



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Bilaspur, Himachal Pradesh

No-AIIMS-BLS/G/2025-26/NIQ/ Forms/826

Dated: 17 / 02 /2026

NOTICE INVITING QUOTATION
For
Printing of Forms

Sealed quotations are invited from vendors/ Printers/Service providers having GST No. for printing of forms 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/ Forms/826 for Printing of Forms**”, due date of submission 24-Feb-2026” containing both the “Technical Bid” and “Price Bid” (**in two separate envelopes**) to be submitted so as to reach on or before 24-Feb-2026 up to 11:00 A.M in **Procurement Section, Admin block, 2nd 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. Copy of permanent GST registration certificate.
2. Copies of supply orders or bills secured during current and last 2 years (FY 2023-24 to 2025-26) for the similar products.
3. 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.

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

The price of the items is to be quoted in the given format on the letter head of the firm

* Please use pin code 174037 if sending through India post

Financial Bid submission format for items with quantity required is as under: -

Sr. no.	Paper Size	Tentative Quantity	Cost / Print	Total price
1	A4 size form (Single Side)	1,80,000		
2	A4 size form (Double Sided)	2,50,000		
3	A3 size form (Double Sided)	5,000		
4	A2 size form (Double Sided)	5,000		
Total				

Note: All prices to be quoted with GST and delivery included

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 30 days from the issue of supply order. Delayed supplies beyond 30 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. The formats of all the forms to be printed will be shared at the time of supply order.
4. Vendor must send a sample for approval before bulk printing.
5. Supply must conform to samples wherever asked for.
6. 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.
7. Samples will be preserved till final settlement.
8. Bidder is required to quote rate of 100% items.
9. No revision in rate (on higher side) will be accepted at any stage.
10. The firm shall not assign or sublet the work/job or any part of it to any other firm.
11. Billing will be in the name of Executive Director, AIIMS Bilaspur H.P.
12. Payment will be made after the item has been received, inspected & accepted. No advance payment will be made at any stage.
13. Taxes & other government levies will be paid extra as applicable.
14. In case manufacturer participates, dealers will not be allowed or disqualified.
15. For any query, please contact through E-mail storeofficer@aiimsbilaspur.edu.in

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

Annexure -A

Sr. no.	Paper Size	Tentative Quantity	Paper type & GSM
1	A4 size form (Single Side)	1,80,000	Normal white, 70 GSM
2	A4 size form (Double Sided)	2,50,000	Normal white, 70 GSM
3	A3 size form (Double Sided)	5,000	Normal white, 70 GSM
4	A2 size form (Double Sided)	5,000	Normal white, 70 GSM

Note: All prices to be quoted with GST and delivery included.