



No. AIIMS/R/C.S./Stationery/17/004 / LPC

Dated: 15/03/2017

Notice for inviting quotation for supply of Stationery Items in the Central Store, AIIMS, Raipur.

QUOTATION NOTICE

Sealed quotations are invited from intending registered Stockiest/ Distributors having TIN/ relevant documents for supply of the following items to be used in Central Store Office, at AIIMS, Raipur and should be submitted to office of Store Officer Medical College Building up to 3:00 pm on 27/ 03 /2017, item description as per detailed bellow.

S.No.	Description/Specification of Items	Make	Qty	Unit Rate in RS.
1	Pen Stand with 2 Socket		30	
2	Pen Stand with 4 Socket		50	
3	All Pin (Stainless Steel)	Anchor	20	
4	Scissor 9" (Approx) (Stainless Steel with Plastic Handle)		40	
5	Cello Tape 2 inch (30 Mtr)		120	
6	Glossy Paper (A-4 Size)-120 GSM (Pack of 50 Sheets)		36	
7	Pencil (Pack of 10 nos.)	Natraj	25	
8	Pencil Sharpener (20 Nos. in 1 Packets)	Natraj	4	
9	Permanent Marker (Bright Marking & non Toxic)(Black)	Kores	100	
10	Stamp Pad (Self Inking Long Life)	Supreme Deluxe	100	
11	U- Clips Plastic Coated (1box=20pkts, 50clips of 1 pkt)	Zen	80	
12	Correction Pen(Pack of 10Nos.)(Whitner)	Cello	50	
13	Cello Tape 1 inch		40	
14	Dak Pad	Jumboo deep/ Jindal	40	
15	Fevi stick 15 gm.(Non Toxic Solvent Free Washable)	Faber Castell	40	
16	Punch Machine DP 600 (Double Hole Punch)	Kangaroo or Similer	30	
17	Punching Machine SHP 20 (Single Hole)	Kangaroo or Similer	25	
18	Brown Paper Sheet	(Thickness 180 GSM)	300	
19	Double Sided Tape 1" width X 15 Mtr.		16	
20	Writing Pad (Spiral Type) A-4 Size 60 GSM (100 Pages)		100	
21	Pen High Lighter Pen set (Different Colours) (Pack of 5 Pens)	Luxur/ Faber castle	70	
22	Scale (Plastic) 12" (Pack of 10 Scale)	Natraj	50	
23	Stapler Pin 10 No.(Pack of 20 box)	Kangaroo	40	
24	Insect spray Killer	Hit/Mortin/All-Out/Similer	20	
25	Calculator 12 digit type	Casio	30	

OTHER COMMERCIAL TERMS

1. Rate should be mentioned in words & figure both.
2. Taxes, if any (should be clearly mention).
3. Delivery Schedule – within 20 days from the date of issue of PO.
4. Price should be FOR Destination basis.(i.e. concerned department)
5. LD @ 0.5% of delayed supply per week or part of week for delay of supply of material subject to maximum up to 10% of delayed supply should be deducted.
6. Quotation No/Name and Due date of opening must be written on top of envelop.
7. VAT Reg. (i.e. Form 11) must be attached with the quotation.
8. 100% payment against receipt and acceptance of material.
9. RTGS detail required for payment purpose.
10. Brand & Make should be clearly mentioned in offer.
11. AIIMS Raipur reserve the right to place the order for full or part quantity to one or more items.
12. Validity of offer should not be less than 90 days
13. Bidder shall provide sample before supply of material for verification of product quality. *(if required)*


Stores Officer
AIIMS, Raipur (CG)