

Rate Contract

For

Stationary Items

At

All India Institute of Medical Sciences, Jodhpur

NIT No.	: Admn/RC/10/2015-AIIMS.JDH
NIT Issue Date	: 15 th March, 2016
Pre Bid Meeting	: 22 nd March, 2016, 03:00 PM
Last Date of Submission	: 11 th April, 2016, 03:00 PM



All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur – 342005, Rajasthan

Telephone: 0291- 2012978, email: aoadmin@aiimsjodhpur.edu.in

www.aiimsjodhpur.edu.in

Chapter I, Instruction to bidders

All India Institute of Medical Sciences (AIIMS), Jodhpur, Rajasthan, an apex healthcare Institute being established by Act of Parliament of India under aegis of Health & Family Welfare, Government of India, invites sealed tenders for Rate Contract for Stationary Items at AIIMS Jodhpur. You are requested to quote your best offer along with the complete details, terms & conditions. Quotation should be sealed and super-scribed with tender name, number and address to:

“The Administrative Officer
All India Institute of Medical Sciences, Jodhpur
Basni, Phase-II
Jodhpur-342005, Rajasthan”.

The sealed quotations should reach the Institute, latest by 11th April, 2016 at 03:00 PM and it will be opened on same day at 04:30 PM in the Conference hall, Academic Block, AIIMS Jodhpur in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time.

Tender document may be download from Institute’s official website <http://www.aiimsjodhpur.edu.in> and tenderer shall deposit a separate Bank Demand Draft/ Pay Order/ Banker’s cheque in favour of “All India Institute of Medical Sciences, Jodhpur” worth **Rs. 1000/- (Rupees One Thousand Only)** alongwith tender Document (Technical Bid). The tender submitted without tender cost or without EMD shall liable to be rejected summarily. The cost of the bid document is non-refundable.

Chapter-II- Conditions of Contract**General Terms and Conditions**

Subject: - Notice Inviting Rate Contract for Stationery items for All India Institute of Medical Sciences, Jodhpur.

1. AIIMS, Jodhpur intends to enter into a Rate contract for Stationery for internal consumption by the Institute for a period of (1) one year or till the finalization of new tender, whichever is later.
2. The bids should reach this office on or before 22nd March 2016 up to 03.00 P.M. duly sealed marked Tender no- Admn/RC/10/2015-AIIMS.JDH.
3. **Parties :**
The parties to the contract are the contractor (the tenderers to whom the work have been awarded) and the AIIMS through Administrative Officer, All India Institute of Medical Sciences, Jodhpur for and on behalf of the Director, AIIMS, Jodhpur.
4. **Address :**
The Firm should be located in Jodhpur, Rajasthan only.
For all purposes of the contract including arbitration thereunder the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter, Sent by Registered post with acknowledgment to this Institute. The contractor shall be solely responsible for the consequences of any omission or error to notify in change of address in the aforesaid manner.
5. **Earnest Money Deposit:**
The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand only) by way of Demand Draft/Pay order/FDR/Bank Guarantee from a scheduled bank only. The demand drafts shall be drawn in favour of “All

India Institute of Medical Sciences, Jodhpur". The demand drafts for earnest money deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD will be rejected.

- a) The tender without Earnest Money and tender fee will be summarily rejected. The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid)
- b) The EMD, in case of unsuccessful Bidders shall be retained by the AIIMS, Jodhpur till the finalization of the tender. No interest will be payable by the AIIMS, Jodhpur on the EMD.

6. Preparation and Submission of Tender :

The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate coves "Technical Bid for Rate Contract for supply of Stationery items" and "Financial Bid for Rate Contract for supply of Stationery Items". Both Sealed Envelopes should be kept in a main/ bigger envelope superscribed as "**Rate Contract for supply of Stationery items**"

7. Signing of Tender :

Individual signing the tender or other documents connected with contract must specify whether he sign as:

- a. A sole proprietor of the concern or constituted attorney of such sole proprietor ;
- b. A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c. Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

N.B.

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(2) In the case of partnerships firm, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related document must be signed by all partners of the firm.

(3) A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, AIIMS, Jodhpur may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) The tenderer should sign and affix his firm's stamp at each page of the tender and all its

annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.

8. The tenderer will enclose VAT registration certificate along with their quotation.
9. **(A) Technical Bid:** The tenderer should submit the technical details in **chapter – IV** of contract form. An undertaking will be given by the bidder that sample of all items will be kept ready by them for inspection by the AIIMS, Jodhpur. Further, bidders may be asked to provide the sample of the items quoted, which should be of good quality as per sample available in the AIIMS, Jodhpur. Tenders of those bidders whose samples are not found up to the mark will be summarily rejected.

(B) Financial Bid: It should be submitted in form given in **chapter V**. The price quoted will be exclusive of taxes and shall be fixed and final. Taxes, as applicable will be extra, which will not be quoted in the bid,

10. Opening of Tender:

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

- 11. Period of Contract:** The contract period shall commence on the date of acceptance of Notification of Award and shall remain for 1 year. The tender is initially for a period of one year and may be extended for a further period of 12 months or more on year to year basis with mutual consent on the same terms and conditions and rates.

12. Validity of the bids:

The bids shall be valid for a period of 180 day from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.

13. Right of acceptance:

The AIIMS, Jodhpur reserve the right to accept or reject any or all tenders /quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender.

Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

14. The Payment clause :

The bill in triplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily. The bill should have full particulars of the items(s).

15. Communication of Acceptance / Right of Acceptance :

AIIMS, Jodhpur, reserves all right to reject any tender including of those tenders who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Institute in this regard will be final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass the work prejudice the contractor's quotation.

16. Performance Security Deposit:

The Earnest Money Deposit of the successful bidder will be converted into Performance Security Deposit which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. Further, the successful tenderer will be required to sign

agreement on Notary bond of Rs. 100/- stamp paper within 15 days of issue of Notification of Award. 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 will be discharged after completion of contractor's performance obligations (including Warranty / Guarantee period) under the contract.

17. Period and Terms of Delivery :

Delivery of goods shall be made by the supplier within **07 days** of placing of purchase order, however, in case of emergent requirement he has to supply the required quantity of goods within 24 hours of placing of order also. In few cases the items are to be delivered at a very short notice i.e. within 1-2 hours.

18. Liquidated Damages

(i) The date of delivery of the store, stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given except in exceptional circumstances. Should, however, deliveries be made after the expiry of contracted delivery period, without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of this right to recover liquidated damages.

(ii) Should the supplier fails to deliver the store or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5 % of the value of delayed supply for a period up to 4 (four) weeks and thereafter at the rate of 10 % of the value of the delayed supply for another 4 (four) weeks of delay. In the case of package supply where the delayed portion of supply materially hampers installation and commissioning of the systems, liquidated damages charges shall be levied as above on the total value of the concerned package of the purchase order. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

19. FORCE MAJEURE :

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

20. Insolvency etc:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Jodhpur shall have the power to terminate the contract without any prior notice.

21. Breach of Terms and Conditions:

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Jodhpur in that event the security deposit shall also stands forfeited.

22. Subletting of Work:

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Jodhpur, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

23. Right to call upon information regarding status of work:

The AIIMS, Jodhpur will have the right to call upon information regarding status of work/ job at any point of time.

24. Disclaimer:

The near relatives of employees of AIIMS, Jodhpur are prohibited from participation in this tender. The near relative for this purpose are defined as:

- a) Members of a Hindu undivided Family
- b) Their spouses
- c) The one related to the other in the manner as father, son(s), Son's wife (daughter-in-law), daughter(s) and daughter's husband (sons-in-law) brother (s) and brother's wife, sister(s) and sister's husband, brother(s)-in-law

25. Arbitration:

If any difference arises concerning this agreement, its interpretation on payment to the made thereunder, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

26. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Jodhpur, Rajasthan and all obligations hereunder shall be deemed to be located at Jodhpur, Rajasthan and Court within Jodhpur, Rajasthan will have Jurisdiction to the exclusion of other courts.

27. Other Conditions:

The successful firm will be required to do the work / job for a period of one year from the date of award the contract. AIIMS, Jodhpur shall, however, reserve the right to terminate the contract at any time without assigning any reason.

The job will be entrusted on the basis of all inclusive rate contract on as is where is and competitive rates basis.

28. The Director, AIIMS Jodhpur shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.

29. Any other statutory levy imposed by the Govt. of India from time to time will be authorized

extra on demand with adequate proof thereof will be paid extra.

30. Force majeure will be accepted on adequate proof thereof.
31. Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
32. Material confirming to the specifications should be quoted. Original Catalogue, Leaflets, literatures with full technical details and pricelists, if any, should invariably be attached along with their offer.

Chapter III, Specifications and allied Technical Details

Parameters and Technical Specifications for Executing the Work:

1. The firm should be registered and should have the turnover of Rs. 25,00,000/- (Rs. Twenty Five Lakhs only) for the last three consecutive years.
2. Tenderer shall have a minimum of 3 (three) years of experience in supplying stationery (related to the items quoted in the tender) to the Government / Corporate / PSU organisations in India.
3. The firm has to submit a proof of turnover as mentioned above supported by documentary materials.
4. The supply order will be placed as and when required, irrespective of the quantity ordered and the successful supplier will have to meet all the requirement of the AIIMS, Jodhpur immediately on receipt of the supply order and in any case within a maximum period of 7 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day. In few cases the items are to be delivered at a very short notice i.e. within 1-2 hours.
5. **The price quoted will be inclusive of Taxes and shall be fixed and final. Taxes, as applicable to be quoted in the bid.** The firm should also have a valid TIN number, which should be mentioned.
6. The firm should be able to provide the requisite brand or similarly placed brand in case of manufacturer of the item(s). It must be able to provide the required GSM of the paper etc.
7. The delivery of the items will have to be made at AIIMS, Jodhpur. No transportation/ cartage charges will be provided for the same.
8. The tenderers must quote rates including freight, insurance, cartage, labour charges etc. on Door Delivery basis at AIIMS, Jodhpur.
9. The approved supplier (tenderer) shall have the direct responsibility for supply of stock and who shall only be entitled to raise the bills against such supply. Payments will be made only in favour of the approved supplier (tenderer).
10. The payment will be made on invoice basis. The invoice will be as per packing. The supplier will prepare bill as receiving copy invoice/ challan with details of material accepted.
11. Tenderer / manufacturing unit which has been blacklisted / debarred for any item either by

the Tender inviting authority or by any state Govt. or central Govt. Organization cannot participate in the Tender for that item during the period of blacklisting / debarment.

12. No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by him. Clerical error, typographical error etc. committed by the tenderers in the tender forms will not be considered after opening of the tenders. Conditions such as "SUBJECT TO AVAILABILITY, SUPPLY WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc. will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.
13. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to AIIMS, Jodhpur.
14. After due evaluation of the bid(s) AIIMS, Jodhpur will award the contract to the lowest evaluated responsive tenderer individual item wise. Conditional bid will be treated as unresponsive and it may be rejected.
15. The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten.
16. Each page of the Notice to be signed and stamped by the bidder in token of having accepted the same.

**Administrative Officer
AIIMS, Jodhpur**

TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.
(Tenderer may use separate sheet wherever required)

S.No.	Details of the Firm/Bidder	Page No.	
1	Name & Address of the Tenderer/ Concern		
2	Whether the Firm is located in Jodhpur (Rajasthan).		
3	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4	Details of the Earnest Money Deposit (EMD) worth Rs. 50,000 (Rs. Fifty thousand only)		
5	Details of the cost of the Tender document worth Rs. 1,000 (Rs. One Thousand only)		
6	Whether each page of NIT and its annexure have been signed and stamped		
7	Whether Bidders have quoted for each and every item mentioned in Chapter V		
8	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
9	Proof of the last three year's turnover of the firm which should not be less than Rs. Twenty Five Lakh only continuously for the preceding three years		
10	Permanent Account Number		
11	Sale Tax Registration No.		
12	TIN No. with Proof		
13	Whether copies of authenticated balance sheet for the past three years enclosed		
14	Any other information important in the opinion of the tenderer		
Note:			

- **Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the document(s) are kept.**
- **In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.**

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

Undertaking

1. That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That 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.
4. That I/We undertake that sample of items will be kept ready for inspections by the AIIMS, Jodhpur. I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

Chapter – V, Financial Bid

List of Stationery Items

S. No.	Product	Qty	Following make or equivalent	Unit Rate	Tax	Total Amount
1	1" File (Spring File Plastic)	75	Thick fiber			
2	2D Ring File	45	Fiber sheet			
3	4D Ring File (Lodha)	75	Lodha (card board)			
4	A3 Paper rim (75 gsm)	75	J K Century			
5	A4 Paper rim (75 gsm)	2000	J K Century			
6	A4 Color rim (80 gsm)	45	J K Century			
7	A4 Color rim (100 gsm)	20	J K Century			
8	Adhesive gum bottles (150 ml)	45	Camel Kores			
9	Adhesive sticker (A4 size) pkt	350	De'mat Promote			
10	Adhesive sticker (ST12 size) pkt	75	De'mat Promote			
11	AIIMS Office file	5000	*As per sample			
12	All pin pkt. (70 gm)	200	Apex			
13	All pin T shape (100 gm)	75				
14	Assistants diary (90 GSM)	50	*As per sample			
15	Attendance register (faculty) 30 page, Laser Paper- 90 GSM.	200	*As per sample			
16	Attendance register (Student) 30 page, Laser Paper- 90 GSM	100	*As per sample			
17	Big permanent Marker Black	300	Reynolds Camlin			
18	Binder clip 19mm	75	Infinity Oddy			
19	Binder clip 41mm	75	Infinity Oddy			
20	Binder clip 51mm	20	Infinity Oddy			
21	Board Duster White	200	Oddy Omega			
22	Board Duster Yellow	200	Oddy Omega			
23	Bond paper Rim (100 gsm)	75	J K Bilt			
24	Box File	1000	Lodha Luxor			
25	Brown tape(2") (25 mtr)	45	IC Winner Kores			
26	Brown tape(3") (25 mtr)	100	IC Winner Kores			
27	Calculator 12 digit	100	Casio Citizen			
28	Calculator Digital/ Scientific	200	Casio Citizen			
29	Carbon paper pkt	75	Kores Camlin			
30	Cash book (200 page) (90 GSM)	45	*As per Sample.			
31	CD mailer	300				
32	CD Re-writable	400	Sony Mozerbier			
33	CD writable	300	Sony Mozerbier			
34	CD/DVD Marker Black	200	Luxor Artlilne			
35	CD/DVD Marker Green	75	Luxor Artlilne			
36	CD/DVD Marker Red	75	Luxor Artlilne			
37	CD/DVD Marker White	75	Luxor Artlilne			

38	Cello tape Dispenser Big	45	Premier	Maruti			
39	Cello tape Dispenser small	75	Premier	Maruti			
40	Cello white tape (1 inch) 25 mtr	400	IC Winner	Kores			
41	Cello white tape (1/2 inch) 25 mtr	200	IC Winner	Kores			
42	Cello white tape (2 inch) 25 mtr	300	IC Winner	Kores			
43	Cello white tape (3 inch) 25 mtr	200	IC Winner	Kores			
44	Chawk colour	50	Kores	Camlin			
45	Chawk white	50	Kores	Camlin			
46	Correcting fluid whitner	75	Kores	Camlin			
47	Correcting tape	75					
48	Correction pen	200	Kores	Reynolds			
49	Dak pad	400	Neel gagan				
50	Dispatch register 384 page (90 GSM)	45	*As per sample				
51	Drawing pin pkt (50 pins)	75	Bharat				
52	Double tape (1 inch)	75					
53	Dustbin (Big) 10 Ltr.	75	NeelKamal/ Cello				
54	Dustbin (Small) 5 Ltr.	100	NeelKamal/ Cell				
55	DVD writable	400	Sony	Moserbear			
56	Engagement diary	80	Neel gagan				
57	Engagement stand	20	Kebica				
58	Envelope cloth(10*12) Yellow, 80 gsm	1300	Star				
59	Envelope cloth(10*14) Yellow, 80 gsm	400	Star				
60	Envelope cloth(10*16) Yellow, 80 gsm	400	Star				
61	Envelope cloth(11*5) Yellow, 80 gsm	400	Star				
62	Envelope yellow SE 8 11X12" Cloth, 80 gsm	1300	Star				
63	Envelopes A4 size Yellow Cloth	400	Star				
64	Envelope (10*12) (Brown -80 GSM)	1300	Star				
65	Envelope (10*14) (Brown -80 GSM)	400	Star				
66	Envelope (10*16) (Brown -80 GSM)	400	Star				
67	Envelope (11*5) (Brown -80 GSM)	1300	Star				
68	Envelope SE 5 11X12" (Brown -80 GSM)	1300	Star				
69	Envelope SE 6 10X8" (Brown -80 GSM)	1300	Star				
70	Envelope white 28*12(Brown -80 GSM)	7000	Taj Mahal				
71	Envelope 16" * 6" (Brown -80 GSM)	400	Star Laminated				
72	Envelope SE 8 11X12"	1300	Star				

73	Envelopes A4 size Brown -80 GSM)	400	Star			
74	Envelope (10*12) (White -80 GSM)	1300	Star			
75	Envelope (10*14) (White -80 GSM)	400	Star			
76	Envelope (10*16) (White -80 GSM)	400	Star			
77	Envelope (11*5) (White -80 GSM)	400	Star			
78	Envelope SE 5 11X5" (White -80 GSM)	1300	Star			
79	Envelope SE 6 10X8" (White -80 GSM)	1300	Star			
80	Envelope 28*12(White -80 GSM)	7000	Taj Mahal			
81	Envelope 16" * 6" (White -80 GSM)	400	Star Laminated			
82	Envelope SE 8 11X12" (White -80 GSM)	1300	Star			
83	Envelopes A4 size (White -80 GSM)	400	Star			
84	Envelope (10*12) (Yellow -80 GSM) Plastic Laminated	1300	Star			
85	Envelope (10*14) (Yellow -80 GSM) Plastic Laminated	400	Star			
86	Envelope (10*16) (Yellow -80 GSM) Plastic Laminated	400	Star			
87	Envelope (11*5) (Yellow -80 GSM) Plastic Laminated	400	Star			
88	Envelope SE 5 11X5" (Yellow -80 GSM) Plastic Laminated	1300	Star			
89	Envelope SE 6 10X8" (Yellow -80 GSM) Plastic Laminated	1300	Star			
90	Envelope 27.9*12.1(Yellow -80 GSM) Plastic Laminated	7000	Taj mahal			
91	Envelope 16" * 6" (Yellow -80 GSM) Plastic Laminated	400	Star Laminated			
92	Envelope SE 8 11X12" (Yellow -80 GSM) Plastic Laminated	1300	Star			
93	Envelopes A4 size yellow -80 GSM) Plastic Laminated	400	Star			
94	Eraser (Non Dust 60 mm)	700	Apsara Natraj			
95	Fevi stick 15 g	700	FeviCol Kores			
96	Fevi stick 22 g	600	FeviCol Kores			
97	Fevicol tube 50 gm	75	FeviCol			
98	File Board (Hard Board)	300	Neel gagan			
99	File flap	400				
100	File register (90 GSM)	75	*As per Sample			

101	File tag White	75			
102	File tag Green	75	8" Nylon		
103	File tray (4 Set)	100	Kebica Solo		
104	File tray green big size	40	Kebica Solo		
105	Flag sticks for mounting banners (Adhesive flag)	400	De'mat Promote		
106	Folder L shape	1100	Neel gagan		
107	Gem clip Plastic (100 Packing)	75	Kores 35mm		
108	Gem clip steel (70 GSM)	200	Globe		
109	Glossy / Inkjet Paper (180/220 GSM)	200	Oddy Deshmet		
110	Golden pen for pen stand	45	Linc		
111	Pen Stand	10			
112	Inward register (90 GSM)	20	*As per sample		
113	Letter head (100 GSM)	200	*As per sample		
114	Legal Paper (Fs) Rim	25	J K Century		
115	Message pad (2*3)	45			
116	Message pad (3*3)	45			
117	Message pad (3*4)	45			
118	Message pad (4*5)	45			
119	Medical bill register (200 page) (90 GSM)	20	*As per Sample		
120	Mount Board	45			
121	Name plate 9"	75	USP		
122	Note book spiral book 66/ 77	250	Neel gagan		
123	Note book spiral book A4 100	75	Neel gagan		
124	Note sheet (80 GSM)	100	*As per Sample		
125	OHP marker set (5 per Set)	20	Kores		
126	Outward register (90 GSM)	10	*As per sample		
127	Packing paper brown good Qty. (100 gsm)	300	Star		
128	Paper cutter Big	200	Mangoose		
129	Paper cutter Small	200	Mangoose		
130	Paper weight Glass	300	Kebica		
131	Paper weight Plastic	200	Kebica		
135	Pen highlighter Blue	200	Luxor Kores		
136	Pen highlighter Green	200	Luxor Kores		
137	Pen highlighter Orange	200	Luxor Kores		
138	Pen highlighter Pink	200	Luxor Kores		
139	Pen highlighter Yellow	200	Luxor Kores		
141	Pen stands 2 socket	75	Kebica (Golden)		
142	Pen tumble leather coated	25			
143	Pen tumbler	75	Kebica Vivid -vv- 401 ps		
144	Pen use & throw Black	300	Sanio Hi Class		
145	Pen use & throw Blue	2000	Sanio Hi Class		

146	Pen use & throw Green	300	Sanio	Hi Class			
147	Pen use & throw Red	300	Sanio	Hi Class			
148	Ball Pen Black	300	Reynolds/	Cello			
149	Ball Pen Blue	2000	Reynolds/	Cello			
150	Ball Pen Green	300	Reynolds/	Cello			
151	Ball Pen Red	300	Reynolds/	Cello			
152	Gel Pen Black	300	Reynolds/	Cello			
153	Gel Pen Blue	2000	Reynolds/	Cello			
154	Gel Pen Green	300	Reynolds/	Cello			
155	Gel Pen Red	300	Reynolds/	Cello			
156	Add gel Pen Black	200	Add Gel Pro	Add Gel Classic			
157	Add gel Pen Green	200	Add Gel Pro	Add Gel Classic			
158	Add gel Pen blue	800	Add Gel Pro	Add Gel Classic			
159	Add gel Pen red	300	Add Gel Pro	Add Gel Classic			
160	Add gel Refile Black	300	Add Gel Pro	Add Gel Classic			
161	Add gel Refile blue	700	Add Gel Pro	Add Gel Classic			
162	Add gel Refile Green	300	Add Gel Pro	Add Gel Classic			
163	Add gel Refile red	300	Add Gel Pro	Add Gel Classic			
164	Pencil (HB)	2000	Apsara	Kores			
165	Pencil colour natraj	200	Natraj	Kores			
166	Pencil shorthand	300	Apsara	Natraj			
167	Peon book	45	Neel gagan				
168	Pilot pen ink	75	Luxor				
169	Pilot Pen(V-5) Red	75	Luxor	Pilot			
170	Pilot Pen(V-5) Black	75	Luxor	Pilot			
171	Pilot Pen(V-5) Blue	200	Luxor	Pilot			
172	Pilot Pen(V-5) Green	75	Luxor	Pilot			
173	Pin cushion	75	Premier				
174	Plastic cover (PVC Sheet)	75	50 mtr. 24 inch.				
175	Plastic report file a/4	75					
176	Plastic spring file a/4	75					
177	Poker steel handle	25					
178	Poker Wooden handle	45	National				
179	Premier Invisible tape with handle dispenser	75					
180	Punching machine double 600	200	Kangaru				
181	Punching machine Double 800	45	Kangaru				

182	punching machine single	75	Kangaru			
183	Push pin	75	Oddy Chrome			
184	Refile Pen Blue	300	Butterflow Reynolds			
185	Register 192 page 8X13	500	*As per sample			
186	Register 288 page 8X13	500	*As per sample			
187	Register 384 page 8X13	200	*As per sample			
188	Register 480 page 8X13	75	*As per sample			
189	Register 94 page 8X13	200	*As per sample			
190	Rolled rim (65 GSM)	75	16X13			
191	Rubber band packet big 400 gm	75	Suzu			
192	Rubber band packet Small 100 gm	75	Suzu			
193	Ruler 12 Inch (Plastic)	300	Camelin			
194	Ruler 12 Inch (steel)	200	Kebica Jay bee			
195	Salary Bill Register (90 GSM)	30	*As per Sample			
196	Scissor 9"	200	Kebica Infinity			
197	Sealing wax Pkt	20	Standard			
198	sharpener.	400	Natraj Apsara			
199	short hand note book	30	Neel gagan Classmate			
200	Signature Pad (Fiber Sheet)	100	Neel gagan Classmate			
201	Sketch pens pkt	75	Luxor Echo			
202	slip book 33	75	Neel gagan Classmate			
203	slip book 44	200	Neel gagan Classmate			
204	Slip book no 11	75	Neel gagan Classmate			
205	Slip book no 22	75	Neel gagan Classmate			
206	Slip pad 20 leaves	75	Neel gagan Classmate			
207	Small stapler	200	Kangaru			
208	Spring File	3500	*As per Sample			
209	Staedtler yellow pencil Pkt.	45				
210	Stamp pad	100	Ashoka Artiline			
211	Stamp pad ink	75	Supreme			
212	Stapler 12524 (Big)	45	Kangaru			
213	Stapler medium	100	Kangaru			
214	Stapler pin pkt big	75	Kangaru Kores			
215	Stapler Pin pkt Medium size	400	Kangaru Kores			
216	Stapler pin pkt Small	900	Kangaru Kores			
217	Stapler Small 10 D	500				
218	Sticky Notes (Adhesive 2*3)	200	De'mat Promote			
219	Sticky Notes (Adhesive 3*3)	200	De'mat Promote			
220	Strip file	200				
221	Student folder (*As per Sample)	1300	Solo Infinity			
222	Sutli jute (1kg)	75				
223	Sutli plastic (1kg)	75				

224	Tag small (100 gm)	200				
225	Thread ball	45	Mahaveer			
226	Uniball pen black	75	Uniball			
227	Uniball pen blue	75	Uniball			
228	Uniball pen green	45	Uniball			
229	Uniball pen Red	45	Uniball			
230	Waste paper basket (5 Ltr.)	75	NeelKamal			
231	White board marker	300	Reynolds Kores			
232	White board marker 1 inch black	200	Reynolds Kores			
233	White board marker 1 inch blue	200	Reynolds Kores			
234	White board marker 1 inch green	200	Reynolds Kores			
235	White board marker 1 inch red	200	Reynolds Kores			
236	Stock Register GFR- 40- (90 GSM)	100	200 Pages			
237	Stock Register GFR- 41- (90 GSM)	100	400 Pages			
238	Paper Shredder	5				
239	Cell- D	100	Dura Cell, Nippo, Everyday			
240	Cell- C	100	Dura Cell, Nippo, Everyday			
241	Pencil Cell- AA	100	Dura Cell, Nippo, Everyday			
242	Pencil Cell- AAA	100	Dura Cell, Nippo, Everyday			
243	Pencil Cell- AAAA	100	Dura Cell, Nippo, Everyday			
244	Cell- 9volt Battery	100	Dura Cell, Nippo, Everyday			
245	Pen Drive- 16GB	30	SONY, HP			
246	Pen Drive- 8GB	30	SONY, HP			
247	Pen Drive- 4GB	30	SONY, HP			
248	Remote Call Bell	30				
249	Table Call Bell	100				
250	Dumper	50				
251	Document Jacket A/4 Size File Flap	500				

Note:

- * **Bidders are required to quote for the above mentioned brands or equivalent brands. (Please specify brand name)**
- * **Quantity of items given are tentative, which may be increased or decreased as per the institute's requirement.**
- * **Bidders may be asked to provide the sample of the items quoted, which should be of good quality as per sample available in the AIIMS, Jodhpur.**
- * **Please also provide the above information in Microsoft Excel in Compact Disc/DVD.**

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place: