



क्रमांक. AIIMS/R/CS/Stationary/Printing/66/17/LPC

दिनांक: 16.01.2018

**विषय:** Inviting Quotations for purchase of Stationary items with printing for Central Store Department, AIIMS Raipur.

**QUOTATION NOTICE**

Sealed quotations are invited from intending registered Stockiest/ Distributors having GST No. /relevant documents for supply of Stationary items with printing for Central Store Department AIIMS, Raipur and should be submitted to **Medical College Building, 2nd Floor, Gate no. 05** office of Store Officer up to 3:00 pm on 22.01.2018. The quotations will be opened on the same day at 03:30 pm.

Details of item are given as under:

S.n क्र.स.	Name of the Item आइटम का नाम	Qty मात्रा	Make/ Model	HSN code एच.एस. एन.	UNIT RATE IN Rs. इकाई दर रु में	GST जी एस टी	UNIT RATE with GST इकाई दर कर सहित	Total amount in Rs कुल मूल्य
01	<b>Tag file</b> Print full name of AIIMS Raipur in Hindi & English Language in front cover • Capacity 31.5 kg • Different Colors • Cobra clip in inner side • All file accepted will be as per sample	1500 No.						
02	<b>Cobra file</b> • Print full name of AIIMS Raipur in Hindi & English Language in front cover • Capacity 31.5 kg • Different Colors • Cobra clip in inner side • All will be as per sample	1500 No.						
03	<b>Plastic file Folder (L Folder)</b> Print full name of AIIMS Raipur in Hindi & English Language in front cover, all will be as per sample	600 No.						
04	<b>Register Despatch</b> Dak, Long Book Type (6 Quire Made of 70 GSM Ledger Paper)	60 No.						
05	<b>Register Inward</b> Dak, Long Book Type (6 Quire Made of 70 GSM Ledger Paper)	60 No.						
06	<b>Register Attendance</b> (2 Quire Made of 70GSM Maplitho)	30 No.						
07	<b>Register Attendance</b> (4 Quire Made of 70GSM Maplitho)	60 No.						
08	<b>Envelope</b> 11cm X 5cm Plain (Colour White) M-80	1500 No.						

09	<b>Index File with printing</b> -f/S size with kangaroo clip of hard card board of 4 mm thickness appx. With paper binding with stopper. Printed(single colour) with AIIMS, Raipur, logo & address in hindi & english language in front cover.	300 No.						
10	<b>Envelope</b> 30cm X 25cm (Colour Yellow, A4 size) Print full name of AIIMS Raipur in Hindi & English Language in front cover	1200 No.						

### नियम व शर्तें:

1. Rate should be mentioned in words & figure both.
2. Taxes, if any (should be clearly mention).
3. Delivery Schedule –
  - a) Firm to supply the sample for approval, within 07 days from the date of issuing of PO.
  - b) Hod / Incharge of concerned Department must be approved the sample physically within 07 days from the submission of sample for approval.
  - c) Firm to supply the material within 15 days from the date of approval of physical sample
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%. After expiry of delivery period material cannot be accepted without extension of delivery period.
6. Quotation No/Name and Due date of opening must be written on top of envelop.
7. GST rates applicable on your quoted item may please be confirmed. **HSN code** for each item should be clearly mention.
8. 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.
9. In the event of increase in price, detailed justification and supporting evidence may be submitted for our consideration.
10. The GST registration details may please be furnished.
11. 100% payment against receipt and acceptance of material.
12. Validity of offer should not be less than 90 days
13. Quantity may be increase or decrease as per requirement of this institute at the time of placement of order. No Part supply or Part Payment will be entertained.
14. RTGS detail required for payment purpose.
15. Expenditure will be debitable to GIA-general.
16. Brand & Make should be clearly mentioned in offer (If require).
17. AIIMS Raipur reserve the right to place the order for full or part quantity to one or more items.

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