



अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर- 814152
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR-814142(INDIA)
(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
Website-www.aiimsdeoghar.edu.in

**Invitation of quotation
for
Supply of Jute Folders
To
AIIMS, Devipur, Deoghar**

Reference No.: AIIMS Deo/SAP/Jute Folder/2025 **Date:** 04th October 2025

Date of Issue: 06.10.2025

Last Date of Submission: 10.10.2025 at 05:00 PM.

Address:

- All India Institute of Medical Sciences, Deoghar
Devipur, Deoghar: 814152, Jharkhand

Email: office.aiimsdeoghar@gmail.com

Reference No: AIIMS Deo/SAP/Jute Folder/2025

Invitation of quotation to supply Jute Folders to AIIMS, Devipur, Deoghar

Sealed Quotations are invited on behalf of AIIMS, Deoghar for supplying jute folders (200 pcs) in the format attached as **Annexure-I** for the Institute as per terms & conditions mentioned below.

The quotations duly filled in all manners along with the required documents must reach in the office of the undersigned on or before **07.10.2025 at 05:00 PM**. The **Envelope containing the quotation** must be sealed and super scribed as under:-

“QUOTATION FOR SUPPLY OF JUTE FOLDERS AIIMS, DEVIPUR, DEOGHAR
Ref No. AIIMS Deo/SAP/Jute Folder/2025 Date: 04th October 2025”

The Quotation should be sent to the following address:-

**Asst. Administrative Officer
4th Floor, Administration Wing (Zone III),
Academic Block, Ramsagar, Devipur
Deoghar, Jharkhand -814152.**

1. Scope of Work & specification:

- a) Material of the folder should be jute/ cloth.
- b) No plastic should be used on the folder.
- c) Folder should be sufficient for handling documents of A4 Size.
- d) Front of Jute shall bear local design of Jharkhand
- e) Rear/ Backside of Jute folder shall bear Logo and Name of AIIMS Deoghar (Name of Institute shall be in Hindi & English as well)
- f) Initial tentative number of supply shall be 200 pcs (this may increase/ decrease depending upon requirement)
- g) Price should be valid for 90 days.

2. 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 -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 supplier should supply all the equipment / Material/ items along with its accessories.
- 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 the contract /purchase order/work 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/work order of any government institute/organization for organizing the event or similar work.
- 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) **Work completion -Delivery Period** – Within 05 days of issue of work order.
- l) **Liquidated Damage:** - If the supplier fails to organize event/ 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 completion of work/ delivery / commissioning of material and after satisfactory inspection report issued by authorized person of AIIMS Deoghar.
- 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 Executive Director, 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.

Encl.: Annexure 1 (Specifications with price bid)

Reference no:

Date:

[Letter head of firm]
PRICE BID FORM

To,

Asst. Administrative Officer,
AIIMS, Deoghar,
Jharkhand - 814152

Dear Sir,

I/We am/are submitting the quotation for reference "Invitation of quotation to supply Jute Folders to AIIMS, Devipur, Deoghar" Ref No. AIIMS Deo/SAP/Jute Folder/2025 Date: 04th October 2025 " 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 arrange the event and supply on following rates:

S. no.	Name of Item with specification	Size/No. (Specification)	Price (rate per unit/pc/ sq ft)	Total Price
1	Jute Folders	200 pcs		

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) _____
