

TENDER FOR

**"ANNUAL RATE CONTRACT OF STATIONERY,  
CLEANING, GENERAL & COMPUTER ITEMS"**

AT

All India Institute of Medical Sciences, Raipur

Sr. No	Description	Start Date & Time
1	NIT No.	Store/Tender/Stationery/Cleaning/General & Computer Items/1/2016
2	NIT Issue Date	27-05-2016
3	Pre-bid Meeting	13-06-2016 at 3.00 PM
4	Venue	Committee Hall, 1st floor, Medical College Building, AIIMS, Tatibandh, Raipur-492099
5	Last Date of submission	27-06-2016 at 3.00 PM
6	Open EMD & Technical bid	27-06-2016 at 3.30 PM
7	Venue	Store Officer, Medical College Building, 2nd floor, AIIMS, Tatibandh, Raipur-492099
8	Tender document cost	₹2,280/- (Inclusive VAT)
9	EMD Amount	Schedule (A) - ₹2,24,000/- Schedule (B) - ₹21,400/- Schedule (C) - ₹75,300/- Schedule (D) - ₹77,000/-



**All India Institute of Medical Sciences**  
**Tatibandh, Raipur – 492099, Chhattisgarh**  
 Tele: 0771- 2971307, email: [store@aiimsraipur.edu.in](mailto:store@aiimsraipur.edu.in)  
 Website: [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in), [www.tenders.gov.in](http://www.tenders.gov.in)

**TENDER NOTICE****ANNUAL RATE CONTRACT OF STATIONERY / CLEANING / GENERAL /  
COMPUTER ITEMS**

Date: 27-05-2016

On behalf of the Director, All India Institute of Medical Sciences, Raipur tenders in sealed cover are invited under two-bid system from manufacture and their authorized dealers/ distributors/ firm for providing Stationery, Cleaning, General & Computer items for AIIMS Raipur.

Schedule No	Particulars	Quantity Required	Tender document Cost (In ₹)	EMD Total Cost (In ₹)	Experience	Turnover
A	Stationery	As per the Schedule	₹2,280/- (Inclusive VAT)	₹ 2,24,362		
B	Cleaning	As per the Schedule		₹ 21,460		
C	General	As per the Schedule		₹ 75,312		
D	Computer	As per the Schedule		₹ 76,932		

The interested manufactures and/or authorized dealers/ distributors are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed "**Annual Rate Contract of Stationery, Cleaning, General & Computer items**" in AIIMS, Raipur and should reach at the office of "The Store Officer, AIIMS, Tatibandh Raipur (C.G.) - 492099, by or before on 03.00 PM on **27-06-2016**. The bid received after due date and time will not be entertained whatsoever may be the reason. The technical bids shall be opened on the same day at 03.30 PM at AIIMS, Raipur. In the event of any of the above mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time. The date of opening of financial bid of technically qualified agencies will be announced later.

The tender document containing technical bid form, financial bid form, technical description/specification & item and terms & conditions can be downloaded from website [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in) as well as [www.tenders.gov.in](http://www.tenders.gov.in) Demand Draft/Pay Order for ₹2,280/- (Inclusive VAT) is to be deposited in favour of **“AIIMS, Raipur”(non-refundable)**, payable at Raipur, against cost of the tender document along with their technical bid in the Cover-I **“Technical Bid”**. The amount of bid security (EMD) for **Stationery, Cleaning, General & Computer items** as detailed above for each Schedule of tender documents should be paid by FDR/DD/BG in favour of **“AIIMS, Raipur”** payable at Raipur and will be placed in Cover -1 with Technical bid. The Tender Documents are not transferable.

Any future clarification and/or corrigendum(s) shall be communicated through Store Officer on the AIIMS, Raipur website: [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in) as well as [www.tenders.gov.in](http://www.tenders.gov.in)

**Store Officer  
AIIMS, Raipur (C.G.)**

## Form A

### PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Supplier

: \_\_\_\_\_

2. Complete Address of the Supplier

\_\_\_\_\_

-----

----

3. Cost of the Tender enclosed: Yes/No [Please √] If yes,

a.) Name of the Bank : \_\_\_\_\_

b.) Amount in (Rs.) : \_\_\_\_\_

c.) Demand Draft No. : \_\_\_\_\_

4. Earnest Money Deposit enclosed: Yes / No [Please √] if Yes,

a.) Name of the Bank : \_\_\_\_\_

b.) Amount in (Rs.) : \_\_\_\_\_

c.) Demand Draft No. : \_\_\_\_\_

d.) Last Validity date of the enclosed DD: \_\_\_\_\_

6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry.

[NOTE: Any changes after submission of Tender documents kindly update AIIMS Raipur

a.) Full Name : \_\_\_\_\_

b.) Complete Postal Address: \_\_\_\_\_

c.) Telephone No. : \_\_\_\_\_

d.) Fax No. : \_\_\_\_\_

e.) Mobile No. : \_\_\_\_\_

f.) E-mail : \_\_\_\_\_

g.) Website Address : \_\_\_\_\_

**Note: - Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India.**

**Form B**

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

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

## Form C

### CHECKLIST FOR ANNUAL RATE CONTRACT OF STATIONERY, CLEANING, GENERAL & COMPUTER ITEMS

Checklist - Tender Fee & EMD			
Sr. No.	Particulars	Documents to be attached wherever applicable	
		Yes	No
1	Demand Draft / Pay Order for ₹2,280/- (Inclusive VAT) towards non-refundable tender fee is enclosed. **Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India.		
2	Demand Draft / FD/BG for Schedule (A) ₹2,24,000/-, for Schedule (B) ₹21,400/-, for Schedule (C) ₹75,300/- and Schedule (D) ₹77,000/- towards refundable EMD is enclosed. **Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India.		
3	Envelope is marked as "Tender Fee and EMD" Checklist - Tech		
Checklist - Technical Offer			
Sr. No.	Particulars	Documents to be attached wherever applicable	
		Yes / No	If yes give Page no.
1	1) Attached documents as required in the tender document (i.e. Supplier / firm is manufacturer / authorized dealer/ sole distributor certificate,		
	2) Authorization certificate from the manufacturer in case of dealer / distributor, if applicable		
	3) Copy of PAN		
	4) TIN/VAT registration (Sales tax),		
	5) Income Tax Return of last three years,		
	6) Tenderer must provide experience/supplied minimum Rupees ₹24,92,900/- for schedule A, ₹2,38,400/- for schedule B, ₹8,36,800/- for schedule C, ₹8,54,800/- for schedule D.		
	7) Annual Turnover should be minimum Rupees ₹37,39,000/- for schedule A, ₹3,57,600/- for schedule B, ₹12,55,200/- for schedule C, ₹12,82,200/- for schedule D & balance sheet of last three years duly certified by C.A.		
	8) Tender document duly seal and sign by the tenderer to accept the all terms & condition of tender.		
	9) Tenderer must provide a certificate on letter head that proprietor / firm has never been black listed by any organization.		
	10) Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof. Please provide a certificate on letter head that you have not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D rate in recent past.		
2	Duly filled Form - A & Form -B		
3	Envelope is marked as "Technical Offer"		

Checklist – Financial Offer			
Sr. No.	Particulars	Documents to be attached wherever applicable	
		Yes	No
1	Financial Offer of the items as per proforma available as Annexure-I		
2	Envelope is marked as “Financial Offer”		
Checklist – Master Envelope			
Sr. No.	Particulars	Documents to be attached wherever applicable	
		Yes	No
1	Master envelope containing Envelopes of “Technical Offer”, “Financial Offer” and “Tender Fee and EMD” are superscribed with Tender Number, Name of items and Tender Due Date		

**Note:**

1. Bidders/Vendors who do not fulfil any or all of the above conditions or provide incomplete information in any respect are liable to be rejected.
2. The Director, AIIMS reserves the right to select any or all items together from the eligible & most responsive bid. The quantities mentioned are indicative only. The final decision as regards to selection of bids depends upon the actual requirement, and will be decided by the competent authority.

Signature of Vendor with Seal:-

Name of Vendor :-

Address :-

Date :-

## Annexure-I

**ANNUAL RATE CONTRACT OF STATIONERY/CLEANING /GENERAL/COMPUTER ITEMS, AIIMS, RAIPUR**  
**FINANCIAL BID FOR STATIONERY ITEMS (SCHEDULE - A)**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
1	All Pin (Stainless Steel)	Superior Quality	Packets	50	Weight 50gm				
2	All Pin (Stainless Steel)	Superior Quality	Packets	100	100 gm				
3	All Pin (Stainless Steel)	Superior Quality	Packets	50	400 gm				
4	Binder Clip 25mm	Superior Quality	Packets	500					
5	Binder Clip 32mm	Neelgagan	Packets	200					
6	Binder Clip 41mm	Superior Quality	Packets	100					
7	Binding/Packing Tape brown (48 mm x 65 mtr.)	Cello/Sona	Roll	100					
8	Black Board Duster (Wooden )	Superior Quality	Nos.	100					
9	Board File cover with side cloth	Superior Quality	Nos.	100	Size 10x12"				
10	Board File cover with side cloth	Superior Quality	Nos.	150	Thickness 800 (Special Cobra)				
11	Board Pin (Fibre Top)	Superior Quality	Packets	50					



**Tender Enquiry No. Store/Tender/Stationary, Cleaning, General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
12	Board Pin Brass (Thumb Pin)	Superior Quality	Packets	50					
13	Box File (Index File)	Superior Quality	Nos.	1000	Card Board (General Size)				
14	Brown Paper Sheet	Superior Quality (Thickness 180 GSM)	Each	20	41 kg				
15	Brown Paper Sheet	Superior Quality (Thickness 180 GSM)	Each	20	51 kg				
16	Brown Paper Sheet	Superior Quality (Thickness 180 GSM)	Each	10	80 kg				
17	Calculator 12 digit Big Screen Type	Sharp/Casio	Nos.	200					
18	Calculator Scientific Type Standard size	Sharp/Casio	Nos.	50					
19	Carbon Paper (Blue A-4 Size)	Saphire Kores	Packets	50					
20	Carbon Paper Box Multi Copy	Kores	Packets	50					
21	Card Board (Gatta) Sheets A-0 Size	Superior Quality	Nos.	50					
22	Card Sheet Different Colours (Chart Papers) Thick	Superior Quality	Nos.	500					
23	Cello tape (big) tixc-12 mm 65 mtr.	Superior Quality	Roll	100					
24	Cello tape (Small ) Tixo-12mm x 9 mtr.	Superior Quality	Roll	100					

**Tender Enquiry No. Store/Tender/Stationary, Cleaning, General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
25	Cello Tape ½ inch ( 15 Mtr)	Superior Quality	Roll	100					
26	Cello Tape 1 inch (15 Mtr)	Superior Quality	Roll	100					
27	Cello Tape 2 inch (30 Mtr)	Superior Quality	Roll	100					
28	Cello Tape 2"65 Mtr	Superior Quality	Roll	500					
29	Cello Tape Dispenser (Delux)	Vogal	Nos.	250					
30	Cello Tape Dispenser (Small)	Vogal	Nos.	250					
31	Cello Tape Large 2" Brown/White	Superior Quality	Roll	100					
32	Chalk -Colour (Dust free)	Kores	Box	3000					
33	Chalk White (Dust free)	Kores	Box	1000					
34	Clip Board Plastic	Superior Quality	Nos.	100					
35	Clip Folder	Solo	Nos.	100					
36	Cloth binding envelops 11x5 (Pack of 100 )	Superior Quality	Nos.	50					
37	Cobra File	Superior Quality	Nos.	500	27.2 kg				
38	Cobra File	Superior Quality	Nos.	4500	31.5 kg				
39	Dak Pad	Jumboo deep/ Jindal	Nos.	500					
40	Dater cum Serial No. Machine (ink Type)	Superior Quality	Nos.	100					

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
41	Display File A-4 size - 20 Pocket	Superior Quality	Nos.	200					
42	Display File A-4 size - 40 Pocket	Superior Quality	Nos.	200					
43	Double Sided Tape 1" width X 15 Mtr.	Superior Quality	Roll	20					
44	Double Sided Tape 2" width X 15 Mtr.	Superior Quality	Roll	20					
45	Drawing Sheet A-0 Size ( Pack of 50 Sheets)	Superior Quality	Packets	50					
46	Drawing Sheet A-3 Size (Pack of 50 Sheets)	Superior Quality	Packets	50					
47	Plastic Folder	Superior Quality	Nos.	200					
48	Plastic cover for keeping A-4 Size Envelope	Superior Quality	Nos.	500					
49	Window Envelope 11x5 (Pack of 100)	Superior Quality	Packets	50	11x5				
50	Normal Envelope 11x5 (Pack of 100)	Superior Quality	Packets	50	11x5				
51	Envelope 10" x 12" Laminated (Pack of 100 Nos.)	Superior Quality	Packets	50					
52	Envelope 4½" x 3" (Pack of 100 Nos.)	Superior Quality	Packets	50					

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
53	Envelope 6" x 3½" (Pack of 100 Nos.)	Superior Quality	Packets	50					
54	Envelope 9" x 4" Self Stick Tape (Pack of 100 Nos.)	Superior Quality	Packets	50					
55	Envelope 9" x 4" window (Pack of 100 Nos.)	Superior Quality	Packets	50					
56	Envelope cloth lined 10" x 8" Laminated ( Pack of 100 Nos.)	Superior Quality	Packets	50					
57	Envelope Plain 9" x 4" (Pack of 100 Nos.)	Superior Quality	Packets	50					
58	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					
59	Envelope white Window Cut, size 25.5cm x 11.5 cm, made of 70 GSM J.K.maplitho paper with AIIMS Raipur logo & address printed ( Pack of 100 Nos.)	Superior Quality	Packets	50					
60	Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 30cm x 25cm, printed with AIIMS Raipur Logo and address (A-4 size) (Pack of 100 Nos.)	Superior Quality	Packets	50					

**Tender Enquiry No. Store/Tender/Stationary, Cleaning, General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
61	Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 40cm x 30cm, printed with AIIMS Raipur Logo and address (A-3 size) (Pack of 100 Nos.)	Superior Quality	Packets	50					
62	Eraser (Pencil) (Pack of 20 Nos.)	(Natraj)	Packets	100					
63	Examination Answer sheet 12 pages (Pack of 12 x 10 =120 Sheets) Sample of Print for Top Sheet will be Collected by Vendor from AIIMS Raipur	Superior Quality	Packets	25	Size 8.5"X11.5" 80 GSM maplitho				
64	Examination Answer sheet 16 pages (Pack of 16 x 10 = 160 Sheets)	Superior Quality	Packets	25	Size 8.5"X11.5" 80 GSM maplitho				
65	Examination Answer sheet 20 pages (Pack of 20 x 10 = 200 Sheets)	Superior Quality	Packets	25	Size 8.5"X11.5" 80 GSM maplitho				
66	Examination Answer sheet 24 pages (Pack of 24 x 10 = 240 Sheets)	Superior Quality	Packets	25	Size 8.5"X11.5" 80 GSM maplitho				
67	Executive Bond Paper 70 GSM ( Pack of 500 Sheets)	Superior Quality	Packets	100					
68	Fevi stick 15 gm.	Superior Quality	Nos.	250					

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
69	Fevicol 30gm	Superior Quality	Nos.	250					
70	File - Index File with Kangaroo Clip of hard card board of 4 mm thickness with paper binding with stopper and printed with AIIMS Raipur Logo & address in Hindi & English - F/S size	Superior Quality	Nos.	300					
71	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 Raipur Logo & address in Hindi & English - F/S size	Superior Quality	Nos.	300					
72	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					
73	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 Raipur logo and address in Hindi and English (As per sample)	Superior Quality	Nos.	300					

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
74	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					
75	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					
76	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					

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
77	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					
78	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					
79	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					



Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
80	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					
81	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					
82	File cover with AIIMS Mono & Matter with four sided corner cloth (with cobra spring)	Superior Quality	Nos.	5000	40 kg board (No. 2000)				
83	File cover with AIIMS Mono & Matter with four sided corner cloth (without cobra spring)	Superior Quality	Nos.	5000	40 kg board (No. 2000)				
84	File Flaps	Superior Quality	Nos.	500	Three Colour				
85	File Flaps	Superior Quality	Nos.	500	Four Colour				

**Tender Enquiry No. Store/Tender/Stationary, Cleaning, General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
86	File Pad (Standard type with file papers holding arrangement)	Neelgagan	Nos.	2500					
87	Gem Clip (Plastic coated)	SDI	Packets	100					
88	Gems Clip (Stainless Steel)	Zebra	Packets	30	26 mm				
89	Gems Clip (Stainless Steel)	Zebra	Packets	40	30 mm				
90	Gems Clip (Stainless Steel)	Zebra	Packets	30	35 mm				
91	Glossy Paper (A-4 Size)-120 GSM (Pack of 50 Sheets)	Superior Quality	Packets	100					
92	Glue Stick 8 Gram	Kores/Fevi	Nos.	250					
93	Glue stick -15 Gram	Kores/Fevi	Nos.	250					
94	Gum Bottle 150 ml	Kores/Camel	Bottle	250	White paste				
95	Gum Bottle 300 ml	Kores/Camel	Bottle	250	White paste				
96	Gum Bottle 700 ml	Kores/Camel	Bottle	100	White paste				
97	Leaf Folder	Superior Quality	Nos.	250					
98	Note sheet pad (Green Ledger Paper) 100 sheet 75gsm (Size 12½" x8 ½")	Neelgagan	Nos.	5000					
99	Note Sheet Pad (Green Ledger Paper) F/S Size 100 Sheet	Superior Quality	Nos.	1000					

**Tender Enquiry No. Store/Tender/Stationary, Cleaning, General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
100	Officer's Pen Stand with 2 Socket without Pen	Superior Quality	Nos.	100					
101	Officer's Pen Stand with 4 Socket without Pen	Superior Quality	Nos.	250					
102	Officer's Pen Stand with four holder(Popali) with paper roller	Superior Quality	Nos.	100					
103	Officer's Pen Stand spl. Quality with Four pens	Superior Quality	Nos.	250					
104	Officer's Pen Stand with two pens	Superior Quality	Nos.	250					
105	Page Markers (1"X3") 50X3 Colour	Oddy/Camlin/Kore s	Nos.	250					
106	Paper Clip Medium	Omega/SDI	Nos.	200					
107	Paper Clip Small	Omega/SDI	Nos.	200					
108	Paper Cutter Blade of 1.8 cm	Omega/SDI	Nos.	200					
109	Paper Cutter Plastic with 1.8 cm wide Blade push button one Touch	Omega/SDI	Nos.	200					
110	Paper Cutter Steel with 1.8 cm wide Blade push button one Touch	Omega/SDI	Nos.	200					

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
111	Paper Shredder Machine A-4 Size Paper		Nos.	50					
112	Paper Tray	V-Plast/Omega	Nos.	500					
113	Paper Tray 2-tier (plastic net)	V-Plast/Omega	Nos.	500					
114	Paper Tray 3-tier (plastic net)	V-Plast/Omega	Nos.	500					
115	Paper Weight (Flowery)	KB	Nos.	100					
116	Paper weight square shape	Acrylic	Nos.	100					
117	Paper weight(Cube type)	Superior Quality	Nos.	100					
118	Pen (Blue/Black/Green/Red) (Good Quality Gel Type) ( Pack of 10 Nos.)	Superior Quality	Packets	500					
119	Pen Ball Pen (Black/Blue/Green/Red)	Parkar	Nos.	200					
120	Pen Ball Pen (Black/Blue/Green/Red) (Pack of 10 Nos.)	Rynold	Packets	300					
121	Pen Board Pen Fiber Top	Superior Quality	Nos.	100					
122	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 15 ml	Kores	Nos.	100					

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
123	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 20 ml	Kores	Nos.	100					
124	Pen High Lighter Pen set (Different Colours) ( Pack of 5 Pens)	Luxur/ Faber castle/Rynold	Packets	250					
125	Pen Leaser Light Pen for Presentation (Red/Green/Blue Light beam)	Superior Quality	Nos.	100					
126	Pen Refill for Ball Pen	Achiever/Montex/R eynolds	Packets	100					
127	Pen Refill for Ball Pen	Parker	Packets	200					
128	Pen Refill for Ball Pen Ordinary (Pack of 12 Nos.)	Achiever/Montex/R eynolds	Packets	100					
129	Pen Refill for Gel Pen (Pack of 12 Nos.)	Achiever/Montex/R eynolds	Packets	100					
130	Pen Refill Jotter pen (Pack of 12 Nos.)	Achiever/Montex/R eynolds	Packets	250					
131	Pen Sketch pen (Set of 12 Colours Sketch Pen in 1 Packets.)	Luxur/Camlin	Packets	250					

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
132	Pencil	Natraj/Reynolds/Apsara	Packets	250					
133	Pencil H.B. Black ( 10 Nos. in 1 Packets)	Natraj/Reynolds 432 HB/Apsara	Packets	100					
134	Pencil H.B.(10 Nos. in 1 Packets)	Natraj/Reynolds/Apsara	Packets	100					
135	Pencil Sharpener ( 20 Nos. in 1 Packets)	Natraj/Reynolds/Apsara	Packets	100					
136	Pencil Shorthand (10 Nos. in 1 Packets)	Natraj/Reynolds/Apsara	Packets	100					
137	Pencil Soft/ Assorted H.B. ( 10 Nos. in 1 Packets)	Natraj/Reynolds/Apsara	Packets	100					
138	Peon cum Dak book - 70 Gsm (Maplimo) 4 Quire	Superior Quality	Packets	250	Size 8"X6"				
139	Permanent Marker (General Type)	Camlin/Luxur/Raynold	Nos.	100					
140	Permanent Marker (OHP & CD) BP-30	Camlin/Luxur/Raynold	Nos.	100					
141	Permanent Marker Pen Bold Fibre Tip	Camlin/Luxur/Raynold	Nos.	100					
142	Photo Stat Paper (A-4 Size) - 75 Gsm	Century/JK/Orient	Packets	5000					

**Tender Enquiry No. Store/Tender/Stationary, Cleaning, General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
143	Photo Stat Paper (F/S Size) - 75 Gsm	Superior Quality	Packets	50					
144	Photocopy Paper (A-3 Size) -75 Gsm	Superior Quality	Packets	50					
145	Pilot Pen (Hi-tech 0.5) (Blue, Black, Green & Red) (Pack of 10 Pens)	Luxur/Raynold/Ca mlin	Packets	250					
146	Pilot pen ink (Blue, Black, Green & Red) 10 ml.	Superior Quality	Bottle	50					
147	Pin Cussion	Superior Quality	Nos.	500					
148	Plastic File folder (Transparent, L-type)	Superior Quality	Nos.	500					
149	Plastic String folder (F/S Size) Coloured with corner	Neelgagan	Nos.	100					
150	Plastic Sutlee Bundle (100 Mtr.)	Superior Quality	Bundle	100					
151	Poker (Stainless Steel)	Superior Quality	Nos.	250					
152	Poker (Wooden)	Superior Quality	Nos.	250					
153	Post It Pad 1" x 3"(Tricolour)	Superior Quality	Nos.	1000					

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
154	Post It Pad 3"x3" (Tricolour)	Superior Quality	Nos.	1000					
155	Post It Pad( Single Colour 75 mm X75 mm)	Superior Quality	Nos.	1000					
156	Premium Note Book (22.20 cm X 14 cm, Pages 200)	Neelgagan	Nos.	500					
157	Punch Machine Big Size Industrial/Office Use type	Superior Quality	Nos.	250					
158	Punch Machine DP 480 (Double Hole punch)	Kangaroo	Nos.	250					
159	Punch Machine DP 600 (Double Hole Punch)	Kangaroo	Nos.	250					
160	Punching Machine SHP 20 (Single Hole)	Kangaroo	Nos.	250					
161	Refillable ink for marker (50 ml )	Achiever/Montex/R eynolds	Bottle	100					
162	Register Attendance ( 2 Quire - made of 70 GSM Maplimo)	Superior Quality	Nos.	100	Ordinary 8"x12"				
163	Register Cash Book Long Book Type (06 Quire - made of 80 GSM Ledger paper)	Superior Quality	Nos.	200	Ordinary 10"x13"				



Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
164	Register Cash Book Long Book Type (08 Quire - made of 80 GSM Ledger paper)	Superior Quality	Nos.	200	Ordinary				
165	Register Cash Book Long Book Type (10 Quire - made of 80 GSM Ledger paper)	Superior Quality	Nos.	200	Ordinary				
166	Register Despatch Dak Long Book Type (6 Quire - made of 70 GSM Ledger paper)	Superior quality	Nos.	500	Ordinary				
167	Register Inward Dak Long Book Type (6 Quire - made of 70 GSM Ledger paper)	Superior quality	Nos.	500	Ordinary				
168	Register Inward Dak Long Type (8 Quire - made of 70 GSM Ledger paper)	Superior quality	Nos.	500	Ordinary				
169	Register Ruled Ordinary Long Type 2 Quire	Superior quality	Nos.	500					
170	Register Ruled Ordinary Long Type 3 Quire	Superior quality	Nos.	500					
171	Register Ruled Ordinary Long Type 4 Quire	Superior quality	Nos.	500					
172	Register Ruled Ordinary Long Type 6 Quire	Superior quality	Nos.	500					
173	Register Ruled Ordinary Long Type 8 Quire	Superior quality	Nos.	500					

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
174	Register Stock Ledger (06 Quire - made of 80 GSM Ledger paper)	Superior quality	Nos.	100	Ordinary				
175	Register Stock Ledger Long Type ( 08 Quire - made of 80 GSM Ledger paper)	Superior quality	Nos.	100	Ordinary				
176	Register Stock Ledger Long Type (10 Quire - made of 80 GSM Ledger paper)	Superior quality	Nos.	100	Ordinary				
177	Register Stock Ledger 18 Quire Full Cloth Binding Long Type - made of 80 GSM Ledger paper)	Superior quality	Nos.	50	Ordinary				
178	Register Visitor/Gate Entry Record Long Type- ( 06 Quire - made of 70 GSM Ledger paper)	Superior quality	Nos.	250	Ordinary				
179	Register Stock Ledger (03 Quire - made of 80 GSM Ledger Paper)	Superior quality	Nos.	200	Ordinary				
180	Register Ruled Ordinary Long Type 1 Quire	Superior quality	Nos.	50					
181	Register Inward Dak Long Book Type (3 Quire - made of 70 GSM Ledger Paper)	Superior quality	Nos.	300	Ordinary				

**Tender Enquiry No. Store/Tender/Stationary, Cleaning, General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
182	Register Despatch Dak Long Book Type (3 Quire - made of 70 GSM Ledger Paper)	Superior quality	Nos.	300	Ordinary				
183	Ring Binder folder	Solo-2D	Nos.	50					
184	Rubber Band (Big size) Pack of 500 Gram	Superior quality	Packets	50					
185	Rubber Band (Medium Size ) Pack of 500 Gram	Superior quality	Packets	50					
186	Rubber Bands (Small Size) Pack of 500 Gram	Superior quality	Packets	50					
187	Scale (Plastic) 12"	Omega/Camel/Sharp	Nos.	200					
188	Scale (Steel) 12"	Omega/Camel/Sharp	Nos.	200					
189	Scale (Plastic ) 24"	Omega/Camel/Sharp	Nos.	50					
190	Scale (Wooden) 24"	Omega/Camel/Sharp	Nos.	50					
191	Scissor 6"	Superior Quality	Nos.	100					
192	Scissor 8"	Superior Quality	Nos.	100					
193	Scissor 9"	Superior Quality	Nos.	200					
194	Scissor Heavy Duty	Superior Quality	Nos.	50					

**Tender Enquiry No. Store/Tender/Stationary, Cleaning, General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
195	Sealing Wax (Pack of 6 Wax Sticks)	Superior Quality	Packets	100					
196	Self Ink pad	Superior Quality	Nos.	10	Small				
197	Self Ink pad	Superior Quality	Nos.	30	Medium				
198	Self Ink pad	Superior Quality	Nos.	10	Large				
199	Separator (Paper - A-4 Size) - Set of 1-10 Different Coloured Sheets	Superior Quality	Nos.	50					
200	Separator (Plastic sheet - A-4 Size) - Set of 1-10 Different Coloured Sheets	Superior Quality	Nos.	50					
201	Short Hand Note Book (60 Gsm) (144 Pages)	Superior Quality	Nos.	1000					
202	Short Hand Note book(60 Gsm) (72 Pages)	Superior Quality	Nos.	1000					
203	Spiral (Plastic Quill) Size of 10 mm dia	Superior Quality	Packet	50					
204	Spiral (Plastic Quill) Size of 12 mm dia	Superior Quality	Packet	50					
205	Spiral (Plastic Quill) Size of 15 mm dia	Superior Quality	Packet	50					
206	Spiral (Plastic Quill) Size of 18 mm dia	Superior Quality	Packet	50					

**Tender Enquiry No. Store/Tender/Stationary, Cleaning, General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
207	Spiral (Plastic Quill) Size of 20 mm dia	Superior Quality	Packet	50					
208	Spiral (Plastic Quill) Size of 25 mm dia	Superior Quality	Packet	50					
209	Spiral (Plastic Quill) Size of 32 mm dia	Superior Quality	Packet	50					
210	Spiral (Plastic Quill) Size of 38 mm dia	Superior Quality	Packet	50					
211	Spiral (Plastic Quill) Size of 7 mm dia	Superior Quality	Packet	50					
212	Spiral (Plastic Quill) Size of 8 mm dia	Superior Quality	Packet	50					
213	Spiral binding Hole Punch Machine (Industrial Type)	Superior Quality	Nos.	50					
214	Spiral Binding Plastic sheet Front & Back Set (A-3 Size) 100 Sheets Packet	Superior Quality	Nos.	50					
215	Spiral Binding Plastic sheet Front & Back Set (A-4 Size) 100 Sheet Packet	Superior Quality	Nos.	50					
216	Spiral Comb 10 mm	Superior Quality	Nos.	50					
217	Spiral Comb 14 mm	Superior Quality	Nos.	50					
218	Spiral Comb 28 mm	Superior Quality	Nos.	50					

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
219	Spiral Comb 32 mm	Superior Quality	Nos.	50					
220	Spiral Type Writing Pad (Size 5½"x 8½") (100 Pages)	Superior Quality	Nos.	500					
221	Spiral Type Writing Pad A-4 size Pad (40 pages)	Superior Quality	Nos.	500					
222	Stamp Pad	Superior Quality	Nos.	200					
223	Stamp Pad Ink ( 50 ml )	Camlin	Bottle	500					
224	Stapler (Kangaroo) HD-10 small size	Kangaroo	Nos.	500					
225	Stapler (Kangaroo) HD-45 Big size	Kangaroo	Nos.	500					
226	Stapler Machine Large No. 555	Kangaroo	Nos.	250					
227	Stapler Pin (heavy duty) (No.23/15)	Kangaroo	Packets	250					
228	Stapler Pin 10 No.	Superior Quality	Packets	250					
229	Stapler Pin 24/6 No	Superior Quality	Packets	250					
230	Stapler Machine for Book Stapling (Industrial Type)	Superior Quality	Nos.	50					
231	Stapler Machine Pins	Superior Quality	Packets	500					

**Tender Enquiry No. Store/Tender/Stationary, Cleaning, General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
232	Tag (Big) Nilon-24" (100 Nos.in 1 bundle)	Superior Quality	Bundle	50					
233	Tag (Small) Nilon-8" (100 Nos. in 1 bundle)	Superior Quality	Bundle	50					
234	Tag Bundle 12" (Green) (100 Nos. in 1 bundle)	Superior Quality	Bundle	250					
235	Tag Bundle 8" (White) (100 Nos. in 1 bundle)	Superior Quality	Bundle	250					
236	Tag File Cover	Superior Quality	Nos.	1000	18 kg				
237	Tag File Cover	Superior Quality	Nos.	1500	22.7 kg				
238	Tag File Cover	Superior Quality	Nos.	1500	27.2 kg				
239	Tag File Cover	Superior Quality	Nos.	1000	31.5 kg				
240	Transparency - 100 Micron OHP Transparency Sheet A-4 size ( Pack of 100 Sheet)	Superior Quality	Packets	50					
241	Transparency - 175 Micron OHP Transparency Sheet A-4 size (Pack of 100 Sheet)	Superior Quality	Packets	50					
242	Transparency sheet 175 micron) for spiral binding (Pack of 100 sheet)	Garware	Packets	50					
243	Transparent Sheet Roll (Big Size)	Superior Quality	Roll	50					

**Tender Enquiry No. Store/Tender/Stationary, Cleaning, General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
244	Transparent Tape 25 mm	Superior Quality	Roll	50					
245	U- Clips Plastic Coated	Superior Quality	Packets	250					
246	U-Clips Stainless Steel	Superior Quality	Packets	250					
247	Vehicle Running Record Log Book (2 Quire made of 60 GSM Orient Paper)	Superior Quality	Nos.	100	8"X6"				
248	Vehicle Running Record Log Book (4 Quire made of 60 GSM Orient Paper)	Superior Quality	Nos.	100					
249	White Board	Superior Quality	Nos.	20	4'x3'				
250	White Board Stand	Superior Quality	Nos.	20					
251	White board Magnetic Duster.	Superior Quality	Nos.	200					
252	White Board Marker	Superior Quality	Nos.	500					
253	Notice Board	Superior Quality	Nos.	20	4'x3'				
254	Notice Board with Acrylic Door Cover 4 X 3 FEET	Superior Quality	Nos.	20	4'x3'				
255	Wrapping Paper ( Pack of 12 Nos. of Sheets in Different Colours)	Superior Quality	Packets	50					
256	Writing Pad (15x23 cm) 60 Gsm with AIIMS Mono (100 Pages)	Superior Quality	Nos.	15000					



Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 7+ Col No. 8)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 9)
1	2	3	4	5	6	7	8	9	10
257	Writing Pad (Size 5½"x 8½") 60 GSM (100 Pages)	Superior Quality	Nos.	5000					
258	Writing Pad (Spiral Type) A-4 Size 60 GSM ( 100 Pages)	Superior Quality	Nos.	5000					
259	Wall Watch with AIIMS logo (Big Size)	Ajanta/Citizen	Nos.	50	Dimension 605x605x58mm				
260	Wall Watch (Small Size)	Ajanta/Citizen	Nos.	100	Dimension 318x42x320 mm				
261	Dumper Plastic	Ajanta	Nos.	50	Normal				

**Note: L-1 will be decided item wise separately.**

**ANNUAL RATE CONTRACT OF STATIONERY/CLEANING /GENERAL/COMPUTER ITEMS, AIIMS, RAIPUR**  
**FINANCIAL BID FOR CLEANING ITEMS (SCHEDULE – B)**

Item Sl. No.	Description/ Specification of Item	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
1	Detergent	Kg	240					
2	Acid	Ltr	500					
3	Harpic	Bottle	100	200 ml				
4	Harpic	Bottle	40	500 ml				
5	Harpic	Bottle	40	1000 ml				
6	Colin	Bottle Big size	100					
7	Colin	Bottle Small size	300					
8	Damargoli	Pkt	75	800 gm				
9	Odonil	Pcs	40	50 gm				
10	Odonil	Pcs	40	75 gm				
11	Odonil	Pcs	45	100 gm				
12	Wiper Medium	Pcs	100					
13	Jala Jhadu	Pcs	50	Big				
14	Phool Jhadu	Pcs	200	Big				
15	Kharata Jhadu	Pcs	100	Big				

**Tender Enquiry No. Store/Tender/Stationary/Cleaning/General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
16	Wash Becin Cleaner	Pcs	100					
17	Dusting Cloth	Pcs	1000					
18	MOP (Pochha)	Pcs	250	Medium				
19	Dusting Pochha(Big)	Pcs	400					
20	Dusting Mop (Medium Size)	Pcs	300					
21	Phynyle Global	Lits	500					
22	Phynyle Chemical Black	Bottle	200					
23	Jointer	Pcs	5	½"				
24	Jointer	Pcs	5	¾"				
25	Jointer	Pcs	5	1"				
26	Nalki	Pcs	3	½"				
27	Nalki	Pcs	3	¾"				
28	Nalki	Pcs	4	1"				
29	Clamp	Pcs	5	¾"				
30	Clamp	Pcs	5	1"				
31	Clamp	Pcs	5	1.25"				
32	Door Mat	Mtr	100	Rate per meter				
33	Door Mat (small)	Pcs	50	2'X1'				

**Tender Enquiry No. Store/Tender/Stationary/Cleaning/General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
34	Dustbin Biochemical 40 Lit	Pcs	15					
35	Bucket Med size	Pcs	75					
36	Disposable Glass	Pcs	990					
37	Toilet Roll	Pcs	50					
38	Plastic Pipe (Best Quality)	Bundle	1	½"				
39	Plastic Pipe (Best Quality)	Bundle	1	¾"				
40	Plastic Pipe (Best Quality)	Bundle	3	1"				
41	Hit Spray (Big)	Bottle	20	750 ml				
42	Dust Bin Plastic (Nilkamal/Pooja of best)	Pcs	20	12"(1 Ft)				
43	Dust Bin Plastic (Nilkamal/Pooja of best)	Pcs	20	18"(1.5 Ft)				
44	Dust Bin Plastic (Nilkamal/Pooja of best)	Pcs	10	24"(2 Ft)				
45	Dustbin with foot padle		100	10 ltr				
46	Dustbin with foot padle		50	7 ltr				
47	Dustbin SS (Net) 11 ltr		100	10"x14"				
48	Toilet Brush	Pcs	50					

**Tender Enquiry No. Store/Tender/Stationary/Cleaning/General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
49	Room Freshener Ambipure/ premium	Pcs	50	125 gm				
50	Room Freshener Ambipure/ premium	Pcs	50	275 gm				
51	Lifebuoy Soap	Pcs	300					
52	Polythene	Kg	150					
53	Liquid Hand Wash	Pcs	25					
54	Carpet	Pcs	1	Rate as per Sq/Ft				
55	Door Closer	Pcs	1	10"				
56	Door Closer	Pcs	1	12"				
57	Towel Medium Size (White) 100% Egyptian Ring Spun Cotton. 500 GSM	Pcs	100	28"x49"				
58	Face towel 500 GSM, 100% cotton (White Napkin)	Pcs	150	12" x 12"				
59	Plastic Mug	Pcs	100	Medium				
60	Plastic Suplee	Pcs	100					

**Note: L-1 will be decided item wise separately.**

**ANNUAL RATE CONTRACT OF STATIONERY/CLEANING /GENERAL/COMPUTER ITEMS, AIIMS, RAIPUR**  
**FINANCIAL BID FOR GENERAL ITEMS (SCHEDULE – C)**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality / Model	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9	10
1	Business Card Holder Leather Coated Cover- 120 cards holding capacity with Index A4 Size	Superior Quality	Nos.	200					
2	Business Card Holder Leather Coated Cover- 240 cards holding capacity with Index A4 Size	Superior Quality	Nos.	200					
3	Business Card Holder Leather Coated cover- 500 Cards holding capacity with Index A4 size	Superior Quality	Nos.	200					
4	Call Bell / Door Bell Electric Type ( in Different voices)	Superior Quality	Nos.	200					
5	Candle 1" (Thick) x6"(Long) 12 Nos. in 1 Packet	Superior Quality	Packets	50					
6	Cartridge for Xerox machine (Toshiba E-Studio 455)	Superior Quality	Nos.	10					
7	Photo Copy Machine Cartridge	Superior Quality	Packets	6	Ricoh Cyan Colour Model no. Aficio MP-C2030				
8	Photo Copy Machine Cartridge	Superior Quality	Packets	6	Ricoh Magenta Colour Model no. Aficio MP-C2030				

**Tender Enquiry No. Store/Tender/Stationary/Cleaning/General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality / Model	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes(Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9	10
9	Photo Copy Machine Cartridge	Superior Quality	Packets	6	Ricoh Yellow Colour Model no. Aficio MP-C2030				
10	Photo Copy Machine Cartridge	Superior Quality	Packets	12	Ricoh B&W Model no. Aficio MP-C2030				
11	Photo Copy Machine Cartridge	Superior Quality	Packets	30	Canon Photo copy Machine Model no. iR2422L				
12	Photo Copy Machine Cartridge	Superior Quality	Packets	10	Samsung Printer Model no. ML-3310ND				
13	Photo Copy Machine Cartridge	Superior Quality	Packets	10	Toshiba Photocopy Machine Model no. DP-1950				
14	Photo Copy Machine Cartridge	Superior Quality	Packets	125	HP Laser Printer Model no. HP-P1606dn				
15	Photo Copy Machine Cartridge	Superior Quality	Packets	35	Ricoh Printer SP-200				
16	Photo Copy Machine Cartridge	Superior Quality	Packets	10	Panasonic KX-MB1530				
17	Cell - AA size 1.5 volts (Pair-pack of 2 cells)	Duracell/Red Eveready	Packets	50					
18	Cell - AAA size 1.5 volts (Pair-pack of 2 cells)	Duracell/Red Eveready	Packets	50					

**Tender Enquiry No. Store/Tender/Stationary/Cleaning/General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality / Model	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes(Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9	10
19	Cell - Big size 1.5 Volts ( Pair-pack of 2 Cells)	Duracell/Red Eveready	Packets	50					
20	Desk Calendars	Superior Quality	Nos.	100					
21	Fax Machine Non Thermal	Superior Quality	Nos.	5					
22	Fax Machine Thermal	Superior Quality	Nos.	5					
23	Fax Roll Non-Thermal - 30 mtr.	Kores	Roll	50					
24	Fax roll Thermal-30 mtr.	Kores	Roll	50					
25	Key Chain	Superior Quality	Nos.	200					
26	Lamination Machine A-3 Size	Aks/Saturn	Nos.	25					
27	Lamination Machine A-4 Size	Aks/Saturn	Nos.	100					
28	Lamination Roll A-4 Size	Aks/Saturn	Nos.	200					
29	Lamination Roll A-3 Size	Aks/Saturn	Nos.	50					
30	Lock (5 Lever) with 3 keys	Superior Quality	Nos.	200	Godrej / Link				
31	Lock (6 Lever) with 3 keys	Superior Quality	Nos.	200	Godrej / Link				
32	Luggage Lock with minimum 2 keys	Superior Quality	Nos.	50	Godrej / Link (20 mm)				



**Tender Enquiry No. Store/Tender/Stationary/Cleaning/General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality / Model	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes(Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9	10
33	Match Box (Pack of 12 Nos.)	Superior Quality	Packets	20					
34	Officer's Table Glass Thickness 4mm/6mm (90 Sq. feet)	Superior Quality	Sqft	250	<b>With machine polish</b>				
35	Officer's Table Globe - World Map	Superior Quality	Nos.	250					
36	Officer's Table Telephone Index Diary Leather Coated cover (Big size)	Superior Quality	Nos.	250					
37	Officer's Table Telephone Index Diary Leather Coated cover (Medium Size)	Superior Quality	Nos.	250					
38	Officer's Table Telephone Index Diary Leather Coated Cover (Small size)	Superior Quality	Nos.	250					
39	Out line map of Raipur City	Superior Quality	Nos.	50					
40	Out line map of India	Superior Quality	Nos.	50					
41	Out line map of Chhattisgarh	Superior Quality	Nos.	50					
42	Out line map of World	Superior Quality	Nos.	50					
43	Plastic Carry Bag 10 Kg Capacity	Superior Quality	Kg	50					
44	Plastic Carry Bag 5 Kg Capacity	Superior Quality	Kg	50					

**Tender Enquiry No. Store/Tender/Stationary/Cleaning/General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality / Model	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes(Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9	10
45	Thermacol Sheet (Standard Size)	Superior Quality	Bundle	20	1/2"				
46	Thermacol Sheet (Standard Size)	Superior Quality	Bundle	20	1"				
47	Thermacol Sheet (Standard Size)	Superior Quality	Bundle	10	2"				
48	Tissue paper (100 X 100 mm, 100 pulls x 2 Ply, 200 Sheets in one Packets)	Fresia/ Defodil	Packets	500					
49	Tissue Paper (200 X 200 mm, 100 pulls x 2 Ply, 200 Sheets in one Packets)	Fresia/ Defodil	Packets	500					
50	Torch (Cell Operated) Medium Size	Superior Quality	Nos.	100					
51	Torch LED Light Type ( Electric Chargeable ) Big	Superior Quality	Nos.	50					
52	Torch LED Light Type ( Electric Chargeable ) Medium	Superior Quality	Nos.	50					
53	Trace paper roll	Superior Quality	Roll	50					
54	Waste Paper Basket (Without net)	Superior Quality	Nos.	100	12" (1 Ft)				
55	Waste Paper Basket (Without net)	Superior Quality	Nos.	200	18" (1.5 Ft)				
56	Waste Paper Basket (Without net)	Superior Quality	Nos.	200	24" (2 Ft)				

**Tender Enquiry No. Store/Tender/Stationary/Cleaning/General & Computer Items/1/2016**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Capacity/ Size/ weight/ quality / Model	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes(Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9	10
57	Mick Battery		Nos.	50					
58	Glass Set (6 pcs Set)		Pkt.	25	Standard				
59	Cup Set (6 pcs Set)		Pkt.	50	Standard				
60	Nastle Coffee		Pkt.	250	1 kg (Pkt.)				
61	Nastle Nestea (Lamon tea)		Pkt.	200	750 gm (Pkt.)				
62	Table Call Bell SS	Superior Quality	Nos.	30					
63	Nescafe Disposal Cup (Pack of 50)	Superior Quality	Nos.	240					

**Note: L-1 will be decided item wise separately.**

**ANNUAL RATE CONTRACT OF STATIONERY/CLEANING /GENERAL/COMPUTER ITEMS, AIIMS, RAIPUR**  
**FINANCIAL BID FOR COMPUTER ITEMS (SCHEDULE – D)**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (in ₹)	Tax for one unit (in ₹)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
1	Computer CD Mailer (Pack of 50)	Moser Bear	Packets	10				
2	Computer CD Re-writable (Pack of 50)	Moser Bear	Packets	10				
3	Computer CD with plastic case (Pack of 50)	Moser Bear	Packets	10				
4	Computer DVD (Pack of 50 Nos.)	Moser Bear	Packets	10				
5	Computer DVD-R with cover (Pack of 50 Nos.)	Moser Bear	Packets	10				
6	Computer Pen Drive 02 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	100				
7	Computer Pen Drive 04 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	100				
8	Computer Pen Drive 08 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	100				
9	Computer Pen Drive 16 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	50				
10	Computer Pen Drive 32 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	50				
11	Computer External Hard Disc 500 GB	Segate/Western Digital	Nos.	40				
12	Computer External Hard Disc 1 TB	Segate/ Western Digital	Nos.	20				
13	Computer Power Strip 4 Socket Single Switch with 10 Mtr.extension cord	Anchor Roma	Nos.	250				
14	Antivirus for new user (user 5)	Quickheal total security - 2016	Nos.	200				
15	Antivirus for Renewal (User 5)	Quickheal total security - 2016	Nos.	150				

**Note: L-1 will be decided item wise separately.**

## SPECIAL CONDITIONS

1. The bidders should submit the relevant certificates / evidence of previous supply to other Govt. Organization/Reputed Private Organization. If required, the technical committee may enquire from the other Organization where the bidders have supplied the material.
2. The bidder should not have been blacklisted before.

The above quote should include all applicable taxes. If the rates of various items are L1 for different Tenderer, the AIIMS Raipur reserve the right to either accept the L1 of different firm/agencies or will negotiate, with the firm who has quoted the maximum gross value of L1 items to lower the rate of other item up to the limit of L1 quoted by other firms. In this context, final decision of the committee will be binding to all and no claim in the regard can be entertained. The quantity indicated is tentative and may vary, and any decision in this regard by Director AIIMS Raipur shall be final.

### Declaration by the Bidder:

1. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in Tender document regarding terms & condition of the contract, rules regarding purchase of Stationery, Cleaning, General and Computer Items. I/we agree to abide them.
2. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address:

## **Terms & Conditions**

### **(A) Information and Conditions relating to Submission of Bids**

1. The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement can be downloaded from website [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in) & [www.tenders.gov.in](http://www.tenders.gov.in). Those who download the tender document from Website should enclose a Demand Draft/Pay Order for ₹ 5,700/- (**Rupees Five Thousand and Seven Hundred only**) **inclusive of VAT** in favour of "AIIMS, Raipur", payable at Raipur, not later the date of **29.04.2016**, along with their bid in the Cover-I containing "Technical Bid".
2. The interested firms/suppliers are required to submit the Technical and Financial Bids separately in the format enclosed. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II "Financial Bid" should be placed in a separate sealed covers super scribed "Tender for Supply of "Stationery/Cleaning Items" should reach AIIMS, Raipur by or before 03.00 PM on **29.04.2016**. The Technical bids shall be opened on same day at 03.30 PM at AIIMS, Raipur in presence of the bidders or their authorized representatives with authorization certificate at the time of opening who choose to remain present. The Tender received after due date & time will be rejected and no claim shall be entertained whatsoever may be the reason.
3. The bidders are required to submit their query in writing before **18.04.2016** to store, AIIMS Raipur or mail to [store@aiimsraipur.edu.in](mailto:store@aiimsraipur.edu.in), if any.
4. All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the Authorized signatory signs the tenders, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.
5. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Technical Bid as well as Financial Bid unless authenticated by full signature of bidder. Any omission in filling the columns of Financial Bid shall debar a tender from being considered. Rates should be filled up carefully by the tenderer. All Corrections in this schedule must be duly attested by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.
6. The bidder shall pay an amount as mentioned in Tender Notice for each Schedule wise separately along with the Technical Bid in the form of FDR/DD/BG in favour of "AIIMS, Raipur" drawn on any Scheduled Bank and payable at Raipur and must be valid for (6) six month. Bids received EMD shall stand rejected and thus shall not be considered for evaluation etc at any stage. The original EMD will be put in cover-I containing Technical bid.
7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.

8. The successful bidders has to constitute a contract on Indian non judicial stamp paper of ₹100/- (Rupees one hundred only) and also required to furnish the security deposit @ 10% of contract value in the form of DD/FDR/BG of any scheduled bank in favour of AIIMS, Raipur & payable at Raipur only. Duration of Performance Guarantee FDR/BG will be 60 days beyond completion of all contractual obligations. If the successful bidder fails to furnish the full security deposit or within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by AIIMS, Raipur.
9. The EMD shall be forfeited if successful bidder fails to supply the goods in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.
10. The bid shall be valid and open for acceptance of the competent authority for a period of 180 (one hundred eighty) days from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained
11. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
12. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate as per financial bid after complying with the all the Acts / provisions stated / referred to for adherence in the tender.
13. The competent authority of AIIMS, Raipur reserved all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any term and condition of the tender enquiry after due discussion in pre bid conference. This will be communicated to all tenderers in writing. AIIMS, Raipur also reserves the right to reject any bid, which in his opinion is non-responsive, or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
14. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.
15. Canvassing in any form is strictly prohibited and the tenderer who are found canvassing are liable to have their tenders rejected out rightly.

**(B) OTHER TERMS & CONDITIONS OF THE TENDER**

1. Rates quoted should be inclusive of all applicable taxes, packing, forwarding, and postage and transportation charges at FOR AIIMS Raipur.
2. All the rates should be mentioned in Indian national currency (INR) only. The rates quoted in foreign currency will not be entertained in this tender enquiry & such tenders will be cancelled straightway.
3. Rates should be mentioned both in figures and in words. The offer should be typed or written in Ink Pen/ Ball Pen without any correction. Offers in pencil will be cancelled. Telegraphic/ Telex/ Fax offers will not be considered and cancelled straightway.

4. The tenderer can quote for either/both of the schedules mentioned in the bid. However the tenderer should quote for all the items in the particular schedule. If the tenderer is quoting both the Schedules it has to include separate financial bid for each schedule in a separate envelope labeled with the respective schedule on the envelope.
5. The supplier shall submit a certificate on letter head that you have not quoted the price higher than previously supplied to any government Institute/Organization/reputed Private Organisation or DGS&D rate in recent past. Therefore, if at any stage it has been found that the supplier has quoted lower rates than those quoted in this tender, the Institute (the purchaser) would be given the benefit of lower rates by the Supplier. If such affidavit is not submitted, tender will be out rightly rejected.
6. If the prices of the contracted articles is/ are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
7. Tender will be regarded as constituting an offer open to acceptance in whole or in part at the discretion of the competent authority of the institute for a period of 180 days (6 months) valid from the date of opening of the tender by the committee.
8. The time for the date of delivery/ dispatch stipulated in supply order shall be deemed to be essence of the contract and if the supplier fails to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods or services under the contract. After that period the competent authority of the institute may also cancel the supply. In such a case, bid security of the supplier shall stand forfeited.
9. In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.
10. In case the tenderer on whom the supply order has been placed, fails to made supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Raipur) may recover from the tender the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the order goods the supply order may be cancelled and bid security deposit will be forfeited.
11. The Specification and quantity of the item needed is mentioned in Financial Bid but it is approximate detail and is subject to increase/decrease at the discretion of the competent authority of AIIMS, Raipur. The payment would be made for actual supply taken and no claim in this regard should be entertained.
12. Where the specifications are as per tenderer's range of product & tenderer's offer should mention that the item meets all specifications as per the tender enquiry and if there are improvements/deviations the same should be brought out on separate Letter Head of the firm. It



would be discretion of the competent authority of the institute to accept or reject such deviations which are not in accordance with our required specifications as per given in **Schedule**

13. The Tenderers should furnished a copy of C.S.T./VAT registration certificate, the State / U.T. of registration and the date of such registration. Tenders not complying with this condition will be rejected
14. The tenderers should submit along with the tender, a Photostat copy of the last three financial years Income Tax return.
15. In case asked, tenderer must personally supply a sample/give the demonstration of the Stationery and Cleaning to the competent authority of the institute and in that case all the expenses will be borne by the supplier.
16. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender failing, which the tender will not be considered. The tenderer must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues must be attached with the tender in original failing which tender may be ignored.
17. Any failure or omission to carryout of the provisions of this supply by the supplier shall not give rise to any claim by supplier and purchaser one against the other, if such failure or omission arise from an act of God which shall include all acts of natural calamities from civil strikes compliance with any status and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to force majeure.
18. The quoted rates will inclusive of all taxes.
19. The Contract period will be one year, which will be extending on mutual consent.
20. The Courts at Raipur (CG) alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.
21. If at any time, any question, dispute or difference whatever shall arise between supplier and the institute (Purchaser) upon or in relation to or in connection with the agreement, either of the parties may give to the other notice in writing of the existence of such a question, dispute or difference and the same shall be referred to two arbitrators one to be nominated by the institute (Purchaser) and the other to be nominated by the supplier. Such a notice of the existence of any question dispute or difference in connection with the agreement shall be served by either party within 60 days of the beginning of such dispute failing which all Right sand claims under this Agreement shall be deemed to have been forfeited and absolutely barred. Before proceeding with the reference the arbitrators shall appoint/nominate an umpire. In the event of the arbitrators not agreeing in their award the Umpire Appointed by them shall enter upon the reference and his award shall be binding on the Parties. The venue of the arbitration shall be at Raipur, (Chhattisgarh, India). The arbitrators/Umpire shall give reasoned award.

22. The supplier should mention the compliance to the specification in the technical bid of the tender document failing this, the bid document will be disqualified.
23. Supply of goods and services should be completed within 2 weeks from the date of supply order otherwise liquidated damage at the rate of 0.5% per week will be imposed. Purchaser will place order by fax &/or e-mail &/or speed post.
24. Payment- Monthly bills as per the monthly supply during the previous month will be made.
  - a Triplicate copies of invoice.
  - b Delivery Challan / Packing list
  - c Any other documents (if required)
25. Require the Supplier to replace the rejected goods forthwith but in any event not later than a period of 30 days from the date of rejection and the Supplier shall bear all cost of such replacement, including freight, if any, on such replacing and replaced goods but without being entitled to any extra payment on that or any other account.
26. The contract period is initially for one year which may be enhanced with mutual consent.
27. Fax and email quotations are not acceptable.
28. The quotations should be given for the items in the same order as in the tender document.
29. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required descriptions/specifications/quality.
30. The detailed descriptions, specifications and quantity of the goods required is given in Annexure-I. The quantity mentioned in Annexure-I will be subject to variation.
31. Each bidder shall submit only one quotation.
32. Conditional Quotation(s) will not be accepted.

33. **Performance Security:**

The successful tenderer will be required to furnish a Performance Security Deposit of 10% of tender Purchase order value in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any Scheduled Bank duly pledged in the name of the "All India Institute of Medical Sciences, Raipur". The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.

Performance Security shall be submitted in the form of Demand Draft, Bank Guarantee or Fixed Deposit Receipt issued by any Scheduled Bank. Performance Security will valid till 60 days after completion of contractual obligations (including warranty period, if applicable) under the contract.

**34. Earnest Money:**

Earnest money by means of a Bank Demand Draft/ Pay Order / FD / BG of Rs. (schedule wise EMD is mentioned in pate no. 2) be enclosed with the quotation (Technical Bid). It is also clarified that the quotations received without earnest money will be summarily rejected. The DD/Pay Order/FD/BG may be prepared in the name of "All India Institute of Medical Sciences, Raipur".

- a) No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the ministry in respect of any previous work will be entertained.
  - i. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.

Tender document may be downloaded from this Institute's official website <http://www.aiimsraipur.edu.in>, [www.tenders.giv.in](http://www.tenders.giv.in) and the tenderer shall deposit a separate any schedule Bank DD/Pay order in favour of 'All India Institute of Medical Sciences, Raipur' worth ₹ 2,280/- (Including VAT) along with tender Document (Technical Bid) & EMD of requisite amount. The tenders submitted without tender cost or without EMD shall be liable to be rejected summarily. The cost of the bid document is non-refundable.

If firm fails to submit the tender document cost with offer then offer will be summarily rejected.

I / We hereby accept the terms and Conditions given in the tender

-----  
(Signature & Stamp of the bidder)

*Note- Please Seal & sign on each page of document including terms & conditions & tender*

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

**DRAFT AGREEMENT FORMAT**

This agreement is made at Raipur on the \_\_\_\_\_ day of \_\_\_\_\_ Two thousand Sixteen between the Director, All India Institute of Medical Sciences, Raipur, **acting through Store Officer, AIIMS, Raipur, having its Office at AIIMS, Tatibandh, Raipur-492 099** (*here-in- after* 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 \_\_\_\_\_ (*here- in-after* called the '**Tenderer**' 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 '**Tenderer**' for Annual rate contract of Stationery, Cleaning, General and Computer Items of AIIMS, RAIPUR at Raipur on the terms and conditions stated below:

1. The Tenderer shall be solely responsible for any accident / medical / health related liability / compensation for the Labour deployed by it at AIIMS, Raipur site. The '**Client**' shall have no liability in this regard.
2. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
3. The contract can be terminated by giving one month notice on either side.
4. In case of non-compliance with the contract, the '**Client**' reserves its right to:
  - a. Liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods or services under the contract for delay of supply of material.
  - b. Cancel / revoke the contract by forfeiting of SD amount.
5. Security Deposit equal to 10% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of Pay Order / Demand Draft or Bank Guarantee shall be furnished by the '**Tenderer**' at the time of signing of the Agreement.
6. There would be no increase in rates payable to the '**Tenderer**' during the contract period except reimbursement of the statutory wages revised by the Central Govt.

7. The **'Tenderer'** also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
8. Decision of **'Client'** in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the **'Tenderer'**.
9. The **'Tenderer'** shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The **'Tenderer'** shall keep **'Client'** fully indemnified against liability of tax, interest, penalty etc. of the **'Tenderer'** in respect thereof, which may arise.
10. In case of any dispute between the **'Tenderer'** and **'Client'**, **'Client'** shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Raipur.

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

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

For and on behalf of the **'Supplier'**

For and on behalf of the **'AIIMS, Raipur'**

Signature of the authorized Official

Signature of the authorized Official

Name of the Official

Name of the Official

Stamp / Seal of the **'Supplier'**

SIGNED, SEALED AND DELIVERED

By the said

By the said \_\_\_\_\_  
 \_\_\_\_\_ (Name)

\_\_\_\_\_ (Name)

on behalf of the **'Supplier'** in presence  
 of

on behalf of the **'AIIMS, Raipur'** in  
 presence of

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_