



AIIMS/R/CS/2019/Stationary/077

Date: 14.03.2019

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 20.03.2019. 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><u>Attendance Register</u></b> <b>Type of paper:</b> -Plain <b>Grammage of Paper (gsm):</b> - 55-70 gsm <b>Number of Pages/Quire:-</b> 200 or 02 Quire <b>Type of Diaries / Registers:</b> -ATTENDANCE REGISTER <b>Dimension of Cover (LX W):</b> - 300mm x 190 mm Approx. <b>Dimension of Paper (LX W):</b> - 290mm x 180 mm Approx. <b>Content and Description:</b> - General Format for attendance (Format of sample will be provided by AIIMS Raipur at Central Store)	300 Nos.					
2.	<b><u>Binder Clip 41mm</u></b> <b>Material of Binder:</b> - Spring Steel <b>Size of Binder clip (Width):</b> - 41mm <b>Number of Clips in a Box:</b> - 12 Nos. <b>Material of Clip:</b> - Steel (Nickel/Chrome plated)	24 Box					
3.	<b><u>Chalk (White)</u></b> <b>Colour:</b> - White <b>Length of Single Chalk Stick:</b> - 80mm <b>No. of Chalk Sticks in a Box:</b> - 50/100/144 Nos.	30 Box					
4.	<b><u>Chalk (Colour)</u></b> <b>Colour:</b> - Multicolour <b>Length of Single Chalk Stick:</b> - 80mm <b>No. of Chalk Sticks in a Box:</b> - 50/100/144 Nos.	30 Box					
5.	<b><u>Punching machine Double</u></b> <b>Material:</b> - Steel, <b>Punching distance:</b> - 80mm <b>Number of Hole:</b> - Two, <b>Punching Diameter:</b> - 6-7 mm <b>Capacity of Punch:</b> - 80 GSM 30 Paper (min) <b>Note:</b> - Machine with Spring Loaded and Retractable & Removable chip tray also	300 Nos.					
6.	<b><u>Tissue Paper</u></b> <b>Colour:</b> - White, <b>Sheet Size:</b> - 30cm x 30cm <b>No. Of sheets:</b> - 100(Single Ply) <b>End Use:</b> - Handkerchief ,Napkin	600 Pkts.					

7.	<b><u>Whitener</u></b> <b>Fluid Quantity:</b> - 12 ml <b>Correction metal Tip size:</b> - 01mm <b>Type of Correction Fluid:</b> - Type 2 water based <b>Minimum Shelf life of correction fluid:</b> - 1 year <b>Correction Media:</b> -White in colour & should conceal words	600 Nos.					
8.	<b><u>Writing Pad A5 size 20 pages</u></b> <b>Size:</b> - A5, <b>Pages:</b> - 55-60 gsm <b>Nos. of pages:</b> - 10 Pages (20 Nos.) AIIMS logo Printed in front cover(Blue) Glossy Front cover of 90-100Gsm with Black Spiral Binding	2000 Nos.					
9.	<b><u>Waste Container</u></b> <b>Capacity:</b> - 10 litres <b>Wall thickness:</b> - 01 mm High Quality Durable Plastic <b>Bucket body material :-</b> HDPE <b>Wheel:</b> - Without, <b>Handle:</b> - With. <b>Shape:</b> - Round (When Viewed From Top) <b>Compartments:</b> - Single (Inside the Bucket)	200 Nos.					
10.	<b><u>White Board</u></b> <b>Size of Board:</b> - 2" x 3" <b>Material of Board:</b> - ceramic steel <b>Purpose of writing board:</b> - Writing <b>Colour of board:</b> - white/Green(Back) <b>Surface suitable for writing with:-</b> Dry marker ink for white board only	60 Nos.					
11.	<b><u>Plastic File Folder</u></b> <b>Spine Width:</b> - 20mm <b>Color/Type of Folder:</b> - Transparent, L-Type <b>Paper size to which folder is suitable:</b> - A4 <b>Minimum Width of Folder (Approx.):</b> - 220mm <b>Minimum Length of Folder (Approx.):</b> - 300mm <b>Material of conference folder:</b> - Polypropylene <b>Printing:</b> - Front Cover Printed with AIIMS, Raipur logo in Centre part & Address in Hindi & English language in the Bottom part covering approx. 6-7cm. With Inner twin pocket in conference folder without closure & all will be as per sample	5000 Nos.					
12.	<b><u>Stapler pin 24/6 no.</u></b> <b>Crown Size:</b> - 05 mm <b>Size Designation:</b> - 24 / 6 <b>Material of the Pin:</b> - STEEL <b>Number of strips in a box:</b> - 20 Nos <b>Number of Pins in a strip:</b> - 100 Nos.	500 Box					
13.	<b><u>Tailor Scissor</u></b> <b>Handle Material:</b> - Brass <b>Blade Thickness:</b> - 1.8 mm <b>Overall Length:</b> - 90-100 mm <b>Blade Length:</b> - 05 mm or more <b>Material of Blade:</b> - Stainless Steel <b>Blunt Tip of the Blade to Avoid Injury:</b> -Yes <b>Note:</b> - Iron blades capable of cutting fabrics, Sharp edge, Heavyweight paper & Heavy cloths with Brass handle.	200 Nos.					
14.	<b><u>Water Bottle</u></b> <b>Capacity of the Sipper:</b> -1000 ml <b>Material of the Sipper Bottle:</b> - HDPE	650 Nos.					
15.	<b><u>Cell 1.5 volt</u></b> <b>Cell:</b> - 1.5 Volt, <b>Battery:</b> - 1035 R14S <b>Note:</b> - Suitable for the use of Laryngoscope	650 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. 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”**
11. RTGS details required for payment purpose.
12. 100% payment against receipt and acceptance of material.
13. No part supply or part payment will be entertained.
14. Validity of offer should not be less than 90 days.
15. Supply, Installation and Commissioning will be done by firm (if applicable).
16. The quantity shown in above column are totally tentative, it can be increase and decrease at the time of placement of purchase order.
17. AIIMS Raipur reserved the rights to place order for full or part quantity to one or more firm.

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

**Vendor Details**

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