



Inquiry No. AIIMS/Pat/Store/LP/Stationery/2014-15/006

Date: - 18/11/2014

Invitation of quotation for Stationery Items

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Patna for supply of stationery items for the Central store as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before 24.11.2014 12.00 hrs. The Envelope containing the quotation would please be sealed and super scribed as under:-

“QUOTATION FOR THE STATIONERY ITEMS AGAINST

INQUIRY NO. AIIMS/Pat/Store/LP/STATIONERY/2014-15/006”DUE ON **24.11.2014 12.00 HRS”**

1. **Terms & Conditions:**

- a) Envelope should be super-scribed “QUOTATION FOR THE STATIONERY ITEMS AGAINST THE INQUIRY NO. AIIMS/Pat/Store/LP/STATIONERY/2014-15/006” DUE ON 24.11.2014 12.00 HRS. . **Quotations need to be submitted by speed post/registered post or may be dropped in the tender box placed in Administrative Office, Medical College building after obtaining the acknowledgement for the same in the office of Administrative Officer, AIIMS Patna.**
The quotations received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.
- b) **Unsealed quotation will be rejected.**
- c) Quotations must be in the enclosed prescribed Performa and forwarding letter on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- d) Rates must be quoted as per the format specified taxes extra if any must be written separately. The rates must be quoted in figures as well as in words.
- e) In general no overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.
- f) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- g) Ceiling amount of this quotation will be 1 Lac.
- h) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.

- L1 will be decided for the overall value of quotation and not item wise
- i) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
 - j) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
 - Firm shall be registered with the Government of Bihar/ Central Government.
 - The firm shall have valid VAT/ Sales Tax No. and IT PAN.
 - **Certificate of non-inclusion in the black list as per given format attached in annexure "2" need to be provided on Rs. 100/- stamp paper duly notarized.**
 - Market standing of minimum 3 Years.
 - k) Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
 - l) The supplier may be asked to submit a sample of the product, which will be evaluated by a technical evaluation committee. Price bids of only those firms will be opened which qualifies technically as per the recommendation of the committee. The expenditure incurred for demonstrating the items will be borne by the supplier.
 - m) **Delivery Period** – 15 days from award of work.
 - n) **Liquidated Damage:** -In the event of the Seller's failure supply the stores/goods are conduct trails, installation of equipment, training, etc. as specified in this inquiry, the Buyer may at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered, stores/services mentioned above for every week of delay or part their of a week, subject to the maximum value of the Liquidated Damages being not higher that 10% of the value of delayed stores.
 - o) **Guarantee/Warranty Terms:** The equipment's/Instruments/Materials supplied by result of this Quotation/supply order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained /mentioned against each item in this document/ supply order. The seller guarantees that the said good equipment's / Instruments would continue to confirm to the description and quality a foresaid for a period of 12 months from the date of delivery/installation of the said equipment's/Instruments/materials to the buyer.
 - p) **Payment Terms:** 100% after delivery and submission of following documents by vendors to Finance Accounts Section -
 - a) Contingent Bill in triplicate along with supporting vouchers.
 - b) Store Receipt Certificate issued by stores.
 - c) Installation/Inspection Report issued by the concerned department if applicable.
 - q) **Disputes:** - In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Patna with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to

the Director, AIIMS Patna whose decision will be final and binding upon the contractor.

- r) AIIMS, Patna reserves the right to increase or decrease amount of work. Decision of Quantity of Equipment and Instruments in the AIIMS, Patna will be final in this regard.
- s) AIIMS, Patna reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, PATNA will be final in this regard.

Faculty-in-charge AO

Encl.: Annexure 1 (Format of Price Bid) Annexure 2 (Declaration Format)

PRICE BID FORM

To,
The Faculty-in-charge AO,
AIIMS Patna.

Dear Sir,

1. I/We submit the quotation for Enquiry No. **"QUOTATION FOR THE STATIONERY ITEMS AGAINST THE INQUIRY NO. AIIMS/Pat/Store/LP/STATIONERY/2014-15/006" DUE ON 24.11.2014 12.00 HRS.** . For "Supply of Stationery Item in Central Store" at AIIMS Patna.
2. I/We thoroughly examined and understood terms & conditions of contract given in the enquiry document.
3. I/We hereby offer to supply at the following rates. I/ We undertake that I/ We are not entitled to claim any enhancement of rates on any account during the validity of rate.

Sl. No.	Product with Description	Make & Model No.	Unit	Quantity	Price per unit	Taxes (Including all @ %.)	Price per Unit (inclusive of all taxes)	Total Amount	Total Amount (In Words)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h = f + g)	(i =e x h)	(j)
1	2Q FANCY DELUXE GEN REGISTER		Nos.	100					
2	4Q FANCY DELUXE GEN REGISTER		Nos.	50					
3	A3 PAPER		Pkt.	10					
4	A4 PAPER		Pkt.	200					
5	AGNI GEL PEN-BLACK		Nos.	500					
6	AGNI GEL PEN-BLUE		Nos.	1000					
7	AGNI GEL PEN-RED		Nos.	100					

8	AGNI GEL- GREEN PEN	Nos.	100					
9	REYNOLD 0.45	Nos.	210					
10	REYNOLD REFILL	Nos.	50					
11	BINDER CLIP 32MM	Pkt.	50					
12	BROWN TAPE - 2 INCH	Nos.	12					
13	CAMLIN CORRECTION PEN	Nos.	30					
14	CARBON PAPER	Pkt.	2					
15	CELLO TAPE 1"	Nos.	50					
16	CELLO TAPE 1/2 "	Nos.	20					
17	CELLO TAPE 2"	Nos.	24					
18	CHALK BOX COLOUR-KORES	Box	5					
19	CHALK BOX- WHITE-KORES	Box	5					
20	COBRA FILE	Nos.	300					
21	COVER FILE	Nos.	400					
22	CD-DVD MARKER PEN-CAMLIN	Nos.	25					
23	DVD-EMPTY	Nos.	50					
24	ERAZER-NATRAJ	Nos.	200					
25	FEVI STICK 8GM	Nos.	100					
26	FILE FOLDER (TAG FILE)	Nos.	800					
27	GUM TUBE	Nos.	100					
28	HI-LIGHTER PEN-CAMLIN	Nos.	50					
29	LINK LOCK 41	Nos.	25					
30	PAPER FLAG- MULTI COLOUR	Pkt.	30					
31	PAPER FLAG 2"	Pkt.	20					
32	PAPER WEIGHT	Nos.	20					
33	PENCIL NORMAL-NATRAJ	Pkt.	30					

34	PERMANENT MARKER PEN-CAMLIN	Nos.	30					
35	PIN CUSHIN	Nos.	20					
36	PUNCHING MECHINE SINGLE-KANGAROO	Nos.	30					
37	SCALE 30 CM-CAMLIN	Nos.	50					
38	SCISSORS FOR OFFICE USE-ODDY	Nos.	20					
39	SHARPNR-NATRAJ	Nos.	200					
40	SHORT HAND PENCIL-NATRAJ	Nos.	20					
41	SPIRAL PAD CORPARATE NO 66	Nos.	75					
42	STAMP PAD 88*54 MM	Nos.	50					
43	STAPLER 10 NOS-KANGAROO	Nos.	30					
44	STAPLER HP-45 LARGE SIZE-KANGAROO	Nos.	10					
45	STAPLER PIN 10 NOS-KANGAROO	Nos.	100					
46	STAPLER PIN 24/6 (BIG) 45 NOS-KANGAROO	Pkt.	50					
47	WHITE BOARD MARKER-BLACK (Camlin)	Nos.	30					
48	WHITE BOARD MARKER-BLUE(Camlin)	Nos.	30					
49	WHITE BOARD MARKER-GREEN (Camlin)	Nos.	30					
50	WHITE BOARD MARKER-RED (Camlin)	Nos.	30					
51	INDEX FILE	Nos.	60					
	Total							

(Signature of Authorized Person)

Place- _____

(Name)

Date- _____

(Designation)

Name of Firm/Company/Agency

Contact Detail

DECLARATION

Date.....

To,

The Faculty-in-charge AO,
AIIMS Patna.

Dear Sir,

Ref.: Inquiry No.

I / We hereby confirm that our firm has not been banned or blacklisted by any government organization/Financial institution/Court /Public sector Unit /Central Government and no police/Vigilance enquiry/criminal case is pending against us.

Signature of Authorized Person.....

Name.....

Designation.....

Seal

Place:

Date: