



**NOTICE INVITING PRICE QUOTATION UNDER GFR-2005, RULE-146**

**Price Quotation Enquiry No. : AIIMSBPLHOSPGFR1461617004 Dated: 04.05.2016**

**Sub:- Request for submission of Price Quotation for Designing, Printing and Supply of Stationery Items required for use in the Department of Transfusion Medicine & Blood Bank through General Item and Stationery Stores at AIIMS Bhopal under GFR-2005, Rule-146**

On behalf of the Director, AIIMS Bhopal, the Medical Superintendent is inviting sealed quotations under GFR-2005, Rule-146 from eligible Printing Agencies in the prescribed format given at Annexure-II; the sealed envelopes by post/per bearer for the supply of Printed Stationery items detailed enclosed at Schedule of Requirement at Annexure-I below which are required for Department of Transfusion Medicine and Blood Bank, AIIMS Bhopal Hospital, Saket Nagar, Bhopal-462 020 (MP), India.

The self-attested, Stamped Price Quotation on Supplier Agencies Letter Head should reach to the Office of Medical Superintendent, AIIMS Bhopal Hospital, Saket Nagar, Bhopal-462 020 (MP), India on or before 19.05.2016 at 15.00 Hrs. duly sealed & clearly superscripted "Price Quotation for Designing, Printing and Supply of Stationery Items for Department of Transfusion Medicines and Blood Bank, AIIMS Bhopal Hospital". If on the scheduled date of Price Quotation submission have declared closed public holiday, the proposal may be accepted on next working day up to 15:00 Hrs. All quotations should be typewritten or written with indelible ink. All over writing and erased entries will not be considered and treated as deleted entries from the quotations. Each page of price Quotation page numbered and signed by the authorized signatory of the supplier firm. Offers receipt beyond the above Date and time shall not considered and liable for rejection.

**Price Quotation Evaluation Process and acceptance of L-1 Prices:-**

1. The receipt proposals shall be opened at 11.00 Hrs on 20.05.2016 in the concerned User Department at AIIMS Bhopal Hospital, Saket Nagar, Bhopal-462 020 (MP), India. If on the scheduled date of Price Quotation opening have declared closed public holiday, the proposal may be opened on next working day at 13:00 Hrs. If any Firm want to be witness the opening of their Price Quotation, they may depute their representative for the same.
2. The Financial Quotation evaluation on the basis of per Set/Sheet/Unit Item basis will be carried out and Successful L-1 Tenderer/Tenderers will be declared accordingly Item Rate wise.

**Important Terms & Conditions:-**

1. **Designing of Hospital Stationery:-** The successful agency is required to be depute their Graphic Designer person along with Laptop Computer to the concerned user department for designing of required Stationery items as per the Technical Specification and satisfaction of user department and after obtaining due approval on writing for final accepted designed Hospital Stationery Items, then only the Printer Agency will print the stationery items in ordered quantity and supply to AIIMS Bhopal in the General Items and Stationery Stores within the given period of time (immediate within 7 Days time after obtaining final approval on designed stationery).

2. **Submission of Samples of Paper going to be used for approved Stationery items Printing:-** For assessing the Paper Quality and its GSM for proposed stationery Items

needed to be got printed through the Printing Agency, the participating printing Agency is required to be submit the requested type of paper clearly mentioning the paper type and its offered GSM as a sample along with their price quotation.

3. **Technical Specifications of Paper, its Make, Brand & GSM and Ink Quality:** is required to be clearly mentioned by the interested Supplier Agency in their Price Quotation.
4. **Price Quotation submission:** The price Quotation must be submitted in the name of "Director, AIIMS Bhopal, Saket Nagar, Bhopal" on the Letter Head of the Firm which should contain VAT/TAN/PAN number clearly otherwise it will not be considered.
5. **Price Basis & applicable Tax claim:** Price should be quoted by interested Tenderer is inclusive of all up to F.O.R. AIIMS Bhopal basis. Vendor should clearly mention the Rate of applicable Taxes like CST/VAT/Service Tax separately, if firm will not mentioned, the Taxes clearly on their Price Quotation, AIIMS Bhopal assume that the price quoted is inclusive of all and no extra amount in later stage shall be paid by AIIMS Bhopal on account of Taxes to any successful Printing Agency.
6. **Rate Validity Period:** The Rates approved should be valid for entire Year period from the date of Work/Purchase Order issued by AIIMS Bhopal.
7. **Printed Stationery Items supplied should be as per approved Design, Inks, Paper Sample and its GSM:** The store should be supplied strictly in accordance with the supply order and with the approved Design, specification/ Paper samples & its GSM.
8. **Supply Delivery period for approved Stationery Items:** The delivery of approved designed stationery items in ordered quantity as per work/purchase/supply order shall be completed within 7 days time after obtaining approved designed Stationery items from AIIMS Bhopal.
9. **Payments:** Payments shall be made against invoice/bills in triplicate duly signed by authorized signatory along with copy of Delivery/Supply Challan. It shall be submitted to the dealing user department along with supplies (i.e. in the General Items and Stationery Store, AIIMS Bhopal Hospital). The payments shall be released in considerable time after issue of Inspection & Final Acceptance by nominated Inspection committee of the AIIMS Bhopal.
10. **Right to Amendment /Acceptance /Rejection:** Director/Medical Superintendent, AIIMS Bhopal reserve the right to amend/accept/reject any offer against this Price Quotation Enquiry as per his discretion.
11. **Jurisdictions:** The Court of Bhopal shall alone have jurisdictions to decide any dispute arising out of or in respect of the contract.

### **Undertaking**

I/we Shri/Ms-----declare that I/We read the terms & Conditions and understood and hereby declare that the information submitted is true to the best of my/our knowledge. Any false information/fabrication will invite cancellation of the bid and action under relevant rules & regulations.

**Name(s) & Signature of the Tenderer with rubber seal(s) .....**

## Annexure-I Schedule of Requirement

Price Quotation Enquiry No. : AIIMSBPLHOSPGFR1461617004 Dated: 04.05.2016

Designing, Printing and Supply of Stationery Items required in the Department of Transfusion Medicine and Blood Bank through General Item and Stationery Stores at AIIMS Bhopal Hospital, Saket Nagar, Bhopal-462020 (MP) as per following Technical Specifications:-

S. No.	Approved Designed Stationery Items needed to be supplied on the approved Paper Quality, its GSM, Ink given below after the Schedule of Requirement for Tenderer information	Tentative Required Quantity
1.	Designing, Printing and supply of Forward Grouping Record Register Size : A-4 (210 mm x 280 mm) Nos. of Pages in one Set : 200 Pages in one Set Inside Paper GSM : 70 GSM Paper Quality : Maplitho Paper Printing Colour : Single Colour Binding : Hard bound with swing type Above job required designing as per the user department instructions.	<b>10 Sets (Each contained 200 Sheets)</b>
2.	Designing, Printing and supply of Sample Receiving Register Size : A-4 (210 mm x 280 mm) Nos. of Pages in one Set : 200 Pages in one Set Inside Paper GSM : 70 GSM Paper Quality : Maplitho Paper Printing Colour : Single Colour Binding : Hard bound with swing type Above job required designing as per the user department instructions.	<b>10 Sets (Each contained 200 Sheets)</b>
3.	Designing, Printing and supply of Investigation form Size : A-5 Nos. of Pages : Each Sheet Inside Paper GSM : 70 GSM Paper Quality : Maplitho Paper Printing Colour : Single Colour Binding : Pad type Above job required designing as per the user department instructions.	<b>5000 Sheets</b>
4.	Designing, Printing and supply of Report form Size : A-5 Nos. of Pages : Each Sheet Inside Paper GSM : 70 GSM Paper Quality : Maplitho Paper Printing Colour : Single Colour Binding : Pad type Above job required designing as per the user department instructions.	<b>5000 Sheets</b>

# Annexure-II

## FINANCIAL QUOTATION

Price Quotation Enquiry No. : AIIMSBPLHOSPGFR1461617004 Dated: 04.05.2016

(Strictly in the format given below only sealed in the Financial Quotation Envelope)

Quotation Reference No. of the Tenderer:..... Dated: .....

To,  
The Director,  
AIIMS Bhopal, Saket Nagar, Bhopal-462020 (MP)

Dear Sir,

I am submitting Price Quotation against your Price Quotation Enquiry No. : AIIMSBPLHOSPGFR1461617004 and offering rates for the designing, printing and supplying of stationery items given in the Schedule of Requirement, Annexure-I as below:-

ITEM SL. NO.	NAME OF THE ITEM (AS PER THE SCHEDULE OF REQUIREMENT ANNEXURE-I)	Unit	UNIT PRICE inclusive of all Taxes and Expenditure up to F.O.R. (IN Rs.) (IN FIGURE)	UNIT PRICE inclusive of all Taxes and Expenditure up to F.O.R. ( In Rs.) (IN WORDS)
1	Designing, Printing and supply of Forward Grouping Record Register	Each Set contains 200 Sheets		
2	Designing, Printing and supply of Sample Receiving Register	Each Set contains 200 Sheets		
3	Designing, Printing and supply of Investigation form	Each Sheets		
4	Designing, Printing and supply of Report form	Each Sheets		

1. The Financial Quotation evaluation on the basis of per Set/Unit Sheet Printed Stationery Item basis will be carried out and Successful L-1 Tenderer will be declared accordingly Item Rate wise.
2. The rates should be inclusive of all taxes & charges viz. all the designing expenditure, raw material used for printing, Printing Charges, Packing charges, Transportation Charges etc. upto F.O.R.

**Name(s) & Signature of the Bidder with Stamp/Seal**

Name of the Firm .....

Authorized Signatory: .....

Contact Details: Cell Nos.....Email Id : .....

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