

Rate Contract for Supply of Stationary Items at All India Institute of Medical Sciences, Bibinagar

**BID SHOULD BE SUBMITTED THROUGH ONLINE AND OFF
LINE (BOTH) DIRECT LY TO AIIMS BIBINAGAR**

NIT No.	: Admn/RC/02
NIT Issue Date	: 09 Apr 2021
Pre Bid Meeting	: 15 Apr 2021
Last Date of Online Submission	: 19 Apr 2021
Bid Opening Date	: 20 Apr 2021

Tender Document on behalf of **Executive Director** for ‘**Rate Contract for Supply of Stationary Items**’ at AIIMS BIBINAGAR

Tender documents may be downloaded from institute’s web site
<https://aiimsbibinagar.edu.in>(for reference only) and CPPP site
<https://eprocure.gov.in/eprocure/app>



All India Institute of Medical Sciences, Bibinagar

Schedule of Rate Contract

01	Particular	Rate Contract for Supply of Stationary Items
02	Rate Contract No.	Admn/RC/02
03	Contract period	(1) Two Year and can be continued / renewed for further (2) Year (one year at a time) subject to satisfaction of the All India Institute of Medical Sciences (AIIMS), Bibinagar
04	The estimated yearly consumption	Rs. 35.00 Lakh (Rupees Thirty Five Lakh Only)
05	Performance Security	03 % of Total Order Value
06	Tender documents Download from	https://aiimsbibinagar.edu.in https://eprocure.gov.in/eprocure/app
07	Website for online submission	https://eprocure.gov.in/eprocure/app .
08	Pre-bid meeting	15 Apr 2021 at 3:00 PM at AIIMS, Bibinagar.
09	Last date and time for online and offline submission	19 Apr 2021 upto 05:00 PM on https://eprocure.gov.in/eprocure/app .
10	Date and time for Opening Bid	20 Apr 2021 after 03:00 PM

Deputy Director (Admn)
AIIMS, Bibinagar

All India Institute of Medical Sciences (AIIMS), Bibinagar, an apex healthcare institute being established by Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed bids for supply of Stationary items on rate contract basis for a period of two year which may be extendable upto two year (One year at a time). The estimated yearly consumption of supply of Stationary items is approximately **Rs. 35 Lakhs**. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

Instructions for the Tenderer/ Contractor/ Bidders:-

1. **Bids shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>.**
2. The complete bidding process is both online and off-line. Bidders should be possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For free of cost training of e- bidding process, if required, and for any other assistance bidder may contact to the Admin Officer, AIIMS Bibinagar
3. **Tenderer/Contractor/Bidders are advised to follow the instructions provided in the ‘Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>’.**
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
6. **Submission of Tender:**
The tender shall be submitted online and off line in two part, viz., technical bid and financial bid (in attached BOQ in CPP Portal).

I. Technical Bid

The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document:

- a) Duly filled format of Technical Bid as per Annexure –II.
- b) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.

- c) **Financial Status:** - Bidder must have an average annual turnover of Rs. 35 lakh during the last 3 financial years (Documentary proof like financial statement / Balance sheet from Chartered Accountant/ equivalent statutory authority to be submitted).
- d) Copy of Income Tax Return Acknowledgement for last Three years.
- e) The Bidder shall have at least 3 years' experience during last 7 years ending on 31st March 2020 of providing stationary/ printing of stationary items to Central & State Government department/ Central Autonomous Institutions/ Central Universities/ Central Public Sector undertakings and should have successfully completed similar work of magnitude as per below mentioned criteria:
- (i) One similar work order of not less than Rs. 28,00,000/- in one year
Or,
- (ii) Two similar work order each amounting to not less than Rs. 21,00,000/- in one year
Or,
- (iii) Three similar work Order each amounting to not less than Rs. 14,00,000/- in one year
- f) Copy of PAN Card.
- g) Copy of GST Registration Certificate.
- h) Documentary evidence of office or branch office at Bibinagar/Hyderabad.
- i) Duly Signed Tender document annexure.

II. Financial Bid – Bidder must submitted the financial bid in attached BOQ in CPP Portal.

General Term & Conditions

- "PRE –BID Meeting"** with the intending bidders shall be held on **16 Apr 2021 at 3.00 PM at AIIMS, Bibinagar**. Intending bidder will be allowed to seek clarification on specification, Conditions of Contract, etc. in writing to AIIMS, Bibinagar, within 48 hours after the pre-bid meeting.
- Rate:** Prices of items should be inclusive of all taxes and duties including, Customs Duty, Excise Duty, etc. It should also include packing, forwarding, transport, etc. GST/Other taxes shall be extra. Rate should be quoted only in Indian Rupees (INR) on DOOR Delivery Basis and as per specified in BOQ.
Note : No other charges would be payable by the Institute except mentioned in BOQ.
- Specification:** The Contractor must confirm in writing that the goods supplied by them shall be as per specification of goods mentioned in Annexure – "I" and in case of any variation, the contract shall be liable to be cancelled immediately. The Security cum Performance Guarantee will also be forfeited. Bids which are not meeting the bid specifications are not permitted and will be rejected.

4. **Quality of goods:** The firm will be entirely responsible for quality of supplied goods/ materials. The supplier should replace the rejected/ damaged stores within 10 days, failing which penalty will be imposed 0.5% per week of the total ordered value shall be levied subject to maximum of 10 % of the total ordered value by the Institute.
5. **Validity:**
- The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
 - In case the tenderer withdraws, modifies or change his/her offer during the validity period, bid is liable to be rejected. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
6. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the AIIMS, Bibinagar may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
7. **Right of acceptance:** The AIIMS, Bibinagar reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The AIIMS Bibinagar reserve the right to reject any or all tenders /quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.
8. **Technical Evaluation:**
- Detailed technical evaluation shall be carried out by Institute pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
 - AIIMS Bibinagar shall have right to accept or reject any or all tenders without assigning any reasons thereof.
9. **Financial Evaluation:**
- The financial bid shall be opened of only those bidders who have been found to be technically eligible.
 - If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.

- c) If there is a discrepancy between words and figures, the amount in words shall prevail.
 - d) After due evaluation of the bid(s) AIIMS, Bibinagar will award the contract to the lowest evaluated responsive tenderer on individual item basis. Conditional bid will be treated as unresponsive and will be rejected.
 - e) Bidder must quote the financial bid as specified in BOQ.
10. **Award of Contract:** The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technical and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.
11. **Contract Period:** The rate contract for Supply of Stationary items initially for a period of (2) two year and can be continued / renewed for further (2) two year (one year at a time) subject to satisfaction of the All India Institute of Medical Sciences (AIIMS), Bibinagar and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time.
12. **Signing the Contract:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 500/- (Rs. Five Hundred only) along with performance security within fifteen days of the issue of the Letter of notification of award. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the acceptance of BID shall be considered as cancelled.
13. **Performance Security:**
- a) The Successful Contractor will be required to furnish an amount @ 03 % of Total Individual Awarded Annual Contract Value (inclusive of GST) as a performance security in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the "**All India Institute of Medical Sciences, Bibinagar**" payable at Bibinagar within 30 days from the award of contract. Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations.
 - b) 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.
 - c) In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the Performance Security deposited would be forfeited.
 - d) Performance Security will be discharged after 60 days from the completion of contractor's performance obligations under the contract.
14. **Delivery:** The firm must supply the required material within 30 days from the issue of supply order, in case of emergent requirement firm are ready to supply the required item within 7 days from issue of supply order and in few cases the items are to be delivered at a very short notice i.e. within 24 hours. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

15. **Liquidated Damages:** If the contractor fails to deliver any or all goods within the time frame(s) incorporated in the contract, the Purchaser/ Consignee shall, without prejudice to other rights and remedies available to the Purchaser/ Consignee under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods and or services until actual delivery of performance subject to a maximum of 10% of the contract price.

16. Payment Term:

- a) The Bill in triplicate may be send to this office for settlement after satisfactorily delivery against each order. The bill should have full particulars of the items. Payment shall be made to successful bidder only in Indian rupees.
- b) No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work. The Contractor shall submit the bill only after satisfactorily delivery of the material to the satisfaction of the AIIMS, Bibinagar.
- c) The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted bill invoice from the Contractor. No payment will be made for goods rejected.

17. Inspection:

- a) AIIMS, Bibinagar shall have the right to inspect and/or to test the goods to confirm their conformity to the NIT Specifications at no extra cost to the Purchaser.
- b) AIIMS, Bibinagar right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by AIIMS, Bibinagar prior to the goods shipment.
- c) The Director, AIIMS Bibinagar 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.
- d) No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

18. **Arbitration:** If any difference arises concerning this agreement, its interpretation on payment to the made there-under, 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.

19. **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, Bibinagar, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
20. **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, Bibinagar in that event the security deposit shall also stands forfeited.
21. **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, Bibinagar shall have the power to terminate the contract without any prior notice.
- 22. Force Majeure:**
- a) 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.
- b) 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.
23. **Legal Jurisdiction:** - The agreement shall be deemed to have been concluded in Bibinagar, Hyderabad and all obligations hereunder shall be deemed to be located at Bibinagar, Hyderabad and Court within Bibinagar, Hyderabad will have Jurisdiction to the exclusion of other courts.
24. **Right to call upon information regarding status of work:** The AIIMS, Bibinagar will have the right to call upon information regarding status of work / job at any point of time.
25. 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 at any time before or after award of tender shall be treated as incomplete and for that reason, shall be summarily rejected.

26. Bidder shall upload a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
27. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
28. The quantity of item given in the tender is tentative, which may be increased or decreased as per the institute's requirement.
29. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
30. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
31. The Income Tax/ Any other Taxes as applicable shall be deducted from the bill unless exempted by the Income-tax department.
32. The bidder, once applied, will not be allowed to withdraw at any stage.
33. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
34. AIIMS, Bibinagar shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.
- 35. The firm should have an Office or a Branch Office located at Bibinagar/Hyderabad. Availability of a responsible person on call on all working days between 09.00 Hrs to 18.00 Hrs. In this regards firm should produce documentary evidence.**
36. The successful Tenderer shall also provide the name and mobile no of key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of making arrangement for supply of the desired items even on short notice to AIIMS, Bibinagar.
37. The firm has not been blacklisted in the past by any government/ Private institution and there is no Vigilance/CBI case pending against the firm supplier. In this regards bidder must submit the attached annexure (Refer annexure -III).
38. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
- 39. Applicable Law:**
 - a) 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.

- b) Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Bibinagar, Hyderabad, Telangana, India only.
- c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bibinagar/Hyderabad. The decision of the Arbitrator shall be final and binding on both the parties.
- d) Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

Deputy Director(Admn)
AIIMS,Bibinagar

Annexure – I
Specifications for Stationary Items

S No.	Product	Make		Specifications	Approximate Yearly Requirement
1	1" Plastic Spring File	Thick Fiber	Cobra	A4 Size	25
2	2D Ring File	Solo RB408	Lodha	A4 Size	25
3	4D Ring File	Solo RB404	Lodha	A4 Size	25
4	A3 Paper rim	JK Copier (75 GSM)	Century (75 GSM)	29.7*42cm	25
5	A4 Paper rim	JK Copier (75 GSM)	Century (75 GSM)	21*29.7cm	6,000
6	A4 Colour rim	JK Copier	Expert (75 GSM)	21*29.7cm	90
7	Add gel Pen all Colour	Achiever	Add Gel Pro	GR-20 Refil	1,000
8	Add gel Refile all Colour	Achiever	Add Gel Pro	GR-20	175
9	Adhesive gum bottles	Camel	Kores	150gm	10
10	Adhesive sticker (A4 size) pkt	De´mat	Oddy	210*297MM	60
11	Adhesive sticker (ST-12) pkt	De´mat	Oddy	100*44.4MM	10
12	Adhesive sticker (ST-24 size) pkt	De´mat	Oddy	64*34MM	1,500
13	Adhesive sticker (ST-8) pkt	De´mat	Oddy	99.1*67.7MM	2.5
14	All pin pkt.	Apex/Zebra	premier	26mm 100 Pin	50
15	All Pin T-Shape	Dreamy	premier	30Grams 100Pin	75
16	Attendance register (faculty) (Student)	Bhandari	Rastogi	30Page	500
17	Attendance register	Bhandari	Rastogi	30Page	350
18	Ball Pen Refill All Colour	Butterflow	Reynolds	-	10
19	Big permanent Marker All Colour	Reynolds	Luxor	2.5mm	1,200
20	Bill Register	As Per Sample		-	10
21	Binder clip	Infinity	Oddy	19mm	2,500
22	Binder clip	Infinity	Oddy	41mm	1,500
23	Binder Clip	Infinity	Oddy	51mm	350
24	Board Duster White	Oddy	Omega	Magnetic	5
25	Board Duster Yellow	Oddy	Omega	Magnetic	125
26	Bond paper 100gsm	JK Copier	Bilt	100sheet	15
27	Box File	Lodha	Luxor	8*27.5*35	1,500
28	Brown tape(2")	IC Weiner	Wonder	25mtr	225
29	Brown tape(3")	IC Weiner	ETI	25mtr	225
30	Calculator 12 digit	Casio	Citizen	DJ-240D	30
31	Carbon paper pkt	Kores	Camlin	210*330MM	25

				100Sheet	
32	CD R-Writable	Sony	Mozerbier	52*700mb	175
33	CD/DVD Marker	Kores	Camlin	Fineline	1,250
34	CD-Writable	Sony	Mozerbier	52*700mb	10
35	Cell D Big	Nippo	Duracell	1.5V LR20	150
36	Cello tape Dispenser Big	Maruti	Omega	1" & 2" Tap Roll	25
37	Cello tape Dispenser small	Maruti	Omega	1/2" Tap Roll	5
38	Cello white tape	Wonder 555	IC Weiner	1inch 65M	500
39	Cello white tape	Wonder 555	IC Weiner	1/2inch 20M	150
40	Cello white tape	Wonder 555	IC Weiner	2inch 65M	600
41	Cello white tape	Wonder 555	IC Weiner	3Inch 65M	300
42	Chawk colour	Camlin	Kores	144Pcs Pkt.	15
43	Chawk white	Camlin	Kores	144Pcs Pkt.	25
44	Correction Fluid	Camlin	Kores	15ml	5
45	Correction pen	Kores	Reynolds	5" 14g	275
46	Correction Tap	Sony	Camlin	5mm 12m	100
47	Dak pad	Neelgagan	Nayan	L15"*W10"*H1"	150
48	Drawing pin pkt	Bharat	Esselte	100 in each pkt	275
49	Dura cell AA	Dura cell	As Per Sample	12*8.5*1.5CM	250
50	DVD R-Writable	Sony	H.P.	4.7GB	12,500
51	DVD-Writable	Sony	H.P.	4.7GB	10
52	Electirical Bell	Havells Tango	Kolors	Wireless	5
53	Engagement dairy	Neelgagan	Cello	-	2.5
54	Engagement stand	Kebica	Rasper SDA4 116	A4 Portrait Size	2.5
55	Envelope yellow Plastic Lam.	Taj Mahal	Star	10*12 80gsm	600
56	Envelope yellow Plastic Lam.	Taj Mahal	Star	10*14 80gsm	750
57	Envelope Brown	Taj Mahal	Star	10*16 80gsm	50
58	Envelope White	Taj Mahal	Star	10*16 75gsm	200
59	Envelope Yellow Plastic Lam.	Taj Mahal	Star	10*16 80gsm	1,750
60	Envelope Brown	Taj Mahal	Star	11*05 80gsm	50
61	Envelope white	Taj Mahal	Star	11*5 75gsm	1,250
62	Envelope Yellow Plastic Lam.	Taj Mahal	Star	11*5 80gsm	2,250
63	Envelope Yellow Plastic Lam.	Taj Mahal	Star	27.9*12.1 80gsm	3,750
64	Envelope Brown	Taj Mahal	Star	28*12 80gsm	300
65	Envelope White	Taj Mahal	Star	28*12 75gsm	4,000
66	Envelope Brown	Taj Mahal	Star	A4 80gsm	350
67	Envelope Yellow Cloth	Taj Mahal	Star	A4 80gsm	500
68	Envelopes size Yellow	Taj Mahal	Star	A4 80gsm	2,500
69	Eraser	Apsara	Natraj	Non Dust 60mm	1,500

70	Fevi stick	Fevi-Stik	Kores	15 GM Non Toxic	275
71	Fevi stick	Fevi-Stik	Kores	25 Gm Non Toxic	500
72	Fevicol	FeviCol MR	FeviCol Allfix	200 Gm	2.5
73	Fevi-Coll Tube	FeviCol MR	FeviCol Allfix	50 Gm	15
74	File Board	Trio	Thick board	-	300
75	File flap	Trio	Thick board	4 Fla[File	40
76	File tag White	National	Handson	L11" 100Pce. Pkt.	250
77	File tray	Kebica	Solo	4Tier	40
78	Flag sticks for mounting banners	Oddy	De´mat	15*76mm 5Color 250Sheet	750
79	Folder L shape	Neelgagan	Golden Transparent	A4 Size 32.1*30.7cm	750
80	F-S Color paper rim	JK Copier (75 GSM)	JK Ledger 75gsm	FS 210*3330mm	2.5
81	F-S Legal Paper rim	JK Copier (75 GSM)	JK Ledger 75gsm	FS 210*3330mm	25
82	Gel Pen	Reynolds	Cello	0.5	250
83	Gem clip Plastic	Dreamy	Kores	100Pcs. Per Pkt. 28mm	300
84	Gem clip steel	Globe	Kesetko	100Pcs. Per Pkt. 28mm	5
85	Glossy / Inkjet Paper	De´mat	Oddy	200gsm 60Sheets	50
86	golden pen for pen stand	Pronos		-	10
87	Green Tag	8"Nylon	National	24" Thick 100 tag Pkt.	15
88	Inch Tape	Freemans	Lomvum	-	25
89	Jetter Pen	Reynolds	Rorito	0.7mm Tip	5
90	Massage Pad	StickOn	As Per Sample	2*3 50Sheet	2.5
91	Massage Pad	StickOn	As Per Sample	3*3 50Sheet	2.5
92	Massage Pad	StickOn	As Per Sample	3*4 50Sheet	2.5
93	Note book spiral book	Neelgagan	Classmate	66 14.50*22.50.cm 80Page	350
94	Note book spiral book	Neelgagan	Classmate	A4 100 21*29.7.cm 40Page	25
95	OHP/Pointed Marker	Kores	Luxor	Fineline	75
96	Packing paper brown good Qty.	Star		24*1800 80gsm	400

97	Paper cutter Big	Mangoose	Zenith	18mm Blade	250
98	Paper Shredder	Kores Easy Cut 891	Bambalio BBC- 4000	8 Sheet Cut Capacity	10
99	Paper Tape	Nexcare	Universal	1" 2"	250
100	Paper weight Glass	Kebica	Jupiter	H 70mm* W50mm	40
101	Paper weight Plastic	Kebica	Carizo	75mm 100*150gm	40
102	Pen black	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	400
103	Pen blue	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	1,500
104	Pen Drive	HP USB 3.0	Samsung USB 3.0	16GB	75
105	Pen Drive	HP USB 3.0	Samsung USB 3.0	8GB	40
106	Pen Drive	HP USB 3.0	Samsung USB 3.0	4GB	25
107	Pen Drive	HP USB 3.0	Samsung USB 3.0	32GB	25
108	Pen Flair	Sheaffer		045 (0.7mm)	5
109	Pen green	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	75
110	Pen highlighter	Luxor	Kores	Chisel Point	500
111	Pen red	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	350
112	Pen stands 2 socket	Kebica Golden	Omega	13*26.5CM 200GM	15
113	Pen use & throw	Indoselection	Sanio Hi Class	-	9,000
114	Pencil (HB)	Natraj 621 H.B.	Kores	-	3,000
115	Pencil Cell AAA	Dura Cell	Everyday	AAA LR03	2,500
116	Pencil cell Eveready AA	Dura Cell	Everyday	12*8.5*1.5CM	3,500
117	Pencil cell power heavy duty	Dura Cell	Everyday	6F22	50
118	Pencil Colour	Camlin	Faber Castell	EN71 Non Tixic	5
119	Pencil shorthand	Eagle	Apsara H.B.	-	25
120	Peon book	Bhandari	Neelgagan	96 Page	50
121	Pilot pen ink	Luxor	Hi-Tecpoint	-	5
122	Pilot Pen	Luxor/Pilot	Hi-Tecpoint	(V-5) 0.50 Tip Size	1,250
123	Poker Wooden Handle	National		36"	5
124	Punching Double	Kangaru Blue		DP-800	10
125	Punching machine double	Kangaru Blue		DP-600	125
126	Punching machine single	Kangaru Blue		SHP-20	50
127	Push Pin	Oddy	Chrome JB	100Pcs. Per Pkt.	15

128	Remote Call Bell	HEC	Anchor	Mo. 22740	75
129	Rolled rim paper sheet	Orient		70gsm	50
130	Rubber band packet	Suzu	Knasuee	1/2kg Small & Big Size	75
131	Ruler Plastic	Camlin	JB	12"	25
132	Ruler Steel	Kebica	Jay bee	12"	150
133	Scissor	Cartini gs 21	Infinity	9"	300
134	Sealing wax Pkt	Ashoka	Standard	20Sticks 400gm	25
135	Sharpener Pcs.	Natraj	Nykaa	-	600
136	Short hand note book	Neelgagan	Classmate	160page 13*20cm	25
137	Signature Pad	Classmate	Neelgagan	-	25
138	Sketch pens pkt	Luxor	Echo	12colors Not Tixic	25
139	Slip book	Classmate	Neelgagan	Note Pad No.11 50Page	10
140	Slip book	Classmate	Neelgagan	Note Pad No.22 50Page	5
141	Slip book	Classmate	Neelgagan	Note Pad No.33 50Page	10
142	Slip book	Classmate	Neelgagan	Note Pad No.44 50Page	15
143	Small stapler	Kangaru Blue	Deli Mini	No. 10	250
144	Staedtler Yellow Pencil	Kores	Germany	17.5cm*9.6" 12pcs per Pkt.	2.5
145	Stamp pad	Ashoka	Artlilne	7*11cm	75
146	Stamp pad ink	Supreme	Ashoka	30ML	10
147	Stapler Big	Kangaru Blue		No. 23S24	2.5
148	Stapler medium	Kangaru Blue	Plier (P22)	No. HP-45	175
149	Stapler pin pkt big	Kangaru Blue	Kores	No.23/17-H	15
150	Stapler Pin pkt Medium size	Kangaru Blue	Kores	No. 24/6	1,000
151	Stapler pin pkt Small	Kangaru Blue	Kores	No. 10 1M	1,500
152	Sticky Notes (Adhesive 2*3)	De´mat	Promote	100sheet	75
153	Sticky Notes (Adhesive 3*3)	De´mat	Promote	100sheet	150
154	Stock Ledger register (400 page)	As Per Sample		Ledger Paper	50
155	Stock register (GFR 40)	200 Page		Ledger Paper	60
156	Stock register (GFR 41)	200 Page		Ledger Paper	150
157	Strip file	Solo	Benelux	A4 Size	50
158	Student folder	Solo	Classik	MC112 FS Size	2,500
159	Thread ball	Mhaveer	Simba	-	50
160	Uniball Pen	Uniball		-	200
161	Waste paper basket	Neelgagan	Cello	5Ltr. Plastic	10
162	White board marker	Reynolds	Kores	-	1,500
163	White board marker Ink	Artline	Camlin	-	2.5

164	Sticker ST-4	De' mat	Citizen	-	2.5
165	Cell C	Dura Cell	Everyday	LR-14	25
166	Sparkle Bell	Sparkal		-	2.5
167	Small Stapler 10D	Kangaru Blue		2.5*10.5*4.5CM	100
168	Solo Ring File	Solo		A4 RB-401	750
169	AIIMS Office file	As Per Sample		10*14	5,000
170	Alphabetic Register	As Per Sample		8.5*14	2.5
171	Assistants diary	As Per Sample		-	5
172	Cash book	As Per Sample		8.5*13.5 L/B 250Leaves	30
173	CD mailer	As Per Sample		6*7	25
174	Cheque issue Register	As Per Sample		18.5*13.5	5
175	Dispatch register	As Per Sample		8.5*13.5 384 p	10
176	Document Bag Thick F/S	As Per Sample		-	10
177	Document Jackets	As Per Sample		9.5*12	275
178	Double Tape 1"	Premier	Wonder	-	350
179	Inward register	As Per Sample		8.5*13.5 300Page	20
180	Letter head	As Per Sample		9*11.5 100gsm	200
181	Mouse Pad	Logitick		-	2.5
182	Name plate 9"	2.4*9	As Per Sample	-	40
183	Note book conference pad A5 Size	As Per Sample		6*9	2,500
184	Note sheet	As Per Sample		9*14 80gsm	250
185	Numbering Machine	Gateway	Max	-	2.5
186	Outward register	As Per Sample		8.5*13.5 300 Page	25
187	Pay Bill Register	As Per Sample		24*18	2.5
188	Pen tumble leather coated	Kebika	As Per Sample	-	30
189	Pen tumbler	Kebika	As Per Sample	-	5
190	Pin cushion	JYOTI	Cello	-	15
191	Plastic Report File	Solo	Ankita	A4	25
192	Plastic Spring File	Solo	Ankita	A4	25
193	Register	70gsm		192 page 8*13	400
194	Register	70gsm		216 Page Chora	5
195	Register	70gsm		288 page 8*13	650
196	Register	70gsm		288 Page Chora	5
197	Register	70gsm		384 page 8*13	500
198	Register	70gsm		480 page 8*13	600
199	Register	70gsm		96 Page 8*13	100
200	Salary Bill Register	As Per Sample		-	5
201	Service Book	As Per Sample		8.5*13.5	25
202	Spring File	Neelgagan		10*14	5,000
203	Sutli jute	Good Qty.		1KG good Qty.	5

Rate Contract for supply of stationary items**AIIMS, Bibinagar**

204	Sutli plastic	Swift	Tiger	1KG good Qty.	2.5
205	Table Cell Ball	As Per Sample	Fort HD No. 102	-	50
206	Traveling Allownce Register	As Per Sample		8.5*14	5
207	Water Pad	Owner	Tiger	85*25mm	5

Deputy Director (Admn)
AIIMS, Bibinagar

Annexure - II**TECHNICAL BID**

(Tenderer may use separate sheet wherever required)

S. No.	Details of the Tenderer / Bidder	Page No.	Remarks
1.	Name & Address of the Tenderer/ Bidder		
2.	Complete Address		
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
5.	Last 3 years Income Tax Return.		
6.	Authenticated balance sheet for the past three years enclosed		
7.	Have you previously work to any government / private organization? If yes, please upload the relevant proof.		
8.	PAN No. (Enclose the copy of PAN Card).		
9.	GSTIN (Enclose the copy of GST Registration Certificate).		
10.	Documentary evidence of office or branch office at Bibinagar/Hyderabad		
11.	Name and Mobile Number of a Key person, who can be contacted at any time.		
12.	Email Id		
13.	Landline No.		

• **In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving anynotice.**

Date: Name :

Place: Business Address :

Signature of Bidder :

Seal of the Bidder :

Annexure –
III CERTIFICATE
TE

(To be submitted on letter head of the company/ firm)

I/ We hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I/ We also certify that firm will be supplied the item as per the specification given by Institution and also abide all the terms & conditions stipulated in tender.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per NIT rules

Date:	Name	:
Place:	Business Address	:
	Signature of Bidder	:
	Seal of the Bidder	:

Annexure - IV

TENDER ACCEPTANCE CERTIFICATE

(To be given on company letter head)

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' form the website(s) namely: - Rate Contract for Supply of Stationary Items at AIIMS Bibinagar.
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your Institute too have all been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in it's totally/entirely.
5. In case any provision of this tender are found violated, then your Institute shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Date: Name :

Place: Business Address :

Signature of Bidder :

Seal of the Bidder :