



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Bilaspur, Himachal Pradesh

No-AIIMS-BLS/G/2025-26/NIQ/09/01

Dated: 23/09/2025

NOTICE INVITING QUOTATION

Notice Inviting Quotations for Printing, Fixing of Flex and Installation of Hoardings

Sealed quotations are invited 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 for upcoming event at AIIMS Bilaspur (03-Oct-2025) 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/09/01 for Printing, Fixing of Flex and Installation of Hoardings, due date of opening 30-Sep-2025 ”** containing both the “Technical Bid” and “Price Bid” (in two separate envelopes) may be submitted so as to reach on or before **30-Sep-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. Financial bids will be opened only for the bidders, whose Technical Bids have been found to be acceptable. Earnest money of Rs. 5,000/- (Rupees Five thousand only) in the shape of Bank draft in favour of **Miscellaneous Fund AIIMS Bilaspur H.P.** is to be submitted on or before 30-Sep-2025 up to 11:00 A.M. **The technical bid without earnest money will be rejected straight** way. Earnest money in cash shall not be accepted.

Technical Bid:

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

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. Pan card of the owner of the business.
3. Copy of permanent GST registration certificate.
4. Copies of supply orders or bills secured during 2023-2024 & 2024-25 for the similar products.
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.

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

Financial Bid:

1. The rates should be quoted for the day of the actual event. No payment shall be made towards the Pre-Event arrangements, or the trials held a day before the event.
2. 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 Name	Size	Quantity	Price
1	Flex Banner	8 ft X10 ft	5	
2	Flex Banner	4 ft X 3 ft	1	
3	Flex Banner	6 ft X 3 ft	10	
4	Double sided standee with flex	As per annexure A	21	

- 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.

GENERAL TERMS AND CONDITIONS-

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 service has been carried out satisfactory. No advance payment will be made at any stage.
4. No TA/DA or accommodation will be provided to the hired/empanelled agencies.
5. Taxes and other government levies will be paid extra as applicable.
6. For any query regarding NIQ, kindly contact at storeofficer@aiimsbilaspur.edu.in.
7. Agency shall submit the list of the crew members to AIIMS Bilaspur at least 48 hrs prior to the start of the event along with 2 passport size photographs & self-attested Aadhar card for issuing ID batches for the event. These batches should be worn at all times by the crew members.
8. Agency shall provide ID of the firm clearly displaying the role of the member of the crew and a uniform to all its crew members which shall also be intimated to AIIMS Bilaspur in writing providing the photographs of both the ID card and dress for further communication with the security agencies.
9. Agency shall cooperate fully with the security protocol of the VIP guests and shall also comply with any stop & search wherever required.
10. Police verification of the crew members is responsibility of the vendor. The supporting documents should be submitted as and when required.

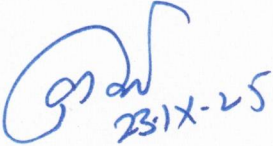
EARNEST MONEY DEPOSIT

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- a) The EMD is to remain valid for a period of 60 days from the opening date of the proposal.
 - b) EMD of unsuccessful applicants will be returned within 15 days of the completion of proposal evaluation process. However, EMD of L-1 will be retained till the satisfactory completion of the work, no interest shall be paid on the EMD by the Institute.
 - c) Failure to adhere to the terms of the NIQ/deliver the services shall lead to the forfeiture of the EMD.
 - d) In case of any damage to the property of AIIMS Bilaspur, bidder has to pay in full of the price of damaged property at the actuals.

ARBITRATION & JURISDICTION

That in case of any dispute between the Agency and the Institute arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitrator to be appointed by the Executive Director, AIIMS Bilaspur. The award of the said arbitrator shall be binding on both parties.

The courts at Bilaspur, Himachal Pradesh shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.


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

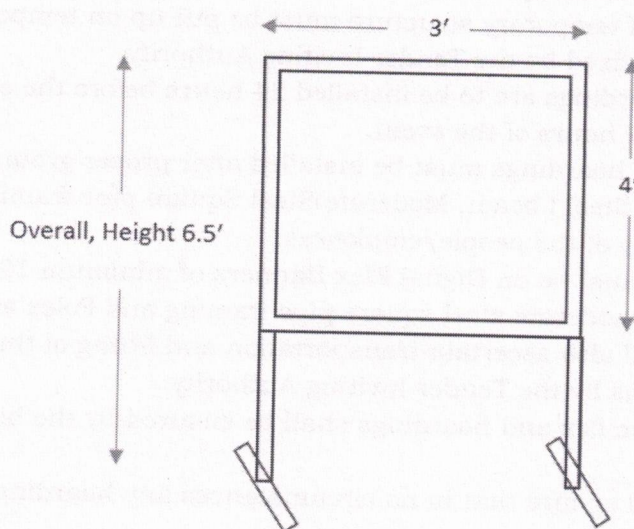
Annexure - I

Scope of work:

1. The tentative requirement of flex/banner is as given below.

Sr. no	Iten Name	Size	Quantity
1	Flex Banner	8 ft X10 ft	5
2	Flex Banner	4 ft X 3 ft	1
3	Flex Banner	6 ft X 3 ft	10
4	Double sided standee with flex	As given below *	21

* 4'x 3' double sided poster standee



Specifications for Standee

- **Type:** Double-sided poster Standee
 - **Overall Dimensions:**
 - Width: **3 feet**
 - Height: **6 feet 6.5 inches** (including stand)
 - **Poster Board Dimensions:**
 - Height: **4 feet**
 - Width: **3 feet**
 - **Frame:**
 - Width: **1.5 inches**
 - **Ground Clearance** (distance from floor to lower edge of board): **2.5 feet.**
 - **Support:**
 - Stable painted metal stand
2. 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 upcoming event at AIIMS Bilaspur.
 3. 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 Programme Committee of the institute.

4. The work/period may be extended depending on the requirements of AIIMS Bilaspur.

Task & responsibilities:

Pre-Event:

1. 1 The hoardings must be prepared as per the creatives provided by the 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.
2. 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 Committee.
3. The hoardings must be in the languages of Hindi, and English after acquiring appropriate approval from the Tender Inviting Authority.
4. The bidder should come 3 days in advance to identify the exact locations where the flex/hoardings are to be installed.
5. Location of the Hoardings: at different places of AIIMS Bilaspur as per need of the Tender Inviting Authority.
6. 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.
7. The flex and hoardings are to be installed 24 hours before the event and should be removed after 24 hours of the event.
8. 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.
9. 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.
10. The agency shall also ascertain transportation and fitting of the hoardings at the selected locations by the Tender Inviting Authority.
11. Sturdiness of the flex and hoardings shall be ensured by the bidder, as per weather conditions.
12. The bidder shall ensure that in no circumstances any hoarding or flex shall fall /break.
13. The bidder should ensure transport, accommodation and food of his workers. The quoted prices should be as per square inch.
14. 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.