

Tender Enquiry No. F.No.24/Stationary/177 /2016-RISH (ADMN)

Cost – Rs. 1000/- VAT- Rs. 135/- Total Cost- Rs.1135/-

TENDER NOTICE**Tender for Stationary Items
AIIMS, Rishikesh, Virbhadra Marg, Rishikesh, Dehradun**

1. Sealed tenders in Two Bids (Technical & Financial) on behalf of the Director, All India Institute of Medical Sciences, Rishikesh are invited from interested and eligible firms regarding Rate Contract for supply of stationary items for **two years**. Interested parties may send their Tender with complete details about the stationary items as mentioned in the list enclosed. It may be noted that these items will be delivered at AIIMS, Rishikesh premises from time to time as per the supply orders.
2. The interested manufacturer and their authorised 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 "**Tender For Stationary Items**" and should reach at the office of "**The Administrative Officer, AIIMS, Rishikesh, Virbhadra, Marg Rishikesh (Dehradun) - 249201**, before 03.00 PM on or before **03/03/2017**. 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 03.00 PM at Tender Opening Room, AIIMS, Rishikesh. 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 for opening of the financial bid of technically qualified agencies will be announced later over the website.
3. The tender document containing technical bid form, financial bid form, technical description/specification & item and terms & conditions can be purchased from the office of Senior Administrative Officer - AIIMS, Rishikesh from 10/02/2017 to 03/03/2017 between 10.00 AM and 02.00 PM on non-refundable payment of Rs.1135.00 (Rupees one thousand one hundred thirty five only) or can be downloaded from website www.aiimsrishikesh.edu.in. Those who download the tender document from website should enclose DD/Pay Order for Rs.1135.00 (Rupees one thousand one hundred thirty five only) (non-refundable) in favour of "AIIMS, Rishikesh", payable at Rishikesh, not later the date of 02/03/2017 along with their technical bid in the Cover-I "Technical Bid". The bid security (EMD) for **Stationary Items** should be paid in the form of FD/TD/CD from any Nationalised/Schedule bank duly pledged in favour of "AIIMS, Rishikesh" payable at Rishikesh and will be placed in cover-1 with technical bid. The Tender Documents are not transferable.
4. Any enquiry about this tender document may be addressed to the Administrative Officer, for their timely resolution. Any future clarification and/or corrigendum(s) shall be communicated through the office of Sr. Administrative Officer on the AIIMS, Rishikesh website: www.aiimsrishikesh.edu.in. The bidders are required to regularly check the website to know about any/all such corrigendum(s) as only these bids, taking care of such corrigendum(s) shall be considered for finalisation of the tender.
5. Bidder should necessary enclose a covering letter mentioning a summary of applied document with proper numbering. Bid should also attach a compliance sheet as per specification mentioning they are complying to all specification or have any variation.

Administrative Officer
AIIMS, Rishikesh
0135-2462915

Sign of Bidder

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TENDER DOCUMENT

“Tender for Stationary Items”
AIIMS, Rishikesh

TECHNICAL BID

(In separate sealed Cover-I super scribed as “Technical Bid”)

1. Name & Address of the manufacturer and their authorised dealers/ distributors/Agency with phone number, email, name and telephone/mobile	
2. Specify your firm/company is a manufacturers/ authorised dealer/ distributor/ Agency/Trader	
3. Name, Address & designation of the authorized person (Sole proprietor/partner /Director)	
4. Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant proof. Please provide a notarised affidavit on Indian Non Judicial stamp paper of Rs. 10/- that you have not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D rate in last one year. If you don't fulfil this criteria, your tender will be out rightly rejected.	
5. Please attach copy of last three years' of Income Tax Return (Attach audited copies duly certified by Chartered Accountant)	
6. Please attach final accounts audited (duly certified by Chartered Accountant) for last three (3) years (Attach copy of annual minimum turnover should not be less than 25 lakhs duly certified by Chartered Accountant) in the case for filing return under section 44 AD of Income tax.	
7. PAN No. (Please attach copy)	
8. VAT/Service Tax Registration Number. (Please attach copy)	
9. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.	
10. Power of Attorney/authorization for signing the bid documents (Not required in case of sole-proprietorship.)	
11. Please submit a notarised affidavit on Indian Non judicial stamp paper of Rs. 10/- that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. Please also declare that proprietor/firm has never been black listed by any organization.	
12. Please submit two performance certificate from your two different customers to whom you have supplied such type of items in previous 3 years	
15. Details of the DD/FD/TD/CD of bid security (EMD) DD/FD/TD/CD No: Date: Payable at-	Detail of cost of Tender for Rs. 1135/- (if downloaded from website) DD No. Date: Payable at-

Sign of Bidder

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1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We shall supply the items of requisite quality and quantity at given rate in timely manner.
3. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish within 15 days, Bank Guarantee/ Performance Security, as applicable, in the format to be provided by AIIMS Rishikesh in addition to execution of a Contract as pre-condition for obtaining the supply orders.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the AIIMS Rishikesh immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.
5. I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Signature of the Bidder)

Name:

Designation with Seal of the Firm:

Sign of Bidder

Tender Enquiry No. F.No.24/Stationary/177 /2016-RISH (ADMN)**“Tender for Stationary Items”
AIIMS, Rishikesh****(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 purchased from AIIMS, Rishikesh on any working day from **10-02-2017 to 03-03-2017** between 10.00 AM to 02.00 PM on payment of non refundable charges of Rs 1135/- (Rupees one thousand one hundred thirty five only) or can be downloaded from website www.aiimsrishikesh.edu.in. Those who download the tender document from Website should enclose a Demand Draft/Pay Order for Rs 1135/-(Rupees one thousand one hundred thirty five only) in favour of **“AIIMS, Rishikesh”**, payable at Rishikesh, not later the date of **02-03-2017**, 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 and they have to observe highest standard of ethics while bidding for this tender. 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 **“Tender for Stationary Items”** should reach AIIMS, Rishikesh by or before 03.00 PM on **03-03-2017**. The Technical bids shall be opened on same day **at 03.00 PM** at AIIMS, Rishikesh in presence of the bidders or their authorized representatives 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 pre bid conference would be held on **22-02-2017 at 03.00 PM** in the office of Tender Opening Room, AIIMS, Rishikesh. All firms representative who are attending the pre bid meeting, shall produce an authorization letter from their firm on the firm’s letter head. They are required to put their query in writing before the committee.
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 tenders are signed by the Authorized signatory, 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 typed or written by pens 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 form (Schedule of Rates) 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.

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6.(i) The bidder shall pay the amount of **Rs. 50,000/-** as Bid Security (EMD) along with the Technical Bid by Demand Draft FD/TD/CD in favour of "AIIMS, Rishikesh" drawn on any Nationalized Bank/ Scheduled Bank and payable at Rishikesh and must be valid for (6) six month. Bids received without Earnest Money deposit (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.

- a) The Public Sector Undertaking of the Central/State Govt. are exempted from furnishing Earnest Money along with tender.
- b) The firms Registered with DGS&D/SSI and any approved source of Centre/States Govt. are not exempted from furnishing Earnest Money in so far as this institute is concerned.
- c) Earnest Money deposited with AIIMS, Rishikesh in connection with any other tender enquiry even if for same/similar material / Stores by the tenderer will not be considered against this tender.

(ii) EMD is required to protect the purchaser against the risk of Bidders conduct. The EMD will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to the notice that the information/ documents furnished in its tender is incorrect or false.

7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract with successful bidder.

8. The successful bidder who will be awarded the Rate Contract as per the terms of this tender shall be required to furnish a security deposit of Rs. 1,00,000/- (Rupees One Lakh) at the time of signing the contract. Such security deposit may be in the form of FD/TD/CD/PBG (in the prescribed format as annexed herewith) in favour of AIIMS Rishikesh within 15 days of the award of the Contract to such successful bidder. EMD amount of such successful bidder can be adjusted against the security deposit. If the successful bidder fails to execute such contract with AIIMS, Rishikesh or fails to furnish such security deposit within stipulated time, the competent authority of the Institute will forfeit its EMD without any prior notification or communication in addition to any remedy that the Institute (purchaser) may have under the law.

9. The EMD/PBG 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 by the competent authority of AIIMS Rishikesh for a period of 180 (one hundred eighty) days from the published 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. The unilateral withdraw at any stage will cause forfeiture of EMD in addition to any remedy that the purchaser may have under the law.

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 tender 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.

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13. The name of such successful bidder will be displayed on the website of the institute www.aiimsrishikesh.edu.in within 7 days from the date of execution of this tender contract by him.

14. The competent authority of AIIMS, Rishikesh reserves 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 and shown over the website of the Institute. No representation will be considered after pre-bid meeting and bidders may ensure its queries only in pre-bid meeting. AIIMS, Rishikesh 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.

15. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.

16. The tender form is not transferable.

17. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.

18. **Tender Currencies:**

a. The bidder supplying indigenous goods or already imported goods shall quote only in Indian Rupees. Further, imported goods to be imported and supplied by the bidder are also required to be quoted in Indian Rupees.

b. Tenders, where prices are quoted in any other way shall be treated as non - responsive and rejected.

19. **Tender Prices:** While filling up the columns of the Financial Bid, the following aspects should be noted for compliance:-

a. For domestic goods or goods of foreign origin located within India, the prices in the corresponding Financial Bid shall be entered separately.

a. The price of the goods, quoted should be including all taxes and duties.

20. In case of insolvency/non-compliance/breach of any terms & conditions of this tender by the supplier, AIIMS Rishikesh may discontinue this supply contract with immediate effect. This may invoke forfeiture of security deposit in addition to taking all legal actions including, but not limited to the claim for costs/damages/losses etc. that AIIMS Rishikesh may incur due to the actions/inactions of the supplier, causing premature termination.

21. **Force Majeure:** Any delay due to Force Majeure will not be attributable to the either of the parties.

22. Except as otherwise provided under this Contract for immediate termination of the Contract, in the event of a disputes which may be arising out of the execution of the tender contract, the matter will be referred to the Deputy Director (Administration). Appeal against

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the decision of the DDA will lie to the Director, AIIMS Rishikesh and his decision shall be binding upon both the parties.

23. Applicable Law:

The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh/Dehradun, Uttarakhand India only.

B) PAYMENT TERMS

1. The payment shall be made to the supplier on the satisfactory receipt of the goods ordered. Advance payment shall not be made under any circumstances. The mode of payment shall be A/C payee cheque in favour of the supplier or through digital payment as per order of Government of India.

2. The contract with the successful bidder shall be valid for the period of two years from the date of award of contract. Actual supply orders may be placed from time to time. No gurantee can be given as to the minimum or actual usage of quantity as herein after given in take. The payment shall be made of actual supply taken to the satisfaction of AIIMS Rishikesh.

(C) OTHER TERMS & CONDITIONS OF THE TENDER

1. It is required by all concerned, namely the Bidders/Suppliers, as the case may be to observe highest standard of ethics during the procurement and execution of this Tender.
2. Rates quoted should be inclusive of all applicable taxes, packing, forwarding, postage and transportation charges at F.O.R delivery to AIIMS Rishikesh (free delivery to consignees premises). 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.
3. The supplier has to submit a notarised affidavit on Indian Non Judicial Stamp Paper of Rs.10/- that he has not quoted the price higher than previously supplied to any government Institute/Organisation/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 and any excess payment if any, will become immediately payable to the AIIMS, Rishikesh. If such affidavit is not submitted, tender will be out rightly rejected.
4. If the price of the contracted articles is/ are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
5. 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.

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6. The time for the date of delivery/ dispatch stipulated in supply order shall be deemed to be the 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. The competent authority of the institute may also cancel the supply at the cost & liability of the supplier. In such a case, security deposit of the supplier shall stand forfeited.
7. 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 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 in addition to the cost of re-tender.
8. 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, Rishikesh) may recover from the supplier the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by supplier. In case of repeated failure in supplying the order goods the supply order may be cancelled and bid security deposit will be forfeited.
9. The Tenderers should furnished a copy of S.T. /C.S.T./VAT registration number, the State / U.T. of registration and the date of such registration. Tenders not complying with this condition will be rejected.
10. Attested photo state copy of the last three years Income Tax returns and a copy of current valid income tax clearance certificate (IT CC) otherwise tender may be ignored. Also an attested copy of complete audited annual turnover report (which has to be at least 25 Lakhs per annum) with profit & Loss, balance sheet, income and expenditure reports for last 3 years should be attached with the tender document.
11. In case asked, tenderer must personally supply a sample to the competent authority of the institute and in that case all the expenses will be borne by the supplier.
12. 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 disqualified.
13. 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 to 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.
14. The Courts at Rishikesh/ Dehradun 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.

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15. The successful Bidder shall at all times agree to indemnify and keep indemnified the purchaser against all losses, damages which may arise in respect of action/inactions of such Bidder or breach of any term of this tender by such Bidder. All claims regarding indemnity shall survive the termination of the contract with such Bidder.

(D) Other Conditions Specific to the Tender:

- All items should be of reputed brands and superior quality.
- The bidder should quote the brand/s name and supply samples with the tender.
- All samples should be supplied in a sealed packet with clear mention of company name of bidder and list of items in the packet.
- Single bidder may quote different brands of the same item with clear mention of brand rates separately in the financial bid.

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

(Signature & Stamp of the bidder)

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

Sign of Bidder

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To,

Administrative Officer

AIIMS Rishikesh, Virbhadra Marg.

Rishikesh (Dehradun)

Dear Sir,

Our quoted rate for supplying the Stationary Items for AIIMS, Rishikesh will be as follows:-

PAPER ITEMS:

S.N	DISCRIPTION/SPACIFICATION OF ITEMS	SPECIFICATION	MAKE	UNIT	AAPROX. ANNUAL DEMAND	UNIT COST INCLUSIVE OF ALL TAXES
1	Bond Paper (pink/light green/Light Blue)	85 GSM	Century/JK Red/Bilt	Ream	20	
2	Brown paper sheet		Superior Quality	Nos	2000	
3	Drawing paper charts, Heavy	Multi colours	Superior Quality	Nos	200	
4	Legal paper 80 GSM, full Scape, Green/white	Pack of 500 sheet	Century/JK Red/Bilt	Packets	Not Assessed	
5	OHP Transparency sheet A-4 Size (Pack of 100 Sheet)	175 Micron	Superior Quality	Packets	Not Assessed	
6	Photo print Glossy paper(A-4 Size) pack of 50 sheet	120 GSM	Kores/ Fuji	Packets	50	
7	Photo state paper (A-4 Size)	75 GSM	Century/JK Red/Bilt	Ream	4500	
8	Excutive bond paper (A-4 Size)	85 GSM	Century/JK Red/Bilt	Ream	500	
9	Photo state paper (A-3 Size) Bond Paper white	75 GSM	Century/JK Red/Bilt	Ream	Not Assessed	
10	Wrapping Paper	pack of 12 different Colours	Superior Quality	Packets	Not Assessed	

STATIONARY ITEMS:

S.N	DISCRIPTION/SPACIFICATION OF ITEMS	SPECIFICATION	MAKE	UNIT	AAPROX. ANNUAL DEMAND	UNIT COST INCLUSIVE OF ALL TAXES
1	All Pin (Stainless Steel)	78GM	Bell/ oddy	Pakets	10	
2	Basta cloth for keeping records	40"×40"	Superior Quality	Nos.	10	
3	Black board duster (wooden)	As per Standerd	Superior Quality	Nos.	20	
4	Black Coated Blinder Clip	25MM	Bell/ oddy	Pakets	40	
5	Black Coated Blinder Clip	32 MM	Bell/ oddy	Pakets	10	
6	Black Coated Blinder Clip	41 MM	Bell/ oddy	Pakets	10	

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7	Boop packing Tape (Brown)	1"×60 Mtr	Bell/ oddy	Roll	100	
8	Boop packing Tape (Brown)	1.5"×65 Mtr.	Bell/ oddy	Roll	500	
9	Boop packing Tape (Brown)	2"×65 Mtr.	Bell/ oddy	Roll	1500	
10	Button folder Plastic	Heavy Qulity	Superior Quality	Nos.	1000	
11	Calculator 12 Digit Screen with Check	MJ-120D	Casio	Nos.	Not Assessed	
12	Call bell Electronics wireless with cell	As per Standerd	Cona/Similar Brand	Nos.	100	
13	Call bell Stainless Steel manual	Model-2064	Kebika	Nos.	100	
14	Candle 1" Thick 6" lenth	Pack of 12	Superior Quality	Pakets	Not Assessed	
15	Carbon Paper (Blue A-4 Size)	As per Standerd	Saphire Kores	Pakets	100	
16	Carbon Paper Box Multicopy	As per Standerd	Saphire Kores	Pakets	Not Assessed	
17	Cell AA Size	1.5 Volts(Metallic case)	Novino/Red Everyday	Nos.	1000	
18	Cell AAA Size	1.5 Volts(Metallic case)	Novino/Red Everyday	Nos.	500	
19	Cell Button Type	1.5V(LR-45)	Superior Quality	Nos.	50	
20	Cell C Type	1.5 Volts(Metallic case)	Novino/Red Everyday	Nos.	Not Assessed	
21	Cell D Type	1.5 Volts(Metallic case)	Novino/Red Everyday	Nos.	Not Assessed	
22	Cell for call bell remote 23A	12 V	Superior Quality	Nos.	Not Assessed	
23	Cello Tape	1"×65Mtr.	Bell/ oddy	Roll	400	
24	Cello Tape	1.5"×65 Mtr.	Bell/ oddy	Roll	500	
25	Cello Tape	2"×65 Mtr.	Bell/ oddy	Roll	1800	
26	Cello Tape Dispenser delux	As per Standerd	Superior Quality	Nos.	Not Assessed	
27	Cello Tape Dispenser Small	As per Standerd	Superior Quality	Nos.	Not Assessed	
28	Tape dispenser 1" Plastic rollar with Internal drum	Spare parts for Dispensor	Superior Quality	Nos.	Not Assessed	
29	Tape dispenser 1" Cutter blade	Spare parts for Dispensor	Superior Quality	Nos.	Not Assessed	
30	Cello Tape small ½ " small	12MM×9 Mtr.	Superior Quality	Roll	100	
31	Chalk colour (dust free)	As per Standerd	Kores	Box	200	
32	Chalk white (dust free)	As per Standerd	Kores	Box	Not Assessed	
33	Clip Board Plastic	9"×13"	Kebika	Nos.	Not Assessed	
34	Clip folder plastic	As per Standerd	Solo/Megha	Nos.	100	
35	Tea coster round	As per Standerd	Kebika	Nos.	Not Assessed	
36	Code levels / ST levels	65A Size	Oddy/Similar Brand	Nos.	Not Assessed	
37	Colour Flags 1'×3" (Tricolour)	1'×3"	3 M Jumboo deep/ Jindal	Nos.	500	
38	Dak pad	As per Standerd	Neel gagalm	Nos.	50	
39	Dampars	As per Standerd	Oddy	Nos.	Not	

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					Assessed	
40	Desk Clenders	As per Standard	Superior Quality	Nos.	Not Assessed	
41	Desk Clender Noting Diary	As per Standard	Superior Quality	pad	Not Assessed	
42	Display file A-4 Size -20 Pocket	As per Standard	Neel gagalm	Nos.	50	
43	Display file A-4 Size -40 Pocket	As per Standard	Neel gagalm	Nos.	Not Assessed	
44	Dubble sided Tape	1"×5 Mtr.	Oddy	Roll	100	
45	Drawing Pin Brass Head (packets of 100/50)	10 MM(DIA)	Oddy /Bell	Pakets	50	
46	Drawing Pin Fiber head (Packets of 100/50)	10 MM(DIA)	Oddy /Bell	Pakets	100	
47	Eraser (Pencil)	Pack of 20 Nos.	Natraj	Pakets	20	
48	Fax Roll non thermal	30 Mtr.	Kores	Roll	Not Assessed	
49	Fax Roll thermal	30 Mtr.	Kores	Roll	Not Assessed	
50	Fevicol Squeeze	30 Gm	Fevicol	Nos.	500	
51	Fevicol Squeeze	200 Gm	Fevicol	Nos.	Not Assessed	
52	File pad (Standard type with file paper / file board holding arrangement).	Standard size	Neel gagalm	Nos.	1000	
53	File Tag 12" (Green)	Pack of 100 Nos.	Superior Quality	Bundle	500	
54	File Tag 24" (Green)	Pack of 100 Nos.	Superior Quality	Bundle	Not Assessed	
55	File Tag 8" (white)	Pack of 100 Nos.	Superior Quality	Bundle	1000	
56	Gem Clip (Plastic coated)	U clip	Oddy	Pakets	100	
57	Gem Clip (Stainless steel)	U clip	Oddy	Pakets	100	
58	Glue stick	8 Gm	Fevistick	Nos.	Not Assessed	
59	Glue stick	15 Gm	Fevistick	Nos.	500	
60	Gum bottle	150ML	Camel	Bottle	100	
61	Key chain	As per Standard	Superior Quality	Nos.	Not Assessed	
62	Lamination roll	A-4 Size	Aks/Saturn	Roll	Not Assessed	
63	Lamination roll	A-3 Size	Aks/Saturn	Roll	Not Assessed	
64	Leaf folder	Pack of 50 Pcs.	Superior Quality	Pakets	Not Assessed	
65	Marker white Board(blue ,Black ,Red ,Green)Blue,Black 500 Each/ and Red Green 300 each	pack of 10pcs.	Reynolds/Luxur/Camlin	Nos.	1600	
66	Match Box (Pack of 12 Nos.)	As per Standard	Aim	Pakets	Not Assessed	
67	Notice Board Aluminium Framed	2"×3"	Nova chanel	Nos.	50	
68	Notice Board Aluminium Framed	3"×4"	Nova chanel	Nos.	50	

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69	Notice Board Glass coverd Aluminium framed with Secure lock (supplied with 2 keys) avialble in 4 MM security Glass front.	2"x3"	Nova chanel	Nos.	50	
70	Notice Board Glass coverd Aluminium framed with Secure lock (supplied with 2 keys) avialble in 4 MM security Glass front.	3"x4"	Nova chanel	Nos.	50	
71	Officers 2 soket pen stand with pen	As per Standerd	Kebika	Nos.	50	
72	Officers 4 soket pen stand with pen	As per Standerd	Kebika	Nos.	50	
73	Officers Table glass thikness 4MM with Grinded edqes	3"x2"	Modi	Per Sq.ft	Not Assessed	
74	Officers Table glass thikness 6MM with Grinded edqes	3"x2"	Modi	Per Sq.ft	100	
75	Officers Table glass thikness 8MM with Grinded edqes	5"x2.5"	Modi	Per Sq.ft	25	
76	Offecers Table Excutive Telephone index Diary with Cover	Big Size T-88	Neel gagalm	Nos.	50	
77	Offecers Table Excutive Telephone index Diary with Cover	Small Size	Neel gagalm	Nos.	Not Assessed	
78	Paper cutter Blades Big	18 mm	Superior Quality	Nos.	Not Assessed	
79	Paper cutter Blades small	9 mm	Superior Quality	Nos.	Not Assessed	
80	Paper cutter Plastic small with one touch Push button		Omega / sdi/Kebika	Nos.	Not Assessed	
81	Paper cutter Plastic with 1.8 CM wide blade push big button one touch	As per Standerd	Oddy, Natraj	Nos.	100	
82	Paper roll for Noting stand	As per Standerd	Superior Quality	Nos.	Not Assessed	
83	Paper roll Stand	Prs No.2018	Kebika	Nos.	Not Assessed	
84	Paper Tray 3 Tier (Plastic Net)	As per Standerd	Vplast/Omega/Kebika	Nos.	50	
85	Paper Tray single (Plastic Net)	As per Standerd	Vplast/Omega/Kebika	Nos.	Not Assessed	
86	Paper weight cubic big	2 No	Kebika	Nos.	Not Assessed	
87	Paper weight latoo Type	5 No	Kebika	Nos.	Not Assessed	
88	Pen ball reynolds 0.45 white bace blue cap blue Black-1000 , Green-100, Red-500	Pack of 10 Nos.	Reynolds	Pakets	1600	
89	Pen ball use and throw	Pack of 20 Nos.	Luxur/ Stic/Linc/flair	Pakets	Not Assessed	
90	Pen correcting fluid Pen (whitner/ corrcting fluid)	15 ML	Kores/Camlin	Nos.	300	
91	Pen Gel cello free flow /cello pointech 0.5	Pack of 10 Nos.	Cello	Pakets	Not Assessed	

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92	Pen Highlighter Pen Set of different colour	Pack of 5 Pens	Luxur/Reynolds	Pakets	500	
93	Pen Pilot V-5 blue , Black , Green , Red	Pack of 10 Nos.	Luxur	Pakets	Not Assessed	
94	Pen sketch Pen Different colour	Pack of 12	Luxur/Camlin	Pakets	50	
95	Pencil H.B	Pack of 10 Nos.	Natraj / Apsara/ Camlin	Pakets	Not Assessed	
96	Pencil sharpener	Pack of 20 Nos.	Natraj / Apsara/ Camlin	Pakets	Not Assessed	
97	Pencil Tumbler	2041/2041 DX	Kebika	Nos.	100	
98	Parmanet Marker(OHP & CD) BP-30		Camlin/Luxur/Reynolds	Nos.	500	
99	Parmanet Marker Bold fiber Tip blue,Black.Green, Red		Camlin/Luxur/Reynolds	Nos.	1000	
100	Parmanet Markers Paint base white		Camlin/Luxur/Reynolds	Nos.	Not Assessed	
101	Pilot Pen Ink (blue , Black , Green , Red) 10ML		Superior Quality	Bottle	Not Assessed	
102	Pin Cushion Magnatic	Oscar-2035	Kebika	Nos.	Not Assessed	
103	Plastic file folder Heavy (TRNPT L-Type) Appx.200 Gram	No-111 & 112	Superior Quality	Nos.	2000	
104	Plastic String Folder (F/S Size) Colourd with Corner		Solo/Megha	Nos.	Not Assessed	
105	Plastic Sutlee Bundle	Pack of 100 Mtrs.	Kebika	Bundel	50	
106	Poker (Stainless steel)		Kebika	Nos.	Not Assessed	
107	Poker (wooden)		Superior Quality	Nos.	Not Assessed	
108	Post IT pad 2"x3"	3M	Oddy	Pakets	Not Assessed	
109	Post IT pad 3"x3"	3M	Oddy	Pakets	Not Assessed	
110	Post IT pad 3"x4"	3M	Oddy	Pakets	50	
111	Primium Note book Pages 200	22.20 Cm×14 Cm	Classmate	Nos.	Not Assessed	
112	Punch Machine	DP-52	Kangaro	Nos.	Not Assessed	
113	Punch Machine	DP-480	Kangaro	Nos.	100	
114	Punch Machine	DP-600	Kangaro	Nos.	100	
115	Punch Machine	SHP-20	Kangaro	Nos.	100	
116	Rifill for Cello Free flow / cello Pointech 0.5 Gel pen blue , Black , Green , Red		Cello	Nos.	Not Assessed	
117	Rifill for Reynolds 0.45 Ball pen(blue, Black,Green,Red)	Black & Bule	Reynolds	Pakets	300	
118	Rubber band 1/2"	Pack of 500 GM	Oddy	Pakets		
119	Rubber band 1"	Pack of 500 GM	Oddy	Pakets	Not Assessed	
120	Rubber band 2"	Pack of 500 GM	Oddy	Nos.	20	
121	Scale Plastic	12"	Omega / Camel/Prince	Nos.	100	
122	Scale Steel	24"	Omega / Camel/Prince	Nos.	Not Assessed	

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123	Scale Steel	12"	Omega / Camel/Prince	Nos.	100	
124	Scissor	6"	SDI	Nos.	Not Assessed	
125	Scissor	8"	Kangaro/Oddy	Nos.	Not Assessed	
126	Scissor Tailor Heavy Duty Stainless steel-K-37	12"	Kangaro/Oddy	Nos.	50	
127	Separator Plastic Sheet, set of 1-10 different	A-4 Size	Superior Quality	Nos.	Not Assessed	
128	Stamp Ink Pad Micro woven small (blue , Black , Red)	52 MM ×95 MM	Camlin/Kores/Ashoka	Nos.	Not Assessed	
129	Stamp Ink Pad Micro woven Medium (blue ,Black ,Red)	70 MM×110MM small	Camlin/Kores/Ashoka	Nos.	Not Assessed	
130	Stamp Ink Pad Micro woven Large (blue , Black , Red)	87MM×143 MM Big	Camlin/Kores/Ashoka	Nos.	Not Assessed	
131	Stamp Ink Pad (blue , Black , Red)	50ML Bottle	Camlin/Kores/Ashoka	Bottle	Not Assessed	
132	Stapler	HP-45	Kangaro	Nos.	100	
133	Stapler	HD23S17	Kangaro	Nos.	Not Assessed	
134	Stapler	Kangaroo HD-45	Kangaro	Nos.	100	
135	Stapler	Kangaroo HD-10	Kangaro	Nos.	100	
136	Stapler Pin	10 No.	Kangaro	Pakets	1000	
137	Stapler Pin	23/6 No.	Kangaro	Nos.	Not Assessed	
138	Stapler Pin	24/6 No.	Kangaro	Pakets	1000	
139	Sweing Needle Pack of 10 Nos.	Big Size	Superior Quality	Pakets	Not Assessed	
140	Table Elevators for officers Table , Made of Crystel Fiber of 8/10MM	16"×22"	Kebika	nos.	50	
141	Table Elevators for officers Table , Made of Crystel Fiber of 8/10MM Table ramp	18"×24"	Kebika	Nos.	50	
142	Tissue Paper 200×200MM,100 Pulls×2 Play	100 Sheets in One Pkts.	Frasia/Defofil	Pakets	1000	
143	Torch LED light 3×1.5 V AA Rechargable	Small	Everyday/Geep/Panasonic	Nos.	Not Assessed	
144	Torch LED light 3×1.5V B Rechargable	Midium	Everyday/Geep/Panasonic	Nos.	100	
145	Torch LED light 3×1.5 V C Rechargable	Big	Everyday/Geep/Panasonic	Nos.	100	
146	Tumbler for Board Duster & Marker	Nos.	Kebika	Nos.	Not Assessed	
147	Twin Ball	Heavy	Superior Quality	Roll	Not Assessed	
148	Visiting Cards Dabbi	As per Standerd	Kebika	Nos.	50	
149	White Board Magnatic Duster	As per Standerd	Oddy	Nos.	500	
150	Pen Pilot V-7 (blue , Black , Green , Red)	As per Standerd	Luxur	Nos.	Not Assessed	
151	Pen Pilot Uniball (Blue 300 Black 200)	Blue (pack of 10)	Superior Quality	Nos.	500	

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152	Table Ramp wooden	16"×22"	Superior Quality	Nos.	Not Assessed	
153	Table Ramp wooden	18"×24"	Superior Quality	Nos.	Not Assessed	
154	Cello Tape small ½ " Big roll	12MM×65 Mtr.	Superior Quality	Nos.	100	
156	Confrence Folder Lether	Standerd size	Superior Quality	Nos.	Not Assessed	
157	Cell 1'5 V medium	Standerd size	Superior Quality	Nos.	100	
158	CD Blank	Standerd size	Moserbear	Nos.	150	
159	DVD Blank	Standerd size	Moserbear	Nos.	150	
160	File Flape	Standerd size	Superior Quality	packet	300	
161	Cell 1.5 V Big	Standerd size	Superior Quality	Nos.	Not Assessed	
162	File Board	Standerd size	Superior Quality	Nos.	1000	
163	Plastic file H/Poket	Standerd size	Superior Quality	Nos.	Not Assessed	
164	Stapler -HD 1217(17MM) Pin	HD1217(17mm)	Kangaroo	packet	200	
165	Shilling Box	Standerd size	Superior Quality	Nos.	Not Assessed	
166	Torch cell Oprated Medium 1.5 v	1.5 Volts(Metallic case)	Novino/Everyday	Nos.	Not Assessed	
167	Note sheet in non pasted form f/s (green) ledgerpaper 90 gsm, hasia left both side (pack of 100 pcs)	hasiya both left both side	Superior Quality	pad	300	
168	Spiral Note book 60 gsm 160 pages,80 sheets, 160 sheets	9"×6" 160 Pages	Superior Quality	Nos.	500	
169	Pen Ball	Pack of 5 Nos.	Flair	Nos.	1000	
170	Wall Clock with Cell	334x53x335mm	Ajanta wall quartz	Nos.	200	
171	Table Writing Ramp Fibre (Medium)/ (Standard Size)	--	---	Nos.	Not assessed	
172	Table Writing Ramp (Wooden)	---	----	Nos.	Not assessed	

Note: All items should be of superior quality

Declaration by the Bidder:

L1 will be decided on the basis of unit cost.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note:

- (i) No other charges would be payable by Client.
- (ii) There would be no increase in rates during the Contract.

Sign of Bidder

Tender Enquiry No. F.No.24/Stationary/177 /2016-RISH (ADMN)

Place:.....

(Signature of Bidder with seal)

Date:.....

Name:

Seal:

Address :

Phone No (O):

Fax No. (O):

E-mail:

Tender Enquiry No. F.No.24/Stationary/177 /2016-RISH (ADMN)

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY/ CMC SECURITY

To

The Administrative Officer

All India Institute of Medical Sciences
Rishikesh,
Virbhadr Marg,
Rishikesh-249201

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 contract"). 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 irrevocable bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you unconditionally, 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 you to first demanding the said amount of guarantee from the supplier before raising the demand with us. You may directly raise the demand with us, without asking the supplier for the same.

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 will not be changed due to change in the constitution of the bank or the supplier.

This guarantee shall be valid up to 15 months from the date of satisfactory delivery of the goods i.e. up to ----- (indicate date).

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

.....
Name and designation of the officer

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

Sign of Bidder