



## Invitation of Quotation

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Rishikesh for supply of Items for the Institute as per terms & conditions mentioned below. The filled quotations along with **the entire required document** must reach in the office of the undersigned on or before 28 of June 2021, 3:00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

“Quotation for \_\_\_\_\_ File No. \_\_\_\_\_ Due on \_\_\_\_\_, 03:00PM”

### 1. Terms & Conditions:

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever.
- B) Quotations must be in the enclosed prescribed Performa on the letterhead 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 and taxes, if any must be written separately.
- D) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected if any overwriting or cutting is found.
- E) If there is any discrepancy in figures, then rates quoted in words will be considered final.
- F) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any bidder/vendor on this issue shall be treated as agreed with this condition.
- G) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified. **L1 will be decided on overall cost and not on individual item basis.**
- H) RTGS/NEFT details need to be furnished by the bidder with quotation on the letterhead of supplier/firm/agency.
- I) Firm/agency may satisfy the following conditions and attach self-attested copy of the same with quotation:
- Firm shall be registered with Government of Uttarakhand/Govt. of India.
  - The firm shall have valid GST No. and IT PAN (must attach details along with quotation)
  - **The firm should not be black listed by any Govt. Agency/Dept.**
- J) 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.
- K) 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.
- L) **Delivery Period** – 07 days from issuing purchase order.
- M) **Triplicate Challan and invoice:** Supply must be made with challan in triplicate and GST invoice.
- N) **E-way Bill:** For any purchase order with the consignment of value Rupees Fifty thousand or more, E-way bill must be submitted.

- O) **Liquidated Damage:** - If the supplier fails to deliver the item(s) 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.
- P) **Payment Terms:** Payment will be made only after satisfactorily delivery, commissioning and inspection of item(s) by the AIIMS Rishikesh.
- Q) **Disputes:** -In the event of any dispute or disagreement arising between the Supplier and any 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.
- R) 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.
- S) AIIMS, Rishikesh reserves the right to reject any quotation in part or the whole during quotation inviting process without assigning any reason. Decision of the AIIMS, Rishikesh will be final in this regard.

**Procurement Officer (IT)**

**Contact Details:**

Information Technology Department  
Level 4, Medical College (Block- A)  
AIIMS Rishikesh, Pin:249203  
Landline: 0135-2462502,  
Email: [lpc.it@aiimsrishikesh.edu.in](mailto:lpc.it@aiimsrishikesh.edu.in)

Encl.:  
Annexure 1 (Format of Price Bid)

**ANNEXURE - 1**  
**[On the letterhead of firm]**  
**PRICE BIDFORM**

To  
Procurement Officer(IT)  
AIIMS Rishikesh

Dear Sir,

1. I/We ..... Submitted the quotation for Enquiry No. "..... **Due on** ....., **03:00PM** 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	Item Name	Make (any reputed brand)	Warranty/Guarantee (Nature: Onsite/Offsite) (Duration :.....)	Qty.	Unit price (in INR)	Tax (%)	Grand Total (in INR)
1.	RJ 45 Connectors			15 Box			
2.	Cat6 cable			5 Box			
<b>Total</b>							

**(Total in words)**

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature of Authorized Person ):- \_\_\_\_\_

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

Name of Firm/Company/Agency \_\_\_\_\_

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

**Account No:**

**Bank:**

**Branch:**

**IFSC:**

**GST NO:**