



आरोग्यम् परमं सुखम्

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR**

**अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर**

INSTITUTE OF NATIONAL IMPORTANCE UNDER MINISTRY OF HEALTH AND FAMILY WELFARE

(स्वास्थ्य और परिवार कल्याण मंत्रालय के अंतर्गत राष्ट्रीय महत्व की संस्थान)

P.T.I., Daburgram, Jasidih, Deoghar, (Jharkhand) - 814142

पी.टी.आई., डाबरग्राम, जसीडीह, देवघर, (झारखंड) - ८१४१४२

Invitation of quotation  
for  
Printing of Annual report 2021-22  
at AIIMS Deoghar

Reference No.: AIIMS/DEO/Printing Annual report/2022-23/120

Date of Issue: 15<sup>th</sup> December, 2022

Last Date of Submission: 20<sup>th</sup> December, 2022 at 05:00 PM.

All India Institute of Medical Sciences, Deoghar

P.T.I. campus, Daburgram, Jasidih, Deoghar: 814142, Jharkhand

Email: [procurement@aiimsdeoghar.edu.in](mailto:procurement@aiimsdeoghar.edu.in)

**Reference no:** AIIMS/DEO/Printing Annual report/2022-23/120

## **Invitation of quotation for Printing of Annual report 2021-22 AIIMS Deoghar**

**Sealed Quotations** are invited on behalf AIIMS, Deoghar for **Printing of Annual report 2021-22 at AIIMS Deoghar** as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach in the office of the undersigned on or before **20.12.2022 at 05:00 PM**. The **Envelope containing the quotation** must be sealed and **super scribed as under:-**

**“QUOTATION FOR PRINTING OF ANNUAL REPORT 21-22 AT AIIMS DEOGHAR; REFERENCE NO.: AIIMS/DEO/PRINTING ANNUAL REPORT/2022-23/120 DUE ON 20.12.2022 at 05.00 PM”**

**The Quotation should be send to the address:-**

Assistant Procurement Officer  
AIIMS Deoghar PTI Campus,  
Daburgram, Jasidih,  
Deoghar, Jharkhand -814142.

### **1. Terms & Conditions:**

- a) The quotations received **after this deadline or unsealed shall not be entertained** under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. The offer submitted by Fax / email shall not be considered and no correspondence will be entertained in this matter.
- b) Quotations must be in the **enclosed prescribed Performa (Annexure -2) on the letter head of the firm duly signed** by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- c) The work should be executed as per direction of the nominated person.
- d) The printing **should be done as per the draft given after correction and as per the direction given by the nominated person**
- e) Final printing should be done after **proofreading and approval of the draft by the concerned department.**
- f) Cover page to be designed by the vendor and approved by concerned department before printing.
- g) The supplier should print and supply all the mentioned items.
- h) Rates must be quoted in Indian rupees.
- i) Rates must be inclusive of all charges (including Freight charges, taxes etc.).
- j) **No overwriting or cutting** is permitted in the rate. If found, the quotation shall be summarily rejected.
- k) The **rates quoted must be valid for 90 days minimum from the date of opening of the quotation** and silence of any tendered on this issue shall be treated as agreed with this condition.

- l) **Total cost/amount will be taken in consideration for L1.** Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- m) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and it will be rejected accordingly. Any conditional quotation shall be rejected summarily.
- n) **Delivery Period** – within **15 days** from the issue of work order.
- o) **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.
- p) **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the AIIMS Deoghar.
- q) The firm/agency may satisfy the following conditions and **attach self-attested copy of the same with the quotation:**
- The firm shall have valid GST/Other taxes and IT PAN.
  - The firm should not be black listed by any Government agency/Department.
  - Purchase order of any government institute. / Undertaking on rupees 10 affidavits that the mentioned items have not been supplied by the vendor below the quoted rates to any institute or anybody.
- r) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and It will be rejected accordingly. Any conditional quotation shall be rejected summarily.
- s) **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Deoghar with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to arbitrator appointed by The Executive Director, AIIMS, Deoghar, whose decision will be final and binding upon the contractor.
- t) AIIMS Deoghar reserve the right to accept or reject any or all quotations without assigning any reason there of and also does not bind itself to accepted the lowest quotation.
- u) No quotation will be accepted if received after due date. The envelope containing quotation should be sealed with WAX/TAPE on both sides.
- v) Procurement will be as per rule **GFR-155** of Government of India.

**Encl.:** Annexure 1 (Specification)

Annexure 2 (Format of price bid)

Reference No.: AIIMS/DEO/Printing Annual report/2022-23/120

<b>S. no.</b>	<b>Name of the Items</b>	<b>Specification</b>	<b>Qty.</b>
1	<b>Annual report 2021-22 Booklet</b>	<ul style="list-style-type: none"><li>• Total pages: 240 + cover</li><li>• Inside page: 130 GSM multicolor printing</li><li>• Cover page: 250 GSM multicolor printing with Lamination</li><li>• Binding: Perfect Book binding</li><li>• To be printed in both Hindi and English version</li></ul>	<b>100 (50 English &amp; 50 Hindi copies)</b>

Reference no:

Date:

**[Letter head of firm]**PRICE BID FORM

To,  
Assistant Procurement officer,  
AIIMS, Deoghar.  
Dear Sir,

I/We ..... am/are submitting the quotation for reference QUOTATION FOR PRINTING OF ANNUAL REPORT 21-22 AT AIIMS DEOGHAR; REFERENCE NO.: AIIMS/DEO/PRINTING ANNUAL REPORT/2022-23/120 **DUE ON 20.12. 2022 at 05.00 PM” for AIIMS Deoghar.**

1. I/We have thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
2. I/We hereby offer to work at the following rates:

S. no.	Name of Item with specification	Unit Price	GST %	Unit price With GST	Total Qty	Total cost
1						
		Total cost/ amount				
	Total cost/amount (in words)					

- The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED.
- Attached all the relevant documents asked.

Date:

(Name):

Place:

Name of Firm/Company/Agency:

GSTIN No.:

Phone No:

Email:

(Signature of Authorized Person) \_\_\_\_\_

Seal: \_\_\_\_\_