



AIIMS/R/CS/Stationary/2020/126

Date: 25.02.2020

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 28.02.2020. 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.	Grand Total In Rs.
1.	Attendance Register Type of paper: - Plain Grammage of Paper (gsm): - 55-70 gsm Number of Pages/Quire:- 400 or 04 Quire Type of Diaries / Registers: - ATTENDANCE REGISTER Dimension of Cover (LX W): - 300mm x 190 mm Approx. Dimension of Paper (LX W): - 290mm x 180 mm Approx. Content and Description: - General Format for attendance (Format of sample will be provided by AIIMS Raipur at Central Store) Cover Content and Description: - Front Cover Printed with AIIMS, Raipur logo & Full Name in Hindi & English language.	500 Nos.	Labh/ Chanda n/ Similar				
2.	Chalk (White) Colour: - White Length of Single Chalk Stick: - 80mm No. of Chalk Sticks in a Box: - 144 Nos.	100 Box	Kores/ Camlin/ Similar				
3.	Chalk (Colour) Colour: - White Length of Single Chalk Stick: - 80mm No. of Chalk Sticks in a Box: - 144 Nos.	100 Box	Kores/ Camlin/ Similar				
4.	Dual Sided Tape Width of Material: - 10mm or more Inner Diameter of Core: - 25mm Approx. Base: - polypropylene, Length: - 10 meter Appx.	200 Nos.	SP tape/ Similar				

5.	Dusting Cloth Material:- Cotton Flannelettes Size: - 50 x 40 cm, Mass: - 155 gsm Colour: - Yellow/ Orange/Fluorescent	5000 Nos.	Superior Quality				
6.	Envelope Colour of Envelopes: - White/Green Grammage of Paper (GSM): - 70 or more Size of Envelope: - 10" x 4.5" (Excluding Flap) Note: -Without Pre Glued, With Window Covered with transparent polythene, Pocket Type Envelope Printing: - Front Cover Printed with AIIMS, Raipur logo & address in Hindi & English language.	25000 Nos.	Superior Quality				
7.	Plastic File Folder Spine Width: - 20mm Color/Type of Folder: - Transparent, L-Type Paper size to which folder is suitable: - A4 Width & Length of Folder (Approx.): - 220 x 300mm Material of conference folder: - Polypropylene Printing: - 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	5000 Nos.	S.K./ Sigma/ Similar				
8.	Scissor Tailor Overall Length: - 9" approx. Blade Length: - 05 mm or more Material of Blade: - Stainless Steel Blunt Tip of the Blade to Avoid Injury: - Yes Handle Material: - Brass, Blade Thickness: - 1.8 mm Note: - Iron blades capable of cutting fabrics, Sharp edge, Heavyweight paper & Heavy cloths with Brass handle.	200 Nos.	Wagonr/ Similar				
9.	File Pad Binding tape material: - Cotton Type of Binder: - File Board Binder Lamination of Board: - Paper Liner With Binding tape Corner Protection Covering of Flap: - Cloth Coated Paper Minimum GSM of folder cover Sheet: - 280 File Board size(Width x length): - 250mm X 345mm Printing: - Front Cover Printed with AIIMS, Raipur logo & address in Hindi & English language. Note: - All above will be as per sample	2000 Nos.	Superior Quality				

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.

Sr. Administrative officer
AIIMS Raipur

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.	
--------------------------	--