



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

No-AIIMS-BLS/G/2025-26/NIQ/

Dated: 26/07/2025

**NOTICE INVITING QUOTATION**  
**Printing Of Certificates**

Sealed quotations are invited from registered Printing Service providers having GST No. for the printing of certificates for next two years (till Aug-2027) 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/G/2025-26/NIQ/ A&D/01 for Printing of Certificates", due date of opening 8-Aug-2025 " containing both the "Technical Bid" and "Price Bid" (in two separate envelopes) may be submitted so as to reach on or before 8-Aug-2025 up to 11:00 A.M in Procurement Section, E block, Ground 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 supply orders or bills secured during 2023-2024 & 2024-25 for the similar products.
4. Turnover for last two years (2023-2024 & 2024-25).
5. 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.							

*Handwritten signature/initials*

Other terms and conditions will be as follows: -

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.
3. Vendor must send a sample for approval before bulk 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)



26.VII.25

Faculty In-Charge  
(Procurement)  
AIIMS Bilaspur H.P.



## Approx qty. of items with Specification Details

S.No	Item Name	Approx. Annual Qty.
1	Provisional Degree Certificate	248 nos.
2	Degree Certificates	248 nos.
3	Internship Completion Certificate	183 nos.
4	Attempt Certificate	248 nos.
5	Character Certificate	248 nos.

## Specifications

Size: A4 (210mm x 297mm)

Paper: 200 Microns (272 GSM) Non-Tearable Waterproof media

Printing: 4+1

## Security Features:

1. Eraser Protected
2. Alpha numeric QR Code
3. Logo and University Name will print in Gold Leaf
4. Laser Generated Color logo as water mark
5. Lakshman rekha
6. University Name in White ink
7. Hidden Identity feature with variable data.
8. Co-relation Patch
9. Anti Copy feature
10. University Seal (Institute Seal)
11. Variable data of Student UV
12. Transparent Security in Variable data
13. Transparent Security Impression
14. Barcode Printing
15. Variable Data in (Micro Printing/Magic Text/Nano Printing)
16. Photograph of Student

Assistant Controller of Examination  
(सहायक परीक्षा नियंत्रक)  
AIIMS Bilaspur, H.P.  
अ.भा.आ.स. बिलासपुर, हिमाचल प्रदेश।

Registrar/कुलसचिव  
AIIMS Bilaspur, H.P. -174037  
उच्च बिलासपुर, हि.प्र.-174037

Director (Academics)  
सहायक अध्यापक (शैक्षणिक)  
AIIMS, Bilaspur (H.P.)  
अ.भा.आ.स. बिलासपुर (हि.प्र.)