



अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर
ALL INDIA INSTITUTE OF MEDICAL SCIENCES DEOGHAR
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family Welfare)
भारत सरकार / Government of India

Email: - admin@aiimsdeoghar.edu.in Tel: - 06432 291099

No: AIIMS/Deoghar/Circular/2026-27/160 dated- 27.08.26

**NOTICE FOR REGISTRATION OF VENDORS/ SUPPLIERS FOR PURCHASE
UPTO ₹ 5 LAKHS FOR ITEMS NOT AVAILABLE ON GEM**

1. Refer to General Financial Rules (GFR) 2017, Rule 150 regarding Registration of suppliers for Goods & Services not available on GeM or other Government Portals and GFR 154 for purchase of Good's without quotation and GFR 155 for purchase of goods by purchase committee.
2. AIIMS Deoghar invites applications from reputed, established and eligible firms/vendors/suppliers/service providers for registration of the suppliers for goods & services not available on GeM or other Government Portals with the Institute for undertaking Local Purchase required for the functioning of the Institute/Hospital.
3. The purpose of registration is to maintain a broad panel of **technically competent, financially sound, reliable and eligible** vendors/suppliers/ Service providers for obtaining quotations/offers and undertaking procurement as per the actual requirements.
4. The procedure for **wide publicity for registration of vendors is as per Ser No. 23 of this Notice.**
5. The Local Purchase Committee/concerned procurement authorities of the Institute **are directed to circulate/ mail the contents of this Notice to all existing vendors/suppliers/service providers of the Institute**, with a request to submit their applications for registration, if they are not already registered, within the prescribed time.
6. **Limit:** The Institute will procure goods & services from the registered suppliers worth only upto **₹ 5 Lakhs.**
7. **With effect from 15.10.2026**, No Purchase of goods/ services which are not available on the Government e-Marketplace (GeM) or other Government Portals shall be undertaken from an unregistered vendors/suppliers/ service providers. Last date of registration for vendors is 20 September 2026.
8. **Eligibility Criteria** - The applicant firm/vendor/supplier/service provider should fulfil the following minimum requirements:
 - 8.1 The firm should be legally competent to undertake the proposed supply/service and should possess all applicable registrations, licences and statutory approvals.
 - 8.2 The firm/vendor should be a duly authorised supplier/dealer/distributor of the Original Equipment Manufacturer (OEM), wherever applicable. Documentary proof of such authorisation shall be submitted.
 - 8.3 The firm should possess a valid **GST Registration**, PAN and other statutory registrations/licences applicable to the goods/services being offered.



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8.4 The firm should have adequate infrastructure, manpower, technical capability, supply capability and delivery arrangements to ensure timely supply/service.

8.5 Wherever applicable, the firm should possess relevant licences such as Drug Licence, FSSAI Licence, Electrical/ Engineering Licence or other statutory certification including PF/ESI registration if required.

8.6 Preference, wherever appropriate, may be given to firms having their registered office/branch/authorised establishment within Jharkhand, Bihar, Bengal & Odisha to facilitate prompt supply and emergent requirements. However, the Institute reserves the right to consider vendors from any location in the interest of procurement and availability.

8.7 The firm/vendor should not have been blacklisted, debarred, suspended or banned by any Central/State Government Department, Government Institution, PSU, Autonomous Body or any other competent authority.

8.8 The firm/vendor should not have been convicted for any offence involving fraud, corruption, malpractice or financial misconduct and should not have been declared insolvent/bankrupt.

8.9 The vendor should have demonstrated experience in supplying similar items/services, wherever applicable. Preference may be given, where appropriate, to vendors having experience with Government Departments, Government Hospitals, AIIMS/other Central Government Institutions, PSUs, Autonomous Bodies or reputed organisations.

8.10 The vendor shall comply with all applicable statutory, regulatory, quality, safety and procurement requirements.

9. Financial and Experience particulars - The applicant shall furnish details relating to:

- 9.1 Annual turnover, wherever prescribed/ applicable.
- 9.2 Income Tax Returns/financial documents, wherever required.
- 9.3 Past experience and similar supplies/ services.
- 9.4 Purchase orders received from Government.
- 9.5 Departments/Institutions/PSUs/ reputed organisations.
- 9.6 Performance/ Completion Certificates, wherever available.
- 9.7 Bank details.
- 9.8 Other documents as may be prescribed by the Institute.
- 9.9 Past experience of work for Civil and Electrical works. Agency shall only be eligible if they will submit 3 experience certificates respectively of 2.0 lakhs (each) in last 7 years for Civil/Electrical work.



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10. **Registration process** - Interested and eligible firms/ vendors may submit their applications in the prescribed **Vendor Registration** along with all requisite supporting documents. The application shall include, inter alia:

- 10.1 Firm/Company registration details.
- 10.2 Registered office and local/branch office details, if any.
- 10.3 PAN Card.
- 10.4 GST Registration Certificate.
- 10.5 MSME/Udyam Registration Certificate, wherever applicable.
- 10.6 Relevant statutory licences/certificates.
- 10.7 OEM authorisation/ dealership/ distributorship certificate, wherever applicable.
- 10.8 Details of products/items/services proposed to be supplied.
- 10.9 Experience and past supply details.
- 10.10 Details of infrastructure and delivery capability.
- 10.11 Details of warehouse/stocking facility, wherever applicable.
- 10.12 Bank account details and cancelled cheque.
- 10.13 Quality certifications/accreditations, wherever applicable.
- 10.14 Non-blacklisting/ debarment undertaking.
- 10.15 Product catalogue/list of items.
- 10.16 Any other document prescribed by the Institute.

11. **Category - wise list of items / work**

Ser	Category	Particular/ Name of Item
1.	Stationery	Office stationery, classroom stationery etc.
2.	IT / Computer peripherals	Computer, laptop, Hard Disk, VGA cable, HDMI cable, mouse, printers, UPS, projector etc.
3.	Furniture	Office furniture, computer furniture, hostel furniture, almirah, cabinet, Display Board etc.
4.	Refrigerators, A.C., and other Electrical equipment	Split AC, Air-cooler, water cooler, water purifier, refrigerator, washing machine, vacuum cleaner and other electrical items instrument/equipment.
5.	Boards	Sign board, notice board, green board, white display board, stand etc.
6.	Cartridges & Tonners of printer	HP/Samsung/Ricoh and other
7.	Cartridges & tonners of Photocopier	Canon, Ricoh & other
8.	Sports material	All sports material, fitness kit/ gymnasium etc.
9.	Printing	Cover design, composing, offset printing, screen printing, digital printing, letter press printing, printing of annual report, information brochure, newsletter, answer books, visiting cards, invitation cards, forms, posters, letter heads, ledgers, registers etc. all above work in Hindi, English or bilingual.
10.	Fire extinguisher	Dry powder type, water CO2 type, Mechanical foam type, CO2 type etc.



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11.	Housekeeping items	Phenyl, R2, R4, surf, Harpic, acid, dust pan, brooms, naphthalene balls etc.
12.	Repair & Maintenances items/work	(a) Furniture & fixtures etc. (b) Air-conditioners, water cooler, aqua-guards, air coolers, ceiling & wall mounting fans, dust tray, mug, bucket, other civil & electrical works of value of ₹ 5.0 lakhs etc.
13.	Electrical, carpentry, plumbing & hardware & Accessories/work	Fan (ceiling/table/wall), water heater, inverters, generators, lamps & lighting fixture, decorative lamps, voltage meter, stabilizer, LED lights, plugs, switches, wire/ cable, electric fitting/ accessories, Drill machines, pipes, hammers, Door closer, inch-tape, Sanitary items etc/ work upto ₹ 5.0 laks.
14.	Signages	Signage's, Banners, Flex etc.
15.	Stamp	Stamp (Hindi, English or bilingual)
16.	Hospital Consumables	All consumable items from any department
17.	Drugs and Medicines	All drugs for hospital requirement
18.	Lab Consumables/ Reagents	All Lab Consumables / Reagents items from any department
19.	Non-Consumables	Equipment, UPS, Nebulizer, Laryngoscope, Ambu bag, Spirometer, Measuring scale, airbed, BP Apparatus etc.
20.	Consumables	Chemicals / Kits/ Diagnostic Reagent kits/ Glassware's etc.
21.	Printing & Stationery items	Binding, Plastic Name Boards etc.
22.	Software & IT Hardware	Software Computer & Server and related hardware/printers, Xerox Cartridge Toners etc. LCD Projector, Mike, Speaker, Anti-virus.
23.	Supply of spare and accessories	Repair / Annual Maintenance Contract of Equipment and Consumables.
24.	Sports item	All sports item for students
25.	Linen	All type linen items for Hospital / Office
26.	Sanitary item	Slippers, Brooms, Brushes, Soap chips, Phenyl, Pocha/Mop, Bucket, Mug, Grass Mat, cleaning powder, Naphthalene Balls, Baby Soap, Candle, Match Box, Bath Soap, Lock, Batteries, (Cell), etc.
27.	Utensils	All Utensils items
28.	Surgical Instruments	Small surgical instrument
29.	Consumables items	Syringes Needles, Gloves, Gowns, Face Mask, Oxygen Mask, Suction Apparatus, Inhalation Jar, Eye Test Chart Color/ Distant/Near Vision, Caps etc. Disposable, Non disposable, IV Catheter, Venflone, Glucometer, Spirit, Savelon, etc.
30.	Cagut/ Antiseptic/ Disinfectant/ Suture	All type of Cagut / Antiseptic/ Disinfectant / Suture.
31.	Implants Plates and Screws for Orthopedics/ Dental/ Ophthalmology	All type of Implant plates and Screws for Orthopedics / Dental/ Ophthalmology
32.	Prosthesis	Nail, Clamp, Rods, Spanner, Stainless Steel Drill Bits, Boly & Nut Wires, Pins, Bone Cement, Thread Forceps, Scissors, Needle, Cutter.
33.	Horticulture Items	All horticulture Items



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34.	Implants for department ENT & HNS	Ear implants (TORRP/ PORRP), pistons, Grommets and laryngeal voice prosthesis
35.	Consumable for department ENT & HNS	Merocels, BIPP pack, Debrider blades and burrs
36.	Catering / Hospital Kitchen / Cafeteria & Mess Services	Operation and management of Hospital Kitchen, Cafeteria, Mess, Dietary and Catering Services; preparation and supply of patient diets, meals, snacks and beverages; supply of food/raw materials and kitchen consumables; catering for official events; and allied kitchen, housekeeping, hygiene and food-related services as required by AIIMS Deoghar.

12. Supply and delivery capability -The vendor shall furnish details regarding:

- 12.1 Delivery period.
- 12.2 Emergency/urgent supply capability.
- 12.3 Availability of local stock.
- 12.4 Warehouse/stocking facility.
- 12.5 Location of warehouse/stock.
- 12.6 Transportation/delivery arrangements.
- 12.7 Contact person for urgent supplies.
- 12.8 Service/installation facility, wherever applicable.
- 12.9 After-sales service facility, wherever applicable.
- 12.10 Availability of service engineers/ technical manpower, wherever applicable.

The vendor shall ensure delivery/supply/service within the period stipulated in the purchase order/work order/indent.

13. Quality and OEM authorisation

13.1 Wherever applicable, the vendor shall furnish documentary proof of OEM authorisation/dealership/distributorship.

13.2 The vendor shall supply only genuine, standard-quality and specification-compliant items and shall not supply spurious, counterfeit, substandard or unauthorised products.

13.3 The Institute reserves the right to verify OEM authorisation, credentials, market standing, quality certifications and past performance of any vendor before or after registration.

14. Quality certification - The vendor shall furnish details and documentary evidence of relevant quality certifications/accreditations such as:

- 14.1 ISO.
- 14.2 BIS.
- 14.3 CE/other applicable certification; and
- 14.4 Any other relevant quality certification.

Wherever applicable, copies of such certificates shall be enclosed with the application.



15. **Blacklisting/ Debarment**

15.1 The applicant shall clearly disclose whether the firm has ever been blacklisted, debarred, suspended or banned by any Central/State Government Department, Government Institution, PSU, Autonomous Body or other competent authority.

15.2 A declaration/undertaking regarding non-blacklisting shall be submitted along with the application.

15.3 Any concealment or misrepresentation in this regard shall render the application liable for rejection and may result in cancellation of registration and further action as per rules.

16. **Processing/Registration Fee**

16.1 Service Providers/Suppliers applying for registration with the Institute shall be required to pay the prescribed application/processing fee.

16.2 The prescribed amount shall be paid through a **Demand Draft** drawn in favour of "**AIIMS Deoghar**", payable at **Deoghar, Jharkhand**, and shall be submitted along with the application form.

16.3 The **Application/Processing Fee** shall be **₹1000/- (Rupees One Thousand only)**, which shall be **non-refundable**, shall be paid by the Service Provider/Supplier for the items/work/services covered under **Para 11 above (Ser. No. 1 to 36)**.

16.4 The prescribed Application/Processing Fee shall be applicable separately as per the category/categories for which registration is sought, wherever applicable.

17. **Validity of registration**

17.1 The registration shall initially be valid for a period of **two (02) years**, subject to the satisfactory performance of the registered Service Provider/Supplier and compliance with the terms and conditions prescribed by the Institute.

17.2 The Institute reserves the right to add new vendors, delete existing vendors or review the status of registered vendors at any time based on performance and requirement.

18. **General Conditions**

18.1 Registration shall be category/item specific and shall not constitute any commitment or guarantee for placement of purchase orders.



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18.2 Purchase orders shall be placed strictly as per the requirement of the Institute and in accordance with the applicable provisions of GFR, procurement rules, delegated financial powers and other applicable Government instructions.

18.3 The Institute reserves the right to verify the credentials, documents, market standing, OEM authorisation and performance of any vendor before or after registration.

18.4 Vendors shall be responsible for ensuring the quality, genuineness, warranty/guarantee and timely delivery of the items supplied.

18.5 Registered vendors shall promptly respond to enquiries issued by the Institute and shall execute orders in accordance with the terms and conditions specified therein.

18.6 Registration shall not confer any right upon the vendor to receive a purchase order.

18.7 The Institute reserves the right to obtain quotations from other eligible sources, issue open advertisements or adopt any other procurement method permissible under the applicable rules, wherever considered necessary.

18.8 Submission of an application shall not confer any right on the applicant for registration.

18.9 The Competent Authority reserves the right to accept or reject any application, wholly or partly, without assigning any reason.

18.10 The Institute reserves the right to amend, modify, add, delete, expand or restrict the scope of registration and categories/items at any stage.

19. Action for Default/Breach

19.1 In case an registered vendor:

- 19.1.1 Fails to supply within the stipulated period.
- 19.1.2 Supplies defective, substandard, spurious or unauthorised items.
- 19.1.3 Submits false or fabricated documents.
- 19.1.4 Violates the terms and conditions of registration/ PO.
- 19.1.5 Fails to maintain required quality standards.
- 19.1.6 Misrepresents material information.
- 19.1.7 Commits any other breach of applicable rules/conditions.

19.2 The Institute may take appropriate action as per applicable rules, including cancellation of registration, rejection of supplies, recovery of loss/damages and/ or debarment/blacklisting, wherever warranted.



20. Application submission

20.1 Interested firms/vendors shall submit the duly filled **Vendor Registration (Annexure – I)** along with all supporting documents.

(i) Submission Location: **Vendor Box, 4th Floor, Academic Building, AIIMS Deoghar**

(ii) The application shall be clearly superscribed as: **“APPLICATION FOR VENDOR REGISTRATION FOR LOCAL PURCHASE – AIIMS DEOGHAR”**

21. Scrutiny of applications

21.1 The **Scrutiny Committee**, constituted by the Institute, shall scrutinise the applications and verify the relevant documents.

21.2 The scrutiny shall include, wherever applicable:

21.2.1 Verification of registration documents.

21.2.2 GST/PAN verification.

21.2.3 OEM authorisation verification.

21.2.4 Blacklisting/debarment status.

21.2.5 Experience and past performance.

21.2.6 Quality certifications.

21.2.7 Technical capability.

21.2.8 Supply/delivery capability.

21.2.9 Any other document or credential considered necessary.

21.3 The Committee shall record its recommendation regarding **Recommended/Not Recommended for Registration** for consideration of the Competent Authority.

22. No guarantee of Purchase Order

22.1 Registration shall only qualify a vendor for consideration for procurement enquiries in the relevant category. It shall **not create any right, claim, or guarantee for award of any purchase order/work order.**

22.2 Purchases shall be made strictly according to the actual requirements of the Institute and in accordance with applicable Government procurement rules.

23. Wide Publicity

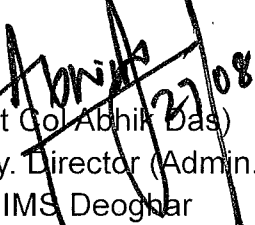
23.1 This notice is being widely published through the official website of AIIMS Deoghar and, through newspapers to ensure wide participation of eligible firms/vendors.



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23.2 An Expression of Interest (Eoi) is being published at the newspaper to encourage wider participation.


(Lt Col Abhik Das)
Dy. Director (Admin.)
AIIMS Deoghar

Enclosure: Annexure-I – Vendor Registration Form for Local Purchase & declaration

Distribution: -

1. PA to ED & CEO, AIIMS Deoghar.
2. Medical Superintendent, AIIMS Deoghar.
3. Dean (A)/(R)/(E)/(SW), AIIMS Deoghar.
4. Superintending Engineer, AIIMS Deoghar.
5. Senior Accounts Officer, AIIMS Deoghar.
6. Principal, College of Nursing, AIIMS Deoghar.
7. Admin Cell, AIIMS Deoghar.
8. Procurement Cell.
9. LPC, AIIMS Deoghar.



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ANNEXURE – I

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR
SUPPLIERS/ VENDORS/ SERVICE PROVIDERS REGISTRATION FORM

Name of firm/ company (whether proprietary/ partnership/ Pvt. Ltd., / Public Ltd.,)		
Mailing address of Registered Office: Website address:		
Telephone no., fax no.		
Mailing address of local shop/ branch office (if any)		
Contact person Name & designation		
Telephone no., fax no.,		
E-mail		
Category of vendor (Please tick whichever is applicable)	☐ Manufacturer	☐ Authorized stockiest
	☐ Converters/ assemblers	☐ Supplier/distributor
	☐ Dealer	☐ Service Provider
Details of item category for which registration is sought	Category code:	
Whether your firm is registered under (Please tick whichever is applicable and attach the photocopies of current registration certificate and other documents)	a. SSI/NSIC/DGTD/DGS&D/Kendriya Bhandar/BIS. b. District Industries Center c. Partnership Act d. Indian Company Act 1956 e. With any Govt. undertaking/ Deptt.	
CST / VAT No. / TIN (attach attested copies)		
Income tax Permanent Account Number (attach photo copy of PAN)		
Trade License; factory license. No. (attach attested photocopies)		



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Name & address of banker/s		
Bank A/c No. & RTGS Details		
If manufacturer: - Name & address of your authorized dealer / distributors		
If an authorized dealer / stockiest: - Details of item under authorized agency to be indicated (attach photocopy of certificate)		
Attested Xerox copies of purchase orders received from Govt. Institutions/ PSU / Reputed organization, for supply of similar materials (for which the firms wants to be registered), to be submitted	Submitted / Not Submitted	
You are capable of executing supply order to AIIMS, Deoghar	☐ I : upto 10 Lakh	
Whether your firm/ company has been blacklisted by any of the Central/ State Govt. PSU, University, Institute, any other organization. (attach a notarized certificate)	☐ Yes ☐ No	Certificate enclosed ☐ Yes ☐ No
Registration fees (Non-refundable)	Amount: ₹1,000/-	D.D. No. _____ Date: _____ Bank Name _____



DECLARATION

I/We hereby certify that the information furnished in this application and the documents submitted along with it are true and correct to the best of my/our knowledge and belief.

1. All information and documents submitted are true and correct.
2. The firm is legally competent to undertake the proposed supplies/services.
3. All applicable registrations, licences and approvals are valid.
4. The firm shall supply genuine and specification-compliant items.
5. The firm has not been blacklisted/debarred, except as specifically disclosed.
6. No material information regarding adverse action, fraud, corruption, litigation or debarment has been concealed.
7. The firm shall ensure timely supply/service.
8. The firm shall comply with all applicable provisions of GFR, Government procurement guidelines and AIIMS Deoghar rules/orders.
9. Any change in constitution, ownership, GST status, OEM authorisation, statutory licence or blacklisting/debarment status shall be immediately intimated to AIIMS Deoghar.

Signature with seal

Name _____