



AIIMS/R/CS/PRO/10TH edition/22/

Date: -10.05.2022

QUOTATION NOTICE

Sealed quotations are invited from intending prominent and experienced printers having GST and relevant documents for Designing and Printing of AIIMS, Raipur Annual Report for Public Relations Office. The quotation with copy of certificate of GST& other documents should be submitted to office of Stores Officer (Central), Ground Floor, Besides SBI ATM, Medical College building, Gate No-05 at AIIMS Raipur up to date- **18/05/2022** before 03:00 pm. The quotations will be opened on the same day at 03:30pm. Details of item are given as under:-

S.no	Item Description	Qty	HSN	Unit Rate	GST %	Unit Rate with GST	Total Amount
01	"Printing of Annual Report 2021-2022 (English Version)	100 Nos.					
02	Printing of Annual Report 2021-2022 (Hindi Version)	100 Nos.					
Note: <ul style="list-style-type: none">• Number of pages: - 340 Approx. each English and Hindi• Cover Design & Page making has to be done by the printer. Raipur.• Vendor will format & design the content in two column format.• Printing will be offset• No. of pages: 340 approx. plus 4 cover pages.							
Specification for Sr. No. 01 & 02							
Cover Pages				Inside Pages			
<ul style="list-style-type: none">• 300 GSM Art paper, Graphic Designing• Single Side Multicolor Printing• Lamination & creasing• Size: 45.5 cm x 28 cm• Glue Binding				<ul style="list-style-type: none">• 130 Gsm Art Paper, Glossy Finish• Both Side Multicolor Printing• Size: 22.25 cm x 28 cm• Graphic Designing• Two column format			

Term & Conditions:-

1. GST rates applicable on your quoted item may please be confirmed.
2. **Pre-Press Job** –
 - i. Text of both documents will be provided by AIIMS, Raipur in Electronic format (MS Word).
 - ii. Pre-press job including all DTP work along with graphic designing/ photo adjustment in the content/ other creative work such as table designing will be done by the printer to the satisfaction of AIIMS, Raipur.
3. **Schedule of Work**: The work should be completed in all respects and draft material has to be delivered within stipulated time period as mentioned below-

Submission of 1st draft: within **two days** of final content

Submission of final proof: within two days after corrections by AIIMS, Raipur

Printed Annual Report: Within 10 days of approval of Final draft.

4. Printer must have at least three years prior experience of designing, printing Annual Report of AIIMS/ Central University/State University/ PSUs/ Central Government Department or any other eminent Institution.
5. Printer must have offset printing machine and other required infrastructure and manpower including graphic designer/DTP operator.
6. Final soft copy of Annual Report in CDR and PDF format should be provided in CD to PR Office, AIIMS, Raipur.
7. Delivery of the printed copies of the Annual Report is to be made in AIIMS, Raipur.
8. Content will be provided by AIIMS,
9. No additional documents related to this NIQ will be entertained after opening of NIQ.
10. Price should be F.O.R. for Destination basis (i.e. Public Relation Department).
11. LD@0.5% of delayed supply per week or part week for delay of supply of material subject to maximum up to 10% of delayed supply should be deducted.
12. Quotation No/Name and Due date of opening must be written on the front side of envelop.
13. The GST registration details may please be furnished.
14. 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”**
15. RTGS details required for payment purpose & 100% payment against receipt and acceptance of material.
16. No part supply or part payment will be entertained & Validity of offer should not be less than 90 days.
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. The Product Should be of Superior Quality & Highly Standard.

Note-

- ☐ **Cost of the final AR will be decided on the Pro-rata basis.**
- ☐ **Damage charge will be applicable for Misprinting** (@0.5% per page upto total 10% of PO cost will be deducted)

**Sr procurement cum Stores officer
AIIMS RAIPUR**

