



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL**  
Saket Nagar, Bhopal-462020 (Madhya Pradesh) India  
Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

## **NOTICE INVITING TENDER**

**Tender No. 196: AIIMS Bhopal/Store/Stationery Items/2014-2015/01**

**Dated.09.07.2015**

On behalf of **Director, Admin Officer ,All India Institute of Medical Sciences (AIIMS) Bhopal, Invites Tender Under Rate Contract for Supply of Stationery Items to AIIMS Bhopal** are invited under **Two Bid System** in sealed cover.

Detailed Description and Term & Conditions of Tender Document may be seen and downloaded from AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) or may be obtained directly from the Office of Store Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462020 (MP) on any working day from 09.07.2015 to 03.08.2015 from 10.00 Hrs to 17.00 Hrs except Saturday/Sunday/Holyday on paying Cost of Tender Document (i.e. Rs. 1,050/- (Non Refundable) in the form of DD, withdrawn from any Nationalized Bank in favour of "**Director, AIIMS Bhopal**"). Last date of submission of tenders is 04.08.2015 (Up to 14.00Hrs) in the Tender Box kept in the Office of the undersigned.

**( Admn.Officer )**



## **ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL**

**Saket Nagar, Bhopal-462024 (Madhya Pradesh) India**

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**Tender No.196: AIIMS Bhopal/Store/Stationery Items/2014-2015/01**

**Dated 09.07.2015**

### **Notice Inviting Tender for Supply of Stationery Items to AIIMS Bhopal**

On behalf of Director, AIIMS Bhopal, the Admin. Officer, AIIMS Bhopal, invites sealed tender are invited under "TWO BIDS (TECHNICAL & FINANCIAL) SYSTEM" in prescribed tender document from firms/manufacturers/suppliers for "Supply of Stationery Items to AIIMS Bhopal".

**Schedule Of Requirement is attached as chapter**

**As mentioned in Chapter-7 Page No**

#### **Schedule of Tender**

| <b>SrNo.</b> | <b>Schedule</b>                      | <b>Particulars</b>   |
|--------------|--------------------------------------|--|
| 1            | Cost of Tender Form                  | <b>Rs. 1050/- (One Thousand Fifty Only) Non Refundable in the Form of DD</b> in favour of "Director, AIIMS Bhopal" from any Nationalized bank. Those who have downloaded the tender document should must accompany above Tender Document cost DD in Technical Bid Envelop.   |
| 2            | Date of issue of Tender Document     | 09.07.2015   |
| 3            | Last date of Sale of Tender Document | 03.08.2015   |
| 4            | Pre-Bid Conference at AIIMS Bhopal   | 20.07.2015 at 15:00 Hrs. at 1 <sup>st</sup> Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal.  |
| 5            | Date of submission of tender         | 04.08.2015; 14.00 Hrs.   |
| 6            | Date of Opening of Technical Bid     | 04.08.2015; 15.00 Hrs.   |
| 7            | Earnest Money Deposit                | <b>The DD/Banker's Cheque/FDR of EMD of Rs. 1,00,000/- is to be drawn in favour of "Director, AIIMS Bhopal".</b> In respect of successful bidder it will be returned after the submission of Performance Security Deposit to AIIMS Bhopal and Performance Security Deposit should remain valid for a period of Ninety Days beyond the date of completion of all contractual obligations including 36 Months Warranty. Any other dues outstanding shall also be recovered from the Performance Security Deposit. In the case of unsuccessful Bidders, the EMD shall be refunded within 30 days of award of contract to successful bidder/bidders. |

Note:-

1. The details of Tender Terms & Conditions are mentioned in Tender Document.
1. Tender Form can be purchased from **Office of Store Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building AIIMS Bhopal by paying Cost of Bid Document of Rs. 1,050/- (One Thousand Fifty only) Non Refundable** in form of Demand Draft of any Nationalized Bank drawn in favour of **"DIRECTOR, AIIMS BHOPAL"** payable at BHOPAL from 09.07.2015 to 03.08.2015 in all working days from 10.00 Hrs. to 17.00 Hrs. except Saturday/Sunday/Holyday or downloaded directly from AIIMS Bhopal website **www.aiimsbhopal.edu.in**. Those who have downloaded the tender document from website should must have enclose a DD for **Rs. 1050/- (One Thousand Fifty only )** along with their Technical Bid **(NON-REFUNDABLE) BY WAY OF SEPARATE DEMAND DRAFT DRAWN IN FAVOUR OF DIRECTOR, AIIMS, BHOPAL AND THE SAME SHOULD ESSENTIALLY BE ENCLOSED ALONGWITH THE TECHNICAL BID. THE BIDDERS SHOULD SPECIFICALLY SUPERSCRIBE, "DOWNLOADED FROM THE WEBSITE" ON THE TOP LEFT CORNER OF THE OUTER ENVELOPE CONTAINING TECHNICAL BID & FINANCIAL BID SEPARATELY. IN NO CASE, THE TENDER COST FEE SHOULD BE MIXED WITH EMD AMOUNT. THE TENDERS NOT FOLLOWING THE ABOVE PROCEDURE, THEIR BIDS WILL BE SUMMARILLY REJECTED.**
2. The Director, AIIMS Bhopal reserves the right to reject any or all tenders without assigning any reasons whatsoever.
3. Interested Bidders are advised to visit AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) for details of this Tender Document.

**Enclosed: Tender Document**

**(Admn.Officer )**

**Copy to:**

1. Director/Dy. Director(Admin)/MS/Financial Advisor/Store Officer of AIIMS, Bhopal
2. Notice Board of MS/Admin/Store Department for wider publicity and Vendors information.
3. IT Department, AIIMS Bhopal- Requested for upload the same in the **AIIMS Bhopal Website**[www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) / [www.aiimsbhopal.nic.in](http://www.aiimsbhopal.nic.in) / **CPP Portal** [www.eprocure.gov.in](http://www.eprocure.gov.in) for wider publicity.



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**Tender No.196: AIIMS Bhopal/Store/Stationery Items/2014-2015/01**

**Dt: 09.07.2015**

## **NOTICE INVITING TENDER**

### **For Supply of Stationery Items to AIIMS Bhopal**

1. Sealed tenders are invited under two bid system (Part-I Earnest Money and Technical bid & Part-II Financial bid) from prominent Manufacturers/Authorised Dealers/Whole-sellers on annual Supply basis, for a period of one year from the date of commencement of award. The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the Letter of Award (LoA). The contract may be extendable year to year subject to a maximum period of 1 year), on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances.
1. The cost of Tender Document is Rs.1050/-(One Thousand Fifty only) (Non Refundable).Tender document can be had in person from the Office of the Store Officer on any working day from 09.07.2015 to 03.08.2015 during 10:00 to 15.00 Hrs except Saturday/Sunday/Holyday on payment of said cost in the form of Demand Draft in favour of "Director, AIIMS Bhopal", payable at Bhopal. The Tender Document can also be downloaded from the AIIMS website (<http://www.aiimsbhopal.edu.in>). In this case it is necessary for the Tenderer to pay the cost in the form of Demand Draft drawn in favour of "Director, AIIMS Bhopal", payable at Bhopal and is kept in the Technical Bid Envelope. The reference of the DD is to be super scribed on the main envelope of Technical Bid.
2. The amount of Earnest money deposit is for EMD of Rs. 1, 00,000/-. This Earnest money deposit is compulsory and equal to all the prospective bidders. Bidder has to submit EMD on the basis of Group item which he is quoting as per the requirement list given in Chapter-7 of this Tender Enquiry Document by any bidder want to participate in this Tender. The Bidder is required to deposit earnest money along with their Technical Bid document in Technical Bid Envelope in the form of Banker's Cheque/Demand Draft (Non-Interest Bearing)/FDR from any Nationalized Bank and the same should be drawn in favour of "**Director, AIIMS Bhopal**" payable at **Bhopal**.
3. The Tenderer is required to prepare two sealed cover super scribed as (i) **Cover-I-Technical Bid**, and (ii) **Cover-II – Financial Bid**. Both covers should be kept **in one main sealed cover** super scribed as "Tender for Supply of Stationery Items due on 04.08.2015."
4. The tenderer has to drop the cover sealed in above manner in the Tender Box kept at the Office of the Store Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar-462020 (MP) on or before 04.08.2015 by 14.00 Hrs. positively. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
5. The Technical bid will be opened on the same day at 15.00 hrs by a Committee constituted by the competent authority of AIIMS Bhopal, in its office in the presence of the Tenderers or their authorised representative who wish to be present. **The date and time for opening of Financial Bids of the technically qualified Tenderers shall be communicated later as per convenience of this office.**
6. The Authority reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the tender will not be entertained.

7. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying Tenderer. The offer should remain valid for a minimum period of 90 days. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.
8. AIIMS Bhopal reserves the full rights to increase/decrease the quantity of items in the tender as per requirement.
9. Any dispute is subject to the jurisdiction of Civil Court Bhopal.
10. The Tender Document has been divided into the following chapters:-
  - **Chapter-1: General Instructions to Bidders**
  - **Chapter-2: Terms and Conditions of Contract**
  - **Chapter-3: Schedule of Requirements**
  - **Chapter-4: Technical Bid**
  - **Chapter-5: Check List**
  - **Chapter-6: Contract Form and Performance Bank Guarantee Form**
  - **Chapter-7: Financial Bid (to be utilized by the bidders for quoting their prices and price bid should be kept in separate sealed envelope superscripted as Financial Bid for Stationery Items)**

## Chapter – I

### GENERAL INSTRUCTIONS TO BIDDERS

1. The Tenderer must fulfil the following specifications/conditions:-
  - (a) A Registered Office or Branch Office located at Bhopal HQ. Availability of a responsible person on call on all working days between 09.00 Hrs. to 17.30 Hrs.
  - (b) The tenderer should have its own Bank Account, PAN, TAN, TIN, VAT and Service Tax Number. Payment will be made electronically only.
  - (c) The tenderer should be a reputed supplier having at least three years dealing experience with the Government Departments and reputed organisations. Certificate in token of Proof of experience, of the concerned Department should be enclosed for ready reference.
  - (d) The tenderers are also required to submit sample of each stationery item for which rates have been quoted (only Technically Qualified Bidders are required to submit samples along with their quoted items nos. and their firm name without indicating any prices before opening of Financial Bid to Store Department for Inspection).
  - (e) The rates are to be quoted on FOR-Destination basis only. However, their breakup is necessary.
  - (f) The offer of Tenderers quoting rates as per specifications laid down in Financial Bid (Chapter-7) for less than 60% Items shall not be entertained.
  - (g) The tenderer should submit self-attested copies of the Income Tax Returns for the last three financial years (i.e. for 2011-12, 2012-2013 and 2013-2014).
  - (h) The tenderer should give an Affidavit duly Notarized on Stamp Paper worth Rs. 50/- in clear and un-ambiguous language that it has never been black listed/no criminal case pending by any of the organisation with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply.
  - (j) The tenderer should be financially sound and also capable to make bulk supply of items not included in chapter-7 on a short notice of the items not which are auxiliary/ancillary/incidental to **The AIIMS**.
  - (j) The tenderer should be financially sound and in a position to carry out any other additional supply and installation work order on approved L-1 Rates under this Rate Contract as per the need of AIIMS Bhopal one short notice.
  - (k) The Director, AIIMS Bhopal reserves the right to reject any or all tenders without assigning any reasons whatsoever.

## Chapter -2

### TERMS AND CONDITIONS

1. The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the Letter of Award (LoA). The contract may be extendable year to year subject to a maximum period of 1 year), on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances.

### ELIGIBILITY/EVALUATION CRITERIA

2. The tenderer must fulfil the following specifications (all documentary proofs, self-attested and stamped (seal), are required to be submitted along with the technical bid):
  - (a) Documentary proof of the Registered Office of the Tenderer. The registered office should be located within the periphery of 20 KMs area of the AIIMS Bhopal.
  - (b) The tenderer should have its own Bank Account, PAN, TIN, TAN Number, VAT and Service Tax Number. Self-attested Photostat of all should be enclosed. In technical bid
  - (c) The Tenderer should be a reputed & financially sound stationery supplier having minimum experience of three years and expertise in supplies to reputed organizations. Proof of experience in the form of copy of certificates obtained from Govt. Deptt. etc. should be enclosed. Copy of Income Tax Return for the last three years may also be enclosed with the Technical Bid.

|          | Description   |
|----------|---|
| <b>1</b> | Bidder should have average annual financial turnover of <b>Rs.10 LAKH</b> , during the last three Financial Years ending <b>31<sup>st</sup> March 2014</b> and should not have incurred loss in last 3 years. A letter duly signed by the Chartered Accountant/Company Secretary indicating the Financial Turnover and Profit & Loss Account must accompany with Technical Bid.<br><b>i) Should have satisfactorily completed <u>Similar Single Work of 16 Lacs</u></b><br>OR<br><b>ii) Should have satisfactorily completed <u>Two Similar works each costing 12 lacs</u></b><br>OR<br><b>iii) Should have satisfactorily completed <u>Three Similar Works each costing 8 lacs</u></b> |

- (d) The Tenderer should submit a certificate, along with its Technical bid, indicating that their representative will have to submit and place the sample of stationery items in the Stores Room for Inspection with clear marking of Agency/Firm Name to AIIMS Bhopal (without indicating prices on submitted sample items), when they (Tenderer) get the Official Intimation from AIIMS Bhopal that their firm found "Technical Responsive" and the rates for each stationery items have been quoted in the Financial bid (Chapter 7) accordingly. The Tenderer should also enclose a duly stamped signed copy of the Terms & Conditions of the tender documents with Technical bid conveying acceptance thereof.
- (e) The tenderer are advised in their own interest to quote their rates for all the items or minimum 50% of Items as per the specifications laid down in Financial Bid (Chapter-7). The offer of Tenderers quoting rates for less than 50% items shall not be entertained.
- (f) The Technical Responsive bidders Financial Bid shall only be opened and L-1 bidder shall be decided on the basis of each Item wise lowest rate quoted by any of the bidder and the bidder, who have quoted maximum number of items in L-1 rate shall be given opportunity by the competent authority of AIIMS Bhopal and ask him in writing to match L-1 price of other items quoted by him in comparison of other bidders, where his quote has not found L-1. .
- (g) The **Earnest Money Deposit of Rs. 1,00,000 (One Lakh)**, refundable (without interest), should be necessarily accompanied with the technical bid in the form of Demand Draft drawn from any Nationalized Bank in favour of "**Director, AIIMS Bhopal**", **Payable at Bhopal**, failing which the tender shall be declared un-responsive. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.

- (h) The successful Tenderer shall have to deposit a **Performance Security @10% of order value on each occasion in the form of Demand Draft/Banker's Cheque/FDR/Bank Guarantee in favour of "Director, AIIMS Bhopal" Payable at Bhopal. If Bidder interested to furnish the Performance Security in the way of Bank Guarantee, the Format enclosed at Chapter-6 for reference**). The performance security should remain valid for a period of Ninety days beyond the date of completion of all contractual obligations including 36 Months warranty (i.e. for 39 months from the date of Purchase Order). In case ,the contract is further extended beyond the initial period of one year, the Performance Security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.
- (i) The Tenderer should give an affidavit duly notarized on Stamp paper worth Rs. 50/-, therein clearly and unambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Govt. Institute/Ministries/Departments/PSU with whom, it had contract for supply of stationery items etc. during last five years nor has been penalized by such organization on account of poor/spurious quality.
- (j) Details regarding quality, brand, specification etc. have been given against each item in the Financial Bid (Chapter-7). Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for best available/good quality product conforming to the prescribed/prevaling standards.
- (k) In his own interest the tenderer is advised to submit the desired papers/documents with their technical bid as per the specifications indicated in **Chapter-5 (Check list)** failing which their bids shall be declared unresponsive.

#### **OTHER ESSENTIAL TERMS & CONDITIONS:-**

3. The selected tenderer would be required to arrange supply on regular basis as per the Despatch Instructions/Purchase cum Supply Order during the working hours of the Institute. Since the rates are to be quoted on destination basis, no other charges whatsoever are payable extra.
4. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to AIIMS Bhopal.
5. Order shall be issued on requirement basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by AIIMS Bhopal.
6. If the selected firm fails to deliver the items or replace the defected/spurious items within the stipulated date & time, a penalty on a weekly basis for delay @ 1% on per week basis, subject to maximum of @10% of total Order Value as penalty and the actual cost paid to be an outside agency by the All India Institute of Medical Sciences (AIIMS) Bhopal after made deduction from the firm's pending bills or Performance Security, as the case may be.
7. All India Institute of Medical Sciences (AIIMS) Bhopal shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.
8. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of Service Tax/VAT or other applicable taxes deposited to Tax Authorities by the firm for



recent period, just before the submission of Bills must also be enclosed for reference of AIIMS Bhopal authorities.

9. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS) Bhopal while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
10. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the All India Institute of Medical Sciences (AIIMS) Bhopal, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
11. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency (i.e.) without prior written consent of the All India Institute of Medical Sciences (AIIMS) Bhopal. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/ supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
12. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
13. All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form (Chapter-7) only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
14. The tender documents should be sealed and clearly super-scribed with the words "Tender for Rate Contract to Supply Stationery Items to AIIMS Bhopal".
15. If a tendering Firm/Agency/Company decides to withdraw from the bidding before the financial bids are opened, the AIIMS Bhopal shall have the authority to forfeit the EMD of Rs. 1,00,000/- (Rupees One Lakh only) deposited with the technical bid.
16. All India Institute of Medical Sciences (AIIMS) Bhopal shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items.
17. The Competent Authority of All India Institute of Medical Sciences (AIIMS) Bhopal reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the AIIMS Bhopal.
18. The Tender should be dropped only in the designated Tender Box kept at the Office of the Store Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 024 (MP). The closing time and date for acceptance of tenders shall be 14.00 hrs on/ before by 04.08.2015. No tender received later the stipulated date & time or from other modes/place shall be entertained & shall be declared un-responsive.
19. The tenders will be opened on the same day (i.e. on 04.08.2015) in Office Room of the Designated Officer at 1<sup>st</sup> Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 024 (MP) at 15:00 hours in the presence of such tendering Firm/Agency/Company or their authorized representatives (only One representative from each of company shall be allowed) who wish to be present/witness at the time of opening of bids.
20. The AIIMS Bhopal reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise, to any other firm (s) in emergency/unavoidable situation.

21. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
22. The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-mo to terminate the contract by giving one month's notices at any point of time.
23. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the stationery items are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs. If subsequently it is found that the firm has supplied stationery items at higher rates to the All India Institute of Medical Sciences (AIIMS) Bhopal, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 1000/- (One Thousand) on firm on such occasion and shall be doubled on subsequent occasions.
24. The tendering Firm/Agency/Company should have its own Bank Account Number, TIN/TAN Number, PAN Number, VAT and Service Tax Registration Number. Self- attested copy of the same should be enclosed. The Bank name and account number should be intimated to Account Officer, AIIMS Bhopal to which all payments for supply of Stationery items will be made through ECS transfer in case of the successful bidder.
25. Any complementary scheme offered by the manufacturer shall be provided to the All India Institute of Medical Sciences (AIIMS) Bhopal with no additional cost.
26. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have been done by the agency under the tender, it shall be recovered by the institution from the agency.
27. If any underpayment is discovered, the amount shall be duly paid to the agency by the Institution.
28. The bidder shall provide the copies of relevant record during the period of contract or otherwise even after the contract is over whenever required by the AIIMS etc.

**(Authorized Signatory)**

**All Terms and Conditions Read & Signed by me**

Signature : .....

Name of Tenderer.....

Rubber Stamp.....

## Chapter – 3

### Schedule of Requirement

1. The items mentioned in the Financial Bid (Chapter-7) will be required by this office. The demand for these items will be given to the tendering Firm/Agency/Company by way of Despatch Instructions/Purchase cum Supply Order from time to time during the contract period. All India Institute of Medical Science (AIIMS) Bhopal shall demand items over and above the items mentioned in the Financial Bid (i.e. auxiliary/ancillary/incidental to **“Dictionary meaning”** of Stationery Items) and the Agency will have to supply the same as per the rate mutually agreed upon than prevailing market rates.
2. The supply order given to the approved L-1 Agency will have to supply the same immediately but not later than the period as stipulated in the Despatch Instructions/Purchase cum Supply Order at the specified location intimated by the Competent Authority of AIIMS Bhopal. L-1 will be decided on rate quoted in different category, so there may be two L-1 depending on quoted rates from the bidders.
4. All India Institute of Medical Sciences (AIIMS) Bhopal shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply and Installation of Stationery Items beyond office hours/holidays/place of supply and Installation for which, no additional payment shall be made.

### Note:-

**Bidder has to quote their rates for all the items or minimum 50% of Items as per the specifications laid down in Financial Bid (Chapter-7). The offer of Tenderers quoting rates for less than 50% items shall not be entertained and L-1 bidder shall be decided on the basis of each Item wise lowest rate quoted by any of the bidder and the bidder, who have quoted maximum number of items in L-1 rate shall be given opportunity by the competent authority of AIIMS Bhopal and ask him in writing to match L-1 price of other items quoted by him in comparison of other bidders, where his quote has not found L-1.**

## Chapter – 4

### TECHNICAL BID

**(It is mandatory for all Bidders; they should fill all fields “Clearly” in this form)**

1. For the Stationery Items at All India Institute of Medical Sciences (AIIMS) Bhopal, Saket Nagar, Bhopal-462024 (MP)
2. Name of Company/Firm/Agency and its Registration No. establishing Stationery Items : \_\_\_\_\_
3. Name of proprietor / Director of the Company/Firm/Agency : \_\_\_\_\_
4. Full Address of Reg. Office (A copy of Company/ Firm/ Agency registration must be enclosed) : \_\_\_\_\_  
Telephone Nos. : \_\_\_\_\_  
Fax Nos. : \_\_\_\_\_  
E-mail Id : \_\_\_\_\_
5. Details of Banker of the Firm with full address along : \_\_\_\_\_  
Telephone Nos. of Banker : \_\_\_\_\_  
Fax Nos. of Banker : \_\_\_\_\_  
E-mail Id of Banker : \_\_\_\_\_
6. RTGS No. of Firm for ECS payments : \_\_\_\_\_
7. PAN, TIN, TAN, VAT, Service Tax Registration No of the Firm (Enclose a copy of the same) : \_\_\_\_\_
8. Details of Cost of Tender : \_\_\_\_\_
9. Details of EMD : \_\_\_\_\_
10. Un-priced duly signed stamped List of Items for **those items Tenderer want to participate in this tender with its Technical Bid without indicating price** : \_\_\_\_\_
11. Financial turnover of the tendering Company/Firm Agency for the last three financial years : (Attach separate sheet if space provided insufficient)

| Financial Year | Amount (Rs. Lacs) | Remarks, if any |
|----------------|-------------------|-----------------|
| 2011-2012      |                   |                 |

|           |  |  |
|-----------|--|--|
| 2012-2013 |  |  |
| 2013-2014 |  |  |

The tenderer should also submit self-attested copies of the Income Tax Returns VAT Tax Returns, Service Tax Return and Audited certified Accounts for the last three financial years (i.e. for 2011-12, 2012-2013 and 2013-2014).

12. Give details of major contracts handled by the tendering Company / Firm / Agency for the last three years in the following format (enclose these self-attested copies):(if the space provided is insufficient, a separate sheet may be attached)

| S.No. | Details of client along with address, telephone numbers and Fax numbers | Amount of Contract (Rs. in Lakh) | Duration of Contract |    |
|-------|---|----------------------------------|----------------------|----|
|       |   |                                  | From                 | To |
| 1     |   |                                  |                      |    |
| 2     |   |                                  |                      |    |
| 3     |   |                                  |                      |    |

(Signature of authorized person)

Date : \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Seal : \_\_\_\_\_

## CERTIFICATE

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I, do hereby declare that the our firm has neither been blacklisted/no criminal case pending against him (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 100/- ) stating that no criminal/Black listing case is pending against the firm) by any of the Govt. Institute/Ministries/Departments/PSUs with which the firm had contracted for Stationery Item etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious equipment's etc.

**(Signature of authorized person)**

Date: \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Seal : \_\_\_\_\_

## Chapter-5

### **CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID and FINANCIAL BID**

#### **DOCUMENTS REQUIRED TO BE SUBMITTED WITH TECHNICAL BID:-**

1. **The Cost of Tender Document** enclosed in the form of **Demand Draft of Rs. 1,050/- (One Thousand Fifty only) (Non-Refundable)** from any Nationalized Bank in favour of **“Director, AIIMS Bhopal”** payable at Bhopal and must accompanied with Technical Bid if the tender document downloaded from the website.
2. EMD of Rs. 1,00,000 Rs in the form of **Demand Draft** from any Nationalized Bank in favour of **“Director, AIIMS Bhopal”**, payable at Bhopal and must accompanied with Technical bid.
3. Technical bid Form duly Filled, Signed & Stamped.
4. Un-priced duly signed stamped List of Items for those items bidder interested to participated under this tender must be accompanied with Technical Bid without indicating price) is must be kept in Technical Bid envelope.
5. Tender document each page duly Signed, Stamped and page numbering done.
6. Proof of Office Address.
7. Proof of Bank account Number/RTGS A/C No.
8. Attested Copy of PAN, TAN, TIN VAT, Service Tax Registration Number etc.;
9. Self-attested copies of the IT returns for last 3 Year’s (2011-12, 2012-13, 2013-14)
10. Self-attested copies of VAT returns
11. Audited Certified copies of Accounts for last 3 Year’s (2011-12, 2012-13, 2013-14)
12. Self-attested copies of service tax for last 3 year’s
13. The rates for quoted items shall have quoted in the Format given in Financial Bid (Chapter7) and sealed, signed. Financial Bid kept in Financial Bid Envelope separately.
14. Attested copy of Three years’ experience certificate obtained from Govt. Dep’t./PSU.
15. An Affidavit duly Notarized on Stamp Paper worth of Rs. 100/- in clear and un-ambiguous language that the Tenderer has never been black listed/no criminal case pending by any of the organisation with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply must be accompanied with Technical Bid Envelope.

#### **DOCUMENTS REQUIRED TO BE SUBMITTED WITH FINANCIAL BID**

16. The tendering Firm/Agency/Company may quote their rates for any of the items or all the items mentioned in the list and specification laid down in Financial Bid (Chapter-7), failing which their bids shall be out rightly rejected. Financial Bid must be kept in separate sealed super-scribed envelope **“Financial Bid for Stationery Items at AIIMS Bhopal”**.

The tender should be submitted under two bid system. The Interested firms/agencies are advised to submit two separate envelopes super-scribing **“Technical Bid for Stationery Items at AIIMS Bhopal”** and **“Financial Bid for Stationery Items at AIIMS Bhopal”**. Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words **“Tender for Stationery Items at AIIMS Bhopal”**.

## Chapter - 6

### Contract Form

(To be made on Rs 100.00 Non Judicial Stamp/E Stamp Paper)

#### DRAFT AGREEMENT FORMAT

This agreement is made at Bhopal on the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand Thirteen between \_\_\_\_\_ acting through Shri \_\_\_\_\_, \_\_\_\_\_, **All India Institute of Medical Sciences(AIIMS) Bhopal, Saket Nagar, Bhopal-462024 (MP)**(hereinafter called 'Client' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part.**

#### Second Part

M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_ (hereinafter called the 'Agency' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part.**

WHEREAS the 'Client' is desirous to engage the 'Agency' for establishing Stationery Items for AIIMS Bhopal as per the terms and conditions stated below:-

1. Documentary proof of the Registered Office of the Tenderer. The registered office should be located within the periphery of 20 KMs area of the AIIMS Bhopal.
2. The tenderer should have its own Bank Account, PAN, TIN, TAN Number, VAT and Service Tax Number. Self-attested Photostat of all should be enclosed.
3. The Tenderer should submit a certificate, along with its Technical bid, indicating that their representative will have to submit and place the sample of stationery items in the Stores Room for Inspection with clear marking of Agency/Firm Name to AIIMS Bhopal (without indicating prices on submitted sample items), when they (Tenderer) get the Official Intimation from AIIMS Bhopal that their firm found "Technical Responsive" and the rates for each stationery items have been quoted in the Financial bid (Chapter 7) accordingly. The Tenderer should also enclose a duly stamped signed copy of the Terms & Conditions of the tender documents with Technical bid conveying acceptance thereof.
4. The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the items or minimum 60% of Items as per the specifications laid down in Financial Bid (Chapter-7). The offer of Tenderers quoting rates for less than 60% items shall not be entertained.
5. The Technical Responsive bidders Financial Bid shall only be opened and L-1 bidder shall be decided on the basis of each Item wise lowest rate quoted by any of the bidder and the bidder, who have quoted maximum number of items in L-1 rate shall be given opportunity by the competent authority of AIIMS Bhopal and ask him in writing to match L-1 price of other items quoted by him in comparison of other bidders, where his quote has not found L-1. .
6. The **Earnest Money Deposit of Rs. 1,00,000 (One Lakh)**, refundable (without interest), should be necessarily accompanied with the technical bid in the form of Demand Draft drawn from any Nationalized Bank in favour of



**“Director, AIIMS Bhopal”, Payable at Bhopal**, failing which the tender shall be declared un-responsive. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.

7. The successful Tenderer shall have to deposit a **Performance Security @10% of order value on each occasion in the form of Demand Draft/Banker’s Cheque/FDR/Bank Guarantee in favour of “Director, AIIMS Bhopal” Payable at Bhopal. If Bidder interested to furnish the Performance Security in the way of Bank Guarantee, the Format enclosed at Chapter-6 for reference**. The performance security should remain valid for a period of Ninety days beyond the date of completion of all contractual obligations including 36 Months warranty (i.e. for 39 months from the date of Purchase Order). In case, the contract is further extended beyond the initial period of one year, the Performance Security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.
8. The Tenderer should give an affidavit duly notarized on Stamp paper worth Rs. 50/-, therein clearly and un-ambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Govt. Institute/Ministries/Departments/PSU with whom, it had contract for supply of stationery items etc. during last five years nor has been penalized by such organization on account of poor/spurious quality.
9. Details regarding quality, brand, specification etc. have been given against each item in the Financial Bid (Chapter-7). Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for best available/good quality product conforming to the prescribed/prevaling standards.

**a. OTHER ESSENTIAL TERMS & CONDITIONS:-**

10. The selected tenderer would be required to arrange supply on regular basis as per the Despatch Instructions/Purchase cum Supply Order during the working hours of the Institute. Since the rates are to be quoted on destination basis, no other charges whatsoever are payable extra.
11. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to AIIMS Bhopal.
12. Order shall be issued on requirement basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by AIIMS Bhopal.
13. If the selected firm fails to deliver the items or replace the defected/spurious items within the stipulated date & time, a penalty on a weekly basis for delay @ 1% on per week basis, subject to maximum of @10% of total Order Value as penalty and the actual cost paid to be an outside agency by the All India Institute of Medical Sciences (AIIMS) Bhopal after made deduction from the firm’s pending bills or Performance Security, as the case may be.
14. All India Institute of Medical Sciences (AIIMS) Bhopal shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.
15. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of Service Tax/VAT or other applicable taxes deposited to Tax Authorities by the firm for recent period, just before the submission of Bills must also be enclosed for reference of AIIMS Bhopal authorities.
16. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS) Bhopal while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the

quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.

17. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the All India Institute of Medical Sciences (AIIMS) Bhopal, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
18. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency(ies) without prior written consent of the All India Institute of Medical Sciences (AIIMS) Bhopal. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/ supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
19. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
20. The tender documents should be sealed and clearly super-scribed with the words "Tender for Rate Contract to Supply Stationery Items to AIIMS Bhopal".
21. If a tendering Firm/Agency/Company decides to withdraw from the bidding before the financial bids are opened, the AIIMS Bhopal shall have the authority to forfeit the EMD of Rs. 1,00,000/- (Rupees One Lakh only ) deposited with the technical bid.
22. All India Institute of Medical Sciences (AIIMS) Bhopal shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items.
23. The Competent Authority of All India Institute of Medical Sciences (AIIMS) Bhopal reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the AIIMS Bhopal.
24. The Tender should be dropped only in the designated Tender Box kept at the Office of the Store Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 024 (MP). The closing time and date for acceptance of tenders shall be 14.00 hrs on/ before by 22.05.2013. No tender received later the stipulated date & time or from other modes/place shall be entertained & shall be declared un-responsive.
25. The tenders will be opened on the same day (i.e. on 22.05.2013) in Office Room of the Designated Officer at 1<sup>st</sup> Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 024 (MP) at 15:00 hours in the presence of such tendering Firm/Agency/Company or their authorized representatives (only One representative from each of company shall be allowed) who wish to be present/witness at the time of opening of bids.
26. The AIIMS Bhopal reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise, to any other firm(s)in emergency/unavoidable situation.
27. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
28. The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.
29. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the stationery items are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs. If subsequently it is found that the firm has supplied stationery items at higher rates to the All India Institute of Medical Sciences (AIIMS) Bhopal, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 1000/- (One Thousand) on firm on such occasion and shall be doubled on subsequent occasions.

30. The tendering Firm/Agency/Company should have its own Bank Account Number, TIN/TAN Number, PAN Number, VAT and Service Tax Registration Number. Self- attested copy of the same should be enclosed.

31. Any complementary scheme offered by the manufacturer shall be provided to the All India Institute of Medical Sciences (AIIMS) Bhopal with no additional cost.

THIS AGREEMENT will take effect from \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand fourteen and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective commonseals to be hereunto affixed / (or have hereunto set their respective hands and seals) theday and year mentioned above in Bhopal in the presence of the witness:

|   |   |
|---|---|
| <p>For and on behalf of the <b>'Agency'</b></p> <p>Signature of the authorized Official</p> <p>Name of the Official</p> <p>Stamp / Seal of the <b>'Agency'</b></p> <p>SIGNED, SEALED AND DELIVERED</p> <p>By the Said</p> <p>_____ Name<br/>on behalf of the <b>'Agency'</b><br/>in presence of<br/>Witness: _____</p> <p>Name : _____</p> <p>Address: _____</p> <p>_____</p> | <p>For and on behalf of the <b>"Director, AIIMS Bhopal"</b></p> <p>Signature of the authorized Officer</p> <p>Name of the Officer</p> <p>By the said</p> <p>_____ Name<br/>on behalf of the <b>"Director, AIIMS Bhopal"</b><br/>in presence of<br/>Witness: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> |
|---|---|

**Format of Performance Bank Guarantee**

**(To be made on Rs 100.00 Non Judicial Stamp/E Stamp Paper)**

To,

**The "Director",  
All India Institute of Medical Sciences (AIIMS) Bhopal  
Saket Nagar, Bhopal- 462 024 (MP) INDIA**

WHEREAS \_\_\_\_\_ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no \_\_\_\_\_ dated \_\_\_\_\_ to supply (description of goods and services) (herein after called "the Supplier").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of \_\_\_\_\_ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 15months from the date of issue (indicate date) ..... valid up to .....

.....  
(Signature with date of the authorised officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

## Chapter – 7

### **Financial Bid**

**Supply of Stationery Items at AIIMS Bhopal, Saket Nagar, Bhopal- 462024.**

**The price bid should be kept in separate sealed envelope superscripting “Financial Bid for Tender No.: AIIMS Bhopal/Store/Supply of Stationery Items/2013-2014/01”.**

**\*AIIMS Bhopal authorities reserve the full rights to increase/decrease the quantity of items in the time of award of tender as per its actual requirement. The quantities mentioned below in this tender against each item are only indicative/tentative nature.**

| Item Sl. No. | Description/ Specification of Item           | Make                | Unit           | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
|--------------|--|---------------------|----------------|-------------------------------------|------------------------|---|--|--|--|--------------------------------------|--|--|
| 1            | 2  | 3                   | 4              | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 1            | All Pin (Stainless Steel)                    | Sun/Bell            | 60 gms Packets | 200                                 |                        |   |  |  |  |                                      |  |  |
| 2            | Binder Clip 25mm                             | Globe/Infinity/Oddy | 12 Nos in Pkt. | 500                                 |                        |   |  |  |  |                                      |  |  |
| 3            | Binder Clip 32mm                             | Globe/Infinity/Oddy | 12 Nos in Pkt. | 200                                 |                        |   |  |  |  |                                      |  |  |
| 4            | Binder Clip 41mm                             | Globe/Infinity/Oddy | 12 Nos in Pkt. | 100                                 |                        |   |  |  |  |                                      |  |  |
| 5            | Binding/Packing Tape brown (48 mm x 65 mtr.) | Cello/Sona          | Roll           | 100                                 |                        |   |  |  |  |                                      |  |  |
| 6            | Black Board Duster (Wooden )                 | Omega /Mohini       | Nos.           | 100                                 |                        |   |  |  |  |                                      |  |  |
| 7            | Board File white with side cloth             | Superior Quality    | Nos.           | 250                                 |                        |   |  |  |  |                                      |  |  |
| 8            | Board Pin (Fibre Top)                        | Globe               | Packets        | 50                                  |                        |   |  |  |  |                                      |  |  |

| Item Sl. No. | Description/ Specification of Item   | Make                     | Unit    | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
|--------------|--|--------------------------|---------|-------------------------------------|------------------------|---|--|--|--|--------------------------------------|--|--|
| 1            | 2  | 3                        | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 9            | Board Pin Brass (Thumb Pin)  | Superior Quality         | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 10           | Box File (Index File)  | Superior Quality         | Nos.    | 1000                                |                        |   |  |  |  |                                      |  |  |
| 11           | Brown Paper Sheet  | Superior Quality         | Each    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 12           | Business Card Holder Leather Coated Cover- 120 cards holding capacity with Index A4 Size | Superior Quality         | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 13           | Business Card Holder Leather Coated Cover- 240 cards holding capacity with Index A4 Size | Claro/                   | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 14           | Business Card Holder Leather Coated cover- 500 Cards holding capacity with Index A4 size | Superior Quality         | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 15           | Calculator 12 digit Big Screen Type  | Sharp/Casio              | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 16           | Calculator Scientific Type Standard size   | Sharp/Casio              | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 17           | Remote Call Bell / Door Bell Type ( in Different voices)                                 | CONA & PHANTOM/Wite wini | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 18           | Call Bell / Hand operated  | Superior Quality         | Nos     | 200                                 |                        |   |  |  |  |                                      |  |  |
| 19           | Candle 1" (Thick) x6"(Long) 12 Nos. in 1 Packet  | Superior Quality         | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 20           | Carbon Paper (Blue A-4 Size)   | Saphire/ Kores           | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |

| Item Sl. No. | Description/ Specification of Item                   | Make                   | Unit       | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
|--------------|--|------------------------|------------|-------------------------------------|------------------------|---|--|--|--|--------------------------------------|--|--|
| 1            | 2  | 3                      | 4          | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 21           | Carbon Paper Box Multi Copy                          | Kores                  | Packets in | 50                                  |                        |   |  |  |  |                                      |  |  |
| 22           | Card Board (Gatta) Sheets A-0 Size                   | Superior Quality       | Nos.       | 50                                  |                        |   |  |  |  |                                      |  |  |
| 23           | Card Sheet   | Superior Quality       | Nos.       | 50                                  |                        |   |  |  |  |                                      |  |  |
| 24           | Drawing Sheet Different Colours (Chart Papers) Thick | Superior Quality       | Nos.       | 500                                 |                        |   |  |  |  |                                      |  |  |
| 25           | Cartridge for Xerox machine (Toshiba E-Studio 455)   | Superior Quality       | Nos.       | 10                                  |                        |   |  |  |  |                                      |  |  |
| 26           | Xerox Machine Toner As per make of machine           | Superior Quality       | Packets    | 250                                 |                        |   |  |  |  |                                      |  |  |
| 27           | Cell - AA size 1.5 volts                             | Duracell/ Red Eveready | Nos        | 50                                  |                        |   |  |  |  |                                      |  |  |
| 28           | Cell - AAA size 1.5 volts                            | Duracell/Red Eveready  | Nos        | 50                                  |                        |   |  |  |  |                                      |  |  |
| 29           | Cell - Big size 1.5 Volts                            | Duracell/Red Eveready  | Nos        | 50                                  |                        |   |  |  |  |                                      |  |  |
| 30           | Cell - Big size 9 Volts                              | Duracell/Red Eveready  | Nos        | 50                                  |                        |   |  |  |  |                                      |  |  |
| 31           | Cello tape (big) tixc-12 mm 65 mtr.                  | Superior Quality       | Roll       | 100                                 |                        |   |  |  |  |                                      |  |  |
| 32           | Cello tape (Small) Tixo-12mm x 9 metres.             | Superior Quality       | Roll       | 100                                 |                        |   |  |  |  |                                      |  |  |
| 33           | Cello Tape ½ inch ( 15 Mtr)                          | Superior Quality       | Roll       | 100                                 |                        |   |  |  |  |                                      |  |  |
| 34           | Cello Tape 1 inch (15 Mtr)                           | Superior Quality       | Roll       | 100                                 |                        |   |  |  |  |                                      |  |  |

| Item Sl. No. | Description/ Specification of Item         | Make             | Unit    | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
|--------------|--|------------------|---------|-------------------------------------|------------------------|---|--|--|--|--------------------------------------|--|--|
| 1            | 2  | 3                | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 35           | Cello Tape 2 inch (30 Mtr)                 | Superior Quality | Roll    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 36           | Cello Tape 2"65 Mtr                        | Superior Quality | Roll    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 37           | Cello Tape Dispenser (Deluxe)              | Vogal/Omega      | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |
| 38           | Cello Tape Dispenser (Small)               | Vogal/Omega      | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |
| 39           | Cello Tape Large 2" Brown                  | Superior Quality | Roll    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 40           | Chalk -Colour (Dust free)                  | Kores            | Box     | 3000                                |                        |   |  |  |  |                                      |  |  |
| 41           | Chalk White (Dust free)                    | Kores            | Box     | 1000                                |                        |   |  |  |  |                                      |  |  |
| 42           | Clip Board Plastic                         | Superior Quality | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 43           | Clip Folder                                | Solo             | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 44           | Cloth binding envelops 11x5 (Pack of 100 ) | Superior Quality | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 45           | Cobra File with durable spring             | Veer/Jumbudeep   | Nos.    | 5000                                |                        |   |  |  |  |                                      |  |  |
| 46           | Computer CD Mailer ( Pack of 50)           | Moser Bear/Sony  | Packets | 10                                  |                        |   |  |  |  |                                      |  |  |
| 47           | Computer CD Re-writable (Pack of 50)       | Moser Bear/Sony  | Packets | 10                                  |                        |   |  |  |  |                                      |  |  |
| 48           | Computer CD with plastic case (Pack of 50) | Moser Bear/Sony  | Packets | 10                                  |                        |   |  |  |  |                                      |  |  |



| Item Sl. No. | Description/ Specification of Item          | Make                                    | Unit    | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
|--------------|---|---|---------|-------------------------------------|------------------------|---|--|--|--|--------------------------------------|--|--|
| 1            | 2   | 3                                       | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 49           | Computer DVD (Pack of 50 Nos.)              | Moser Bear/sony                         | Packets | 10                                  |                        |   |  |  |  |                                      |  |  |
| 50           | Computer DVD-R with cover (Pack of 50 Nos.) | Moser Bear/sony                         | Packets | 10                                  |                        |   |  |  |  |                                      |  |  |
| 51           | Computer Pen Drive 02 GB                    | SanDisk/ HP/ Kingston/ SONY/ Moser bear | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 52           | Computer Pen Drive 04 GB                    | SanDisk/ HP/ Kingston/ SONY/ Moser bear | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 53           | Computer Pen Drive 08 GB                    | SanDisk/ HP/ Kingston/ SONY/ Moser bear | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 54           | Computer Pen Drive 16 GB                    | SanDisk/ HP/ Kingston/ SONY/ Moser bear | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 55           | Computer Pen Drive 32 GB                    | SanDisk/ HP/ Kingston/ SONY/ Moserbear  | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 56           | Computer External Hard Disc 500 GB          | Seagate/Western Digital                 | Nos.    | 40                                  |                        |   |  |  |  |                                      |  |  |
| 57           | Computer External Hard Disc 1 TB            | Seagate/ Western Digital                | Nos.    | 20                                  |                        |   |  |  |  |                                      |  |  |

| Item Sl. No. | Description/ Specification of Item                                     | Make                        | Unit    | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
|--------------|--|-----------------------------|---------|-------------------------------------|------------------------|---|--|--|--|--------------------------------------|--|--|
| 1            | 2  | 3                           | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 58           | Computer Power Strip 4 Socket Single Switch with 10 Mtr.extension cord | Anchor Roma                 | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |
| 59           | Computer Key board   | Dell/Logitech/intex/ I-Ball | Nos     | 50                                  |                        |   |  |  |  |                                      |  |  |
| 60           | Dak Pad  | Jumbos deep/ Jindal         | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 61           | Dater seal (ink Type)  | Superior Quality            | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 62           | Desk Calendars   | Superior Quality            | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 63           | Display File A-4 size - 20 Pocket                                      | Superior Quality            | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 64           | Display File A-4 size - 40 Pocket                                      | Superior Quality            | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 65           | Double Sided Adhesive Tape 1" width X 15 Mtr.                          | Superior Quality            | Roll    | 20                                  |                        |   |  |  |  |                                      |  |  |
| 66           | Double Sided Adhesive Tape 2" width X 15 Mtr.                          | Superior Quality            | Roll    | 20                                  |                        |   |  |  |  |                                      |  |  |
| 67           | Drawing Sheet A-0 Size (Pack of 50 Sheets)                             | Superior Quality            | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 68           | Drawing Sheet A-3 Size (Pack of 50 Sheets)                             | Superior Quality            | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 69           | Envelope 10" x 12" Laminated (Pack of 100 Nos.)                        | Superior Quality            | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 70           | Envelope Plain 11" x 5" (Pack of 100 Nos.)                             | Superior Quality            | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |

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| 1            | 2   | 3                | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 71           | Envelope 4½" x 3" (Pack of 100 Nos.)  | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 72           | Envelope 6" x 3½" (Pack of 100 Nos.)  | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 73           | Envelope 9" x 4" Self Stick Tape (Pack of 100 Nos.)   | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 74           | Envelope 9" x 4" window (Pack of 100 Nos.)  | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 75           | Envelope cloth lined 10" x 8" Laminated (Pack of 100 Nos.)  | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 76           | Envelope Plain 9" x 4" (Pack of 100 Nos.) with AIIMS Mono   | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 77           | Envelope White inside laminated without printing of White Ballarpur Paper 130 GSM - Size 12" x 10" A4 (Pack of 100 Nos.)                        | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 78           | Envelope white Window Cut, size 25.5cm x 11.5 cm, made of 70 GSM J.K.maplitho paper with AIIMS Bhopal logo & address printed (Pack of 100 Nos.) | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |

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| 1            | 2   | 3                | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 79           | Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 30cm x 25cm, printed with AIIMS Bhopal Logo and address (A-4 size) (Pack of 100 Nos.) | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 80           | Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 40cm x 30cm, printed with AIIMS Bhopal Logo and address (A-3 size) (Pack of 100 Nos.) | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 81           | Eraser (Pencil) (Pack of 20 Nos.)   | (Nat raj)        | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 82           | Examination Answer sheet 12 pages (Pack of 12 x 10 =120 Sheets) Sample of Print for Top Sheet will be Collect by Vendor from AIIMS Bhopal   | Superior Quality | Packets | 25                                  |                        |   |  |  |  |                                      |  |  |
| 83           | Examination Answer sheet 16 pages (Pack of 16 x 10 = 160 Sheets)  | Superior Quality | Packets | 25                                  |                        |   |  |  |  |                                      |  |  |
| 84           | Examination Answer sheet 20 pages (Pack of 20 x 10 = 200 Sheets)  | Superior Quality | Packets | 25                                  |                        |   |  |  |  |                                      |  |  |

| Item Sl. No. | Description/ Specification of Item   | Make             | Unit    | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
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| 1            | 2  | 3                | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 85           | Examination Answer sheet 24 pages (Pack of 24 x 10 = 240 Sheets)   | Superior Quality | Packets | 25                                  |                        |   |  |  |  |                                      |  |  |
| 86           | Executive Bond Paper 70 GSM ( Pack of 500 Sheets)  | Superior Quality | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 87           | Fax Machine Non Thermal  | Panasonic/HP     | Nos.    | 5                                   |                        |   |  |  |  |                                      |  |  |
| 88           | Fax Machine Thermal  | Panasonic/HP     | Nos.    | 5                                   |                        |   |  |  |  |                                      |  |  |
| 89           | Fax Roll Non-Thermal - 30 mtr.   | Kores            | Roll    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 90           | Fax roll Thermal-30 mtr.   | Kores            | Roll    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 91           | Fevi stick 15 gm.  | Superior Quality | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |
| 92           | Fevicol 30gm   | Superior Quality | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |
| 93           | File - Index File with Kangaroo Clip of hard card board of 4 mm thickness with paper binding with stopper and printed with AIIMS Bhopal Logo & address in Hindi & English - F/S size                               | Superior Quality | Nos.    | 300                                 |                        |   |  |  |  |                                      |  |  |
| 94           | File - Lever Lock index File with Kangaroo Clip of Hard Card Board with Full Rexene Binding in Blue or Black colour Rexene with Stopper and printed with AIIMS Bhopal Logo & address in Hindi & English - F/S size | Superior Quality | Nos.    | 300                                 |                        |   |  |  |  |                                      |  |  |

| Item Sl. No. | Description/ Specification of Item   | Make             | Unit | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
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| 1            | 2  | 3                | 4    | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 95           | File - Plastic File Cover A-4 size ('L' type) laminate plastic sheet 0.35 mm and Morocco 0.15 mm sheet with half transparent pocket inside and with flap and provision to place visiting card on top (As per sample)                                     | Superior Quality | Nos. | 300                                 |                        |   |  |  |  |                                      |  |  |
| 96           | File - Plastic File Cover A-4 size of laminate plastic sheet 0.35 mm and Morocco 0.15 mm sheet with half transparent pocket inside and with plastic clip for filing duly printed with AIIMS Bhopal logo and address in Hindi and English (As per sample) | Superior Quality | Nos. | 300                                 |                        |   |  |  |  |                                      |  |  |
| 97           | File - Ring file of 1" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .       | Superior Quality | Nos. | 300                                 |                        |   |  |  |  |                                      |  |  |

| Item Sl. No. | Description/ Specification of Item   | Make             | Unit | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
|--------------|--|------------------|------|-------------------------------------|------------------------|---|--|--|--|--------------------------------------|--|--|
| 1            | 2  | 3                | 4    | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 98           | File - Ring file of 1.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) . | Superior Quality | Nos. | 300                                 |                        |   |  |  |  |                                      |  |  |
| 99           | File - Ring file of 2" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .   | Superior Quality | Nos. | 300                                 |                        |   |  |  |  |                                      |  |  |
| 100          | File - Ring file of 2.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) . | Superior Quality | Nos. | 300                                 |                        |   |  |  |  |                                      |  |  |

| Item Sl. No. | Description/ Specification of Item   | Make             | Unit | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
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| 1            | 2  | 3                | 4    | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 101          | File - Ring file of 3" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .   | Superior Quality | Nos. | 200                                 |                        |   |  |  |  |                                      |  |  |
| 102          | File - Ring file of 3.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) . | Superior Quality | Nos. | 200                                 |                        |   |  |  |  |                                      |  |  |
| 103          | File - Ring file of 4" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .   | Superior Quality | Nos. | 200                                 |                        |   |  |  |  |                                      |  |  |



| Item Sl. No. | Description/ Specification of Item   | Make                      | Unit    | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
|--------------|--|---------------------------|---------|-------------------------------------|------------------------|---|--|--|--|--------------------------------------|--|--|
| 1            | 2  | 3                         | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 104          | File - Ring file of 4.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) . | Superior Quality          | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 105          | File cover with AIIMS Mono & Matter (with 4 inch cobra spring) of durable quality  | Superior Quality          | Nos.    | 5000                                |                        |   |  |  |  |                                      |  |  |
| 106          | File cover with AIIMS Mono & Matter (without cobra spring)   | Superior Quality          | Nos.    | 5000                                |                        |   |  |  |  |                                      |  |  |
| 107          | File Flags   | Superior Quality          | Nos.    | 1000                                |                        |   |  |  |  |                                      |  |  |
| 108          | File Pad with file holding Strip of durable cloth Size 14.5" x10.5 "   | Durable Quality Long Life | Nos.    | 2500                                |                        |   |  |  |  |                                      |  |  |
| 109          | Gem Clip (Plastic coated)  | SDI                       | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 110          | Gems Clip (Stainless Steel)  | Zebra                     | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 111          | Glossy Paper (A-4 Size)-120 GSM (Pack of 50 Sheets)  | desmat                    | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 112          | Glue Stick 8 Gram  | Kores/Fevi                | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |

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| 1            | 2                                  | 3                 | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 113          | Glue stick -15 Gram                | Kores/Fevi        | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |
| 114          | Gum Bottle 150 ml                  | Kores/Camel       | Bottle  | 250                                 |                        |   |  |  |  |                                      |  |  |
| 115          | Gum Bottle 300 ml                  | Kores/Camel       | Bottle  | 250                                 |                        |   |  |  |  |                                      |  |  |
| 116          | Gum Bottle 700 ml                  | Kores/Camel       | Bottle  | 100                                 |                        |   |  |  |  |                                      |  |  |
| 117          | Key Chain                          | Superior Quality  | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 118          | Lamination Machine A-3 Size        | Aks/Saturn/Aditya | Nos.    | 25                                  |                        |   |  |  |  |                                      |  |  |
| 119          | Lamination Machine A-4 Size        | Aks/Saturn/Aditya | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 120          | Lamination Roll A-4 Size           | Aks/Saturn        | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 121          | Lamination Roll A-3 Size           | Aks/Saturn        | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 122          | Leaf Folder                        | Superior Quality  | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |
| 123          | Lock (3 Lever )with 4 keys         | Link/Godrej       | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 124          | Lock (4 Lever) with 4 Keys         | Link/Godrej       | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 125          | Lock (7 Lever )with 4 keys         | Link/Godrej       | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 126          | Match Box (Pack of 12 Nos.)        | Aim               | Packets | 20                                  |                        |   |  |  |  |                                      |  |  |

| Item Sl. No. | Description/ Specification of Item                                  | Make              | Unit | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
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| 1            | 2   | 3                 | 4    | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 127          | Measuring Tape 5 Meter  | Superior Quality  | Nos. | 50                                  |                        |   |  |  |  |                                      |  |  |
| 128          | Mosquito Repellent with Machine                                     | Good Night/Allout | Nos  | 50                                  |                        |   |  |  |  |                                      |  |  |
| 129          | Refill for Mosquito Repellent                                       | Good Night/Allout | Nos  | 100                                 |                        |   |  |  |  |                                      |  |  |
| 130          | Mouse Pad   | Superior Quality  | Nos  | 100                                 |                        |   |  |  |  |                                      |  |  |
| 131          | Mouse   | Intex/inter/HP    | Nos  | 100                                 |                        |   |  |  |  |                                      |  |  |
| 132          | Note sheet pad (Green Ledger Paper) 100 sheet Pad 80 gsm,Full scape | Sirpur Lazer      | Nos. | 5000                                |                        |   |  |  |  |                                      |  |  |
| 133          | Note Sheet Pad (Green Ledger Paper) F/S Size 100 Sheet              | Sirpur Lazer      | Nos. | 1000                                |                        |   |  |  |  |                                      |  |  |
| 134          | Officer's Pen Stand with 2 Socket without Pen                       | Superior Quality  | Nos. | 100                                 |                        |   |  |  |  |                                      |  |  |
| 135          | Officer's Pen Stand with 4 Socket without Pen                       | Superior Quality  | Nos. | 250                                 |                        |   |  |  |  |                                      |  |  |
| 136          | Officer's Pen Stand with four holder(Popali) with paper roller      | Superior Quality  | Nos. | 100                                 |                        |   |  |  |  |                                      |  |  |
| 137          | Officer's Pen Stand spl. Quality with Four pens                     | Superior Quality  | Nos. | 250                                 |                        |   |  |  |  |                                      |  |  |
| 138          | Officer's Pen Stand with two pens                                   | Superior Quality  | Nos. | 250                                 |                        |   |  |  |  |                                      |  |  |

| Item Sl. No. | Description/ Specification of Item                                       | Make              | Unit | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
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| 1            | 2  | 3                 | 4    | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 139          | Officer's Table Glass Thickness 4mm/6mm (90 Sq. feet)                    | Superior Quality  | Sqft | 250                                 |                        |   |  |  |  |                                      |  |  |
| 140          | Officer's Table Globe - World Map  | Superior Quality  | Nos. | 250                                 |                        |   |  |  |  |                                      |  |  |
| 141          | Officer's Table Telephone Index Diary Leather Coated cover (Big size)    | Superior Quality  | Nos. | 250                                 |                        |   |  |  |  |                                      |  |  |
| 142          | Officer's Table Telephone Index Diary Leather Coated cover (Medium Size) | Superior Quality  | Nos. | 250                                 |                        |   |  |  |  |                                      |  |  |
| 143          | Officer's Table Telephone Index Diary Leather Coated Cover (Small size)  | Superior Quality  | Nos. | 250                                 |                        |   |  |  |  |                                      |  |  |
| 144          | Outline map of Bhopal City   | Superior Quality  | Nos. | 50                                  |                        |   |  |  |  |                                      |  |  |
| 145          | Outline map of India   | Superior Quality  | Nos. | 50                                  |                        |   |  |  |  |                                      |  |  |
| 146          | Outline map of Madhya Pradesh  | Superior Quality  | Nos. | 50                                  |                        |   |  |  |  |                                      |  |  |
| 147          | Outline map of World   | Superior Quality  | Nos. | 50                                  |                        |   |  |  |  |                                      |  |  |
| 148          | Page Markers (1"X3") 50X3 Colour   | Oddy/Camlin/Kores | Nos. | 250                                 |                        |   |  |  |  |                                      |  |  |
| 149          | Paper Clip Medium  | Omega/SDI         | Nos. | 200                                 |                        |   |  |  |  |                                      |  |  |
| 150          | Paper Clip Small   | Omega/SDI         | Nos. | 200                                 |                        |   |  |  |  |                                      |  |  |

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|--------------|--|------------------|---------|-------------------------------------|------------------------|---|--|--|--|--------------------------------------|--|--|
| 1            | 2  | 3                | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 151          | Paper Cutter Blade of 1.8 cm   | Omega/SDI        | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 152          | Paper Cutter Plastic with 1.8 cm wide Blade push button one Touch    | Omega/SDI        | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 153          | Paper Cutter Steel with 1.8 cm wide Blade push button one Touch      | Omega/SDI        | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 154          | Paper Shredder Machine A-4 Size Paper                                | Jumbo/Royal      | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 155          | Paper Tray   | V-Plast/Omega    | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 156          | Paper Tray 2-tier (plastic net)                                      | V-Plast/Omega    | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 157          | Paper Tray 3-tier (plastic net)                                      | V-Plast/Omega    | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 158          | Paper Weight (Flowery)   | KB               | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 159          | Paper weight square shape  | Acrylic          | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 160          | Paper weight(Cube type)  | Superior Quality | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 161          | Pen (Blue/Black/Green/Red) (Good Quality Gel Type) (Pack of 10 Nos.) | Superior Quality | Packets | 500                                 |                        |   |  |  |  |                                      |  |  |
| 162          | Pen Ball (Black/Blue/Green/Red)                                      | Parker           | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |

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| 1            | 2   | 3                          | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 163          | Pen Ball Pen (Black/Blue/Green/Red) (Pack of 10 Nos.)             | Link/Cello fine grip       | Packets | 300                                 |                        |   |  |  |  |                                      |  |  |
| 164          | Pen Board Pen Fiber Top   | Superior Quality           | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 165          | Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 15 ml        | Kores                      | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 166          | Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 20 ml        | Kores                      | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 167          | Pen High Lighter Pen set (Different Colours) ( Pack of 5 Pens)    | Luxur/ Faber castle/Rynold | Packets | 250                                 |                        |   |  |  |  |                                      |  |  |
| 168          | Pen Leaser Light Pen for Presentation (Red/Green/Blue Light beam) | Superior Quality           | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 169          | Pen Refill for Ball Pen   | Link/Cello fine grip       | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 170          | Pen Refill for Ball Pen   | Parker                     | Packets | 200                                 |                        |   |  |  |  |                                      |  |  |
| 171          | Pen Refill for Ball Pen Ordinary (Pack of 12 Nos.)                | Achiever/Monte x/Reynolds  | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 172          | Pen Refill for Gel Pen (Pack of 12 Nos.)                          | Achiever/Monte x/Reynolds  | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 173          | Pen Refill Jotter pen (Pack of 12 Nos.)                           | Achiever/Monte x/Reynolds  | Packets | 250                                 |                        |   |  |  |  |                                      |  |  |

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| 1            | 2   | 3                         | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 174          | Pen Sketch pen (Set of 12 Colours Sketch Pen in 1 Packets.) | Luxur/Camlin              | Packets | 250                                 |                        |   |  |  |  |                                      |  |  |
| 175          | Pencil  | Natraj/Reynolds / Apsara  | Packets | 250                                 |                        |   |  |  |  |                                      |  |  |
| 176          | Pencil H.B. Black ( 10 Nos. in 1 Packets)                   | Natraj/Reynolds HB/Apsara | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 177          | Pencil H.B.(10 Nos. in 1 Packets)                           | Natraj/Reynolds / Apsara  | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 178          | Pencil Sharpener ( 20 Nos. in 1 Packets )                   | Natraj/Reynolds / Apsara  | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 179          | Pencil Shorthand (10 Nos. in 1 Packets)                     | Natraj/Reynolds / Apsara  | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 180          | Pencil Soft/ Assorted H.B. ( 10 Nos. in 1 Packets)          | Natraj/Reynolds / Apsara  | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 181          | Peon cum Dak book - 60 Gsm (Orient paper) 4 Quire           |                           | Packets | 250                                 |                        |   |  |  |  |                                      |  |  |
| 182          | Permanent Marker (General Type)                             | Camlin/Luxur/ Raynold     | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 183          | Permanent Marker (OHP & CD) BP-30                           | Camlin/Luxur/ Raynold     | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 184          | Permanent Marker Pen Bold Fibre Tip                         | Camlin/Luxur/ Raynold     | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 185          | Photo Stat Paper (A-4 Size) - 75 Gsm                        | Century/JK/Orient         | Packets | 5000                                |                        |   |  |  |  |                                      |  |  |
| 186          | Photo Stat Paper (F/S Size) - 75 Gsm                        | Century/JK/Orient         | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |

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| 1            | 2  | 3                    | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 187          | Photocopy Paper (A-3 Size) -75 Gsm                                   | Century/JK/Orient    | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 188          | Pilot Pen (Hi-tech 0.5) (Blue, Black, Green & Red) (Pack of 10 Pens) | Luxur/Raynold/Camlin | Packets | 250                                 |                        |   |  |  |  |                                      |  |  |
| 189          | Pilot pen ink (Blue, Black, Green & Red) 10 ml.                      | Luxur/Raynold/Camlin | Bottle  | 50                                  |                        |   |  |  |  |                                      |  |  |
| 190          | Pin Cussion  | Superior Quality     | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 191          | Plastic Carry Bag 10 Kg Capacity                                     | Superior Quality     | Kg      | 50                                  |                        |   |  |  |  |                                      |  |  |
| 192          | Plastic Carry Bag 5 Kg Capacity                                      | Superior Quality     | Kg      | 50                                  |                        |   |  |  |  |                                      |  |  |
| 193          | Plastic cover for keeping A-4 Size Envelope                          | Superior Quality     | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 194          | Plastic File folder (Transparent, L- type)                           | Superior Quality     | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 195          | Plastic String folder (F/S Size) Coloured with corner                | Neelgagan            | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 196          | Plastic Sutlee Bundle (100 Mtr.)                                     | Superior Quality     | Bundle  | 100                                 |                        |   |  |  |  |                                      |  |  |
| 197          | Poker (Stainless Steel)  | Superior Quality     | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |
| 198          | Poker (Wooden)   | Superior Quality     | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |



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| 1            | 2  | 3                         | 4      | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 199          | Post It Pad 1" x 3"(Tricolour)   | Superior Quality          | Nos.   | 1000                                |                        |   |  |  |  |                                      |  |  |
| 200          | Post It Pad 3"x3" (Tricolour)  | Superior Quality          | Nos.   | 1000                                |                        |   |  |  |  |                                      |  |  |
| 201          | Post It Pad( Single Colour 75 mm X75 mm)                                   | Superior Quality          | Nos.   | 1000                                |                        |   |  |  |  |                                      |  |  |
| 202          | Premium Note Book (22.20 cm X 14 cm, Pages 200)                            | Neelgagan                 | Nos.   | 500                                 |                        |   |  |  |  |                                      |  |  |
| 203          | Punch Machine Big Size Industrial/Office Use type                          | Superior Quality          | Nos.   | 250                                 |                        |   |  |  |  |                                      |  |  |
| 204          | Punch Machine DP 480 (Double Hole punch)                                   | Kangaroo                  | Nos.   | 250                                 |                        |   |  |  |  |                                      |  |  |
| 205          | Punch Machine DP 600 (Double Hole Punch)                                   | Kangaroo                  | Nos.   | 250                                 |                        |   |  |  |  |                                      |  |  |
| 206          | Punching Machine SHP 20 (Single Hole )                                     | Kangaroo                  | Nos.   | 250                                 |                        |   |  |  |  |                                      |  |  |
| 207          | Refillable ink for marker (50 ml )   | Achiever/Monte x/Reynolds | Bottle | 100                                 |                        |   |  |  |  |                                      |  |  |
| 208          | Register Attendance ( 2 Quire - made of 60 GSM Orient Paper)               | Superior Quality          | Nos.   | 100                                 |                        |   |  |  |  |                                      |  |  |
| 209          | Register Attendance ( 4 Quires – made of 60 GSM Orient Paper)              | Superior Quality          | Nos.   | 100                                 |                        |   |  |  |  |                                      |  |  |
| 210          | Register Cash Book Long Book Type (06 Quire - made of 60 GSM Orient Paper) | Superior Quality          | Nos.   | 200                                 |                        |   |  |  |  |                                      |  |  |

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| 1            | 2  | 3                | 4    | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 211          | Register Cash Book Long Book Type (08 Quire - made of 60 GSM Orient Paper)   | Superior Quality | Nos. | 200                                 |                        |   |  |  |  |                                      |  |  |
| 212          | Register Cash Book Long Book Type (10 Quire - made of 60 GSM Orient Paper)   | Superior Quality | Nos. | 200                                 |                        |   |  |  |  |                                      |  |  |
| 213          | Register Despatch Dak Long Book Type (6 Quire - made of 60 GSM Orient Paper) | Superior quality | Nos. | 500                                 |                        |   |  |  |  |                                      |  |  |
| 214          | Register Despatch Dak Long Book Type (10 Quire- made of 60 GSM Orient Paper) | Superior quality | Nos. | 500                                 |                        |   |  |  |  |                                      |  |  |
| 215          | Register Despatch Dak Long Book Type (8 Quire - made of 60 GSM Orient paper) | Superior quality | Nos. | 500                                 |                        |   |  |  |  |                                      |  |  |
| 216          | Register Inward Dak Long Book Type (10 Quire - made of 60 GSM Orient Paper)  | Superior quality | Nos. | 500                                 |                        |   |  |  |  |                                      |  |  |
| 217          | Register Inward Dak Long Book Type (6 Quire - made of 60 Gsm Orient Paper)   | Superior quality | Nos. | 500                                 |                        |   |  |  |  |                                      |  |  |
| 218          | Register Inward Dak Long Type (8 Quire - made of 60 GSM Orient Paper)        | Superior quality | Nos. | 500                                 |                        |   |  |  |  |                                      |  |  |
| 219          | Register Ruled Ordinary Long Type 2 Quire                                    | Superior quality | Nos. | 500                                 |                        |   |  |  |  |                                      |  |  |
| 220          | Register Ruled Ordinary Long Type 3 Quire                                    | Superior quality | Nos. | 500                                 |                        |   |  |  |  |                                      |  |  |

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| 1            | 2   | 3                | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 221          | Register Ruled Ordinary Long Type 4 Quire   | Superior quality | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 222          | Register Ruled Ordinary Long Type 6 Quire   | Superior quality | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 223          | Register Ruled Ordinary Long Type 8 Quire   | Superior quality | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 224          | Register Stock Ledger (06 Quire - made of 60 GSM Orient Paper)  | Superior quality | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 225          | Register Stock Ledger Long Type ( 08 Quire - made of 60 GSM Orient Paper)                                       | Superior quality | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 226          | Register Stock Ledger Long Type ( 10 Quire - made of 60 GSM Orient Paper)                                       | Superior quality | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 227          | Register Stock Ledger 18 Quire Full Cloth Binding Long Type - made of 60 GSM Orient Laser paper) Asset register | Superior quality | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 228          | Register Visitor/Gate Entry Record Long Type- ( 06 Quire - made of 60 GSM Orient Paper)                         | Superior quality | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |
| 229          | Ring Binder folder  | Solo-2D          | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 230          | Rubber Band (Big size) Pack of 500 Gram   | Superior quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |

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| 1            | 2  | 3                  | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 231          | Rubber Band (Medium Size ) Pack of 500 Gram                          | Superior quality   | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 232          | Rubber Bands (Small Size) Pack of 500 Gram                           | Superior quality   | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 233          | Scale (Plastic) 12"  | Omega/Camel/S harp | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 234          | Scale (Steel) 12"  | Omega/Camel/S harp | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 235          | Scale (Plastic ) 24"   | Omega/Camel/S harp | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 236          | Scale (Wooden) 24"   | Omega/Camel/S harp | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 237          | Scissor 6"   | Superior Quality   | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 238          | Scissor 8"   | Superior Quality   | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 239          | Scissor 9"   | Superior Quality   | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 240          | Scissor Heavy Duty   | Superior Quality   | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 241          | Sealing Wax (Pack of 6 Wax Sticks)                                   | Superior Quality   | Packets | 100                                 |                        |   |  |  |  |                                      |  |  |
| 242          | Self Ink pad   | Superior Quality   | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 243          | Separator (Paper - A-4 Size) - Set of 1-10 Different Coloured Sheets | Superior Quality   | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |

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| 1            | 2  | 3                | 4      | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 244          | Separator (Plastic sheet - A-4 Size) - Set of 1-10 Different Coloured Sheets | Superior Quality | Nos.   | 50                                  |                        |   |  |  |  |                                      |  |  |
| 245          | Short Hand Note Book (60 Gsm) (144 Pages)                                    | Superior Quality | Nos.   | 1000                                |                        |   |  |  |  |                                      |  |  |
| 246          | Short Hand Note book(60 Gsm) (72 Pages)                                      | Superior Quality | Nos.   | 1000                                |                        |   |  |  |  |                                      |  |  |
| 247          | Spiral (Plastic Quill) Size of 10 mm dia                                     | Superior Quality | Packet | 50                                  |                        |   |  |  |  |                                      |  |  |
| 248          | Spiral (Plastic Quill) Size of 12 mm dia                                     | Superior Quality | Packet | 50                                  |                        |   |  |  |  |                                      |  |  |
| 249          | Spiral (Plastic Quill) Size of 15 mm dia                                     | Superior Quality | Packet | 50                                  |                        |   |  |  |  |                                      |  |  |
| 250          | Spiral (Plastic Quill) Size of 18 mm dia                                     | Superior Quality | Packet | 50                                  |                        |   |  |  |  |                                      |  |  |
| 251          | Spiral (Plastic Quill) Size of 20 mm dia                                     | Superior Quality | Packet | 50                                  |                        |   |  |  |  |                                      |  |  |
| 252          | Spiral (Plastic Quill) Size of 25 mm dia                                     | Superior Quality | Packet | 50                                  |                        |   |  |  |  |                                      |  |  |
| 253          | Spiral (Plastic Quill) Size of 32 mm dia                                     | Superior Quality | Packet | 50                                  |                        |   |  |  |  |                                      |  |  |
| 254          | Spiral (Plastic Quill) Size of 38 mm dia                                     | Superior Quality | Packet | 50                                  |                        |   |  |  |  |                                      |  |  |
| 255          | Spiral (Plastic Quill) Size of 7 mm dia                                      | Superior Quality | Packet | 50                                  |                        |   |  |  |  |                                      |  |  |
| 256          | Spiral (Plastic Quill) Size of 8 mm dia                                      | Superior Quality | Packet | 50                                  |                        |   |  |  |  |                                      |  |  |

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| 1            | 2  | 3                | 4      | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 257          | Spiral binding Hole Punch Machine (Industrial Type)                        | Superior Quality | Nos.   | 50                                  |                        |   |  |  |  |                                      |  |  |
| 258          | Spiral Binding Plastic sheet Front & Back Set (A-3 Size) 100 Sheets Packet | Superior Quality | Nos.   | 50                                  |                        |   |  |  |  |                                      |  |  |
| 259          | Spiral Binding Plastic sheet Front & Back Set (A-4 Size) 100 Sheet Packet  | Superior Quality | Nos.   | 50                                  |                        |   |  |  |  |                                      |  |  |
| 260          | Spiral Comb 10 mm  | Superior Quality | Nos.   | 50                                  |                        |   |  |  |  |                                      |  |  |
| 261          | Spiral Comb 14 mm  | Superior Quality | Nos.   | 50                                  |                        |   |  |  |  |                                      |  |  |
| 262          | Spiral Comb 28 mm  | Superior Quality | Nos.   | 50                                  |                        |   |  |  |  |                                      |  |  |
| 263          | Spiral Comb 32 mm  | Superior Quality | Nos.   | 50                                  |                        |   |  |  |  |                                      |  |  |
| 264          | Spiral Type Writing Pad (Size 5½"x 8½") (100 Pages)                        | Superior Quality | Nos.   | 500                                 |                        |   |  |  |  |                                      |  |  |
| 265          | Spiral Type Writing Pad A-4 size Pad (40 pages)                            | Superior Quality | Nos.   | 500                                 |                        |   |  |  |  |                                      |  |  |
| 266          | Stamp Pad  | Superior Quality | Nos.   | 200                                 |                        |   |  |  |  |                                      |  |  |
| 267          | Stamp Pad Ink ( 50 ml )  | Camlin           | Bottle | 500                                 |                        |   |  |  |  |                                      |  |  |
| 268          | Stapler (Kangaroo) HD-10 small size, 10 Nos of Pack                        | Kangaroo         | Nos.   | 500                                 |                        |   |  |  |  |                                      |  |  |
| 269          | Stapler (Kangaroo) HD-45 Big size 10 Nos of Pack                           | Kangaroo         | Nos.   | 500                                 |                        |   |  |  |  |                                      |  |  |

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| 1            | 2   | 3                 | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 270          | Stapler Machine Large No. 555,10 Nos of Pack                              | Kangaroo          | Nos.    | 250                                 |                        |   |  |  |  |                                      |  |  |
| 271          | Stapler Pin (heavy duty) (No.23/15)                                       | Kangaroo          | Packets | 250                                 |                        |   |  |  |  |                                      |  |  |
| 272          | Stapler Pin 10 No.20 Nos of Pack  | Kangaroo          | Packets | 250                                 |                        |   |  |  |  |                                      |  |  |
| 273          | Stapler Pin 24/6 No20, Nos of Pack  | Kangaroo          | Packets | 250                                 |                        |   |  |  |  |                                      |  |  |
| 274          | Stapler Machine for Book Stapling (Industrial Type)                       | Kangaroo          | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 275          | Stapler Machine Pins  | Kangaroo          | Packets | 500                                 |                        |   |  |  |  |                                      |  |  |
| 276          | Tag (Big) Nilon-24" (100 Nos.in 1 bundle)                                 | Superior Quality  | Bundle  | 50                                  |                        |   |  |  |  |                                      |  |  |
| 277          | Tag (Small) Nilon-8" (100 Nos. in 1 bundle)                               | Superior Quality  | Bundle  | 50                                  |                        |   |  |  |  |                                      |  |  |
| 278          | Tag Bundle 12" (Green) (100 Nos. in 1 bundle)                             | Superior Quality  | Bundle  | 250                                 |                        |   |  |  |  |                                      |  |  |
| 279          | Tag Bundle 8" (White) (100 Nos. in 1 bundle)                              | Superior Quality  | Bundle  | 250                                 |                        |   |  |  |  |                                      |  |  |
| 280          | Tag File Cover  | Superior Quality  | Nos.    | 5000                                |                        |   |  |  |  |                                      |  |  |
| 281          | Thermacol Sheet (Standard Size)   | Superior Quality  | Bundle  | 50                                  |                        |   |  |  |  |                                      |  |  |
| 282          | Tissue paper (100 X 100 mm, 100 pulls x 2 Ply, 200 Sheets in one Packets) | Freesia/ Daffodil | Packets | 500                                 |                        |   |  |  |  |                                      |  |  |

| Item Sl. No. | Description/ Specification of Item   | Make             | Unit    | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
|--------------|--|------------------|---------|-------------------------------------|------------------------|---|--|--|--|--------------------------------------|--|--|
| 1            | 2  | 3                | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 283          | Tissue Paper (200 X 200 mm, 100 pulls x 2 Ply, 200 Sheets in one Packets)      | Fresia/ Daffodil | Packets | 500                                 |                        |   |  |  |  |                                      |  |  |
| 284          | Torch (Cell Operated) Medium Size  | Eveready/or pat  | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 285          | Torch LED Light Type ( Electric Chargeable ) Big                               | Orpat/BPL        | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 286          | Torch LED Light Type ( Electric Chargeable ) Medium                            | Orpat/BPL        | Nos.    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 287          | Trace paper roll   | Superior Quality | Roll    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 288          | Transparency - 100 Micron OHP Transparency Sheet A-4 size ( Pack of 100 Sheet) | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 289          | Transparency - 175 Micron OHP Transparency Sheet A-4 size (Pack of 100 Sheet)  | Superior Quality | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 290          | Transparency sheet 175 micron) for spiral binding (Pack of 100 sheet)          | Barware          | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 291          | Transparent Sheet Roll (Big Size)  | Superior Quality | Roll    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 292          | Transparent Tape 25 mm   | Superior Quality | Roll    | 50                                  |                        |   |  |  |  |                                      |  |  |
| 293          | U- Clips Plastic Coated  | Superior Quality | Packets | 250                                 |                        |   |  |  |  |                                      |  |  |
| 294          | U-Clips Stainless Steel  | Superior Quality | Packets | 250                                 |                        |   |  |  |  |                                      |  |  |



| Item Sl. No. | Description/ Specification of Item                                    | Make                  | Unit    | *Tentative Annual Required Quantity | Unit Price without Tax | Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc. |  |  |  | Total Amount of (Taxes) for per Unit | Total Unit Cost of Item (F.O.R. destination) inclusive all | Total Cost (F.O.R. destination) for quantity indicated in Column No. 5 |
|--------------|---|-----------------------|---------|-------------------------------------|------------------------|---|--|--|--|--------------------------------------|--|--|
| 1            | 2   | 3                     | 4       | 5                                   | 6                      | 7   |  |  |  | 11                                   | 12   | 13   |
| 295          | Vehicle Running Record Log Book (2 Quire made of 60 GSM Orient Paper) | Superior Quality      | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 296          | Vehicle Running Record Log Book (4 Quire made of 60 GSM Orient Paper) | Superior Quality      | Nos.    | 100                                 |                        |   |  |  |  |                                      |  |  |
| 297          | Waste Paper Basket (Without net)                                      | Superior Quality      | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 298          | White board Magnetic Duster.  | Oddy/Prime            | Nos.    | 200                                 |                        |   |  |  |  |                                      |  |  |
| 299          | White Board Marker  | Camlin/Luxer/Reynolds | Nos.    | 500                                 |                        |   |  |  |  |                                      |  |  |
| 300          | Wrapping Paper ( Pack of 12 Nos. of Sheets in Different Colours)      | Superior Quality      | Packets | 50                                  |                        |   |  |  |  |                                      |  |  |
| 301          | Writing Pad (15x23 cm) 60 Gsm with AIIMS Mono (100 Pages)             | Superior Quality      | Nos.    | 15000                               |                        |   |  |  |  |                                      |  |  |
| 302          | Writing Pad (Size 5½"x 8½") 60 GSM (100 Pages)                        | Superior Quality      | Nos.    | 5000                                |                        |   |  |  |  |                                      |  |  |
| 303          | Writing Pad (Spiral Type) A-4 Size 60 GSM ( 100 Pages)                | Superior Quality      | Nos.    | 5000                                |                        |   |  |  |  |                                      |  |  |

**Note:-**

**Bidder has to quote their rates for all the items or minimum 60% of Items as per the specifications laid down in Financial Bid (Chapter-7). The offer of Tenderers quoting rates for less than 60% items shall not be entertained and L-1 bidder shall be decided on the basis of each Item wise lowest rate quoted by any of the bidder and the bidder, who have quoted maximum number of items in L-1 rate shall be given opportunity by the competent authority of AIIMS Bhopal and ask him in writing to match L-1 price of other items quoted by him in comparison of other bidders, where his quote has not found L-1.**

**Prices to be quoted in Indian Rupees only.**