



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  
Stationary Items  
for  
AIIMS Deoghar

Reference No.: AIIMS/Deoghar/Stationary part-2/StationaryItems/2021-22/10

Date of Issue: 4th October, 2021

Last Date of Submission: 14<sup>th</sup> October, 2021 at 04:00 PM.

All India Institute of Medical Sciences, Deoghar

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

Email: office.aiimsdeoghar@gmail.com

## **Invitation of quotation for Stationary Items for AIIMS Deoghar.**

**Sealed Quotations** are invited on behalf AIIMS, Deoghar for Stationary Items (**Annexure-I**) required for the Institute as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before **14.10.2021 at 04:00 PM**. The **Envelope containing the quotation** must be sealed and **super scribed as under:-**

**“QUOTATION FOR Stationary Items AT AIIMS DEOGHAR REFERENCE NO.:AIIMS/Deoghar/Stationary part-2/ Stationary Items/2021-22/10 DUE ON 14.10.2021 at 04.00 PM”**

### **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 Proforma (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 supplier should supply all the items.
- d) Rates must be quoted in Indian rupees.
- e) Rates must be inclusive of all charges (including Freight charges, Insurance, installation, taxes etc.).
- f) **No overwriting or cutting** is permitted in the rate. If found, the quotation shall be summarily rejected.
- g) 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.
- h) **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.
- i) 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.
- j) 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.

- k) **Delivery Period** – within 20 days from Purchase order.
- l) **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.
- m) **Payment Terms:** Payment will be only after satisfactory delivery / commissioning of material and after inspection by the AIIMS Deoghar.
- n) **Disputes:** -In the event of any dispute or disagreement arising between the contractor 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.
- o) AIIMS, Deoghar reserves the right to increase or decrease quantity. Decision of Quantity of items in the AIIMS, Deoghar will be final in this regard.
- p) AIIMS, Deoghar reserves the right to reject any quotation or part or the whole of the inviting quotation process without assigning any reason. Decision of The Executive Director, AIIMS, Deoghar, will be final in this regard.

Assistant Procurement Officer

AIIMS Deoghar

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

Annexure 2 (Format of price bid)

**Reference no:** AIIMS/Deoghar/Stationary part-2/ Stationary Items/2021-22/10

<b>Sl. No.</b>	<b>Name of Items</b>	<b>Required Qty.</b>	<b>Specification</b>
1.	Mike- Battery	150	Alkaline
2.	Binder Clip big (boxes)	50	45mm
3.	Binder Clip small (boxes)	50	25mm
4.	Paper weight	100	Transparent Crystal 100gms
5.	Water battle big	100	Plastic, Capacity: 1000ml
6.	Clip board (Examination pad)	50	Hardboard, Aluminum Clip board
7.	Fevicol	50	Liquid 100ml
8.	Glossy paper	50	150-200 GSM, A4 Size
9.	Paper cutter small	50	SS, 12mm, Plastic
10.	Paper cutter big	50	SS, 18mm, Plastic
11.	Pen Gel (blue, black, red, green)	200	0.7mm ergo grip, retractable
12.	Pilot pen (blue, black, red, green)	200	colored use & throw
13.	Pin box	100	High Quality
14.	Scissor small	100	Abs Handled, carbon funnel steel material
15.	Scissor big	100	Brass handled, carbon funnel steel material
16.	Gauge cutting scissor	100	Sharp stainless steel
17.	Sketch	05	Superfine nib
18.	Jettier pen	200	Solid Body type (blue)

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 STATIONARY ITEMS FOR AIIMS DEOGHAR AIIMS DEOGHAR REFERENCE NO.: **Reference no:** AIIMS/Deoghar/Stationary part-2/ Stationary Items/2021-22/10 **DUE ON 14.10.2021 at 04.00 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 outrightly.
2. I/We hereby offer to supply at the following rates:

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

Note:-

- The bidder must quote their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED.
- Catalog must be attached with quotation for technical evaluation.

Date:

(Name):

Place :

Name of Firm/Company/Agency:

GSTIN No.:

Phone No:

Email:

(Signature of Authorized Person)

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

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