



No.: Stores/2016-17/LPC/964

Dated:27/02/2017

Subject: **Quotation for Supply of General Stationary Items**

Dear Sir,

- Sealed quotation are invited, for supply of **General Stationary Items** as shown in enclosed Financial bid form so as to reach the Stores Officer, Central Store, First Floor Medical College Building AIIMS Bhopal **by 14:00 Hrs of 06/03/2017**
- The Financial Quotation evaluation on the basis of per Unit Item basis will be carried out and Successful L-1 Tenderer/Tenderers will be declared accordingly Item Rate wise.

**Terms & Conditions:-**

- The quotation is to be submitted only in the format enclosed. Not acceptable in any other form.
- The quotation must be submitted in sealed envelope to the **office of the Store officer (Central Stores Medical College) AIIMS Bhopal.**
- Each page of the quotation must be printed on letter head of the Participants duly numbered.
- Failure to comply with any of these conditions will lead to rejection of the quotation and Responsibility for the same will lie with the participants submitting the quotations.
- **F.O.R.:** Rate quoted shall be fixed and on FOR destination Basis.
- **Tax:** Quotation must contain **VAT/TIN/PAN Number otherwise the quotation will not be considered.**
- **Rate of applicable Tax should be shown separately.**
- **Supply Delivery period:** The delivery against supply order shall be completed within 10 days of receipt of the supply order.
- **Penalty/LD on delayed Supply:-** The period of delivery strictly to be followed by the Supplier Agency as per time period communicated through Purchase/Supply Order through e-mail/hard copy through speed post. The penalty @ **0.5 %** per week will levied on supply order value of the item and will be deducted from the payment Bill of the supplier Agency. The maximum penalty **will be 10 % against** any of Purchase/Supply Order total value. If any agency will fail to supply the ordered items within this period mentioned as above, the supply order will be treated as cancelled without any further reference and the action as deemed fit shall be initiated against such defaulter Agency/Firms (i.e. blacklisting of such agency for participating in AIIMS Bhopal Price Quotations Enquiries/LTEs/Open Tenders at AIIMS Procurement in any form for Two Years period).
- **Payments:** Payments shall be made against invoice/bills in triplicate duly signed by authorized signatory along with copy of Delivery Challan, **NEFT/RTGS Account Details, Vendor Registration Form for registering Vendor in the Public Finance Management System implemented at AIIMS Bhopal in the Format given at Annexure-III of the Supplier Agency etc.** along with requested Item supply in the Name of "Director, AIIMS Bhopal, Saket Nagar, Bhopal". The payments shall be released in considerable time after issue of CRC/Final Acceptance Certificate in respect of successful commissioning of supplied Items and acceptance of ordered items as per technical specifications asked through this NIQ by user Department of the AIIMS Bhopal after deduction of applicable LD (if any due to delayed supplied) and Taxes like MP VAT/TDS as per present applicable Tax Rates.
- **Right of rejection:** The Competent authority reserves all rights to reject any or all quotation without assigning any reason.

**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-1

### Schedule of Requirement

Price Quotation Enquiry No.: Stores/2016-17/LPC/964

Dated: 27/02/2017

Supply of General Stationary Items at AIIMS Bhopal Medical College as per following Technical Specifications:-

Sr. No.	Item needs to be supplied strictly as per Technical Specification given below	Req. Qty.	Unit Name
1	2	3	4
1	<b>Box File:</b> Superior Quality	200	No's
2	<b>File Pad:</b> Standard type with file papers holding arrangement, with good quality of Thread	500	No's
3	<b>File Cover:</b> with AIIMS Mono, full address printed on it	500	No's
4	<b>A4 Size paper:</b> 75 GSM superior quality	250	Ream
5	<b>Ruled Register:</b> 8Q	100	No's
6	<b>Ruled Register:</b> 3Q	250	No's

Annexure-II

**Financial Quotation**

Price Quotation Enquiry No.: Stores/2016-17/LPC/964

Dated: 27/02/2017

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

Quotation Reference No..... Dated:.....,Tin No : .....

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

Dear Sir,

I am submitting Price Quotation against your Price Quotation Enquiry No. : Stores/2016-17/LPC/964 and offering rates for the items given in the Schedule of Requirement, Annexure-I as below:-

Sr. No.	Particular	Req. Qty.	Unit Name	Make/Brand.	Unit Rate in Rs.	Total cost in Rs.
1	2	3	4	5	6	7
1	<b>Box File:</b> Superior Quality	200	No's			
2	<b>File Pad:</b> Standard type with file papers holding arrangement, with good quality of Thread	500	No's			
3	<b>File Cover:</b> with AIIMS Mono, full address printed on it	500	No's			
4	<b>A4 Size paper:</b> 75 GSM superior quality	250	Ream			
5	<b>Ruled Register:</b> 8Q	100	No's			
6	<b>Ruled Register:</b> 3Q	250	No's			
<b>Sub Total(A)</b>						
<b>CST/VAT Extra @..... In Rs.</b>						
<b>Total( Inclusive of all) Taxes in Rs.</b>						

1. The Financial Quotation evaluation on the basis of per Item unit Price inclusive of all basis will be carried out and Successful L-1 Tenderer/Tenderers will be declared accordingly and supplier Agency will supply the ordered items at desired location at AIIMS Bhopal.

2. The applicable MP VAT/TDS shall be deducted as per prevailing Tax Rules from the payment claim of the Supplier Agency and same shall be deposited to the concerned Statutory Body by AIIMS Bhopal.

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

Name of the Firm .....

Authorized Signatory: .....

Contact Details: Cell No.....Email Id : .....

**Annexure-III**  
**Vendor Registration Form.**

<b>ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL</b>		
<b>PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)</b>		
<b>PFMS UNIQUE CODE :-</b>		
<b>VENDOR REGISTRATION FORM</b>		
<b>S.No.</b>	<b>Head Name</b>	<b>Details</b>
1	Vendor Name	
2	Father/Husband/Owner Name	
3	Date of Birth	
4	PAN Number	
5	Aadhaar Number	
6	TAN Number	
7	TIN Number	
8	Service Tax No	
9	Address1	
10	Address2	
11	Address3	
12	City	
13	Country	
14	State	
15	District	
16	Pin Code	
17	Mobile No.	
18	Phone No.	
19	Email ID	
20	Bank Name	
21	IFSCCode	
22	Account Number	
<p>DATE : _____</p> <p>PLACE : _____</p> <p style="text-align: right;"><b>VENDOR SIGNATURE WITH SEAL</b></p> <p>Department Name: _____</p> <p style="text-align: right;">Forwarded by HOD/Incharge</p>		

Note: All related documents also enclosed with this form self-attested :-

1. Pan Card of Form
2. Aadhar Card of Firm Owner.
3. Firm Account cancelled cheque copy
4. Firm registration Certificate

**All documents shall be self-attested and stamp on it.**