

Notice Inviting Tender
For
Supply of Stationary & Other Miscellaneous
Items on Rate Contract basis to AIIMS,
Bhubaneswar



No	DME Stage	Start Date & Time
1.	NIT No.	J-11012(004)/2015/S&P
2.	NIT Issue Date	15/05-/2015
3.	Pre-Bid Meeting	25/05/2015 at 15.00 P.M
4.	Last Date of Submission	15/06/2015, 12.00 P.M
5.	Tender opening date (Technical bid)	15/06/2015, 03.00 P.M

All India Institute of Medical Sciences, Bhubaneswar

Email: info@aiimsbhubaneswar.edu.in

www.aiimsbhubaneswar.edu.in

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All India Institute of Medical Sciences (AIIMS), Bhubaneswar, Odisha, an apex healthcare institute, established by an Act of Parliament under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed tenders in two-bid system for **Rate Contract for supply of Stationary & Other Miscellaneous Items to AIIMS, Bhubaneswar**. The interested Firms/Agencies who are in the similar business for the last three years and providing the same service to Central/State Govt. /Reputed Private Hospitals or autonomous bodies are requested to quote their best offer along with the complete details, terms & conditions. The contract shall initially be for 2 years.

The interested Companies/Firms/Agencies are required to submit the technical and financial bid separately. The bids in Sealed **Cover-I** containing "**Technical Bid**(Annexure-I)" and Sealed **Cover-II** containing "**Financial Bid**" (Annexure-II) should be placed in a third sealed cover super scribed "**Rate Contract for supply of Stationary & Other Misc. Items to AIIMS, Bhubaneswar**" and should reach at the office of "**The Administrative Officer, AIIMS, Sijua, Bhubaneswar (Odisha) - 751019**", by or before on 12.00 PM on **15/06/2015**. 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 AIIMS, Bhubaneswar. 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 of opening of financial bid of technically qualified agencies will

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be announced later through the official website. No paper publication shall however be made for opening of Financial Bid.

The Tender document containing Technical Bid form, Financial Bid form, technical description/specification & item and terms & conditions can be downloaded from website www.aiimsbhubaneswar.edu.in. The Bidders should enclose a Demand Draft for **Rs.2,000.00** (Rupees Two Thousand only) (non-refundable) in favour of **"AIIMS, Bhubaneswar"**, payable at Bhubaneswar along with their technical bid in the **Cover-I** "Technical Bid" towards Tender Fee. The bid security (EMD) as per scheduled below should also be paid in the form of BG/DD in favour of **"AIIMS, Bhubaneswar"** payable at Bhubaneswar and will be placed in **Cover-I** with Technical Bid. The Tender Documents are not transferable. The EMD of unsuccessful Bidder shall be refunded in due course.

Schedule No	Particulars	Quantity Required	Tender document Cost (In Rs.)	EMD Total Cost (In Rs.)
A	Stationery	As per the Schedule	2,000/-	1,00,000/-
B	Cleaning /Misc. Items	As per the Schedule		15,000/-
C	General	As per the Schedule		25,000/-
D	Computer	As per the Schedule		50,000/-

Any future clarification and/or corrigendum(s) shall be communicated through Administrative Officer on the AIIMS, Bhubaneswar website: www.aiimsbhubaneswar.edu.in.

Administrative Officer
AIIMS, Bhubaneswar

Sign of Bidder

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Tender Enquiry No. J-11012(004)/2015/S&P**(Annexure – I)****TENDER FOR SUPPLY OF STATIONARY
& OTHER MISCELLANEOUS ITEMS ON RATE CONTRACT BASIS TO AIIMS, BHUBANESWAR****TECHNICAL BID**

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

Sl no.	Particulars	Submitted (Yes/No)	Page No.
1	Name & Address of the manufacture and/or authorized dealers/ distributors/Agency with phone number, email, name and telephone/mobile		
2	Specify if your firm/company is a manufactures/ authorized dealer/distributor/ Agency		
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 poof. 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 recent past.		
5	Please attach copy of last 3 years Income Tax Return (2011-12, 12-13, 13-14)		
6	Please attach balance sheet (<i>duly certified by Chartered Accountant</i>) for last three (3) years.(2011-12, 12-13, 13-14)		
7	Experience certificate regarding supply of similar nature item at list once in the last three financial years to any Govt. Organisation/Reputed Private Organisation.		
8	PAN No. (Please attach copy)		
9	VAT& Service Tax Registration Certificate. (Please attach copy)		
10	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.		
11	Power of Attorney/authorization for signing the bid documents.		
13	Please submit a notarised affidavit on Indian Non judicial stamp paper of Rs.10/- that no case is pending with the police against the		

Sign of Bidder

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	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.		
14	Details of the FDR/DD/BG of bid security (EMD) FDR/DD/BG No: Date: Payable at		
15	Detail of Tender Fee for Rs. 2,000/- (downloaded from website) DD No. Date: Payable at		

Declaration by the Tenderer:

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.

Encls:

1. DD (if tender form is downloaded from the website of this Institute) toward Tender Fee
2. FDR/DD/BG towards EMD
3. Terms & Conditions (each page must be signed and sealed)
4. Financial Bid (In Separate Cover – II)

Place:.....

Date:.....

(Signature of Tenderer with seal) Name:

Address :

Sign of Bidder

TENDER FOR SUPPLY OF STATIONERY & OTHER MISCELLANEOUS ITEMS ON RATE CONTRACT BASIS TO AIIMS, BHUBANESWAR**FINANCIAL BID FOR STATIONERY ITEMS (SCHEDULE - A) (IN SEPARATE COVER –II)****ANNEXURE-II**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (in Rs.)	Tax for one unit (in Rs.)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
1	All Pin (Stainless Steel)	Superior Quality	Packets	200				
2	Binder Clip 25mm	Superior Quality	Packets	500				
3	Binder Clip 32mm	Superior Quality	Packets	200				
4	Binder Clip 41mm	Superior Quality	Packets	100				
5	Binding/Packing Tape brown (48 mm x 65 mtr.)	Cello/Sona	Roll	100				
6	Black Board Duster (Wooden)	Superior Quality	Nos.	100				
7	Board File white with side cloth	Superior Quality	Nos.	250				
8	Board Pin (Fibre Top)	Superior Quality	Packets	50				
9	Board Pin Brass (Thumb Pin)	Superior Quality	Packets	50				
10	Box File (Index File)	Superior Quality	Nos.	1000				
11	Brown Paper Sheet	Superior Quality	Each	50				
12	Calculator 12 digit Big Screen Type	Sharp/Casio	Nos.	200				
13	Calculator Scientific Type Standard size	Sharp/Casio	Nos.	50				

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1	2	3	4	5	6	7	8	9
14	Carbon Paper (Blue A-4 Size)	SaphireKores	Packets	50				
15	Carbon Paper Box Multi Copy	Kores	Packets	50				
16	Card Board (Gatta) Sheets A-0 Size	Superior Quality	Nos.	50				
17	Card Sheet Different Colours (Chart Papers) Thick	Superior Quality	Nos.	500				
18	Cello tape (big) tixc-12 mm 65 mtr.	Superior Quality	Roll	100				
19	Cello tape (Small) Tixo-12mm x 9 mtr.	Superior Quality	Roll	100				
20	Cello Tape ½ inch (15 Mtr)	Superior Quality	Roll	100				
21	Cello Tape 1 inch (15 Mtr)	Superior Quality	Roll	100				
22	Cello Tape 2 inch (30 Mtr)	Superior Quality	Roll	100				
23	Cello Tape 2"65 Mtr	Superior Quality	Roll	500				
24	Cello Tape Dispenser (Delux)	Vogal	Nos.	250				
25	Cello Tape Dispenser (Small)	Vogal	Nos.	250				
26	Cello Tape Large 2" Brown/White	Superior Quality	Roll	100				
27	Chalk -Colour (Dust free)	Kores	Box	3000				
28	Chalk White (Dust free)	Kores	Box	1000				
29	Clip Board Plastic	Superior Quality	Nos.	100				
30	Clip Folder	Solo	Nos.	100				
31	Cloth binding envelope 11x5 (Pack of 100)	Superior Quality	Nos.	50				

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1	2	3	4	5	6	7	8	9
32	Cobra File	Superior Quality	Nos.	5000				
33	Dak Pad	Jumboo deep/Jindal	Nos.	500				
34	Dater cum Serial No. Machine (ink Type)	Superior Quality	Nos.	100				
35	Display File A-4 size - 20 Pocket	Superior Quality	Nos.	200				
36	Display File A-4 size - 40 Pocket	Superior Quality	Nos.	200				
37	Double Sided Tape 1" width X 15 Mtr.	Superior Quality	Roll	20				
38	Double Sided Tape 2" width X 15 Mtr.	Superior Quality	Roll	20				
39	Drawing Sheet A-0 Size (Pack of 50 Sheets)	Superior Quality	Packets	50				
40	Drawing Sheet A-3 Size (Pack of 50 Sheets)	Superior Quality	Packets	50				
41	Envelope 10" x 12" Laminated (Pack of 100 Nos.)	Superior Quality	Packets	50				
42	Envelope 4½" x 3" (Pack of 100 Nos.)	Superior Quality	Packets	50				
43	Envelope 6" x 3½" (Pack of 100 Nos.)	Superior Quality	Packets	50				
44	Envelope 9" x 4" Self Stick Tape (Pack of 100 Nos.)	Superior Quality	Packets	50				
45	Envelope 9" x 4" window (Pack of 100 Nos.)	Superior Quality	Packets	50				
46	Envelope cloth lined 10" x 8" Laminated (Pack of 100 Nos.)	Superior Quality	Packets	50				
47	Envelope Plain 9" x 4" (Pack of 100 Nos.)	Superior Quality	Packets	50				

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1	2	3	4	5	6	7	8	9
48	Envelope White inside laminated without printing of White Ballarpur Paper 130 GSM - Size 12" x 10" A4 (Pack of 100 Nos.)	Superior Quality	Packets	50				
49	Envelope white Window Cut, size 25.5cm x 11.5 cm, made of 70 GSM J.K.maplitho paper with AIIMS Bhubaneswar logo & address printed (Pack of 100 Nos.)	Superior Quality	Packets	50				
50	Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 30cm x 25cm, printed with AIIMS Bhubaneswar Logo and address (A-4 size) (Pack of 100 Nos.)	Superior Quality	Packets	50				
51	Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 40cm x 30cm, printed with AIIMS Bhubaneswar Logo and address (A-3 size) (Pack of 100 Nos.)	Superior Quality	Packets	50				
52	Eraser (Pencil) (Pack of 20 Nos.)	(Natraj)	Packets	100				
53								
54								

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1	2	3	4	5	6	7	8	9
55	Executive Bond Paper 70 GSM (Pack of 500 Sheets)	Superior Quality	Packets	100				
56	Executive Bond Paper 80 GSM (Pack of 500 Sheets)	Superior Quality	Packets	100				
57	Executive Bond Paper 90 GSM (Pack of 500 Sheets)	Superior Quality	Packets	100				
58	Fevi stick 15 gm.	Superior Quality	Nos.	250				
59	Fevicol 30gm	Superior Quality	Nos.	250				
60	File - Index File with Kangaroo Clip of hard card board of 4 mm thickness with paper binding with stopper and printed with AIIMS Bhubaneswar Logo & address in Hindi & English - F/S size	Superior Quality	Nos.	300				
61	File - Lever Lock index File with Kangaroo Clip of Hard Card Board with Full Rexene Binding in Blue or Black colour Rexene with Stopper and printed with AIIMS Bhubaneswar Logo & address in Hindi & English - F/S size	Superior Quality	Nos.	300				
62	File - Plastic File Cover A-4 size ('L' type) laminate plastic sheet 0.35 mm and Morocco 0.15 mm sheet with half transparent pocket inside and with flap and provision to place visiting card on top (As per sample)	Superior Quality	Nos.	300				

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1	2	3	4	5	6	7	8	9
63	File - Plastic File Cover A-4 size of laminate plastic sheet 0.35 mm and Morocco 0.15 mm sheet with half transparent pocket inside and with plastic clip for filing duly printed with AIIMS Bhubaneswar logo and address in Hindi and English (As per sample)	Superior Quality	Nos.	300				
64	File - Ring file of 1" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Nos.	300				
65	File - Ring file of 1.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Nos.	300				
66	File - Ring file of 2" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Nos.	300				

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1	2	3	4	5	6	7	8	9
67	File - Ring file of 2.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Nos.	300				
68	File - Ring file of 3" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Nos.	200				
69	File - Ring file of 3.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Nos.	200				
70	File - Ring file of 4" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Nos.	200				

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1	2	3	4	5	6	7	8	9
71	File - Ring file of 4.5" 2D Ring of superior quality with stopper in White/Grey colour - Full Rexene binding on hard board, inside one half clear pocket and full clear pocket on top cover & on the edge with Stopper - A4 size (Special quality) .	Superior Quality	Nos.	200				
72	File cover with AIIMS Mono & Matter (with cobra spring)	Superior Quality	Nos.	5000				
73	File cover with AIIMS Mono & Matter (without cobra spring)	Superior Quality	Nos.	5000				
74	File Flaps	Superior Quality	Nos.	1000				
75	File Pad (Standard type with file papers holding arrangement)	Neelgagan	Nos.	2500				
76	Gem Clip (Plastic coated)	SDI	Packets	100				
77	Gems Clip (Stainless Steel)	Zebra	Packets	100				
78	Glossy Paper (A-4 Size)-120 GSM (Pack of 50 Sheets)	Superior Quality	Packets	100				
79	Glue Stick 8 Gram	Kores/Fevi	Nos.	250				
80	Glue stick -15 Gram	Kores/Fevi	Nos.	250				
81	Gum Bottle 150 ml	Kores/Camel	Bottle	250				
82	Gum Bottle 300 ml	Kores/Camel	Bottle	250				
83	Gum Bottle 700 ml	Kores/Camel	Bottle	100				

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1	2	3	4	5	6	7	8	9
84	Leaf Folder	Superior Quality	Nos.	250				
85	Note sheet pad (Green Ledger Paper) 100 sheet 75gsm (Size 12½" x8 ½")	Neelgagan	Nos.	5000				
86	Note Sheet Pad (Green Ledger Paper) F/S Size 100 Sheet	Superior Quality	Nos.	1000				
87	Officer's Pen Stand with 2 Socket without Pen	Superior Quality	Nos.	100				
88	Officer's Pen Stand with 4 Socket without Pen	Superior Quality	Nos.	250				
89	Officer's Pen Stand with four holder(Popali) with paper roller	Superior Quality	Nos.	100				
90	Officer's Pen Stand spl. Quality with Four pens	Superior Quality	Nos.	250				
91	Officer's Pen Stand with two pens	Superior Quality	Nos.	250				
92	Page Markers (1"X3") 50X3 Colour	Oddy/Camlin/ Kores	Nos.	250				
93	Paper Clip Medium	Omega/SDI	Nos.	200				
94	Paper Clip Small	Omega/SDI	Nos.	200				
95	Paper Cutter Blade of 1.8 cm	Omega/SDI	Nos.	200				
96	Paper Cutter Plastic with 1.8 cm wide Blade push button one Touch	Omega/SDI	Nos.	200				
97	Paper Cutter Steel with 1.8 cm wide Blade push button one Touch	Omega/SDI	Nos.	200				

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1	2	3	4	5	6	7	8	9
98	Paper Shredder Machine A-4 Size Paper		Nos.	50				
99	Paper Tray	V-Plast/Omega	Nos.	500				
100	Paper Tray 2-tier (plastic net)	V-Plast/Omega	Nos.	500				
101	Paper Tray 3-tier (plastic net)	V-Plast/Omega	Nos.	500				
102	Paper Weight (Flowery)	KB	Nos.	100				
103	Paper weight square shape	Acrylic	Nos.	100				
104	Paper weight(Cube type)	Superior Quality	Nos.	100				
105	Pen (Blue/Black/Green/Red) (Good Quality Gel Type) (Pack of 10 Nos.)	Superior Quality	Packets	500				
106	Pen Ball Pen (Black/Blue/Green/Red)	Parkar	Nos.	200				
107	Pen Ball Pen (Black/Blue/Green/Red) (Pack of 10 Nos.)	Rynold	Packets	300				
108	Pen Board Pen Fiber Top	Superior Quality	Nos.	100				
109	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 15 ml	Kores	Nos.	100				
110	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 20 ml	Kores	Nos.	100				
111	Pen High Lighter Pen set (Different Colours) (Pack of 5 Pens)	Luxur/ Faber castle/Rynold	Packets	250				

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1	2	3	4	5	6	7	8	9
112	Pen Leaser Light Pen for Presentation (Red/Green/Blue Light beam)	Superior Quality	Nos.	100				
113	Pen Refill for Ball Pen	Achiever/Montex /Reynolds	Packets	100				
114	Pen Refill for Ball Pen	Parker	Packets	200				
115	Pen Refill for Ball Pen Ordinary (Pack of 12 Nos.)	Achiever/Montex /Reynolds	Packets	100				
116	Pen Refill for Gel Pen (Pack of 12 Nos.)	Achiever/Montex /Reynolds	Packets	100				
117	Pen Refill Jotter pen (Pack of 12 Nos.)	Achiever/Montex /Reynolds	Packets	250				
118	Pen Sketch pen (Set of 12 Colours Sketch Pen in 1 Packets.)	Luxur/Camlin	Packets	250				
119	Pencil	Natraj/Reynolds/ Apsara	Packets	250				
120	Pencil H.B. Black (10 Nos. in 1 Packets)	Natraj/Reynolds 432 HB/Apsara	Packets	100				
121	Pencil H.B.(10 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packets	100				
122	Pencil Sharpener (20 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packets	100				
123	Pencil Shorthand (10 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packets	100				
124	Pencil Soft/ Assorted H.B. (10 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packets	100				
125	Peon cum Dak book - 60 Gsm (Orient paper) 4 Quire		Packets	250				

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1	2	3	4	5	6	7	8	9
126	Permanent Marker (General Type)	Camlin/Luxur/ Raynold	Nos.	100				
127	Permanent Marker (OHP & CD) BP-30	Camlin/Luxur/ Raynold	Nos.	100				
128	Permanent Marker Pen Bold Fibre Tip	Camlin/Luxur/ Raynold	Nos.	100				
129	Photo Stat Paper (A-4 Size) - 75 Gsm	Century/JK/Orient	Packets	5000				
130	Photo Stat Paper (F/S Size) - 75 Gsm	Superior Quality	Packets	50				
131	Photocopy Paper (A-3 Size) -75 Gsm	Superior Quality	Packets	50				
132	Pilot Pen (Hi-tech 0.5) (Blue, Black, Green & Red) (Pack of 10 Pens)	Luxur/Raynold /Camlin	Packets	250				
133	Pilot pen ink (Blue, Black, Green & Red) 10 ml.	Superior Quality	Bottle	50				
134	Pin Cussion	Superior Quality	Nos.	500				
135	Plastic cover for keeping A-4 Size Envelope	Superior Quality	Nos.	500				
136	Plastic File folder (Transparent, L- type)	Superior Quality	Nos.	500				
137	Plastic String folder (F/S Size) Coloured with corner	Neelgagan	Nos.	100				
138	Plastic Sutlee Bundle (100 Mtr.)	Superior Quality	Bundle	100				
139	Poker (Stainless Steel)	Superior Quality	Nos.	250				

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1	2	3	4	5	6	7	8	9
140	Poker (Wooden)	Superior Quality	Nos.	250				
141	Post It Pad 1" x 3"(Tricolour)	Superior Quality	Nos.	1000				
142	Post It Pad 3"x3" (Tricolour)	Superior Quality	Nos.	1000				
143	Post It Pad(Single Colour 75 mm X75 mm)	Superior Quality	Nos.	1000				
144	Premium Note Book (22.20 cm X 14 cm, Pages 200)	Neelgagan	Nos.	500				
145	Punch Machine Big Size Industrial/Office Use type	Superior Quality	Nos.	250				
146	Punch Machine DP 480 (Double Hole punch)	Kangaroo	Nos.	250				
147	Punch Machine DP 600 (Double Hole Punch)	Kangaroo	Nos.	250				
148	Punching Machine SHP 20 (Single Hole)	Kangaroo	Nos.	250				
149	Refillable ink for marker (50 ml)	Achiever/Monte x/Reynolds	Bottle	100				
150	Register Attendance (2 Quire - made of 60 GSM Orient Paper)	Superior Quality	Nos.	100				
151	Register Attendance (4 Quires – made of 60 GSM Orient Paper)	Superior Quality	Nos.	100				
152	Register Cash Book Long Book Type (06 Quire - made of 60 GSM Orient Paper)	Superior Quality	Nos.	200				
153	Register Cash Book Long Book Type (08 Quire - made of 60 GSM Orient Paper)	Superior Quality	Nos.	200				

Tender Enquiry No. J-11012(004)/2015/S&P

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (in Rs.)	Tax for one unit (in Rs.)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
154	Register Cash Book Long Book Type (10 Quire - made of 60 GSM Orient Paper)	Superior Quality	Nos.	200				
155	Register Despatch Dak Long Book Type (6 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	500				
156	Register Despatch Dak Long Book Type (10 Quire- made of 60 GSM Orient Paper)	Superior quality	Nos.	500				
157	Register Despatch Dak Long Book Type (8 Quire - made of 60 GSM Orient paper)	Superior quality	Nos.	500				
158	Register Inward Dak Long Book Type (10 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	500				
159	Register Inward Dak Long Book Type (6 Quire - made of 60 Gsm Orient Paper)	Superior quality	Nos.	500				
160	Register Inward Dak Long Type (8 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	500				
161	Register Ruled Ordinary Long Type 2 Quire	Superior quality	Nos.	500				
162	Register Ruled Ordinary Long Type 3 Quire	Superior quality	Nos.	500				
163	Register Ruled Ordinary Long Type 4 Quire	Superior quality	Nos.	500				
164	Register Ruled Ordinary Long Type 6 Quire	Superior quality	Nos.	500				
165	Register Ruled Ordinary Long Type 8 Quire	Superior quality	Nos.	500				

Tender Enquiry No. J-11012(004)/2015/S&P

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (in Rs.)	Tax for one unit (in Rs.)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
166	Register Stock Ledger (06 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	100				
167	Register Stock Ledger Long Type (08 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	100				
168	Register Stock Ledger Long Type (10 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	100				
169	Register Stock Ledger 18 Quire Full Cloth Binding Long Type - made of 60 GSM Orient Laser paper)	Superior quality	Nos.	200				
170	Register Visitor/Gate Entry Record Long Type- (06 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	250				
171	Ring Binder folder	Solo-2D	Nos.	50				
172	Rubber Band (Big size) Pack of 500 Gram	Superior quality	Packets	50				
173	Rubber Band (Medium Size) Pack of 500 Gram	Superior quality	Packets	50				
174	Rubber Bands (Small Size) Pack of 500 Gram	Superior quality	Packets	50				
175	Scale (Plastic) 12"	Omega/Camel/ Sharp	Nos.	200				
176	Scale (Steel) 12"	Omega/Camel/ Sharp	Nos.	200				
177	Scale (Plastic) 24"	Omega/Camel/ Sharp	Nos.	50				
178	Scale (Wooden) 24"	Omega/Camel/ Sharp	Nos.	50				

Tender Enquiry No. J-11012(004)/2015/S&P

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (in Rs.)	Tax for one unit (in Rs.)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
179	Scissor 6"	Superior Quality	Nos.	100				
180	Scissor 8"	Superior Quality	Nos.	100				
181	Scissor 9"	Superior Quality	Nos.	100				
182	Scissor Heavy Duty	Superior Quality	Nos.	100				
183	Sealing Wax (Pack of 6 Wax Sticks)	Superior Quality	Packets	100				
184	Self Ink pad	Superior Quality	Nos.	50				
185	Separator (Paper - A-4 Size) - Set of 1-10 Different Coloured Sheets	Superior Quality	Nos.	50				
186	Separator (Plastic sheet - A-4 Size) - Set of 110 Different Coloured Sheets	Superior Quality	Nos.	50				
187	Short Hand Note Book (60 Gsm) (144 Pages)	Superior Quality	Nos.	1000				
188	Short Hand Note book(60 Gsm) (72 Pages)	Superior Quality	Nos.	1000				
189	Spiral (Plastic Quill) Size of 10 mm dia	Superior Quality	Packet	50				
190	Spiral (Plastic Quill) Size of 12 mm dia	Superior Quality	Packet	50				
191	Spiral (Plastic Quill) Size of 15 mm dia	Superior Quality	Packet	50				
192	Spiral (Plastic Quill) Size of 18 mm dia	Superior Quality	Packet	50				
193	Spiral (Plastic Quill) Size of 20 mm dia	Superior Quality	Packet	50				
194	Spiral (Plastic Quill) Size of 25 mm dia	Superior Quality	Packet	50				

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Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (in Rs.)	Tax for one unit (in Rs.)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
195	Spiral (Plastic Quill) Size of 32 mm dia	Superior Quality	Packet	50				
196	Spiral (Plastic Quill) Size of 38 mm dia	Superior Quality	Packet	50				
197	Spiral (Plastic Quill) Size of 7 mm dia	Superior Quality	Packet	50				
198	Spiral (Plastic Quill) Size of 8 mm dia	Superior Quality	Packet	50				
199	Spiral binding Hole Punch Machine (Industrial Type)	Superior Quality	Nos.	50				
200	Spiral Binding Plastic sheet Front & Back Set (A-3 Size) 100 Sheets Packet	Superior Quality	Nos.	50				
201	Spiral Binding Plastic sheet Front & Back Set (A-4 Size) 100 Sheet Packet	Superior Quality	Nos.	50				
202	Spiral Comb 10 mm	Superior Quality	Nos.	50				
203	Spiral Comb 14 mm	Superior Quality	Nos.	50				
204	Spiral Comb 28 mm	Superior Quality	Nos.	50				
205	Spiral Comb 32 mm	Superior Quality	Nos.	50				
206	Spiral Type Writing Pad (Size 5½"x 8½") (100 Pages)	Superior Quality	Nos.	500				
207	Spiral Type Writing Pad A-4 size Pad (40 pages)	Superior Quality	Nos.	500				
208	Stamp Pad	Superior Quality	Nos.	200				
209	Stamp Pad Ink (50 ml)	Camlin	Bottle	500				
210	Stapler (Kangaroo) HD-10 small size	Kangaroo	Nos.	500				

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Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (in Rs.)	Tax for one unit (in Rs.)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
211	Stapler (Kangaroo) HD-45 Big size	Kangaroo	Nos.	500				
212	Stapler Machine Large No. 555	Kangaroo	Nos.	250				
213	Stapler Pin (heavy duty) (No.23/15)	Kangaroo	Packets	250				
214	Stapler Pin 10 No.	Superior Quality	Packets	250				
215	Stapler Pin 24/6 No	Superior Quality	Packets	250				
216	Stapler Machine for Book Stapling (Industrial Type)	Superior Quality	Nos.	50				
217	Stapler Machine Pins	Superior Quality	Packets	500				
218	Tag (Big) Nilon-24" (100 Nos.in 1 bundle)	Superior Quality	Bundle	50				
219	Tag (Small) Nilon-8" (100 Nos. in 1 bundle)	Superior Quality	Bundle	50				
220	Tag Bundle 12" (Green) (100 Nos. in 1 bundle)	Superior Quality	Bundle	250				
221	Tag Bundle 8" (White) (100 Nos. in 1 bundle)	Superior Quality	Bundle	250				
222	Tag File Cover	Superior Quality	Nos.	5000				
223	Transparency - 100 Micron OHP Transparency Sheet A-4 size (Pack of 100 Sheet)	Superior Quality	Packets	50				
224	Transparency - 175 Micron OHP Transparency Sheet A-4 size (Pack of 100 Sheet)	Superior Quality	Packets	50				
225	Transparency sheet 175 micron) for spiral binding (Pack of 100 sheet)	Garware	Packets	50				

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Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (in Rs.)	Tax for one unit (in Rs.)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
226	Transparent Sheet Roll (Big Size)	Superior Quality	Roll	50				
227	Transparent Tape 25 mm	Superior Quality	Roll	50				
228	U- Clips Plastic Coated	Superior Quality	Packets	250				
229	U-Clips Stainless Steel	Superior Quality	Packets	250				
230	Vehicle Running Record Log Book (2 Quire made of 60 GSM Orient Paper)	Superior Quality	Nos.	100				
231	Vehicle Running Record Log Book (4 Quire made of 60 GSM Orient Paper)	Superior Quality	Nos.	100				
232	White board Magnetic Duster.	Superior Quality	Nos.	200				
233	White Board Marker	Superior Quality	Nos.	500				
234	Wrapping Paper (Pack of 12 Nos. of Sheets in Different Colours)	Superior Quality	Packets	50				
235	Writing Pad (15x23 cm) 60 Gsm with AIIMS Mono (100 Pages)	Superior Quality	Nos.	15000				
236	Writing Pad (Size 5½"x 8½") 60 GSM (100 Pages)	Superior Quality	Nos.	5000				
237	Writing Pad (Spiral Type) A-4 Size 60 GSM (100 Pages)	Superior Quality	Nos.	5000				
238	Machine Running Record Log Book (2 Quire made of 60 GSM Orient Paper)							
Total								

SUPPLY OF STATIONERY & OTHER MISCELLANEOUS ITEMS ON RATE CONTRACT BASIS TO AIIMS, BHUBANESWAR**FINANCIAL BID FOR CLEANING & MISC ITEMS (SCHEDULE - B)**

Item Sl. No.	Description/ Specification of Item	Unit	Tentative Annual Required Quantity	Unit Price for one unit without Tax (in Rs.)	Tax for one unit (in Rs.)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 5 + Col No. 6)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 4 x Col No. 7)
1	2	3	4	5	6	7	8
1	Detergent	Kg	240				
2	Acid	Ltr	500				
3	Harpic	Bottle	180				
4	Colin	Bottle Big size	100				
5	Colin	Bottle Small size	300				
6	Damargoli	Pkt	75				
7	Odonil	Pcs	125				
8	Wiper Medium	Pcs	100				
9	Pochha Medium	Pcs	250				
10	JalaJhadu	Pcs	100				
11	PhoolJhadu Normal	Pcs	200				
12	KharataJhadu	Pcs	100				
13	Dusting Cloth	Pcs	1000				
14	Wash Becin Cleaner	Pcs	100				
15	Dusting Pochha(Big)	Pcs	400				
16	Phynyle Global	Lits	500				
17	Phynyle Chemical Black	Bottle	200				

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18	Jointer	Pcs	15				
Item Sl. No.	Description/ Specification of Item	Unit	Tentative Annual Required Quantity	Unit Price for one unit without Tax (inRs.)	Tax for one unit (in Rs.)	Total Unit Cost of one unit F.O.R.Destination Inclusive of all Taxes (Col No. 5 + Col No. 6)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 4 x Col No. 7)
1	2	3	4	5	6	7	8
19	Nalki	Pcs	10				
20	Clamp	Pcs	15				
21	Door Mat	Mtrl	100				
22	Door Mat (small)	Pcs	50				
23	Dustbin Biochemical 40 Lit	Pcs	15				
24	Bucket Med size	Pcs	75				
25	Disposable Glass	Pcs	990				
26	Toilet Roll	Pcs	50				
27	Plastic Pipe(Best Quality)	Bundle	5				
28	Hit Spray (Big)	Bottle	20				
29	Dust Pan	Pcs	50				
30	Toilet Brush	Pcs	50				
31	Room Freshener	Pcs	50				
32	Lifebuoy Soap	Pcs	300				
33	Polythene	Kg	150				
34	Liquid Hand Wash	Pcs	25				
35	Carpet	Pcs	1				
36	Door Closer	Pcs	2				
37	Bio Medical Bucket 80Ltr Super Quality	Pcs	200				
38	Polythene for MISC Waste 100 Kg, (Blue, Black, Red, Yellow)	Super quality Bio Degradable	200Kg				
38	Mosquito Coil (10Per Pkt)	Pkt	1000				

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39	Door Mat (3"x 1.5")	Pc	200				
40	Plastic Bucket (Small)	Pc	75				
41	Macintosh Roll	Mtr	100				
42	HawaiChapal (Different Size)	Pc	100				
43	Hanger (Coat)	PC	500				
Total							

SUPPLY OF STATIONERY & OTHER MISCELLANEOUS ITEMS ON RATE CONTRACT BASIS TO AIIMS, BHUBANESWAR**FINANCIAL BID FOR GENERAL ITEMS (SCHEDULE - C)**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (inRs.)	Tax for one unit (inRs.)	Total Unit Cost of one unit F.O.R.Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
1	Business Card Holder Leather Coated Cover- 120 cards holding capacity with Index A4 Size	Superior Quality	Nos.	200				
2	Business Card Holder Leather Coated Cover- 240 cards holding capacity with Index A4 Size	Superior Quality	Nos.	200				
3	Business Card Holder Leather Coated cover- 500 Cards holding capacity with Index A4 size	Superior Quality	Nos.	200				
4	Call Bell / Door Bell Electric Type (in Different voices)	Superior Quality	Nos.	200				
5	Candle 1" (Thick) x6"(Long) 12 Nos. in 1 Packet	Superior Quality	Packets	50				
6	Cartridge for Xerox machine (Toshiba E-Studio 455)	Superior Quality	Nos.	10				
7	Xerox Machine Toner	Superior Quality	Packets	250				
8	Cell - AA size 1.5 volts (Pair-pack of 2 cells)	Duracell/Red Eveready	Packets	50				
9	Cell - AAA size 1.5 volts (Pair-pack of 2 cells)	Duracell/Red Eveready	Packets	50				

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Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (inRs.)	Tax for one unit (inRs.)	Total Unit Cost of one unit F.O.R.Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
10	Cell - Big size 1.5 Volts (Pair-pack of 2 Cells)	Duracell/Red Eveready	Packets	50				
11	Desk Calendars	Superior Quality	Nos.	100				
12	Fax Machine Non Thermal	Superior Quality	Nos.	5				
13	Fax Machine Thermal	Superior Quality	Nos.	5				
14	Fax Roll Non-Thermal - 30 mtr.	Kores	Roll	50				
15	Fax roll Thermal-30 mtr.	Kores	Roll	50				
16	Key Chain	Superior Quality	Nos.	200				
17	Lamination Machine A-3 Size	Aks/Saturn	Nos.	25				
18	Lamination Machine A-4 Size	Aks/Saturn	Nos.	100				
19	Lamination Roll A-4 Size	Aks/Saturn	Nos.	200				
20	Lamination Roll A-3 Size	Aks/Saturn	Nos.	50				
21	Lock (3 Lever)with 4 keys	Superior Quality	Nos.	200				
22	Lock (4 Lever) with 4 Keys	Superior Quality	Nos.	200				
23	Lock (7 Lever)with 4 keys	Superior Quality	Nos.	200				
24	Match Box (Pack of 12 Nos.)	AIIMS	Packets	20				

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Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (inRs.)	Tax for one unit (inRs.)	Total Unit Cost of one unit F.O.R.Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
25	Officer's Table Glass Thickness 4mm/6mm (90 Sq. feet)	Superior Quality	Sqft	250				
26	Officer's Table Globe - World Map	Superior Quality	Nos.	250				
27	Officer's Table Telephone Index Diary Leather Coated cover (Big size)	Superior Quality	Nos.	250				
28	Officer's Table Telephone Index Diary Leather Coated cover (Medium Size)	Superior Quality	Nos.	250				
29	Officer's Table Telephone Index Diary Leather Coated Cover (Small size)	Superior Quality	Nos.	250				
30	Out line map of Bhubaneswar City	Superior Quality	Nos.	50				
31	Out line map of India	Superior Quality	Nos.	50				
32	Out line map of Odisha	Superior Quality	Nos.	50				
33	Out line map of World	Superior Quality	Nos.	50				
34	Plastic Carry Bag 10 Kg Capacity (Bio Degradable)	Superior Quality	Kg	50				
35	Plastic Carry Bag 5 Kg Capacity (Bio Degradable)	Superior Quality	Kg	50				
36	Thermacol Sheet (Standard Size)	Superior Quality	Bundle	50				

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Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (inRs.)	Tax for one unit (inRs.)	Total Unit Cost of one unit F.O.R.Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
37	Tissue paper (100 X 100 mm, 100 pulls x 2 Ply, 200 Sheets in one Packets)	Fresia/ Defodil	Packets	500				
38	Tissue Paper (200 X 200 mm, 100 pulls x 2 Ply, 200 Sheets in one Packets)	Fresia/ Defodil	Packets	500				
39	Torch (Cell Operated) Medium Size	Superior Quality	Nos.	100				
40	Torch LED Light Type (Electric Chargeable) Big	Superior Quality	Nos.	50				
41	Torch LED Light Type (Electric Chargeable) Medium	Superior Quality	Nos.	50				
42	Trace paper roll	Superior Quality	Roll	50				
43	Waste Paper Basket (Without net)	Superior Quality	Nos.	500				
Total								

SUPPLY OF STATIONERY & OTHER MISCELLANEOUS ITEMS ON RATE CONTRACT BASIS TO AIIMS, BHUBANESWAR**FINANCIAL BID FOR COMPUTER ITEMS (SCHEDULE - D)**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (in Rs.)	Tax for one unit (in Rs.)	Total Unit Cost of one unit F.O.R. Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
1	Computer CD Mailer (Pack of 50)	Moser Bear	Packets	10				
2	Computer CD Re-writable (Pack of 50)	Moser Bear	Packets	10				
3	Computer CD with plastic case (Pack of 50)	Moser Bear	Packets	10				
4	Computer DVD (Pack of 50 Nos.)	Moser Bear	Packets	10				
5	Computer DVD-R with cover (Pack of 50 Nos.)	Moser Bear	Packets	10				
6	Computer Pen Drive 02 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	100				
7	Computer Pen Drive 04 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	100				
8	Computer Pen Drive 08 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	100				
9	Computer Pen Drive 16 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	50				
10	Computer Pen Drive 32 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	50				

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Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price for one unit without Tax (inRs.)	Tax for one unit (in Rs.)	Total Unit Cost of one unit F.O.R.Destination Inclusive of all Taxes (Col No. 6+ Col No. 7)	Total Cost (F.O.R. Destination) for quantity indicated in (Col No. 5 x Col No. 8)
1	2	3	4	5	6	7	8	9
11	Computer External Hard Disc 500 GB	Segate/Western Digital	Nos.	40				
12	Computer External Hard Disc 1 TB	Segate/ Western Digital	Nos.	20				
13	Computer Power Strip 4 Socket Single Switch with 10 Mtr.extension cord	Anchor Roma	Nos.	250				
14	Printer Cartage (HP Laser jet P1606dn)	HP	Nos.	250				
15	Printer cartage Refiling (HP)	Super Quality	Nos.	1000				
Total								

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SPECIAL CONDITIONS

1. The bidders should submit the relevant certificates / evidence of previous supply to other Govt. Organization/Reputed Private Organization. If required, the technical committee may enquire from the other Organisations where the bidders have supplied the material.
2. The bidder should not have been blacklisted before.

The above quote should include all applicable taxes. If the rates of various items are L1 for different Tenderer, the AIIMS Bhubaneswar reserve the right to either accept the L1 of different firm/agencies or will negotiate, with the firm who has quoted the maximum gross value of L1 items to lower the rate of other item up to the limit of L1 quoted by other firms. In this context, final decision of the committee will be binding to all and no claim in the regard can be entertained. The quantity indicated is tentative and may vary, and any decision in this regard by Director AIIMS Bhubaneswar shall be final.

Declaration by the Bidder:

1. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in Tender document regarding terms & condition of the contract, rules regarding purchase of Maxillofacial Surgery Instruments . I/we agree to abide them.
2. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

(Signature

of Bidder with seal)

Date:.....

Name :

Seal :

Address:

**“RATE CONTRACT OF STATIONERY& OTHER MISCELLANEOUS ITEMS” FOR
AIIMS, Bhubaneswar**

General Terms & Conditions

(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 downloaded from website www.aiimsbhubaneswar.edu.in. Those who download the tender document from Website should enclose a Demand Draft/Pay Order for Rs. **2,000/- (Rupees Two Thousand only)** towards Tender fee (Non-Refundable) in favour of “AIIMS, Bhubaneswar”, payable at Bhubaneswar, along with their bid in the Cover-I containing “Technical Bid”. Along with necessary EMD in shape of BG/FDR/DD of any nationalised Bank for the amount an mentioned against schedule from A to D.
2. The interested firms/suppliers are required to submit the Technical Bid (Annexure – I) and Financial Bids (Annexure – II) separately in the format enclosed. The bids in sealed Cover-I containing “Technical Bid (Annexure-I)” and sealed Cover-II “Financial Bid (Annexure-II) should be placed in a separate sealed covers super scribed “Tender for Purchase of “Stationery/Cleaning Items” should reach AIIMS, Bhubaneswar by or before 12.00 PM on **15/06/2015**. The Technical bids shall be opened on same day at 03.00 PM at AIIMS, Bhubaneswar 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 bidders are required to submit their query in writing before **25/05/2015** to Administrative Officer, AIIMS Bhubaneswar, if any.

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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 Authorized signatory signs the tenders, 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 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 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.
6. The bidder shall pay an amount as mentioned in Tender Notice for each Schedule wise separately along with the Technical Bid in the form of DD/BG in favour of "AIIMS, Bhubaneswar" drawn on any Scheduled Bank and payable at Bhubaneswar. Bids received 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.
7. The bid security (EMD) shall be returned to the unsuccessful bidders after finalization of contract. The EMD for successful bidder shall be returned after finalisation of Contract & on furnishing of Performance Guarantee.

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8. The successful bidders has to constitute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) and also required to furnish the performance security @ 10% of contract value in the form of FDR/BG of any scheduled bank in favour of AIIMS, Bhubaneswar& payable at Bhubaneswar only. Duration of Performance Guarantee BG will be 60 days beyond the period of completion of all contractual obligations. If the successful bidder fails to furnish the full performance security within 15 (fifteen) days after the issue of Supply order, his bid security (EMD) shall be forfeited unless time extension has been granted by AIIMS, Bhubaneswar.
9. The EMD shall be forfeited if successful bidder fails to supply the goods/equipment 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 of the competent authority for a period of 180 (one hundred eighty) days from the 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
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 work 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 competent authority of AIIMS, Bhubaneswar reserved 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 to all tenderers in writing. AIIMS, Bhubaneswar 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.
14. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.
15. Canvassing in any form is strictly prohibited and the tenderer who are found canvassing are liable to have their tenders rejected out rightly.

(B) SPECIAL TERMS & CONDITIONS OF THE TENDER

1. Rates should be quoted as per the Financial Bid. No extra amount in any manner is payable by the Institute. The Institute shall also not pay any Service Tax.
2. All the rates should be mentioned in Indian national currency (INR) only. The rates quoted in foreign currency will not be entertained in this tender enquiry & such tenders will be cancelled straightway.
3. Rates should be mentioned clearly in the appropriate column of the Financial Bid. 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.

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4. The tenderer can quote for either/both of the schedules mentioned in the bid. However the tenderer should quote for all the stationery in the particular schedule. If the tenderer is quoting both the Schedules it has to include separate financial bid for each schedule in a separate envelope labeled with the respective schedule on the envelope. If all the material mentioned in the schedule are not quoted that bid will be out rightly rejected.
5. The supplier shall submit a notarized affidavit on Indian Non Judicial Stamp Paper of Rs.10/- that he/she have not quoted the price higher than previously supplied to any government Institute/Organization/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. If such affidavit is not submitted, tender will be out rightly rejected.,
6. If the prices of the contracted articles is/ are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
7. 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.
8. The time for the date of delivery/ dispatch stipulated in supply order shall be deemed to be 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 @ 1% per week subject to maximum of 10% of the value of the delayed goods or services under the

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contract. After that period the competent authority of the institute may also cancel the supply. In such a case, bid security of the supplier shall stand forfeited.

9. 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 will 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.
10. 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, Bhubaneswar) may recover from the tender the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the order goods the supply order may be cancelled and bid security deposit will be forfeited.
11. The Specification and quantity of the item needed is mentioned in Financial Bid but it is approximate detail and is subject to increase/decrease at the discretion of the competent authority of AIIMS, Bhubaneswar. The payment would be made for actual supply taken and no claim in this regard should be entertained.
12. Where the specifications are as per tenderer's range of product & tenderer's offer should mention that the item meets all specifications as per the tender enquiry and if there are improvements/deviations the same should be brought out on separate Letter Head of the firm. It would be discretion of the competent authority of the

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institute to accept or reject such deviations which are not in accordance with our required specifications as given in the Financial Bid.

13. The Tenderers should furnish 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
14. The tenderers should submit along with the tender, a Photostat copy of the last three financial years Income Tax return.
15. In case asked, tenderer must personally supply a sample/give the demonstration of the Stationery and Cleaning to the competent authority of the institute and in that case all the expenses will be borne by the supplier.
16. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender filing, which the tender will not be considered. Descriptive literature / catalogues must be attached with the tender in original filing which tender may be ignored.
17. Any failure or omission to carry out of the provisions of this supply by the supplier shall not give rise to any claim by supplier and purchaser 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.
18. The quoted rates will inclusive of all taxes.

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19. The Contract period will be one year, which can be extended on mutual consent in writing.
20. Any dispute or reference between the parties arising out of this tender/supply Order/contract shall be to the appropriate courts/ forum of Bhubaneswar/Cuttack jurisdiction only.
21. If at any time, any question, dispute or difference whatever shall arise between supplier and the institute (Purchaser) upon or in relation to or in connection with the agreement, either of the parties may give to the other notice in writing of the existence of such a question, dispute or difference and the same shall be referred to two arbitrators one to be nominated by the institute (Purchaser) and the other to be nominated by the supplier. Such a notice of the existence of any question dispute or difference in connection with the agreement shall be served by either party within 60 days of the beginning of such dispute failing which all Right and claims under this Agreement shall be deemed to have been forfeited and absolutely barred. Before proceeding with the reference the arbitrators shall appoint/nominate an umpire. In the event of the arbitrators not agreeing in their award the Umpire Appointed by them shall enter upon the reference and his award shall be binding on the Parties. The venue of the arbitration shall be at Bhubaneswar, (Odisha, India). The arbitrators/Umpire shall give reasoned award.
22. The supplier should mention the compliance to the specification in the technical bid of the tender document failing this, the bid document will be disqualified.
23. Supply of goods and services should be completed within 4 (four) weeks from the date of supply order otherwise liquidated damage at the rate of @1% per week will be imposed. Purchaser will place order by fax &/or e-mail &/or speed post.

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24. Payment- Monthly bills as per the monthly supply during the previous month will be made.
25. The Supplier should replace the rejected goods forthwith but in any event not later than a period of 15 days from the date of rejection and the Supplier shall bear all cost of such replacement, including freight, if any, on such replacing and replaced goods but without being entitled to any extra payment on that or any other account.

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

(To be made on Rs 100.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT FORMAT

This agreement is made at Bhubaneswar on the _____ day of _____

Two thousand Fourteen between the Director, All India Institute of Medical Sciences, Bhubaneswar, **acting through Administrative Officer, AIIMS, Bhubaneswar, having its Office at AIIMS, Bhubaneswar-751019**(*here-in- after called 'Client'* which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part.**

Second Part

M/s _____, having its
registered _____ office _____ at

____ (*here- in-after called the 'Tenderer'* which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part** .

WHEREAS the '**Client**' is desirous to engage the '**Tenderer**' for providing Stationary & Other

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Misc. Item of AIIMS, BHUBANESWAR at Bhubaneswar on the terms and conditions stated below:

The Tenderer shall be solely responsible for any accident / medical / health related liability / compensation for the Labour deployed by it at AIIMS, Bhubaneswar site. The **'Client'** shall have no liability in this regard.

1. The Provision in the GCC & SCC shall also be part of this Agreement.
2. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
3. The contract can be terminated by giving one month notice on either side.
4. In case of non-compliance with the contract, the **'Client'** reserves its right to:
 - a. Cancel / revoke the contract; and / or
 - b. Impose penalty up to 10% of the Total Annual Value of contract.
5. Security Deposit equal to 10% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of Pay Order / Demand Draft or Bank Guarantee shall be furnished by the **'Tenderer'** at the time of signing of the Agreement.
6. There would be no increase in rates payable to the **'Tenderer'** during the contract period except reimbursement of the statutory wages revised by the Central Govt.
7. The **'Tenderer'** also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.

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8. Decision of '**Client**' in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the '**Tenderer**'.
9. The '**Tenderer**' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The '**Tenderer**' shall keep '**Client**' fully indemnified against liability of tax, interest, penalty etc. of the '**Tenderer**' in respect thereof, which may arise.
10. In case of any dispute between the '**Tenderer**' and '**Client**', '**Client**' shall have the right to decide. However, all matters of jurisdiction shall be at the appropriate local forum/courts located at Bhubaneswar. THIS AGREEMENT will take effect from _____ day of _____ Two thousand fourteen and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Bhubaneswar in the presence of the witness:

For and on behalf of the '**Tenderer**'

For and on behalf of the '**AIIMS,**
Bhubaneswar

Signature of the authorized Official

Signature of the authorized Official

Name of the Official

Name of the Official

Stamp / Seal of the '**Tenderer**'

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SIGNED, SEALED AND DELIVERED By the said

By the said _____ (Name)

_____ (Name)

on behalf of the '**Tenderer**' in on behalf of the '**AIIMS,**
presence **Bhubaneswar** in

of presence of

Witness _____ Witness _____

Name _____ Name _____

Address _____ Address _____
