



AIIMS/R/CS/2019/Stationary/074

Date: 23.01.2019

विषय/Sub: Inviting Quotations for procurement of Stationary Items for Central Store, at AIIMS Raipur.

### QUOTATION NOTICE

Sealed quotations are invited from intending registered Stockist / Distributors having GST Number and relevant documents for Stationary items for Central Store Department, at AIIMS Raipur. The quotation should be submitted to Medical College Building, 2nd Floor, Gate no.05, office of Store Officer up to 3:00pm on 30.01.2019. The quotations will be opened on the same day at 3:30pm. Details of item are given as under: -

| Sr. No. | Name & Description of Items   | Requirement (Approx.) | Make/Model | HSN Code | UNIT Rate in Rs. | GST @ | Unit rate With GST in Rs. |
|---------|---|-----------------------|------------|----------|------------------|-------|---------------------------|
| 1.      | <b>A3 SIZE PAPER</b><br><b>Brightness:</b> - 90%<br><b>Size of Paper:</b> - A3<br><b>GSM of Paper:</b> -75<br><b>No. of Sheets per Ream:</b> - 500  | 20 Ream               |            |          |                  |       |                           |
| 2.      | <b>BOARD PIN (FIBRE TOP)</b><br><b>Head Diameter (mm):-</b> 10-12mm,<br>Each box Contains 40-50 Pins with Fibre top.<br><b>Note:</b> - for the use of Notice board to attach papers.<br><b>Pin Length x Pin Diameter:</b> -18 mm x 0.71 mm(Approx.) | 250 Box               |            |          |                  |       |                           |
| 3.      | <b>BROWN PAPER</b><br><b>Grammage (GSM) (g/m2):</b> - 180 Gsm<br><b>Size of Kraft Paper (L x W):</b> - 3ft. X 4ft.<br><b>Finish of Kraft Paper:</b> - Machine Glaze/Cut<br><b>Supply of Kraft Paper:</b> - In sheets of rolls                       | 1000 Sheets           |            |          |                  |       |                           |
| 4.      | <b>BUCKET</b><br><b>Capacity:</b> - 15-20 litre<br><b>Shape:</b> - Round with Handle<br><b>Body Material:</b> - Coloured HDPE   | 40 Nos.               |            |          |                  |       |                           |
| 5.      | <b>CARBON PAPER</b><br><b>Coating:</b> - 10-12 gsm<br><b>Numbers in a packet:</b> - 100 nos.<br><b>Substance of base paper (gsm):</b> -10.5-12.5<br><b>Durability (minimum no. of impressions on the same spot):</b> - 8Nos.                        | 08 Packets            |            |          |                  |       |                           |
| 6.      | <b>CD BLANK</b><br><b>Storage Capacity:</b> - 700 Mb<br><b>Number of CDs per pack:</b> 50   | 500 Nos.              |            |          |                  |       |                           |
| 7.      | <b>CELLO TAPE 1"</b><br><b>Base Material:</b> - Polypropylene, <b>Length:</b> - 25 Meter<br><b>Colour:</b> - Transparent, <b>Width:</b> - 48mm<br><b>Inner Diameter of Core:</b> - 75mm approx.   | 1000 Nos.             |            |          |                  |       |                           |
| 8.      | <b>CELLO TAPE 2"</b><br><b>Base Material:</b> - Polypropylene, <b>Length:</b> - 35 Meter<br><b>Colour:</b> - Transparent, <b>Width:</b> - 48mm<br><b>Inner Diameter of Core:</b> - 75mm Approx.   | 1000 Nos.             |            |          |                  |       |                           |
| 9.      | <b>CELLO TAPE 2" BROWN</b><br><b>Base Material:</b> - Polypropylene<br><b>Colour:</b> - Brown, <b>Width:</b> - 48mm<br><b>Inner Diameter of Core:</b> - 75mm Approx.  | 150 Nos.              |            |          |                  |       |                           |

|     |  |                    |  |  |  |  |  |
|-----|--|--------------------|--|--|--|--|--|
| 10. | <b>DUAL SIDED TAPE</b><br><b>Base:</b> - polypropylene<br><b>Length:</b> - 20-25 meter Appx.<br><b>Width of Material:</b> - 12mm or more<br><b>Inner Diameter of Core:</b> - 50mm Approx.  | 150<br>Nos.        |  |  |  |  |  |
| 11. | <b>DETERGENT</b><br><b>Type of Packing:</b> - Plastic Bag<br><b>Quantity Per Pack:</b> - 1000 Grams<br><b>Note:</b> -Suitable for Dishwashing  | 100<br>packet<br>s |  |  |  |  |  |
| 12. | <b>LOCK 7 LEVER</b><br><b>Type of Case:</b> -Solid case<br><b>Type of Key:</b> - Single Bitted<br><b>Material of Key:</b> - Steel Sheet<br><b>Material of Case:</b> - Steel Sheet<br><b>Material of Lever:</b> -Steel Sheet<br><b>Type of Shackle:</b> - Close Shackle   | 50<br>Nos.         |  |  |  |  |  |
| 13. | <b>POST IT PAD</b><br><b>GSM of paper:</b> - 70 GSM<br><b>Number of Colour:</b> - 3/4 in a pack<br><b>Size of Flag (L X W):-</b> 75mm X 25 mm<br>40 or 50 Nos. of Sheets of Each Colour in a pack<br><b>Glued Portion of Flag (Lengthwise):-</b> 12mm  | 400<br>Nos.        |  |  |  |  |  |
| 14. | <b>PLASTIC FILE FOLDER</b><br><b>Spine Width:</b> - 20mm<br><b>Paper size to which folder is suitable:</b> -A4<br><b>Colour/Type of Folder:</b> - Transparent, L-Type<br><b>Minimum Width of Folder (Approx.):</b> - 220mm<br><b>Minimum Length of Folder (Approx.):</b> - 300mm<br><b>Material of conference folder:</b> - Polypropylene  | 1500<br>Nos.       |  |  |  |  |  |
| 15. | <b>ROOM FRESHENER</b><br><b>Type:</b> - Spray of 200 ml<br><b>Material of Container:</b> - Metal<br><b>Fragrance:</b> - Rose/ Jasmine/ Sandalwood  | 250<br>Nos.        |  |  |  |  |  |
| 16. | <b>REGISTER 8 QUIRE</b><br><b>Type:</b> - PLAIN REGISTER<br><b>Grammage of Paper:</b> - 55-60 gsm<br><b>Colour of Pages / Sheets:</b> - White<br><b>Grammage of Cover Paper:</b> - 100-150 gsm<br><b>Dimension of Cover (L X W):</b> - 300mm X185mm (Approx.)<br><b>Dimension of Paper (L X W):</b> - 290 mm X 175mm (Approx.)<br><b>Note:</b> - All above will be as per sample | 80<br>Nos.         |  |  |  |  |  |
| 17. | <b>RING FILE 1"</b><br><b>Ring Height:</b> - 1"<br><b>Gap between Rings:</b> - 80mm<br><b>Paper size to which file is suitable:</b> - A4<br><b>Material &amp; Thickness:</b> - Polypropylene 01 mm thick<br><b>Note:</b> - with 01 no SS clip with 02 Nos SS D rings with snap locking & plastic stopper   | 300<br>Nos.        |  |  |  |  |  |
| 18. | <b>STAMP PAD</b><br><b>Material Of Box :-</b> Metal, <b>Material of Pad :-</b> Cotton<br><b>Color of Ink :-</b> Blue/Violet, <b>Width of Pad:-</b> 50-70mm<br><b>Length of Pad:-</b> 80-100mm, <b>Thickness:-</b> 08-09mm  | 80<br>Nos.         |  |  |  |  |  |
| 19. | <b>TISSUE PAPER</b><br><b>Colour:</b> - White<br><b>Sheet Size:</b> - 30cm x 30cm<br><b>No. Of sheets:</b> - 100(Single Ply)<br><b>End Use:</b> - Handerchief, Napkin  | 800<br>Packet<br>s |  |  |  |  |  |
| 20. | <b>TERAMAX PEN</b><br><b>TC Ball Tip:</b> - 0.5mm<br><b>Line Width:</b> - 0.3 mm<br><b>Type of Ink:</b> - water based<br><b>Ink Color:</b> - Blue with Gel type officer's Pen  | 500<br>Nos.        |  |  |  |  |  |

|     |   |              |  |  |  |  |  |
|-----|---|--------------|--|--|--|--|--|
| 21. | <b>USE &amp; THROUGH PEN</b><br><b>Ink Colour:</b> - Blue<br><b>TC ball Tip:</b> - 0.5mm<br><b>Model:</b> - Use & through   | 2000<br>Nos. |  |  |  |  |  |
| 22. | <b>WHITENER</b><br><b>Fluid Quantity:</b> - 12 ml<br><b>Correction metal Tip size:</b> - 01mm<br><b>Type of Correction Fluid:</b> - Type 2 water based<br><b>Minimum Shelf life of correction fluid:</b> - 1 year<br><b>Correction Media:</b> -White in colour & should conceal words | 1000<br>Nos. |  |  |  |  |  |
| 23. | <b>WHITE BOARD MARKER</b><br><b>Refilling:</b> - Yes<br><b>Type of Ink:</b> - Dry Safe<br><b>Type of markers Tip:</b> - 2mm thick bullet type<br><b>Writable surfaces for markers:</b> - White board<br><b>Writing Colour:</b> Assorted (Black Blue Green & Red)                      | 800<br>Nos.  |  |  |  |  |  |
| 24. | <b>WRITING PAD A5 SIZE 50 PAGES</b><br><b>Size:</b> - A5<br><b>Pages:</b> - 55-60 gsm<br><b>Nos. of pages:</b> - 25 Pages (50 Nos.)<br><b>AIIMS logo Printed in front cover(Blue)</b><br><b>Glossy Front cover of 90-100Gsm with Black Spiral Binding</b>                             | 1000<br>Nos. |  |  |  |  |  |

#### नियम एवं शर्तें

#### Terms & Conditions.

1. Rate should be mentioned in words & figures both.
2. **GST rates applicable** on your quoted item may please be confirmed.
3. Delivery Schedule: - within 15 days from the date of issue of P.O.
4. No additional documents related to this NIQ will be entertained after opening of NIQ.
5. Price should be F.O.R. for Destination basis (i.e. Central Store Department)
6. LD@0.5% of delayed supply per week or part week for delay of supply of material subject to maximum upto 10% of delayed supply should be deducted.
7. Quotation No/Name and Due date of opening must be written on the front side of envelop.
8. **Brand & Make & warranty should be clearly mentioned in offers as well as tender/Quotation specific authorization may be submit with the offer/bid.**
9. **The GST registration details may please be furnished.**
10. In the event of increase in price, detailed justification and supporting evidence may be submitted.
11. Please confirm if there any change (Upward/Reduction) in your **Basic Price** structure. And you are also requested to pass the Input Credit as per the following **Anti Profiteering Clause** of GST. **“Upon Implementation of GST, any reduction in the rate of tax on supply of goods or service or the benefit of input tax credit shall be passed on to AIIMS Raipur by way of commensurate reduction in the prices”**
12. RTGS details required for payment purpose.
13. 100% payment against receipt and acceptance of material.
14. No part supply or part payment will be entertained.
15. Validity of offer should not be less than 90 days.
16. Supply, Installation and Commissioning will be done by firm (if applicable).
17. The quantity shown in above column are totally tentative, it can be increase and decrease at the time of placement of purchase order.
18. AIIMS Raipur reserved the rights to place order for full or part quantity to one or more firm.
19. AIIMS Raipur reserve the right to ask the sample for evaluation before placement of order.

भंडार अधिकारी  
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग)

**Vendor Details**

|                      |  |
|----------------------|--|
| Name                 |  |
| Aadhaar No. (if any) |  |
| PAN                  |  |
| GST.NO.              |  |
| Address              |  |
| City                 |  |
| State                |  |
| Pin code             |  |
| Mobile No.           |  |
| Phone No.            |  |
| E-mail               |  |
| Bank Name            |  |
| Bank A/c No.         |  |