



AIIMS/R/CS/Stationary/2019/091

Date: 13.07.2019

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 17.07.2019. 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	H S N Code	UNIT Rate in Rs.	GST @	Unit rate With GST in Rs.	Grand Total In Rs.
01	<u>All Pin</u> All pins 100 pointed Needle, Solid Round head & mirror finish of length 22 mm x 0.71 mm. Each Box contains 100 numbers of pin.	500 Box	Anchor/ Similar					
02	<u>Carbon paper</u> Coating: - 10-12 gsm Numbers in a packet: - 100 nos. Substance of base paper (gsm): -10.5-12.5 Durability (Min no. of impressions on the same spot): - 08 Nos	30 Pkts.	Kores/ Camlin/ Similar					
03	<u>DVD</u> Disc Diameter: - 12cm Storage Capacity: - 4.7Gb Type Double sided single layer A packets of 50 Nos.	15 Pkts.	Sony/ Moserbear / Similar					
04	<u>Duster (White Board)</u> Hand gripper: - Yes, Type of Duster: - Magnetic, Marker Holder: - One or more, Material of the Frame: -Plastic, Cushioning Material: - Synthetic Felt Length 100 mm Width 35 mm (Both Approx.)	150 Nos.	Kores/ Camlin/ Similar					
05	<u>Eraser</u> Size: - Large (Nondust) Number of Eraser per pack: - 20 Nos. Note: - Erase graphite gently without damaging paper	50 Pkts.	Nataraj/ Apsara/ Similar					
06	<u>Envelope</u> Colour of Envelopes: - White/Green Grammage of Paper (GSM): - 80 or more Size of Envelope: - 11" x 5" (Excluding Flap) Note: -Envelope with Cotton Lining, without Preglued Flap, Without window, Pocket Type Envelope.	3000 Nos.	Superior Quality					

07	<u>Envelope</u> Colour of Envelopes: White/Green/yellow Grammage of Paper (GSM): - 80 or more Size of Envelope: - A4 Size 30cm x 25 cm (Excluding Flap) Note: -without Preglued Flap, Without window, Pocket Type Envelope.	3000 Nos.	Superior Quality _____					
08	<u>Envelope 12x10</u> Colour of Envelopes: - White/Green Grammage of Paper (GSM): - 80 or more Size of Envelope: - 12" x 10" (Excluding Flap) Note: -Envelope with Cotton Lining, without Preglued Flap, Without window, Pocket Type Envelope. Printing: - Front Cover Printed with AIIMS, Raipur logo & address in Hindi & English language.	2000 Nos.	Superior Quality _____					
09	<u>Envelope 12x16</u> Colour of Envelopes: - White/Green Grammage of Paper (GSM): - 80 or more Size of Envelope: - 12" x 16" (Excluding Flap) Note: -Envelope with Cotton Lining, without Preglued Flap, Without window, Pocket Type Envelope. Printing: - Front Cover Printed with AIIMS, Raipur logo & address in Hindi & English language.	3000 Nos.	Superior Quality _____					
10	<u>Gel Pen</u> Ink Color: - Green, Line Width: - 0.5mm TC Ball Tip: - 0.5mm, Type of Pen: - Gel Type Type of Ink: - Water based (Acid Free)	100 Nos.	Rorito/ Cello/ Similar _____					
11	<u>Punching machine DP 600</u> Material: - Steel Punching distance: - 80mm Number of Hole: - Two hole Punching Diameter: - 6-7 mm Capacity of Punch- 80 GSM- 20-30 Paper (min) Note: - machine with Spring Loaded and Retractable & Removable chip tray also	350 Nos.	Kores/ Kangaroo/ Similar _____					
12	<u>Paper Weight Square</u> Material: - Polymer Transparency: - Opaque Weight: - 100 gm (Appx.) Shape: - Pyramid or Square or Hexagonal	200 Nos.	Anak/ Veekom/ Similar _____					
13	<u>Rubber Band</u> Size: - 1.5" to 02" Band (Medium Size) Pack of 200-250 Gram	200 Pkts.	Superior Quality _____					

(Terms & Conditions)

1. Rates 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 supplied Material per week or part week for delayed supply of material subject to maximum upto 10% of delayed supplied Material 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

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.	