



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)

खंडन

यह निविदा अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग.) के लिये बोलीदाताओं/फर्म/एजेंसी इत्यादी से प्रस्ताव नहीं बल्की प्रस्ताव प्राप्त करने का निमंत्रण है संविदात्मक दायित्व तब तक नहीं होगा जब तक औपचारिक अनुबंध 1 पर हस्ताक्षर नहीं किया जाता और चयनित बोलीदाताओं/फर्म/एजेंसी इत्यादी के साथ एम्स रायपुर के विधि त्वत अधिकृत अधिकारियों के द्वारा निष्पादित किया गया हो।

DISCLAIMER

This tender is not an offer by the All India Institute of Medical Sciences, Raipur, but an invitation to receive offer from bidders/ firm/ agency etc. No. contractual obligation whatsoever shall arise from this tender process unless and until as formal contract is signed and executed by duly authorized officers of AIIMS, Raipur with the selected bidder/ firm/ agency.

Tatibandh, G.E. Road, Raipur -492099 (CG), Tele: 0771- 2577279, 07712971307 Website:
www.aiimsraipur.edu.in/ www.eprocure.gov.in
Email: store@aiimsraipur.edu.in



**Notice Inviting Tender for Annual Rate Contract for Supply of Stationery Items at
All India Institute of Medical Sciences, Raipur (CG)**

CRITICAL DATE SHEET

NIT No.	AIIMS/ R/ CS/ Stationery/20/03-206/RC
Published Date	24.09.2020, 06.00 PM
Bid Document Download / Sale Start Date	24.09.2020, 06.00 PM
Clarification Start Date	24.09.2020, 06.00 PM
Clarification End Date	28.09.2020, 05.00 PM
Pre bid meeting	30.09.2020, 03.30 PM
Bid Submission Start Date	01.10.2020, 10.00 AM
Bid Submission End Date	13.10.2020, 03.00 PM
Bid Opening Date	14.10.2020, 03.30 PM

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All India Institute of Medical Sciences, Raipur (Chhattisgarh)
Tatibandh, GE Road, Raipur-492 099 (CG)
Website : www.aiimsraipur.edu.in
Tele: 0771- 2971307, e-mail: store@aiimsraipur.edu.in

1. Online bids in two bids system (Technical & Financial) are invited on behalf of the Director, All India Institute of Medical Sciences Raipur for **“Annual Rate Contract for Supply of Stationery Items”**. Manual bids shall not be accepted.
2. Tender document may be downloaded from AIIMS web site www.aiimsraipur.edu.in (for reference only) and CPPP site [https:// eprocure.gov.in/ eprocure/ app](https://eprocure.gov.in/eprocure/app) as per the schedule as given in CRITICAL DATE SHEET as under.
3. Bid shall be submitted online at CPPP website: [https:// eprocure.gov.in/ eprocure/ app](https://eprocure.gov.in/eprocure/app).
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. Tenderer who has downloaded the tender from the **AIIMS web site www.aiimsraipur.edu.in** and Central Public Procurement Portal (CPPP) eProcurement website [https:// eprocure.gov.in/ eprocure/ app](https://eprocure.gov.in/eprocure/app) **shall not tamper/ modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/ modified in any manner, tender shall be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AIIMS Raipur.
6. **Manual bid shall not be accepted in any circumstance.**
7. The complete bidding process in online bidding, Bidder should be possession of valid Digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
8. **Tenderers are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at [https:// eprocure.gov.in/ eprocure/ app](https://eprocure.gov.in/eprocure/app)’.**
9. **Quotations should be valid for 180 days** from the tender due date i.e. tender opening date. The bidder should clearly indicate the period of delivery, Installation etc. whichever is applicable.
10. Relevant literature pertaining to the items quoted with full specifications should be uploaded, where ever applicable.
11. Tenderer must provide evidence of experience/ supplied Stationery items in Government/ reputed private Organizations in India of at least **₹ 8,00,000.00** in the last three years and the copy of the same should be uploaded.
12. The firm should be registered and should have the average annual turnover at least **₹ 15,00,000.00** of the bidder in the last three financial years. Copies of authenticated balance sheet for the past three financial years should be uploaded.
13. The tender document must be accompanied by copy of PAN, Certificate of firm/ company registration, GST registration certificate.
14. The quantity shown against each item is approximate and may vary as per demand of the Institute at the time of placement of order.
15. The bidder must be able to provide the product/ items within specified time period as prescribed in the Purchase Order, failing which the EMD will be forfeited. Furthermore on completion of the stipulated time period, Purchase Order will be cancelled and award will be

given to another qualified bidder with the negotiated terms & conditions as per Institutes norms.

16. In the event of any dispute or difference(s) between the vendee (AIIMS Raipur) and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause what so ever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Director/ AIIMS/ Raipur who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
17. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
18. All disputes shall be subject to Raipur Jurisdiction only.
19. **AIIMS Raipur reserves the rights to accept/ reject any bid in full or in part or accept any bid other than the lowest bid without assigning any reason thereof. Any bid containing incorrect and incomplete information shall be liable for rejection.**
20. The Tender/ Bid will be opened online at website [https:// eprocure.gov.in/ eprocure/ app](https://eprocure.gov.in/eprocure/app) on Store office at AIIMS Raipur Premises at the time of bid opening. Tenders received after the scheduled date and time shall not be considered under any circumstances
 - i) Only those financial bids will be opened whose technical bids are found suitable by the expert committee appointed for the concerned instrument/ equipment.
 - ii) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the bid.
21. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership, etc.
22. **Award of Contract**
 The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has bided the lowest evaluated quotation price.
 - i) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - ii) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the purchase order.
23. Rates should be quoted inclusive of packing, forwarding, postage & transportation charges etc.
24. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description/ specifications/ quality.
25. **A brochure displaying clearly the product is to be attached with the tender if required.**
26. Since these are Stationery items, the bidder should have a functioning Office in the 30 km radius of AIIMS Raipur.
27. **Earnest Money:**
 - a) As to invite wider participation, earnest money ₹ **20,000.00** of by means of a Bank Demand Draft/ FD, a scanned copy to be enclosed. It is also clarified that the bids submitted without earnest money will be summarily rejected. The DD/ FD may be prepared in the name of "All India Institute of Medical Sciences, Raipur (AIIMS RAIPUR)". The used instrument must reach

at officer of the Stores Officer Gate no. 5, Medical College Building, 2nd Floor, AIIMS, Raipur before opening of tender.

- b) No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Raipur in respect of any previous supply will be entertained. Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- i) Tenders without Earnest Money will be summarily rejected.
- ii) No claim shall lie against the AIIMS Raipur in respect of erosion in the value or interest on the amount of EMD.
- iii) If MSME firm is registered for above tendered item, then the firm will be exempted for submission of EMD amount. Firm must upload scanned copy of following documents in support of exemption.
 - (1) National Small Industries Corporation (NSIC) (2) Udyog Aadhar
- iv) The earnest money will be returned/ refund to the unsuccessful tenderers after the tender is decided.
- v) EMD should remain valid for a period of 45 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid, he shall also extend the validity of EMD suitably.
28. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Store Officer, AIIMS Raipur through **e-mail: store@aiimsraipur.edu.in** on or before end date of clarification as per critical date sheet.
29. The EMD of the successful bidder will be returned to them without any interest after the submission of Security deposit/ PSD.
30. Price Preference Policy and Exemption for submission of various eligibility Criteria documents to the BIDDER Registered under Make in India Initiative:- The Bidder Companies, those have registered under Make in India initiative and producing their products under "Make in India Policy of Government of India " shall be given Price Preference as per Govt. of India applicable Rules and Guidelines on submission of relevant certificate (i.e. Make In India Certification) for availing the Price Preference and Exemption for submission of exempted documents against this bid along with their Pre-Qualification Bid Documents. If the no bidder will upload/ submit the requested "Make in India" Certificate along with their Bid, it will be treated as open tender bid and no preference shall be given to such BIDDER on producing "Make in India" Certification in later bid stage.
 - It is expected that, all the participating BIDDER companies have understanding and prior knowledge about the "Make in India" Initiative and Price Preference Policy of Govt. of India. However, it is once again emphasized that before participating this e-tender please carefully read the "Make in India" Initiative and directives of Govt. of India, since in case if any "Make in India" Registered Company will participate against this e-tender, the Price preference as per the same will be given to such participating Bidder company for ensuring necessary compliances of "Make in India" Policy of the Govt. of India.
 - The bidders are required to submit the following annexure in compliance of public procumbent (Preference to Make in India) order, 2017:
 - i) Affidavit of self-certification regarding local content (to be provided on own letter head).
31. Other terms and condition applicable as per manual for procurement of goods 2017, GFR-2017 etc.

**Stores Officer,
AIIMS, Raipur**

Other Terms & Conditions:**1. Pre-Qualification Criteria:**

- a. Bidder should be the manufacturer/ authorized dealer/ Distributor/ Trader/ Supplier.

2. Performance Security Deposit:

- a. The successful bidder shall have to submit a performance security deposit (PSD) within 30 days from the date of issue of Letter of Award (LOA). Extension of time for submission of PSD beyond 30 days band up to 60 days from the date of issue of LOA may be given by the competent authority to sign the contract agreement however a penal interest of 15% per annum shall be charged for the delay beyond 30 days. i.e. 31st day after the date of issue of LOA. In case of the contract fails to submit the requisite PSD even after 60 days from the date of issue of LOA the contract shall be terminated duly forfeiting the EMD and other dues if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that item. Performance Security Deposit is mandatory.
- b. Successful supplier/ firm should submit performance security as prescribed in favour of "AIIMS, Raipur" and to be received in the Store Office, 2nd Floor, Medical College Building, Tatibandh, Raipur (C.G) Pin-492099 before the date of commencement of supply or 30 days from the date of acceptance of the purchase order, whichever is earlier. The performance guarantee bond to be furnished in the form of Bank Guarantee as per given Proforma of the tender documents, for an amount covering 10% of the contract value.
- c. The Performance Security should be established in favour of "AIIMS Raipur" through any Schedule Bank with a clause to enforce the same on their local branch at Raipur.
- d. Validity of the performance guarantee bond shall be for a period of 60 days beyond of entire warranty period from the date of issue of installation & commissioning.

3. Delivery & Installation: The successful bidder should strictly adhere to the following delivery schedule supply, installation & commissioning should be effected within **15 days** from the date of purchase order and this clause should be strictly adhere to failing which administrative action as deemed fit under rules will be taken against the defaulter. Otherwise Liquidation Damages will be imposed as per clause no. 4. Purchase order will be placed as required by consignee.

4. Penalty (LD): If the suppliers fails to deliver and place any or all the items or perform the service by the specified date as mention in purchase order, penalty at the rate of 0.5% per week of delayed value of goods subject to the maximum of 10% of delayed goods value will be deducted, afterwards another penalty may be imposed.

In case the tenderer fails to supply the ordered quantity within the stipulated time limit, CCI may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.

5. Right of Acceptance: AIIMS, Raipur reserves the right to accept or reject any or all tenders/ quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender. AIIMS, Raipur also reserves the rights to accept all the equipment/ instruments in the given tender or only part of it in any given schedule without assigning any reason.

6. Validity of the bids: The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid which may be extended, if required.

7. Risk Purchase & Recovery of sums due:

- Failure or delay in supply of any or all items as per Requisition/ Purchase Order, Specification or Brand prescribed in the tender, shall be treated as 'non compliance' or 'breach of contract' and the order in part of full be arranged from alternative source(s) at the discretion of the Department of Biochemistry authority and the difference in price has to be

recovered from the tenderer as mentioned elsewhere.

- The amount will be recovered from any of his subsequent/ pending bills or security Deposit.
- In case the sum of the above is insufficient to cover the full amount recoverable, the contractor shall pay to the purchaser, on demand the remaining balance due.

8. Communication of Acceptance: AIIMS, Raipur reserves all right to reject any tender including of those tenderers who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Institute in this regard will be final and binding.

9. Insolvency etc.: In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Raipur shall have the power to terminate the contract without any prior notice.

10. Force Majeure: If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, AIIMS, Raipur party may, at least option to terminate the contract.

11. Subletting of contract: The firm shall not assign or sublet the contract or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Raipur, which will be at liberty to refuse if thinks fit. The tender is not transferable.

12. Right to call upon information regarding status of contract: The AIIMS, Raipur will have the right to call upon information regarding status of contract at any point of time.

13. Guarantee/ Warranty: The tenderer shall guarantee that the stores, articles sold/ supplied to the Institute this tender shall be of the best quality and new (i.e. fresh stock) in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The items supplied shall be fresh and in no case it shall be beyond the date of expiry.

14. Terms of payment: Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

100% Payment shall be made in Indian Rupees on actual measurement as specified in the contract in the following manner:

a) Payment will done under submission of the following documents:

- i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount with revenue stamp;
- ii) Two copies of delivery challan identifying contents of each package;

b) No claim will be entertained regarding interest on any payment.

c) Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Supplier at rates as notified from time to time.

- d) Substandard Material/ Work: In case any material/ work is found substandard the same shall be rejected by the Store In Charge and the same shall be removed from the site of work within 1 Week, failing which the same shall be got removed by the Store In Charge at the risk and cost of the contractor without giving any further notice and time.
- e) No payment shall be made for rejected equipments/ items. Rejected equipment's must be removed by the supplier within one week of the date of issue of ejection advice at their own cost & replace immediately. In case these are not removed these will be auctioned at the risk, cost and responsibility of the suppliers.

15. Arbitration: If any difference arises concerning this agreement, its interpretation on payment to the made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the Director, AIIMS Raipur to settle the dispute by Sole Arbitrator. Sole arbitrator will be appointed by the Director, AIIMS Raipur. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1996 and the rule framed there under and in force shall be applicable to such proceedings.

16. Legal Jurisdiction: The agreement shall be deemed to have been concluded in Raipur, Chhattisgarh and all obligations hereunder shall be deemed to be located at Raipur, Chhattisgarh and Court within Raipur, Chhattisgarh will have Jurisdiction to the exclusion of other courts.

17. GST Clause: GST rates applicable on the quoted item may please be mentioned in the bid document.

It is to be confirm if there any change (Upward/ Reduction) in the **Basic Price** structure. And you are also required 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"**

18. Breach of Contract: In case of breach of any terms and conditions as mentioned above, the Competent Authority will have the right to cancel the contract without assigning any reasons thereof and nothing will be payable by AIIMs, Raipur. In that event the security deposit shall also stand forfeited.

19. Fall Clause :

1. Prices charged for supplies under Rate Contract by the supplier should in no event exceed the lowest prices at which he bids to sell or sells the stores of identical description to any other State Government/ Public Undertaking during the period of the contract.
2. If at any time during the period of contract, the prices of tendered items is reduced or brought down by any law or Act of the Central of State government, the supplier shall be bound to inform Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates after wards.
3. If at any time during the period of contract, the supplier quotes the sale price of such goods to any other State Govt. and Pubic Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable under the rate contract for the equipment's supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.

Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction/ specifications specified in the Purchase order and demonstrate at the their own cost.

20. Option Clause/ Tolerance Clause: If essentially stipulated by indenting authority, which is duly approved by competent authority of AIIMS Raipur. Then purchaser retains the right to place the repeat order for an additional quantity of the equipment with the same rate and terms of contract. This clause should be a part of bid document and the contract.

21. Contract Period:

The Rate Contract for supply of stationery and other general stores items shall be valid for a period of **one year** from the date of commencement of Contract and same can be extended by the Director, AIIMS Raipur on mutual agreement on same terms and conditions for **one & more year**. The Director AIIMS Raipur reserves the right to terminate contract at any stage if supplies and performance found unsatisfactory on observation of user Department. The Annual Rate Contract (RC) awarded under present Tender Enquiry will be in the nature of a Standing Offer. The Supply Order may be placed from time to time against the RC. The Institute does not give any guarantee of minimum purchase under the present RC.

22. False declaration will be in breach of the code of integrity under Rule 175 (1) (i) (b) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other action as may be permissible under law.

23. Rate wise comparison of the quotes will be made and L1 for each item will be determined accordingly. In this context, final decision of the committee will be binding on all and no claim in this regard will be entertained. The quantity indicated is tentative and may vary, and any decision in this regard by Director AIIMS Raipur shall be final.

**Stores Officer,
AIIMS Raipur**

Annexure I

Sl. No.	Item Name	Specification	Make	Unit
1	A4 Size Paper	75 GSM 500 Sheets	JK/ Classmate/ Paper One/ Trident/ Bindal/ Image	1 Ream
2	A3 Size Paper	75 GSM 500 Sheets	JK/ Classmate/ Paper One/ Trident/ Bindal/ Image	1 Ream
3	Adhesive Flags	GSM of paper: - 70 GSM Number of Colour: - 03 in a pack Size of Flag (L X W):- 75mm X 25 mm Glued Portion of Flag (Lengthwise):-12mm Sheets: - 40 or 50 Nos. of Sheets of Each Colour/ pack	Oddy/ Post it/ Mangoose	1 Pkt
4	Adhesive Note	GSM of paper :- 70 GSM, Size of Flag (L X W):- 75mm X 75 mm 100 Nos. of Sheets of Each Colour in a pack, Glued Portion (Lengthwise):-12mm	Oddy/ Post it/ Mangoose	1 Pkt
5	All Pin T Shape	Weight of Pins box: - 50 Grams (Appx.) Pin Length: - 25-30mm, Type of Pin: - T-Shape	Lion/ Anchor/ Classic/ Oddy/ Bell/ Kores/ Zebra	1 Box
6	All Pin	100 Gm, Solid Round head & mirror finish of length 26 mm. Each Box contains 100 Nos. of pin.	Lion/ Anchor/ Classic/ Oddy/ Bell/ Kores/ Zebra	1 Box
7	All Pin Holder (Cushion)	Transparent Magnetic Pin/ Clip Container box (300 gsm) capacity of containing 50 Pins of Length x Pin. Diameter 20 mm x 0.71 mm	Superior Quality	1 PC
8	Attendance Register	96 pages	ABD/ SNG/ Neelgagan/ Sugam/ Kumar/ Shafire	1 Nos.
9	Ball Pen (Blue)	Line Width :- 0.5mm, TC Ball Tip :- 0.5mm Type of Ink :- Water based	Cello/ Montex/ Rorito/ Flair	1 Nos.
10	Ball Pen (Black)	Line Width :- 0.5mm, TC Ball Tip :- 0.5mm Type of Ink :- Water based	Cello/ Montex/ Rorito/ Flair	1 Nos.
11	Ball Pen (Red)	Line Width :- 0.5mm, TC Ball Tip :- 0.5mm Type of Ink :- Water based	Cello/ Montex/ Rorito/ Flair	1 Nos.
12	Battery (Cell)	Type: - R03, Type: - 23AE GP HIGH 12V , Note: - Suitable for Call bell remotes	Nippo/ Eveready/ Panasonic/ Duracell/ Godrej/ GP	1 PC

			High	
13	Use & Throw Pen (Black)	Line Width :- 0.5mm, TC Ball Tip :- 0.5mm Type of Ink :- Water based	Natraj/ Linc/ Uni Ball/ Prime/ Best	1 Nos.
14	Use & Throw Pen (Blue)	Line Width :- 0.5mm, TC Ball Tip :- 0.5mm Type of Ink :- Water based	Natraj/ Linc/ Uni Ball/ Prime/ Best	1 Nos.
15	Binder Clip	Material of Binder: - Spring Steel, Number of Clips in a Box: - 12 Nos. Size of Binder clip (Width): - 21 mm, Material of Clip: - Steel (Nickel/ Chrome)	SOI/ Saya/ Infinity/ Best	1 Box
16	Binder Clip	Material of Binder: - Spring Steel, Number of Clips in a Box: - 12 Nos. Size of Binder clip (Width): - 32 mm, Material of Clip: - Steel (Nickel/ Chrome)	SOI/ Saya/ Infinity/ Best	1 Box
17	Binder Clip	Material of Binder: - Spring Steel, Size of Binder clip (Width): - 41mm Number of Clips in a Box: - 12 Nos., Material of Clip: - Steel (Nickel/ Chrome plated)	SOI/ Saya/ Infinity/ Best	1 Box
18	Board Pin (Fiber Top)	Head Diameter (mm):- 10-12mm, Each box Contains 40-50 Pins with Fiber top. Note: - For the use of Notice board. Pin Length x Diameter: -18 mm x 0.71 mm (Approx.)	Superior Quality	1 Pkt (50 PCS)
19	Box File (With AIIMS Logo Print)	Minimum GSM of folder cover Sheet - 540 Size 31 cm x 35 cm x 8 cm Color: Multicolor Steel lever arch clip holds up to 350 sheets of paper KANGAROO CLIP (Laminated) Made of 100% recyclable cardboard. Printing: - Front Cover Printed with AIIMS, Raipur logo & address in Hindi & English language.	Superior Quality	1 PC
20	Brown Paper	Grammage (GSM) (g/ m2): - 90 Gsm, Size of Kraft Paper (L x W): - 3ft. X 4ft. Supply of Kraft Paper: - In sheets of rolls, Finish of Kraft Paper: -Machine Glaze/ Cut	Superior Quality	1 Sheet
21	Button Folder	Conference like bag should have Bag like Folding cover of size 19.5cm x 13.5cm & having a partition inside like pocket. Outline must be covered be a cloth for safety or being secured from damaging.	Superior Quality	1 PC
22	Call Bell	Wattage of Bell: - 05 watt, Operational Voltage Range: - Battery Maximum DB Level: - 90 db, Wireless: - Yes, Operating Range of Switch: - 10 meter	Cona/ Anchor/ Havells/ Sourish	1 PC

23	Carbon paper	Substance of base paper (gsm): -10.5-12.5 Coating: - 10-12 gsm, Nos in a packet: - 100 nos. Durability (Min no. of impressions on the same spot): - 08 Nos	Kores/ Camlin/ Classmate	1 Pkt
24	Calculator	12 digit Big Screen	Casio/ Orpat/ Citizen	1 PC
25	Cell (pencil)	Nominal Voltage: - 1.5 Volts, Type: - AA/ R03/ R06	Nippo/ Eveready/ Panasonic/ Duracell/ Godrej/ GP High	1 PC
26	Cell	Nominal Voltage: - 1.5 Volts, Type: - AAA/ R03/ R06	Nippo/ Eveready/ Panasonic/ Duracell/ Godrej/ GP High	1 PC
27	Cell 1.5 Volt	Cell: - 1.5 Volt, Battery: - 1035 R14S, Note: - Suitable for the use of Laryngoscope	Nippo/ Eveready/ Panasonic/ Duracell/ Godrej/ GP High	1 PC
28	Chalk (White)	No. of Chalk Sticks in a Box: - 144 Nos. Colour:- White, Length of Single Chalk Stick:- 80mm	Apsara/ Leeba/ Kores/ Mungyo	1 Box
29	Chalk (Colour)	Colour: - Multicolor Length of Single Chalk Stick: - 80mm No. of Chalk Sticks in a Box: - 144 Nos	Apsara/ Leeba/ Kores/ Mungyo	1 Box
30	Cobra File	Minimum GSM of folder cover Sheet: - 280 Rounded Corners, Made of 100% recyclable file board. Have Good Quality Imported Steel/ Metal Spring Clip Printing: - Front Cover Printed with AIIMS, Raipur logo & address in Hindi & English language.	Superior Quality	1 PC
31	Cello tape (1")	length of Tape: - 50 meters, Base Material: - Polypropylene Colour: - Transparent, Width: - 24mm, Inner Diameter of Core: - 75mm Approx	Diamond/ Wonder/ Aeromax	1 PC
32	Cello tape (2")	length of Tape: - 50 meters, Base Material: - Polypropylene Colour: - Transparent, Width: - 48mm, Inner Diameter of Core: - 75mm approx.	Diamond/ Wonder/ Aeromax	1 PC
33	Cello tape (1")	Base Material: - Polypropylene, Colour: - brown, Width: - 24mm Inner Diameter of Core: - 75mm approx.	Diamond/ Wonder/ Aeromax	1 PC

34	Cello tape (2")	Base Material: - Polypropylene, Colour: - brown, Width: - 48mm Inner Diameter of Core: - 75mm approx.	Diamond/ Wonder/ Aeromax	1 PC
35	Cello Tape Dispenser	For use of 1" Cello Tape with Cutter and roller attachment	Superior Quality	1 PC
36	CD Blank	Storage Capacity: - 700 Mb	Moserbear/ Sony/ Kodak	1 PC
37	Dak Pad	Type of Binder: -Dakpad (Four Flapper File) Lamination of Board: - Raxine, Binding Tape Material: - Cotton, Size of Flap: - 75 x 520 mm (Approx.)Size of File Board: - 250 x 345mm (Approx.)	Neelgagan/ Diplomat/ Pooja/ Neeraj	1 PC
38	Detergent	Type of Packing: - Plastic Bag, Quantity: - 01 Kg Note: -Suitable for Dishwashing/ Cleaning of Utensils	Rin/ Surf/ Ujala/ Tide/ Ariel/ Ghadi/ Wheel	1 KG
39	Door Mat	Length: - 12 or 15 meter roll, Thickness: - 09mm (+/- 1mm) Width: - 04 feet (Antislip Backing), Environmental PVC Coil mat in Roll. Color:- Red/Green	Superior Quality	1 Mtr
40	Dual Sided Tape	Width of Material: - 10mm or more, Inner Diameter of Core: - 25mm Approx Base: - polypropylene, Length: - 20-25 meter Appx.	3M/ Scotch/ Best	1 PC
41	Duster (White Board)	Material of the Frame: -Plastic, Hand gripper: - Yes, Type of Duster: - Magnetic. Marker Holder: - One/ more, Cushioning Material: - Synthetic Felt, Size 100x35 mm	Superior Quality	1 PC
42	Dusting Cloth	Material:- Cotton Flannelettes, Mass: - 155 gsm Size: - 50x 40 cm, Colour: - Yellow/ Orange/ Fluorescent	Superior Quality	1 PC
43	Disposable cup	Height 5.5Cm with Upper diameter 6.5cm & lower Diameter 5cm Material of cup is Foam Polystyrene and color would be plain white without any logo or design & capacity 150 ML.	Superior Quality	1 PC
44	Disposable cup	Height 5.5Cm with Upper diameter 6.5cm & lower Diameter 5cm Material of cup is Foam Polystyrene and color would be plain white without any logo or design & capacity 150 ML & Nescafe Printed original	Nescafe Printed	1 PC
45	Envelope 11" x 5"	Color: - White, Gsm: - 70 or more Note: - Without Window, Without Preglued, without cotton binding. Pocket type envelope & packet of 50 Nos.	Superior Quality	1 Pkt

46	Envelope	Size of Envelope: - 10" x 4.5" (Excluding Flap) 50 Nos Packet. Colour of Envelopes: - White/ Green, Grammage of Paper (GSM): - 70 or more Note: -Envelope with window Covered Transparent Polythene window, Pocket Type Envelope. Printing: - Front Cover Printed with AIIMS, Raipur logo & address in Hindi & English language.		Superior Quality	1 Pkt
47	Envelope	Colour of Envelopes: -Green/ yellow 50 Nos Packet Grammage of Paper (GSM): - 80 or more Envelope Size: - A4 Size 30cm x 25 cm (Excluding Flap) Note: -without Preglued Flap, Without window, Pocket Type Envelope. Printing: - Front Cover Printed with AIIMS, Raipur logo & address in Hindi & English language.		Superior Quality	1 Pkt
48	Eraser	Size: - Large (Non Dust) No. of Unit Per Pack: - 20 Nos. Note: - Erase Graphite Gently without damaging paper		Apsara/ Nataraj/ Camlin/ Faber-Castell	1 Pkt
49	Extension Cord	4-socket and Surge Guard with Min. 4m Wire Min. Six Months Warranty	Bajaj/ Havells/ Anchor/ Syska/ Eveready/ Philips		1 PC
50	Glass & Household Cleaner	Packing Type: - Container with Inbuilt Spray Device. Packing Size: - 250 ML, Preferably for glass & floor Cleaner		Colin/ Lizol/ Harpic/ Daber/ Cif/ Dettol	1 PC
51	Glue Stick	Net content of the stick: - 08 gram Type of Glue: - Soft paste, nontoxic, quick drying for paper etc. Applicator: - Applicator By rotational movement of the bottom of the stick		Fevistick/ Faber-Castell/ Scotch/ Camlin	1 PC
52	Glue Stick	Net content of the stick: - 15 gram Type of Glue: - Soft paste, nontoxic, quick drying for paper etc. Applicator: - Applicator By rotational movement of the bottom of the stick		Fevistick/ Faber-Castell/ Scotch/ Camlin	1 PC
53	Gel Pen (Blue)	Line Width: - 0.5mm TC Ball Tip: - 0.5mm, Type of Pen: - Gel Type, Type of Ink: - Water based (Acid Free)		Cello/ Montex/ Rorito/ Flair	1 PC
54	Gel Pen (Black)	Line Width: - 0.5mm TC Ball Tip: - 0.5mm, Type of Pen: - Gel Type, Type of Ink: - Water based (Acid Free)		Cello/ Montex/ Rorito/ Flair	1 PC
55	Gel Pen (Red)	Line Width: - 0.5mm TC Ball Tip: - 0.5mm, Type of Pen: - Gel Type, Type of Ink: - Water based (Acid Free)		Cello/ Montex/ Rorito/ Flair	1 PC

56	Gel Pen (Green)	Line Width: - 0.5mm TC Ball Tip: - 0.5mm, Type of Pen: - Gel Type, Type of Ink: - Water based (Acid Free)	Cello/ Montex/ Rorito/ Flair	1 PC
57	Glossy Paper	130 Gsm A4 Size & packet of 50 sheets	Superior Quality	1 Pkt
58	Hand Wash	Antiseptic/ Antimicrobial Hand Wash 200 ml	Savlon/ Dettol/ Lifeboy/ Santoor/ Godrej	1 PC
59	Hand Wash liquid Refill	Antiseptic/ Antimicrobial Hand Wash 200 ml	Savlon/ Dettol/ Lifeboy/ Santoor/ Godrej	1 PC
60	Highlighter	Colour Type:-Yellow/ Blue/ Green/ Orange/ Pink Pen Type: - Highlighter, Ink Type: - only fluorescent based water Colour	Artline/ Faber-Castell/ Camlin/ Luxor/ Cello	1 Pkt (5 PCS)
61	Hit Spray	Type: - Spray, Packing size: - 400 ML, 20% (w/ w) Di Ethyl Phenyl Acetamide (DEPA) Lime Flower Insect Spray 400 ml/ 248 G Black	Hit/ Mortein/ Dettol	1 PC
62	Lock 8 Lever 60mm	Type of Case: -Solid case, Type of Key: - Single Bitted Material of Key: - Steel Sheet, Material of Case: - Steel Sheet Material of Lever: -Steel Sheet, Type of Shackle: - Close Shackle	Linc/ Godrej/ Remi	1 PC
63	Lock 7 Lever	Type of Case: -Solid case, Type of Key: - Single Bitted Material of Key: - Steel Sheet, Material of Case: - Steel Sheet Material of Lever: -Steel Sheet, Type of Shackle: - Close Shackle	Linc/ Godrej/ Remi	1 PC
64	Note sheet	Dimension of Paper (W X L):- 210mm X 335mm Color: - Light Green, Size of Paper: - Note sheet/ legal Margin Line from left side on both sides of paper: - 4cm GSM: - 90, Opacity: - 90%, Number of Sheets per Pad: - 100 Nos. NOTE: - AIIMS Raipur Logo & Name will be printed in both side on the top part of Note sheet Paper in English & Hindi Both	Superior Quality	1 Pad
65	Notice Board 2' x 3'	Overall pin ability depth of Board:- 10-15mm, Note: - Should have Wall handing Clamp Option Orientation: - Landscape, Height & Width of Board: - 2ft. X 3ft. Colour(Front/ Display layer): - Red/ Blue, Core material thickness: - 9mm or more	Superior Quality	1 PC

66	Notice Board 4' x 3'	Overall pin ability depth of Board:- 10-15mm, Note: - Should have Wall handing Clamp Option Orientation: - Landscape, Height & Width of Board: - 2ft. X 3ft. Colour(Front/ Display layer): - Red/ Blue, Core material thickness: - 9mm or more Colour (Front/ Display layer): - Red/ Blue, Core material thickness: - 9mm or more	Superior Quality	1 PC
67	Notice Board (with Glass Cover Lock System)	Orientation: - Landscape Type of Front Cover: - lockable Core material thickness: - 9mm or more Rear panel material of Board: - Laminated sheet Overall pin ability depth of Board:- 10-15mm Height & Width of Board: - (3ft. X 4ft.) Colour(Front/ Display layer): - Red/ Blue/ Green Front cover material of Board:-Acrylic (minimum 2 mm thickness Approx) Note: - Should have Wall handing Clamp Option	Superior Quality	1 PC
68	Paper Cutter Blade Plastic	(09 mm Blade)	Superior Quality	1 PC
69	Pamphlet	Gsm: - 55-60 Gsm, Size: - A4 Size Printing: - Both Side Black & white printing which consist of Pictures & Texts.	Superior Quality	1 PC
70	Paper Cutter Steel	Screw Locking System: - Yes Material of Blade: - Carbon Steel Width & Length of Blade: - 20mm x 90 mm Material of Body: - Steel, Thickness: - 0.5mm Type of Cutter Knife: - Paper Cutter Knife(Snap off Blade)	Superior Quality	1 PC
71	Punching Machine	Punching Machine of Single hole with Punching diameter 5.5 mm & 10 paper capacity of 80 Gsm with spring loaded & retractable chip tray.	Kangaroo SHP 20	1 PC
72	Punching machine	Number of Hole: - Two hole Punching Diameter: - 6-7 mm Material: - Steel, Punching distance: - 80mm Capacity of Punch-80 GSM- 20-30 Paper (min) Note: - machine with Spring Loaded and Retractable & Removable chip tray also	Kangaroo DP 600	1 PC
73	Paper Weight Square	Material: - Polymer, Transparency: - Opaque Weight:-100gm (Appx.),Shape:- Pyramid/ Square/ Hexagonal	Superior Quality	1 PC
74	Paper Weight Flowery	Shape: - Dome, Material: - Glass Type: - Transparent, Weight: - 100 gm (Appx.)	Superior Quality	1 PC
75	Pen Stand 2 Socket	Smoke Black transparent (Light & Dark) size 8*5(Approx.) with imported cast acrylic(Officer's Pen Stand with 2 Socket without Pen)	Superior Quality	1 PC

76	Pencil	Type of Pencil: - General Writing Body Colour: - Red & Black, Shape: -Hexagonal	Natraj/ Apsara/ Faber-Castell/ Cello	1 PC
77	Permanent Marker (Bold)	Size Of Tip: - 4mm, Line Width: - 1.5 mm Type: - Oil Based Paint, Colour: - Blue, Black & Red Note: - Hydrocarbon Tip for smooth & clear marking	Cell/ Linc/ Camlin/ Faber- Castell/ Luxor	1 PC
78	Permanent Marker	Type: - Oil Based Paint, Colour: - Blue, Black & Red Note: - Hydrocarbon Tip for smooth & clear marking	Cell/ Linc/ Camlin/ Faber- Castell/ Luxor	1 PC
79	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): - 220x300mm 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	Superior Quality	1 PC
80	Plastic File Folder	Spine Width: - 20mm Width & Length of Folder: - 220x300mm Color/ Type of Folder: - Transparent, L-Type Paper size to which folder is suitable: - A4 Material of conference folder: - Polypropylene	Superior Quality	1 PC
81	Plastic File Folder	Plastic File Folder of Length 11cm x 9.5 cm with base part would be black while covering part would be Foggy & should have additional pocket for keeping Identity/ Visiting Card.	Superior Quality	1 PC
82	Poker/ Awl	Material of Handle - Wood Handle	Superior Quality	1 PC
83	Register 02 Quire	Type: - PLAIN REGISTER Dimension of Paper (L X W): - 185mm X 310mm Dimension of Cover (L X W): - 320mm X 180mm Grammage of Paper: - 70 gsm, Colour of Pages / Sheets: - White Grammage of Cover Paper: - 150 gsm, Type of Binding: - Softcover Cloth Bound Cover Content and Description: - Front Cover Printed with AIIMS,Raipur logo & Full Name in Hindi/ Eng	Superior Quality	1 PC

84	Register 04 Quire	Type: - PLAIN REGISTER Dimension of Paper (L X W): - 185mm X 310mm Dimension of Cover (L X W): - 320mm X 180mm Grammage of Paper: - 70 gsm, Colour of Pages / Sheets: - White Grammage of Cover Paper: - 150 gsm, Type of Binding: - Softcover Cloth Bound Cover Content and Description: - Front Cover Printed with AIIMS,Raipur logo & Full Name in Hindi/ Eng.	Superior Quality	1 PC
85	Register 06 Quire	Type: - PLAIN REGISTER Dimension of Paper (L X W): - 185mm X 310mm Dimension of Cover (L X W): - 320mm X 180mm Grammage of Paper: - 70 gsm, Colour of Pages / Sheets: - White Grammage of Cover Paper: - 150 gsm, Type of Binding: - Softcover Cloth Bound Cover Content and Description: - Front Cover Printed with AIIMS,Raipur logo & Full Name in Hindi/ Eng.	Superior Quality	1 PC
86	Register 08 Quire	Type: - PLAIN REGISTER Dimension of Paper (L X W): - 185mm X 310mm Dimension of Cover (L X W): - 320mm X 180mm Grammage of Paper: - 70 gsm, Colour of Pages / Sheets: - White Grammage of Cover Paper: - 150 gsm, Type of Binding: - Softcover Cloth Bound Cover Content and Description: - Front Cover Printed with AIIMS, Raipur logo & Full Name in Hindi/ Eng.	Superior Quality	1 PC
87	Register Inward	Number of Pages: - 600 Grammage of Paper:- 55-60 Gsm Grammage of Cover Paper: - 150 Gsm Type of Register:- DESPATCH REGISTER Dimension of Paper (L x W): - 300mm X 190mm Dimension of Cover (L x W): - 290mm X 180mm Content & Description: - General Format of Dispatch	Superior Quality	1 PC
88	Register Dispatch	Number of Pages: - 600 Grammage of Paper:- 55-60 Gsm Grammage of Cover Paper: - 150 Gsm Type of Register:- DESPATCH REGISTER Dimension of Paper (L x W): - 300mm X 190mm Dimension of Cover (L x W): - 290mm X 180mm Content & Description: - General Format of Dispatch	Superior Quality	1 PC

89	Ring File	Paper size to which file is suitable : - A4 Ring Height : - 1", Gap between Rings : - 80mm Material & Thickness : - Polypropylene 01 mm thick Note : - with 01 no SS clip with 02 Nos SS D rings with snap locking & plastic stopper	Superior Quality	1 PC
90	Room freshener	Pack Size - 300 ml, Type - Spray, Fragrance- As per requirement	Air Wick/ Premium / Godrej/ Odonil	1 PC
91	Scale Steel	30cm/ 12" stainless steel Double sided Metal Ruler with Both metric and inch system. Ruler Size 32.8*2.6cm (Approx.)	Superior Quality	1 PC
92	Scissor	Handle Material: - Plastic Overall Length: - 200 mm Approx. Material of Blade: - Stainless Steel Note: - For General Cutting Purpose Note: - Will not be a Chinese Make or product. Blunt Tip of the Blade to Avoid Injury: - Yes	Superior Quality	1 PC
93	Scissor Tailor	Blade Thickness: - 1.8 mm Overall Length: - 90-100 mm, Blade Length: - 05 mm or more Material of Blade: - Stainless Steel Blunt Tip of the Blade to Avoid Injury: -Yes Note: - Iron blades capable of cutting fabrics, Sharp edge, Heavyweight paper & Heavy cloths with Brass handle.	Superior Quality	1 PC
94	Stamp Pad	Color of Ink: - Blue/ Violet, Length of Pad:- 70-115mm,Thickness:- 08-09mm Material Of Box :- Metal, Material of Pad :- Cotton	Goldan/ Faber-Castell/ Camel/ Artli ne	1 PC
95	Stamp Pad Ink	Quantity 60 ml & Colour Violet/ Blue of bottle container	Superior Quality	1 PC
96	Stapler	Top Loading + Loading Capacity 50/ 100 Pin + Remover + Tacking + throat Depth 64mm + Quick Loading	Kangaroo HS G10/ HD 10D	1 PC
97	Stapler (Big)	Top Loading + Loading Capacity 50/ 100 Pin + Remover + Tacking + throat Depth 64mm + Quick Loading	Kangaroo HD 45	1 PC
98	Stapler pin 10 no	Material of the Pin: - STEEL Number of strips in a box: - 20 Nos Number of Pins in a strip: - 100 Nos. Crown Size: - 05 mm, Size Designation: - 10 No.	Kores/ Kangaroo/ Mangoose	1 Pkt
99	Stapler pin 24/ 6 no.	Material of the Pin: - STEEL Number of strips in a box: - 20 Nos Number of Pins in a strip: - 100 Nos. Crown Size: - 05 mm, Size Designation: - 24 / 6	Kores/ Kangaroo/ Mangoose	1 Pkt

100	Sketch Pen	Contains 40% more ink with ventilated caps (each packet contains 10/ 12 nos. with fiber tip of diameter 1.8mm & length 10-12mm)	Classmate/ Faber-Castell/ Camlin/ Cello/ Luxor/ ADD	1 Pkt
101	Stock Register 02 Quire	Colour of Cover: -Red/ Maroon Grammage of Cover Paper: - 150 gsm Type of Binding: - Hardcover Cloth Bound Content and Description: - General Format Paper Brightness & Gsm: - 72% & 70 Gsm Colour of Pages / Sheets:- white/ Light Green Dimension of Paper (L X W): - 330mm X 210mm Dimension of Cover (L X W): - 330mm X 210mm Note: -Beginning 26 Index Pages will be alphabetically marked from A to Z & Front Cover Printed with AIIMS, Raipur logo & Full Name in Hindi & English language.	Superior Quality	1 PC
102	Stock Register 04 Quire	Colour of Cover: -Red/ Maroon Grammage of Cover Paper: - 150 gsm Type of Binding: - Hardcover Cloth Bound Content and Description: - General Format Paper Brightness & Gsm: - 72% & 70 Gsm Colour of Pages / Sheets:- white/ Light Green Dimension of Paper (L X W): - 330mm X 210mm Dimension of Cover (L X W): - 330mm X 210mm Note: -Beginning 26 Index Pages will be alphabetically marked from A to Z & Front Cover Printed with AIIMS, Raipur logo & Full Name in Hindi & English language.	Superior Quality	1 PC
103	Stock Register 06 Quire	Colour of Cover: -Red/ Maroon Grammage of Cover Paper: - 150 gsm Type of Binding: - Hardcover Cloth Bound Content and Description: - General Format Paper Brightness & Gsm: - 72% & 70 Gsm Colour of Pages / Sheets:- white/ Light Green Dimension of Paper (L X W): - 330mm X 210mm Dimension of Cover (L X W): - 330mm X 210mm Note: -Beginning 26 Index Pages will be alphabetically marked from A to Z & Front Cover Printed with AIIMS, Raipur logo & Full Name in Hindi & English language.	Superior Quality	1 PC

104	Stock Register 08 Quire	<p>Colour of Cover: -Red/ Maroon</p> <p>Grammage of Cover Paper: - 150 gsm</p> <p>Type of Binding: - Hardcover Cloth Bound</p> <p>Content and Description: - General Format</p> <p>Paper Brightness & Gsm: - 72% & 70 Gsm</p> <p>Colour of Pages / Sheets:- white/ Light Green</p> <p>Dimension of Paper (L X W): - 330mm X 210mm</p> <p>Dimension of Cover (L X W): - 330mm X 210mm</p> <p>Note: -Beginning 26 Index Pages will be alphabetically marked from A to Z & Front Cover Printed with AIIMS, Raipur logo & Full Name in Hindi & English language.</p>	Superior Quality	1 PC
105	Stock Register 10 Quire	<p>Colour of Cover: -Red/ Maroon</p> <p>Grammage of Cover Paper: - 150 gsm</p> <p>Type of Binding: - Hardcover Cloth Bound</p> <p>Content and Description: - General Format</p> <p>Paper Brightness & Gsm: - 72% & 70 Gsm</p> <p>Colour of Pages / Sheets:- white/ Light Green</p> <p>Dimension of Paper (L X W): - 330mm X 210mm</p> <p>Dimension of Cover (L X W): - 330mm X 210mm</p> <p>Note: -Beginning 26 Index Pages will be alphabetically marked from A to Z & Front Cover Printed with AIIMS, Raipur logo & Full Name in Hindi & English language.</p>	Superior Quality	1 PC
106	Service Book	<p>Grammage of Cover Paper: - 150</p> <p>Brightness & GSM of Paper: - 70-75</p> <p>Paper Dimension(LxW):- 315mm X 205mm</p> <p>Cover Dimension(LxW):- 330mm X 210mm</p> <p>Colour of Pages: - Light Green Like Note sheet</p> <p>Content and Description (General Format): - Total No. of 52 Pages inside of service book in which page no. 01 to 05 having specific format of Printing & from 06 to 35 having Common Rows & Column while from page number 36 to 52 are having printing Column & Filled Rows.</p> <p>Note: - Data of Format for inside printing of Service book is available in Central Store, AIIMS Raipur</p>	Superior Quality	1 PC
107	Sharpener	<p>Body material Plastic with blade of metal of Size 6mm x 30 mm (Length x Width</p> <p>Diameter 9mm-10mm & sharpening angle would be 30 Degree with single sharpening hole & no waste collector</p>	Apsara/ Natraj/ Camlin/ Faber-Castell	1 PC
108	Trimax Pen	<p>TC Ball Tip: - 0.5mm,Line Width: - 0.3 mm</p> <p>Type of Ink: - water based with Blunt Tip</p> <p>Ink Color: - Blue with Gel type</p>	Rorito	1 PC
109	Tag White 8"	<p>Colour: - White</p> <p>Packing size: - Bunch of 50 pieces</p>	Superior Quality	1 Bunc

		Tag length (mm): - 200mm Approx. Length of Piercers (Min.: - 20 mm Approx. Breaking load of lace (Minimum): - 6 Kgf Slip resistance of lace (Minimum): - 1.5 Kgf Linear density of lace (Minimum): - 0.65 g/ meter Gripping Strength of Piercers (Minimum):-5 Kgf Edge cut of Piercers: - Straight ends at both the edges at both the sides Tag type: - Tags at both the ends of metallic sheet with Chromium over Nickel plating		h	
110	Torch	05 Watt Rechargeable Torch (Medium Size)	Eveready/ Havells/ Wipro/ Nippo/ Godrej/ Bajaj/ Syska/ Pigeon	1 PC	
111	Tissue/ Napkin Paper	End Use: - Handkerchief, Napkin No. Of sheets: - 100(Single Ply) Colour: - White, Sheet Size: - 30cm x 30cm	Superior Quality	1 Pkt	
112	U Pin	Material: - Copper coated MS Wire Number of Clips in a box/ packet: - 100 Shape: - Standard, Size: - Small (25 mm X 7 mm)	Superior Quality	1 Pkt	
113	Writing Pad A5 size 10 pages	Size: - A5, Pages: - 60 gsm Nos. of pages: - 05 Pages (10 Nos.) Printing: - AIIMS logo Printed in front cover Glossy Front cover of 90-100Gsm with Black Wiro Binding	Superior Quality	1 Nos.	
114	Writing Pad 20 Pages	Size: - A5, Pages: - 55-60 gsm Nos. of pages: -10 Pages (20 Nos.) Printing: - AIIMS logo Printed in front cover Glossy Front cover of 90-100Gsm with Black Wiro Binding	Superior Quality	1 Nos.	
115	Writing Pad 50 Pages	Size: - A5, Pages: - 55-60 gsm Nos. of pages: -10 Pages (20 Nos.) Printing: - AIIMS logo Printed in front cover Glossy Front cover of 90-100Gsm with Black Wiro Binding	Superior Quality	1 Nos.	
116	Whitener	Fluid Quantity: - 12 ml Correction metal Tip size: - 01mm Type of Correction Fluid: - Type 2 water based Minimum Shelf life of correction fluid: - 1 year	Kores/ Camlin/ Classmate/ FB	1 PC	
117	White board Marker	Refilling: - Yes, Type of Ink: - Dry Safe Type of markers Tip: - 2mm thick bullet type Writable surfaces for markers: - White board Writing Colour: Assorted (Black Blue Green & Red)	Flair/ luxor/ Reynolds/ Rorito	1 PC	

118	White & Green Board	Size of Board: - 2' x 3' Purpose of writing board: - Writing Colour of board: - white & Green(Back) Surface suitable for writing with:- Dry marker ink for white board only	Superior Quality	1 Nos.
119	White & Green Board	Size of Board: - 4' x 3' Purpose of writing board: - Writing Colour of board: - white & Green(Back) Surface suitable for writing with:- Dry marker ink for white board only	Superior Quality	1 Nos.
120	Trimax Refill	Must Be suitable for Officer's pen Trimax with tip size 0.5 & colour Blue Green Red Black with one year shelf life.	Trimax	1 Nos.
121	DVD	Disc Diameter of 12 cm with storage of 4.7 Gb & packet of 50 Nos.	Moserbear/ Kodak/ Sony/	1 Pkt
122	Bucket	Handle & Bucket Material will be HDPE with capacity of 20 Liters & round Shape.	Pooja/Ratan/ Choice	1 Nos.
123	Pen Drive	Storage: - 16 Gb with metal Body of USB 3.0	HP/Sony/ Kingfisher/San Disk	01 Nos.
124	Pen Drive	Storage: - 32 Gb with metal Body of USB 3.0	HP/Sony/ Kingfisher/San Disk	01 Nos.

Note:

1. Firm should clearly mention the make and brand (if any) in respective Column.
2. Firm should quote the items as per specification/ make which is given on Annexure I.
3. Firm must provide warranty according to the manufacturer/OEM.

Technical Bid

The following documents are required to upload by the Bidder along with Technical Bid as per the tender document:

- a) Scanned Copy of EMD Cost must be uploaded.
- b) Please mention that the bidder is Manufacture/ Distributor/ Dealer/ Trader/ Supplier relevant document should be uploaded.
- c) Copy of PAN Card should be uploaded.
- d) Firm/ Company registration certificate should be uploaded.
- e) GST registration certificate should be uploaded.
- f) Income Tax Return of last three years should be uploaded.
- g) Tenderer must provide evidence of experience/ supplied Stationery items to Medical College/ Hospital/ Labs or other similar institute in Government/ reputed private Organizations in India of at least ₹ **8,00,000.00** in the last three years and the copy of the same should be uploaded.
- h) Annual turnover & balance sheet of last three year duly certified by CA at least **Rs. 15 Lakhs** of the bidder in the last three financial years. Copies of authenticated balance sheet for the past three financial years should be uploaded.
- i) "Declaration by the Bidder "(Form B) should be uploaded as mentioned in tender document should be uploaded.
- j) Relevant brochure/ catalogue pertaining to the items quoted with full specifications etc.
- k) Form A with duly filled by bidder should be uploaded.
- l) Technical Specifications Compliance Report should be uploaded.
- m) Please provide an affidavit (notarized) that you have not quoted the price higher than previously supplied to any government Institute/ Organization/ reputed Private Organization or DGS&D rate in recent past. If you don't fulfil these criteria, your tender will be out rightly rejected.
- n) The bidder should have a functioning Office in the 30 km radius of AIIMS Raipur. (Office Address attached)

PRICE BID

- (a) Price bid in the form of BOQ_XXXX .xls

PARTICULARS FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Two Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE SCHEDULED BANK (WHETHER SITUATED AT RAIPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT RAIPUR. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED)

To,
The Director
All India Institute of Medical Sciences (AIIMS),
Tatibandh, GE Road, Raipur-492 099 (CG)

LETTER OF GUARANTEE

WHERE AS All India Institute of Medical Sciences (AIIMS) Raipur (Buyer) have invited Tenders vide Tender No.....Dt.....for purchase of.....AND WHERE AS the said tender document requires the supplier/ firm(seller)whose tender is accepted for the supply of instrument/ machinery, etc. in response there to shall establish an irrevocable Performance Guarantee Bond in favour of "AIIMS Raipur" in the form of Bank Guarantee for Rs.....[10% (ten percent)of the purchase value] which will be valid for entire warranty period from the date of installation & commissioning, the said Performance Guarantee Bond is to be submitted within 30(Thirty) days from the date of Acceptance of the Purchase Order.

NOW THIS BANKHERE BY GUARANTEES that in the event of the said supplier/ firm (seller) failing to abide by any of the conditions referred to intender document/ purchase order/ performance of the instrument/ machinery, etc. This Bank shall pay to All India Institute of Medical Sciences (AIIMS) Raipur on demand and without protest or demur (Rupees.....).

This Bank further agrees that the decision of All India Institute of Medical Sciences (AIIMS) Raipur(Buyer) as to whether the said supplier/ firm (Seller) has committed a breach of any of the conditions referred in tender document/ purchase order shall be final and binding.

We,.....(name of the Bank& branch) here by further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the supplier/ firm(Seller)and/ or All India Institute of Medical Sciences (AIIMS) Raipur(Buyer).

Not with standing anything contained herein:

a.Our liability under this Bank Guarantee shall not exceed`..... (Indian Rupees.....only).

b.This Bank Guarantee shall be valid upto..... (date) and

c.We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if AIIMS Raipur serve upon us a written claim or demand on or before..... (Date)

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office atsituated at..... (Address of local branch).

Yours truly,

Signature and seal of the Guarantor

Name of the Bank:.....

Complete Postal Address:

Form-A**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/ UNSUCCESSFUL BIDDER****RTGS/ National Electronic Fund Transfer (NEFT) Mandate Form**

1	Name of the Bidder	
2	Permanent Account No(PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/ IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No.	
4	Email id of the Bidder	
5	Complete Postal Address of the bidder	

FORM-B

Declaration by the Bidder:

1. I/ We have downloaded the tender from the internet site and I/ We have not tampered / modified the tender documents in any manner. In case the same is found tampered/ modified, I/ We understand that my/ our offer shall be summarily rejected and I/ We are liable to be banned from doing business with AIIMS Raipur and/ or prosecuted as per laws.
2. I/ We have read and fully understood all the terms and conditions contained in Tender document regarding terms & conditions of the contract& rules and I/ we agree to abide them.
3. The bidder should not have been blacklisted before at any government organization
4. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address :

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: [https:// eprocure.gov.in/ eprocure/ app](https://eprocure.gov.in/eprocure/app).

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: [https:// eprocure.gov.in/ eprocure/ app](https://eprocure.gov.in/eprocure/app)) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the
- 3) Number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 4) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWG/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/ couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) The documents being submitted by the bidders would be encrypted using PKI encryption all techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.
- 8) Further this key is subjected to asymmetric encryption using buyers/ bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002.