number of copies during the contract/agreement.

**D.** Technical compliance sheet needs to be filled.

**E.** Undertaking for secrecy of database need to be given.

**F.** Price variation clause needs to be removed from agreement paper.

**G.** Service providers should supply the sample paper with all the security features as Specified

in technical specifications

**H.** Verification of all security features in front of buyer.

**I.** Provision of sending mark sheets through speed post according to mentioned timeline within

15 days of sending complete specification through mail.

**J.** Provide advance sample of the mark sheets.

## **Specification and Security Features:**

1. **Type of printing:** Variable Data security printing.
2. **Category of Printing:** Certificate.
3. **Single/Double side printing:** Double Side.
4. **Colour of printing:** Front Multi colour and back single colour.
5. **Printing content:** Others (as per additional terms and conditions)
6. **Paper Material:** Others (as per additional terms and conditions.)
  
7. **Thickness of paper:** 167 GSM
8. **Number of languages for printing:** Bilingual.
9. **Language:** English and Hindi.
10. **Cover page:** Not required.
11. **Binding:** Not required.
12. **Packaging:** Not required.
13. **Embossing:** Required.
14. **Additional support:** Designing support, formatting support and logistics support (Delivery of order to the consignee).
15. **Finishing:** Uncoated.
16. **Scanning;** Yes.
17. **Security features:** Printing on media that is non-tear able/infused with dual fibres that is waterproof.