

Invitation of Quotation  
For  
Printed Forms  
At

All India Institute of Medical Sciences, Rishikesh

Issue Date : 18, Feb, 2019

Inquiry No. : 08/30/2017/store-1 (AIIMS-RIS)

Last Date of Submission: 25<sup>th</sup> Feb 2019 at 05:00 PM.



**All India Institute of Medical Sciences, Rishikesh**

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## **Invitation of Quotation for Department of Surgical Oncology**

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Rishikesh for supply for **Printed Forms** for the Institute as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before **25<sup>th</sup> Jan 2019 at 05:00 PM**. The Envelope containing the quotation would please be sealed and super scribed as under:-

### **QUOTATION Department of Surgical Oncology**

**FILE NO: 08/30/2017/store-1 (AIIMS-RIS)**

#### **Terms& Conditions:**

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.
- B) Quotations must be in the enclosed prescribed Proforma on the letter head of the firm duly signed by the Proprietor/Partner/Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- C) Rates must be quoted as per the format specified Taxes extra if any must be written separately.
- D) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- E) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- F) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.  
**L1 will be decided on individual item basis.**
- G) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- H) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
  - Firm shall be registered with the Government of Uttarakhand /Central Govt.

- The firm shall have valid VAT/Sales Tax No. And IT PAN.
  - **The firm should not be blacklisted by any Govt. Agency/Dept.**
- I) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- J) The supplier may be asked to submit a sample of the product(s), which will be evaluated by a technical evaluation committee. The expenditure incurred for demonstrating the items will be borne by the supplier.
- K) **Delivery Period**– 15days from issuing purchase order.
- L) **Liquidated Damage**:-If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value.
- M) **Payment Terms**: Payment will be made only after satisfactorily delivery, commissioning and inspection of material by the AIIMS Rishikesh.
- N) **Disputes**:-In the event of any dispute or disagreement arising between the Supplier and any other department of AIIMS Rishikesh with regards to the interpretation of “Terms &Conditions” of this inquiry, the same shall be referred to the Director, AIIMS Rishikesh whose decision will be final and binding upon the Supplier.
- O) AIIMS, Rishikesh reserves the right to increase or decrease quantity and/or amount of work. Decision of Quantity of material in the AIIMS, Rishikesh will be final in this regard.
- P) AIIMS, Rishikesh reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, Rishikesh will be final in this regard.

**Administrative Officer**

Encl. : Annexure1 (Format of Price Bid)

ANNEXURE I

**PRICE**  
**BID FORM**

To,  
Administrative Officer,  
AIIMS, Rishikesh.

Dear Sir,

1. I/We ..... Submitted the quotation for Enquiry No. "**QUOTATION FOR Department of Surgical Oncology** FILE NO: 08/30/2017/store-1 (AIIMS-RIS) DUE ON 25<sup>th</sup> Jan 2019 at 05:00 PM..for supply of following items at AIIMS Rishikesh".

2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

3. I/We hereby offer to supply at the following rates.

S. No.	Items/ Specification	Qty (pad)	Unit price	Tax %	Total cost (per unit)
1	Doctor's Note	70			
2	Nurses Note	70			
3	Referral Form	30			
4	Vitals Chart	40			
5	Intake output Chart	50			
6	Nurse medication chart	50			
7	Glucose Monitor chart	50			
8	IPD file checklist	20			
9	Printed Lab Register	20			
10	Laundry Register	10			
11	In Patient billing sheet	30			
12	All procedure charges	30			
13	Fluid count report form	20			
14	Check list	30			
15	Absconding patient report	5			
16	Blood transfusion consent	30			
17	Medical certificate of cause of death	20			
18	Blood component requisition form	40			
19	Feedback form	50			
20	Requisition and report form for urine examination	30			
21	Requisition form for blood grouping	30			
22	Requisition form for immunohematology test	40			
23	Requisition and report form for clinical biochemistry	50			
24	Requisition and report form for endocrine lab	50			
25	Requisition and report form for haematology investigation	50			
26	Diet list	30			
27	HIV consent form	50			
28	Investigation record form	40			
29	Bone marrow biopsy form	40			

Place :

Date:

(Signature of Authorized Person) \_  
(Name) \_ Name of Firm/Company/Agency \_  
Phone No. \_  
Email: \_\_\_\_\_