

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Bilaspur, Himachal Pradesh

No. AIIMS-BLS/vis/(A)/2(i)NIQ/24

Dated: 17th Sept 2024

NOTICE INVITING QUOTATION

Printing of Souvenir/book and invitation cards

Sealed quotations are invited from registered printing press having GST No. for the printing of Souvenir/book and invitation cards for visit of the Hon'ble HFM 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/vis/(A)/2(i)NIQ/24**" for the printing of Souvenir/book and invitation cards containing both the "Technical Bid" and "Price Bid" (in two separate envelopes) may be submitted so as to reach on or before **24th Sept 2024** up to 11:00 A.M in Conference hall of Procurement & Stores Department, 3rd Floor, Academic Block, 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 a duly constituted local purchase committee/Tender Opening Committee.

For the purpose of technical evaluation, the bidder is required to submit the 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 2023-24 for the similar products.
4. Turnover for last two years (2022-23 & 2023-24).
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

Sample of card along with envelope will have to be provided with the technical bid. In case the Technical Committee rejects a sample or the bid is "Not Qualified" on technical grounds, the financial bid in respect of that item will not be considered. Supply should be arranged within 3 days of submission of final proof.

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	Price	GST @	Total Amount
1.	Souvenir/ Book - A4 Multicolour - 80 pages (40 leaves) 130 GSM - 4 pages inner and outer cover 300 GSM matt lamination - Edge-to-edge cutting	40			
		Additional Quantity (per unit) For increase in number/ increase in number of pages)			
2.	Invitation cards: - Size: 5X7", Multicolour, 2 leaves, dual side printing o 300 GSM ART paper - Envelope with Multicolour printing o 145 GSM	200			
		Additional Quantity (per unit)			

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 3 days from the issue of supply order. Delayed supplies beyond 3 days from the date of Supply Order will 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 conference hall of Procurement & Stores Department, 3rd Floor, Academic Block, 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. Puneet Kumar Gupta, Faculty In charge Procurement & Stores, 01978-292575, E-mail stores.aiimsbilaspur@gmail.com

SD/-

Co-Ordinator,
Souvenir committee,
AIIMS-Bilaspur
H.P

Annexure A

Scope of work:

- 1) Printing of Souvenir/ Book
 - A4 Multicolour
 - 80 pages (40 leaves) 130 GSM
 - 4 pages inner and outer cover 300 GSM matt lamination
 - Edge-to-edge cutting

- 2) Invitation cards:
 - Size: 5X7", 2 leaves, dual side printing, Multicolour printing
 - o 300 GSM ART paper
 - Envelope with Multicolour printing
 - o 145 GSM

High quality PDFs, ready for printing will be provided for souvenir as well as invitation cards.

All the material is to be delivered at AIIMS Bilaspur 2 days before the scheduled event.