

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

No. AIIMS-BLS/Stores/2021/NIQ/6

Dated: 27-09-2021

**Notice for Inviting Quotation for Supply of Stationary Items.**

Sealed quotations are invited from intending registered stockists/ distributors/ manufacturers having GST No./relevant documents for supply of stationary items as per the detailed specifications (Annexure-O). Sealed quotations in a single envelope duly super subscribed at the top of the envelope as "**Quotation No. AIIMS-BLS/Stores/2021/NIQ/6 - Quotation for Supply of Stationary Items and Due date of opening \_\_\_\_\_**" containing both the "Technical Bid" and "Price Bid" (in two separate envelopes) may be submitted so as to reach on or before 04-10-2021 up to 11:00 A.M in Stores Section, First Floor- AYUSH Block, AIIMS Bilaspur, Kothipura, Bilaspur, Himachal Pradesh PIN- 174001. Late bids will not be considered. The bids shall be opened in the presence of duly constituted purchase committee and bidders who may wish to be present on the same day at 11:30 A.M.

For the purpose of technical evaluation, the bidder is required to submit following documents and in addition **samples of the items for which make has not been specified or in case equivalent quality item is quoted** (Samples will be preserved till final settlement):

The **Technical Bid** must contain following documents:-

1. Copy of permanent GST registration certificate.
2. Copies of supply orders secured during 2021-22 for the similar products.
3. Previous two Income Tax Returns of the bidding entity.
4. Self-declaration that the firm is not debarred by MoHFW or Department of Commerce.
5. Full description, make and quantity of the item must be mentioned in the quotation.
6. Samples as required.

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.


**Financial Bid:** The firms are requested to mention the MRP of all items. The bids quoting above MRP will be rejected. 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.

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

| S. No. | Item Detail | Qty req. | Make | Unit | HSN code | MRP | Unit Price Offered | GST @ | Unit price with tax | Total Amount |
|--------|-------------|----------|------|------|----------|-----|--------------------|-------|---------------------|--------------|
|        |             |          |      |      |          |     |                    |       |                     |              |
|        |             |          |      |      |          |     |                    |       |                     |              |

### Other terms and conditions

1. Supply will be F.O.R. at AIIMS-Bilaspur
2. Supply will have to be arranged within 07 days from the issue of supply order. Delayed supplies beyond 07 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.
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. Bidder is required to quote rate of 100% items.
6. Part supply will not be accepted.
7. Billing will be in the name of Executive Director, AIIMS-Bilaspur. Payment will be made after the item has been received, inspected and accepted.
8. Venue for sample verification and quotation opening shall be conference hall Admin. Block of AIIMS-Bilaspur.
9. For any query please contact Dr. Mohammad Kausar, S.S.O. 01978-292575/ E-mail: [stores.aiimsbilaspur@gmail.com](mailto:stores.aiimsbilaspur@gmail.com)

  
Senior Stores Officer,  
AIIMS-Bilaspur H.P.

**Annexure- O**

List of items with description is as follow:

| S. No. | Item                              | Item Description<br>(As mentioned or equivalent)  | Qty | Unit |
|--------|-----------------------------------|---|-----|------|
| 1.     | Correcting Fluid Whitener         | Camlin Kores 15ml   | 4   | Nos  |
| 2.     | DO Envelope Thick                 | DO Envelope Thick   | 10  | Pkt  |
| 3.     | Envelope 25.4X11.4 cm             | White- 100 GSM, Taj Mahal, Star   | 500 | Pcs  |
| 4.     | Envelope Laminated 11" x 5"       | Yellow- 100 GSM Size 11" x 5" Taj Mahal, Star   | 200 | Pcs  |
| 5.     | Envelope Laminated Size 10" x 12" | Yellow- 100 GSM Size 10" x 12" Taj Mahal, Star  | 100 | Pcs  |
| 6.     | Eraser                            | Non Dust 60mm - Apsara / Natraj   | 20  | Pcs  |
| 7.     | Highlighter Green                 | Luxor/ Kores/ Chisel Point  | 50  | Pcs  |
| 8.     | Paper weight                      | Glass 150 grams Kebica, Jupiter   | 30  | Pcs  |
| 9.     | Pen Pilot Blue                    | Blue colour   | 20  | Pcs  |
| 10.    | Pen Pilot Green                   | Green Coloured 045 (0.7mm)  | 5   | Pcs  |
| 11.    | Pen Stand                         | 13x26.5 CM approx- Kebica Golden Omega  | 10  | Pcs  |
| 12.    | Pencil (HB)                       | Natraj/ Apsara/ Kores   | 100 | Pcs  |
| 13.    | Poker Medium or Awl               | Wooden/ plastic/ Steel handle Spring Steel wire as per IS:10375 latest National, Kebica | 10  | Pcs  |
| 14.    | Self Stick Note Pad (Medium)      | De' mat Promote   | 100 | Pads |
| 15.    | Sharpener                         | Natraj / Nykaa  | 20  | Pcs  |
| 16.    | Stamp pad                         | Ashoka, Artline   | 20  | Pcs  |
| 17.    | Stapler Big                       | 24 No. Kangaro Blue   | 10  | Pcs  |
| 18.    | Stapler Pin                       | No. 10-1M- Kangaro, Kores   | 10  | pkt  |
| 19.    | Stapler Pin Big                   | For Big Stapler No. 24 - Kangaro Kores  | 10  | Pkt  |
| 20.    | White Board Marker                | Good Quality  | 20  | Pcs  |
| 21.    | White Tag (Small)                 | Cotton, 6 inches, Good Quality  | 400 | Pcs  |
| 22.    | Cordless Bell                     | Good Quality  | 5   | Pcs  |