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ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR-814117

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(An Institution of National Importance under Ministry of Health & Family Welfare)

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www.aiimsdeoghar.edu.in

**Invitation of Quotation for
Procurement of Mementos and stoles
for the 2nd Convocation of the institute
scheduled on 10th October, 2026
at
AIIMS Deoghar**

Reference No.: No: AIIMS/Deo/Admin/02nd Convocation/Mementos
Date: 22.09.2026

Date of Issue:22.09.2026

Last Date of Submission:30.09.2026 by 05:00 PM

Address:

- All India Institute of Medical Sciences, Deoghar Devipur, Deoghar: 814117, Jharkhand

Email: admin@aiimsdeoghar.edu.in

Invitation of Quotation for Procurement of Mementos and Stoles for the 2nd Convocation of the Institute scheduled on 10th October, 2026 at AIIMS Deoghar

AIIMS Deoghar is organizing its 2nd Convocation on 10th October, 2026. The event will be attended by the Hon'ble dignitaries, VIPs, faculty members, and other officers. Mementos and Stoles are required for presentation on the occasion of the Convocation.

Sealed quotations are invited from eligible firms for supply of the mementos and Stoles as per the specifications and quantities given in Annexure-I and the terms and conditions mentioned below.

The quotations duly filled in all manners along with the required documents must be deposited in the tender box placed on the 04th Floor, Academic Block on or before **30.09.2026 at 05:00 PM**. The **Envelope containing the quotation** must be sealed and super scribed as under: -

“Quotation for Procurement of Mementos and Stoles for the 2nd Convocation of the Institute scheduled on 10th October, 2026 at AIIMS Deoghar”
Ref No. AIIMS/Deo/Admin/02nd Convocation/Mementos

The Quotation must be placed in the tender box placed at : -

**4th Floor, Administration Wing (Zone III), Academic Block,
Ramsagar, Devipur Deoghar, Jharkhand -814117.**

1. General Terms & Conditions:

- a) The quotations received **after the stipulated deadline or received 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 -I) 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 bidder must quote for, and supply, all materials, components, framing, finishing and other items necessary for complete supply of the mementos. No partial bid shall be accepted.
- d) Rates must be quoted in Indian rupees.
- e) Rates must be inclusive of all charges, including freight, transportation, packaging, manpower, equipment hire, service charge, and all applicable taxes.
- 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 (Sum Total of all quoted amount) will be taken in consideration for L1.** However, the rates quoted should be reasonable & justified.
- i) The bids shall be opened **on 01/10/2026 at 03:00 PM**.
- j) The firm / agency should satisfy the following conditions and **attach self-attested copy of the same with the quotation:**

- The firm shall be a legally constituted entity (proprietorship/ partnership/ company/ LLP) engaged in the business of manufacturing/supply of handicrafts, mementos, trophies, art products or similar items.
 - The firm shall have valid GST registration under relevant category/ Other taxes and IT PAN.
 - The firm should not be currently blacklisted or debarred by any Central/State Government Department, PSU, autonomous body, university or hospital, as evidenced by a self-declaration on the firm's letterhead.
 - Purchase order/work order of any government institute/organization for supplying mementos or similar work, if available.
- k) 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.
- l) **Work completion -Delivery Period** – All mementos and stoles shall be supplied at AIIMS Deoghar by the evening of 07.10.2026, unless otherwise specified in the Purchase Order.
- m) The supplied mementos and stoles shall be inspected before acceptance. The supplier shall replace, at its own cost, any item found defective, damaged or not conforming to the approved specification.
- n) **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.
- 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 inviting quotation process without assigning any reason. Decision of The Competent Authority at AIIMS Deoghar will be final in this regard.
- q) The envelope containing quotation should be sealed with WAX/TAPE on both sides. The quotation received after due date will not be accepted.
- r) Force Majeure: Neither party shall be held liable for
- s) any delay or failure in performance directly attributable to causes beyond its reasonable control (natural calamity, riot, pandemic, statutory order, etc.). However, as the Convocation date is fixed, AIIMS Deoghar reserves the right to make alternate arrangements, at the Contractor's cost, if the Contractor is unable to deliver by stipulate date for any reason.
- t) **Branding & Publicity:** The Contractor shall not display its own banners, hoardings, or any branding material on the mementos, and shall not use the event, the Institute's name, or any photographs/details thereof for its own publicity, without the prior written permission of AIIMS Deoghar.
- u) **Confidentiality:** The Contractor shall maintain confidentiality of all event-related information and guest details that come to its knowledge in the course of this assignment.
- v) **Termination:** AIIMS Deoghar reserves the right to terminate the Work Order at any stage prior to commencement of work, without assigning any reason, in which case the Contractor shall not be entitled to any compensation beyond legitimately incurred and verified costs, if any, as decided by the institute.
- w) **Amendment/Corrigendum:** AIIMS Deoghar reserves the right to amend, clarify or extend

the timelines of this NIQ, at any time before the last date of submission, through a corrigendum published on the Institute's website (www.aiimsdeoghar.edu.in). Bidders are advised to check the website regularly.

- x) Procurement shall be made as per Rule 155 of the General Financial Rules (GFR), 2017.

2. Scope of Work

a) The quantity and specification of the mementos shall be as follow: -

Sl. No.	Name of Item	Approx. Size	Quantity	Specifications
1	Memento with Painting & Dhokra Art	22 × 20 Inch	10	Handmade tribal artwork featuring traditional Saura painting and handcrafted Dhokra art in Boat Jaali Frame design, with provision for incorporation of AIIMS Deoghar branding/logo. The artwork depicts symbolic tribal narratives inspired by nature, unity, celebrations, and everyday village life, incorporating handcrafted Dhokra motifs prepared using the traditional lost-wax metal casting technique.
2	Memento with Painting & Dhokra Art	13 × 17 Inch	30	Handmade tribal artwork featuring traditional Saura painting and handcrafted Dhokra art in Three Figured Jaali Frame design, with provision for incorporation of AIIMS Deoghar branding/logo, inspired by tribal stories depicting nature, daily life, and community harmony, using traditional lost-wax metal casting technique.
3	Jute Tasar Silk Stole with beautiful paintings	Approx 70 x 200 cm	10	Handcrafted Jute/Tasar Silk stole featuring aesthetically finished featuring traditional Jharkhand tribal artwork/painting, such as Sohrai or other suitable traditional motifs, depicting elements of nature, tribal life and cultural heritage., suitable for presentation to dignitaries. The stole shall be of good-quality Tasar silk fabric with proper finishing and uniform texture. The painting/design shall be elegant and appropriate for an official institutional occasion. AIIMS Deoghar logo/name may be incorporated at a suitable location, subject to approval of the Institute. The stole shall be properly finished with neatly hemmed edges and supplied in suitable protective/presentation packaging.

- b) Demonstration of the proposed memento and stoles is mandatory before bulk production.
- c) AIIMS Deoghar reserves the right to increase or decrease the quantity of any item by up to 25% of the quantity indicated, at the same quoted rate, with intimation to the Contractor. The decision of AIIMS Deoghar as to the final quantity required shall be final and binding.
- d) The Contractor shall prepare the mementos and stoles, demonstrate the final design to AIIMS authorities and ensure the delivery of mementos by 07/10/2026.

3. FINANCIAL TERMS

- a) Payment Terms: Payment shall be released only after satisfactory delivery of the mementos and stoles, submission of the bill by the Contractor, and issuance of a satisfactory service/inspection certificate by the concerned authority / Committee of

AIIMS Deoghar. No advance or part payment shall be made.

- b) Deductions & Penalties: Without prejudice to any other remedy available to the Institute
 - i. Non-supply or short-supply of any item against the confirmed quantity shall attract a deduction equal to twice the quoted rate of that item for the quantity short-supplied.
 - ii. Supply of non-approved, substandard, or an item not conforming to the approved specification, shall attract a deduction of 100% of the cost of that item.
 - iii. Delay in delivery beyond the schedule communicated shall attract a penalty of 5% of the total contract value per day of delay, subject to a maximum of 20%, provided that item is supplied before the convocation i.e. 10/10/2026.
- c) Liquidated Damages: As the date of the Convocation is fixed and of institutional importance and cannot be postponed, in the event the Contractor fails to supply by stipulated dates, AIIMS Deoghar reserves the right to get the work executed through alternate means at the Contractor's risk and cost, recover any extra expenditure so incurred from the Contractor, and blacklist the firm besides taking any other action deemed fit.
- d) All quoted rates shall be inclusive of all applicable taxes, transportation, packaging, manpower, equipment and any other incidental cost. No separate claim on any account whatsoever shall be entertained after submission of the quotation.
- e) TDS and any other statutory deduction shall be made from the bill as per the applicable law in force at the time of payment.

Encl.: Annexure 1 (Specifications with price bid)

(Annexure - 1)

Reference no:

Date:

[Letter head of firm]

PRICE BID FORM

To,

Administrative Officer / Duly Constituted Committee,
AIIMS, Deoghar, Jharkhand - 814117

Dear Sir,

I/Weam/are submitting the quotation for reference “Procurement of Mementos and Stoles for the 2nd Convocation of the Institute scheduled on 10th October, 2026 at AIIMS Deoghar”, Ref No. AIIMS/Deo/Admin/02nd Convocation/Mementos *dated* ” for AIIMS Deoghar.

Sl. No.	Name of Item with specification	Qty	Price (Rate per unit)	Total Price (incl. taxes)
1	Large Memento with Painting & Dhokra Art Size: 22 × 20 Inch	10		
2	Small Memento with Painting & Dhokra Art Size: 13 × 17 Inch	30		
3	Jute Tasar Silk Stole with beautiful paintings (Approx 70*200 cm)	10		
Sum Total				

- I/We have thoroughly read, understood and unconditionally accepted all the terms & conditions of this NIQ, including the specifications, quantities, quality standards, and the payment/penalty clauses contained therein, in default of which my/our quotation is liable to be rejected outright.
- I/We hereby offer to supply all items strictly as per the above rates and specifications, valid for a minimum of 90 days from the date of opening of this quotation.

Note:- The bidder must quote their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED.

Date: _____

Place: _____

Name of Firm/Company/Agency: _____

GSTIN No.: _____

Phone No.: _____

Email: _____

(Signature of Authorized Person with Seal) _____