

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Bilaspur, Himachal Pradesh

No. AIIMS-BLS/(G)/2025/NIQ/ 565

Dated: 03/02/2025

NOTICE INVITING QUOTATION

Sealed quotations are invited from registered stockists/ distributors/ manufacturers having GST No. for Printing, Fixing of Flex and Installation of Hoardings at different locations for an event at AIIMS Bilaspur as mentioned in scope of work & Task & Responsibilities (**Annexure – 1**). “Technical and Financial” “Technical Bid” and “Price Bid” may be submitted so as to reach on or before 13/02/2025 up to 05:00 P.M in the Procurement section, Ground floor, E Block, 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 and bidders who may wish to be present on the day of LPC meeting may communicate on mail i.e, storeoffice@aiimsbilaspur.edu.in

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

The parties willing to participate in the tender should fulfil following conditions:-

1. The agency should have minimum one similar experience of printing flex and hoardings services with the technical specifications mentioned in the scope of work.
2. The bidder should not have been declared blacklisted by PSUs/Govt. Organizations.
3. The agency should have at least a turnover of not less than 10 Lacs per annum during the last three financial years.
4. Should have PAN and GST registration.
5. Bidder is required to forward the documents required in Technical bid duly self-certified, stamped and paginated, incomplete documents liable to be rejected without assigning any reason.
6. 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.
7. All the documents should be paginated with index giving all the details with page No.
8. The bidder must agree to arrange in case of last minute changes/addition of quantity.

Other terms and conditions will be as follows: -

1. Supply will be F.O.R. at AIIMS-Bilaspur
2. The firm shall not assign or sublet the work/job or any part of it to any other firm.
3. 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.
4. Taxes at other government levies will be paid extra as applicable.
5. Venue for quotation opening shall be in conference hall of Procurement Department, E Block, AIIMS Bilaspur, Kothipura, Bilaspur, Himachal Pradesh PIN- 174001.



Penalty clause: The bidder will be liable to penalty of 5% if performance is not as per the scope of work. Any damages to the property of AIIMS Bilaspur shall be recovered at the actual cost.

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.



Annexure - 1

Scope of work:

- The current requirement of "Printing, Fixing of Flex and Installation of Hoardings" is for all the events which are going to take place at AIIMS Bilaspur at different sites on occasion of inauguration and foundation ceremony of various facilities of AIIMS Bilaspur on
- The selected agency will have to Print, fix the flex and install hoardings at designated places where events are going to take place, as per the requirements of the IT Committee of the institute.
- The work/period may be extended depending on the requirements of AIIMS Bilaspur.

Task & responsibilities:

Pre-Event:

- I. The hoardings must be prepared as per the creatives provided by the IT Committee. The data in this regard shall be provided by the Tender Inviting Authority to the selected bidder. The samples will be approved by the Tender Inviting Authority.
- II. The bidder should design the graphics and be open to last minute changes in the designs and any number of modifications, as desired by the IT Committee.
- III. The hoardings must be in the languages of Hindi, and English after acquiring appropriate approval from the Tender Inviting Authority.
- IV. The bidder should come 3 days in advance to identify the exact locations where the flex/hoardings are to be installed.
- V. Location of the Hoardings: at different places of AIIMS Bilaspur as per need of the Tender Inviting Authority.
- VI. The hoardings of temporary structure must be put up on temporary basis for 2 days as per the dates fixed by the Tender Inviting Authority. The flex and hoardings are to be installed 24 hours before the event and should be removed after 24 hours of the event.
- VII. The structure of hoardings must be installed after proper grounding work using with 2 Nos Moderate Steel I beam, Moderate Steel Square pipe framing of 1" X 1", to ensure the safety of the people/employees.
- VIII. The hoardings must be on Digital Flex Banners of minimum 13 Oz (at least 250 GSM) and with moderate steel square pipe framing and Poles as required.
- IX. The agency shall also ascertain transportation and fitting of the hoardings at the selected locations by the Tender Inviting Authority.
- X. Sturdiness of the flex and hoardings shall be ensured by the bidder, as per weather conditions.
- XI. The bidder shall ensure that in no circumstances any hoarding or flex shall fall /break.
- XII. The bidder should ensure transport, accommodation and food of his workers.
- XIII. The quoted prices should be as per square inch.
- XIV. The bidder should take photographs of the various hoardings and flex and share with the committee, to ensure proper placement. The bidder should submit the same along with the bill.

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ANNEXURE - 2

Technical Bid Part-A

(To be submitted on the letter head of the bidder)

Short notice Inviting Quotations for Printing, Fixing of Flex and Installation of Hoardings at different locations for an event of AIIMS Bilaspur.

Technical Bid:

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| <ol style="list-style-type: none">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 previous 12 months for the similar events.4. Turnover for last two years (2022-23 & 2023-24).5. Self-declaration that the firm is not debarred by any government organisation or PSUs. |
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Technical Evaluation

1. AIIMS Bilaspur reserves the right to select the bidder based on best possible bids received. The decision of the Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any bidder to bring pressure of any kind may disqualify the bidder for the present quotation and the bidder may be liable to be debarred from bidding for quotations in future for a period of three years.
2. The evaluation of the technical bid will be done by the committee based on the documents furnished by the bidder.
3. The bidders whose technical bids were qualified, will have to give a demo/presentation of their work experience before the designated committee.
4. The financial bids of those bidders whose demo/presentation are found satisfactory by the designated committee, will be opened and evaluated by the evaluation committee and the lowest quote will be selected for the contract.

In case the Technical Committee rejects the bid on technical grounds, the financial bid in respect of that item will not be considered.

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Annexure – 3

Short notice Inviting Quotations for Printing, Fixing of Flex and Installation of Hoardings at different locations for an event of AIIMS Bilaspur for items will be required is as under :-

Financial Bid submission format :-

Sr.no.	Product	Size	Rate per square feet Including GST
1	Coloured flex without frame	As per user requirement	
2	Coloured flex with frame	As per user requirement	

Note: * Price to be Quoted inclusive of GST.

*The financial evaluation of the above given items will be based on item wise evaluation .

***The bidder must quote the rates including Designing, Professional Printing & Fixing of Flex and Installation of Hoardings.**

Signature of the Bidder with date

Date:

Place:

(Name of the Firm/Agency and stamp)

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Undertaking

I(Name & Address of the firm/ Contractor) hereby declare that I have read the tender document thoroughly and understood the scope of work before quoting the rate of each items. I further declare that I have visited the site/ sites as mentioned in tender document before quoting the rates. I also declare that I will perform all the work up to the satisfaction of the Authority and for any violation penal action and / or penalty can be imposed on me as deemed fit and I shall be bound by law to bear the same.

Signature of the firm/ Contractor

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