



अखिलभारतीयआयुर्विज्ञानसंस्थान, रायपुर(छत्तीसगढ़)
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AIIMS/R/HS/155/Shredding/2023/ 412

Date: 21/11/2023

Sub:- Inviting Quotations for **Documents Retention & Shredding Work** at AIIMS Raipur under GFR-155.

NOTICE INVITING QUOTATION

Sealed quotations are invited from intending registered Stockist / Distributors/traders having GST and relevant documents for **Documents Retention & Shredding Work** at AIIMS Raipur under GFR-155. The quotation with copy of certificate of GST & other documents should be submitted to office of **Stores Officer – Hospital, Room No. –146, C C1 Block, Gate No. 1, AIIMS Raipur up to 28/11/2023 before 03:00 pm through offline mode**. The quotations/Bids will be opened on the same day i.e. on **28/11/2023 at 03:30pm**. Details of item are given as under:-

Sl.No.	Description of Items	Lifting Price per Kg.	
		(In Figures)	(In Words)
1.	Document Retention & Shredder Item Type are mentioned below:- Old File Cover, A3 Size Paper, X-Ray, CT, MRI Films all Size, Legal Size Paper, Old Register, Envelop, Notebook, Glossy Paper, Scrap Paper, Sticker, Bar Code Sticker, L- Folder, File Folder, Newspaper, Cartoon Box, Calendar, All Size of Copies, Cart Board, Box File, Card, Plastic File, Roll Paper, Bond Paper, Coated Paper, Recycle Paper, Books and Magazine.		

OTHER TERMS & CONDITIONS:-

- Price should be mentioned in words & figures both.
- The Contract will be on weight basis. The weight of above items mentioned on table will be measured in the presence of the committee.
- The contract will be as is where is basis. The gunny bags etc. will be arranged by the contractor. Notransportation and labor will be provided by this office.
- Lifting Schedule- within 10 days** from the date of issue of work Order. The contractor should lift the above items mentioned on table as per work Order failing which the contract will be terminated and earnest money will be forfeited.
- The quotation should reach the undersigned in a sealed cover duly super scribed as **"QUOTATION FOR DOCUMENTS RETENTION & SHREDDING WORK, AIIMS RAIPUR"**.
- 100 % deposit in advance before lifting the material. The amount of the same must be deposited onthe same day before issuing of Gate Pass.
- Interested parties may furnish their rates which will be valid for 90 days.
- No Part lifting or Part deposit will be entertained.
- Interested bidders can visit MRD (i.e. Medical Record Department) to see these items during office hours only from 11:00 AM till 1:00 PM. Successful bidder is required to collect these items from MRD, make arrangement for weighing the same in the presence of Committee.
- AIIMS Raipur reserves the right to place the order for full or part quantity to one or more items/bidders.

A. Ramanna

Stores Officer(Hospital)
AIIMS Raipur (C.G.)

मंडार अधिकारी (अस्प.)

Store Officer (H)

एम्स, रायपुर (छ.ग.)

AIIMS, Raipur (C.G)