



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL**  
Saket Nagar, Bhopal-462024 (Madhya Pradesh) India  
Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

## **NOTICE INVITING TENDER**

**Tender No. AIIMS Bhopal/Store/Stationery Items/2013-2014/01**

**Dated 29.04.2013**

On behalf of **Director, All India Institute of Medical Sciences (AIIMS) Bhopal**, **Notice Inviting Tender for Rate Contract for Supply of Stationery Items at AIIMS Bhopal** are invited under **Two Bid System** in sealed cover.

Detailed Description and Term & Conditions of Tender Document may be seen and downloaded from AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) or may be obtained directly from the Office of Store Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462024 (MP) on any working day from 29<sup>th</sup> April 2013 to 20<sup>th</sup> May 2013 from 10.00 Hrs to 17.00 Hrs except Saturday/Sunday/Holyday on paying Cost of Tender Document (i.e. Rs. 1,000/- (Non Refundable) in the form of DD, withdrawn from any Nationalized Bank in favour of "**Director, AIIMS Bhopal**"). Last date of submission of tenders is 22<sup>nd</sup> May 2013 (Upto 14.00Hrs) in the Tender Box kept in the Office of the undersigned.

**( Store Officer )**  
**AIIMS Bhopal**



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL**

Saket Nagar, Bhopal-462024 (Madhya Pradesh) India

Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

Tender No. AIIMS Bhopal/Store/Stationery Items/2013-2014/01

Dated 29.04.2013

**Notice Inviting Tender for  
Rate Contract for  
Supply of Stationery Items to AIIMS Bhopal**

On behalf of Director, AIIMS Bhopal, the Store Office, AIIMS Bhopal, invites sealed tender under "TWO BIDS (TECHNICAL & FINANCIAL) SYSTEM" in prescribed tender document from firms/manufacturers/suppliers for "**Supply of Stationery Items to AIIMS Bhopal**".

**Schedule of Tender**

Sr No.	Schedule	Particulars
1	Cost of Tender Form	<b>Rs. 1000/- (One Thousand Only) Non Refundable in the Form of DD</b> in favour of " <b>Director, AIIMS Bhopal</b> " from any Nationalized bank. Those who have downloaded the tender document should must accompany above Tender Document cost DD in Technical Bid Envelop.
2	Date of issue of Tender Document	29 <sup>th</sup> April 2013
3	Last date of Sale of Tender Document	20 <sup>th</sup> May 2013
4	Date of submission of tender	22 <sup>nd</sup> May 2013; 14.00 Hrs
5	Date of Opening of Technical Bid	22 <sup>nd</sup> May 2013; 15.00 Hrs
6	Earnest Money Deposit	<b>The DD of EMD of Rs. 1,00,000/- (One Lakh) is to be drawn in favour of "Director, AIIMS Bhopal"</b> . In respect of successful bidder it will be returned after the submission of Performance Security Deposit to AIIMS Bhopal and Performance Security Deposit should remain valid for a period of Ninety Days beyond the date of completion of all contractual obligations including warranty. Any other dues outstanding shall also be recovered from the Performance Security Deposit. In the case of unsuccessful Bidders, the EMD shall be refunded within 30 days of award of contract to successful bidder/bidders.

Note:-

1. The details of Tender Terms & Conditions are mentioned in Tender Document.
1. Tender Form can be purchased from **Office of Store Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building AIIMS Bhopal** by paying Cost of Bid Document of Rs. 1,000/- (One Thousand only) Non Refundable in form of Demand Draft of any Nationalized Bank drawn in favour of **“DIRECTOR, AIIMS BHOPAL”** payable at BHOPAL from 29<sup>th</sup> April 2013 to 20<sup>th</sup> May 2013 in all working days from 10.00 Hrs. to 17.00 Hrs. except Saturday/Sunday/Holyday or downloaded directly from AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in). Those who have downloaded the tender document from website should must have enclose a DD for **Rs. 1000/- (One Thousand)** along with their Technical Bid **(NON-REFUNDABLE) BY WAY OF SEPARATE DEMAND DRAFT DRAWN IN FAVOUR OF DIRECTOR, AIIMS, BHOPAL AND THE SAME SHOULD ESSENTIALLY BE ENCLOSED ALONGWITH THE TECHNICAL BID. THE BIDDERS SHOULD SPECIFICALLY SUPERSCRIBE, “DOWNLOADED FROM THE WEBSITE” ON THE TOP LEFT CORNER OF THE OUTER ENVELOPE CONTAINING TECHNICAL BID & FINANCIAL BID SEPARATELY. IN NO CASE, THE TENDER COST FEE SHOULD BE MIXED WITH EMD AMOUNT. THE TENDERS NOT FOLLOWING THE ABOVE PROCEDURE, THEIR BIDS WILL BE SUMMARILLY REJECTED.**
2. The Director, AIIMS Bhopal reserves the right to reject any or all tenders without assigning any reasons whatsoever.
3. Interested Bidders are advised to visit AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) for details of this Tender Document.

**Enclosed : Tender Document**

**(Store Officer )  
AIIMS Bhopal**

**Copy to:**

1. Director/Dy. Director(Admn)/Financial Advisor/Administrative Officer of AIIMS, Bhopal
2. Notice Board of Admn/Store Department for wider publicity and Vendors information.
3. IT Head AIIMS Bhopal- Requested for upload the same in the **AIIMS Bhopal Website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) / CPP Portal [www.eprocure.gov.in](http://www.eprocure.gov.in)** for wider publicity.



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL**  
Saket Nagar, Bhopal-462024 (Madhya Pradesh) India  
Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

## TENDER DOCUMENT

**Rate Contract for Supply of Stationery Items to AIIMS Bhopal**  
**Cost of Tender Document : Rs. 1000/- (One Thousand Only) Non-Refundable**

( To be submitted in the form of Demand Draft, from any Nationalized Bank in favour of “**Director, AIIMS Bhopal**”; Those who has downloaded tender document directly from AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) must accompany the cost of Tender Document DD as mentioned above along with their Technical Bid document envelope, failing which their bids shall be out rightly rejected).

### IMPORTANT DATES

Publication of NIT in the News papers	:	29.04.2013
Uploading of NIT on AIIMS Bhopal website <a href="http://www.aiimsbhopal.edu.in">www.aiimsbhopal.edu.in</a>	:	29.04.2013
Date of issue of Tender Document	:	29.04.2013
Last Date of Sale of Tender Document	:	20.05.2013
Last Date & time for submission of Tender Document	:	22.05.2013 upto 14.00 Hrs. At the Tender Box kept at the Office of Store Officer, 1 <sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 024 (MP)
Last date for submission of Pre Bid Queries sought for clarification if any (Queries should be sent through email to <a href="mailto:stores@aiimsbhopal.edu.in">stores@aiimsbhopal.edu.in</a> only till 12.05.2013 upto 17.30 Hrs.)	:	12.05.2013 upto 17.30 Hrs.
Pre Bid Clarification (if any) shall be uploaded by AIIMS Bhopal on <a href="http://www.aiimsbhopal.edu.in">www.aiimsbhopal.edu.in</a> and prospective Tenderers should download the same and attach its ‘duly signed and certified copy’ with their Technical Bid documents in Technical Bid Document Envelop.	:	Shall be uploaded on AIIMS Bhopal website <a href="http://www.aiimsbhopal.edu.in">www.aiimsbhopal.edu.in</a> by 17.05.2013 upto 17.30 Hrs.
Date & time for opening of Technical Bid	:	22.05.2013 at 15.00 Hrs. In the 1 <sup>st</sup> Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 024 (MP)
Date & time for opening of Financial Bid	:	Will be intimated separately in due course of time to only those Bidders, who have Qualify in Technical Bid (i.e. whose bids found “Technical Responsive”).



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL**  
Saket Nagar, Bhopal-462024 (Madhya Pradesh) India  
Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

**Tender No.: AIIMSBhopal/Store/Stationery Items/2013-2014/01Dt. 29.04.2013**

## **NOTICE INVITING TENDER**

### **Rate Contract for Supply of Stationery Items to AIIMS Bhopal**

1. Sealed tenders are invited under Two bid system (Part-I Earnest Money and Technical bid & Part-II Financial bid) from prominent manufacturers & whole-sellers on annual Rate Contract basis, for a period of one year from the date of commencement of award. If the performance is found satisfactory, the contract would be extendable further for a period as may be agreed mutually (not beyond 1 year) by both the parties.
2. The cost of Tender Document is Rs.1000/-(One Thousand only) (Non Refundable). Tender document can be had in person from the undersigned on any working day from 29.04.2013 to 22.05.2013 during 10:00 to 15.00 Hrs except Saturday/Sunday/Holyday on payment of said cost in the form of Demand Draft in favour of "Director, AIIMS Bhopal", payable at Bhopal. The Tender Document can also be downloaded from the AIIMS website (<http://www.aiimsbhopal.edu.in>). In this case it is necessary for the Tenderer to pay the cost in the form of Demand Draft drawn in favour of "Director, AIIMS Bhopal", payable at Bhopal and is kept in the Technical Bid Envelope. The reference of the DD is to be super scribed on the main envelope of Technical Bid.
3. The Parties interested for any clarification, should send their Pre Bide enquiries (if any) through email to [store@aiimsbhopal.edu.in](mailto:store@aiimsbhopal.edu.in) by 12.05.2013 upto 17.30 Hrs. No need to visit AIIMS Bhopal in person, the clarification will be uploaded by 17.05.2013 upto 17.30 Hrs. on AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in), copy of clarification downloaded should be enclosed, duly signed and stamped along with their Technical Bid Document in Technical Bid Envelope during submission of their bids to AIIMS Bhopal.
4. The amount of Earnest money deposit is Rs.1,00,000/-(One Lakh only ) (Non-Interest bearing). This Earnest money deposit is compulsory and equal to all the prospective bidders, whether they are bidding for minimum 60% Items or all the items as per the requirement list given in Chapter-7 of this Tender Enquiry Document by any bidder want to participate in this Tender. The Bidder is required to deposit earnest money along with their Technical Bid document in Technical Bid Envelope in the form of Demand Draft from any Nationalized Bank and the same should be drawn in favour of "**Director, AIIMS Bhopal**" payable at Bhopal.
5. The Tenderer is required to prepare two sealed cover super scribed as (i) **Cover-I**- Technical Bid, and (ii) **Cover-II** –Financial Bid. Both covers should be kept in **one main sealed cover** super scribed as "Tender for supply of Stationery due on **22.05.2013**".

6. The tenderer has to drop the cover sealed in above manner in the Tender Box kept at the Office of the Store Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar-462 024 (MP) on or before 22.05.2013 by 14.00 Hrs. positively. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
7. The Technical bid will be opened on the same day at 15.00 hrs by a Committee constituted by the competent authority of AIIMS Bhopal, in its office in the presence of the Tenderers or their authorised representative who wish to be present. **The date and time for opening of financial bids of the technically qualified tenderers shall be communicated later as per convenience of this office.**
8. The Authority reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the tender will not be entertained.
9. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying Tenderer. If any tenderer approaches for EMD, it will be forfeited at the discretion of the competent authority of AIIMS Bhopal. The offer should remain valid for a minimum period of 90 days. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.
10. AIIMS Bhopal reserves the full rights to increase/decrease the quantity of items in the tender as per requirement.
11. Any dispute is subject to the jurisdiction of Civil Court Bhopal.
12. The Tender Document has been divided into the following chapters:-
  - **Chapter-1: General Instructions to Bidders (Page No. 7 to 7)**
  - **Chapter-2: Terms and Conditions of Contract (Page No.8 to 12)**
  - **Chapter-3: Schedule of requirements (Page No. 13 to 13)**
  - **Chapter-4: Technical Bid ( Page No. 14 to 16)**
  - **Chapter-5: Check List (Page No. 17)**
  - **Chapter-6: Contract Form (Page No. 18 to 20) and Performance Bank Guarantee Form (Page No. 21)**
  - **Chapter-7: Financial Bid (to be utilized by the bidders for quoting their prices and price bid should be kept in separate sealed envelope superscripted as Financial Bid for Stationery Items) (Page No. 22 to 49 )**

# Chapter – I

## GENERAL INSTRUCTIONS TO BIDDERS

1. The Tenderer must fulfil the following specifications/conditions:-
  - (a) A Registered Office or Branch Office located at Bhopal HQ. Availability of a responsible person on call on all working days between 09.00 Hrs to 17.30 Hrs.
  - (b) The tenderer should have its own BankAccount, PAN, TAN,TIN, VAT and Service Tax Number.Payment will be made electronically only.
  - (c) The tenderer should be a reputedsupplier having at least three years dealing experience with the Government Departments.Certificate in token of Proof of experience, of the concerned Department should be enclosed for ready reference.
  - (d) The tenderers are also required to submitsample of each stationery item for which rates have been quoted (only Technically Qualified Bidders are required to submit samples along with their quoted items nos. and their firm name without indicating any prices before opening of Financial Bid to Store Department for Inspection).
  - (e) The rates are to be quoted on FOR-Destination basis only. However, their breakup is necessary.
  - (f) The offer of Tenderers quoting rates as per specifications laid down in Financial Bid (Chapter-7) for less than 60% Items shall not be entertained.
  - (g) The tenderer should submit self-attested copies of the Income Tax Returns for the last three financial years (i.e. for 2009-10, 2010-2011 and 2011-2012).
  - (h) The tenderer should give an Affidavit duly Notarized on Stamp Paper worth Rs. 50/- in clear and un-ambiguous language that it has never beenblack listed/no criminal case pending by any of the organisation with whom,it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply.
  - (j) The tenderer should be financially sound and in a position to make bulk supply on a short notice of the itemsnot covered in the list but auxiliary/ancillary/incidental to **“Dictionary meaning”** of Stationery but not covered in the list given in Financial Bid (Chapter-7).

## **Chapter -2**

### **TERMS AND CONDITIONS**

1. The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the Letter of Award (LoA). The contract may be extendable year to year subject to a maximum period of 1 year), on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances.

### **ELIGIBILITY/EVALUATION CRITERIA**

2. The tenderer must fulfil the following specifications (all documentary proofs, self-attested and stamped (seal), are required to be submitted along with the technical bid):
  - (a) Documentary proof of the Registered Office of the Tenderer. The registered office should be located within the periphery of 20 KMs area of the AIIMS Bhopal.
  - (b) The tenderer should have its own Bank Account, PAN, TIN, TAN Number, VAT and Service Tax Number. Self-attested Photostat of all should be enclosed.
  - (c) The Tenderer should be a reputed & financially sound stationery supplier having minimum experience of three years and expertise in supplies to Central Government Institutes/Ministries/Departments/Public Sector & Undertakings etc. Proof of experience in the form of copy of certificates obtained from Govt. Deptt..etc. should be enclosed. Copy of Income Tax Return for the last three years may also be enclosed with the Technical Bid.
  - (d) The Tenderer should have an annual turnover of not less than Rs. 50 Lakh. Copy of relevant stipulated proof may also be enclosed with Technical bid.
  - (e) The Tenderer should submit a certificate, along with its Technical bid, indicating that their representative will have to submit and place the sample of stationery items in the Stores Room for inspection with clear marking of Agency/Firm Name to AIIMS Bhopal (without indicating prices on submitted sample items), when they (Tenderer) get the Official Intimation from AIIMS Bhopal that their firm found "Technical Responsive" and the rates for each stationery items have been quoted in the Financial bid (Chapter 7) accordingly. The Tenderer should also enclose a duly stamped signed copy of the Terms & Conditions of the tender documents with Technical bid conveying acceptance thereof.
  - (f) The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the items or minimum 60% of Items as per the specifications laid down in Financial Bid (Chapter-7). The offer of Tenderers quoting rates for less than 60% items shall not be entertained.
  - (g) The Technical Responsive bidders Financial Bid shall only be opened and L-1 bidder shall be decided on the basis of each Item wise lowest rate quoted by any of the bidder and the bidder, who have quoted maximum number of items in L-1 rate shall be given opportunity by the competent authority of AIIMS Bhopal and ask him



in writing to match L-1 price of other items quoted by him in comparison of other bidders, where his quote has not found L-1. .

- (h) The **Earnest Money Deposit of Rs. 1,00,000 (One Lakh)**, refundable (without interest), should be necessarily accompanied with the technical bid in the form of Demand Draft drawn from any Nationalized Bank in favour of “**Director, AIIMS Bhopal**”, **Payable at Bhopal**, failing which the tender shall be declared un-responsive. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.
- (i) The successful Tenderer shall have to deposit a **Performance Security of Rs. 2,00,000/- (Two Lakh Only) in the form of Bank Guarantee (Format enclosed at Chapter-6)**. The performance security should remain valid for a period of Ninety days beyond the date of completion of all contractual obligations including warranty. In case, the contract is further extended beyond the initial period of one year, the Performance Security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.
- (j) The Tenderer should give an affidavit duly notarized on Stamp paper worth Rs. 50/-, therein clearly and un-ambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Govt. Institute/Ministries/Departments/PSU with whom, it had contract for supply of stationery items etc. during last five years nor has been penalized by such organization on account of poor/spurious quality.
- (k) Details regarding quality, brand, specification etc. have been given against each item in the Financial Bid (Chapter-7). Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for best available/good quality product conforming to the prescribed/prevaling standards.
- (l) In his own interest the tenderer is advised to submit the desired papers/documents with their technical bid as per the specifications indicated in **Chapter-5 (Check list)** failing which their bids shall be declared un-responsive.

#### **OTHER ESSENTIAL TERMS & CONDITIONS:-**

- 3. The selected tenderer would be required to arrange supply on regular basis as per the Despatch Instructions/Purchase cum Supply Order during the working hours of the Institute. Since the rates are to be quoted on destination basis, no other charges whatsoever are payable extra.
- 4. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to AIIMS Bhopal.
- 5. Order shall be issued on requirement basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after deducting

TDS as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by AIIMS Bhopal.

6. If the selected firm fails to deliver the items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Five Hundred) on per day basis, subject to maximum of Rs. 5000/- per item as penalty and the actual cost paid to be an outside agency by the All India Institute of Medical Sciences (AIIMS) Bhopal, for the desired stationery items, shall be deducted from the firm's pending bills or Performance Security, as the case may be.
7. All India Institute of Medical Sciences (AIIMS) Bhopal shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.
8. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of Service Tax/VAT or other applicable taxes deposited to Tax Authorities by the firm for recent period, just before the submission of Bills must also be enclosed for reference of AIIMS Bhopal authorities.
9. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS) Bhopal while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
10. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the All India Institute of Medical Sciences (AIIMS) Bhopal, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
11. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency(ies) without prior written consent of the All India Institute of Medical Sciences (AIIMS) Bhopal. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/ supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
12. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.

13. All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form (Chapter-7) only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
14. The tender documents should be sealed and clearly super-scribed with the words "Tender for Rate Contract to Supply Stationery Items to AIIMS Bhopal".
15. If a tendering Firm/Agency/Company decides to withdraw from the bidding before the financial bids are opened, the AIIMS Bhopal shall have the authority to forfeit the EMD of Rs. 1,00,000/- (Rupees One Lakh only ) deposited with the technical bid.
16. All India Institute of Medical Sciences (AIIMS) Bhopal shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items.
17. The Competent Authority of All India Institute of Medical Sciences (AIIMS) Bhopal reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the AIIMS Bhopal.
18. The Tender should be dropped only in the designated Tender Box kept at the Office of the Store Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 024 (MP). The closing time and date for acceptance of tenders shall be 14.00 hrs on/ before by 22.05.2013. No tender received later the stipulated date & time or from other modes/place shall be entertained & shall be declared un-responsive.
19. The tenders will be opened on the same day (i.e. on 22.05.2013) in Office Room of the Designated Officer at 1<sup>st</sup> Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 024 (MP) at 15:00 hours in the presence of such tendering Firm/Agency/Company or their authorized representatives (only One representative from each of company shall be allowed) who wish to be present/witness at the time of opening of bids.
20. The AIIMS Bhopal reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise, to any other firm(s) in emergency/unavoidable situation.
21. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
22. The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.

23. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the stationery items are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs. If subsequently it is found that the firm has supplied stationery items at higher rates to the All India Institute of Medical Sciences (AIIMS) Bhopal, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 1000/- (One Thousand) on firm on such occasion and shall be doubled on subsequent occasions.
24. The tendering Firm/Agency/Company should have its own Bank Account Number, TIN/TAN Number, PAN Number, VAT and Service Tax Registration Number. Self- attested copy of the same should be enclosed. The Bankname and account number should be intimated to Account Officer, AIIMS Bhopal to which all payments for supply of Stationery items will be made through ECS transfer in case of the successful bidder.
25. Any complementary scheme offered by the manufacturer shall be provided to the All India Institute of Medical Sciences (AIIMS) Bhopal with no additional cost.

**(Authorized Signatory )**

**All Terms and Conditions Read & Signed by me**

Signature :.....

Name Of Tenderer.....

Rubber Stamp.....

## Chapter – 3

### Schedule of Requirement

1. The items mentioned in the Financial Bid(Chapter-7) will be required by this office. The demand for these items will be given to the tendering Firm/Agency/Company by way of Despatch Instructions/Purchase cum Supply Order from time to time during the contract period. All India Institute of Medical Science (AIIMS) Bhopal shall demand items over and above the items mentioned in the Financial Bid (i.e. auxiliary/ancillary/incidental to “**Dictionary meaning**” of Stationery) and the Agency will have to supply the same as per the rate mutually agreed upon as per the prevailing market rates.
2. The supply order may be given for single or bulk items and Agency will have to supply them immediately but not later than the period as stipulated in the Despatch Instructions/Purchase cum Supply Order .
3. The items will be supplied at the destination location (Place) as stated in the Despatch Instructions/Purchase cum Supply Order.
4. All India Institute of Medical Sciences (AIIMS) Bhopal shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.

# Chapter – 4

## **TECHNICAL BID**

1. For the Supply of Stationery Items to All India Institute of Medical Sciences (AIIMS) Bhopal, Saket Nagar, Bhopal-462024 (MP)
2. Name of Stationery Supplier : \_\_\_\_\_  
Company/Firm/Agency
3. Name of proprietor / Director : \_\_\_\_\_  
of the Company/Firm/Agency
4. Full Address of Reg. Office (A : \_\_\_\_\_  
copy of Company/ Firm/  
Agency registration must be  
enclosed) \_\_\_\_\_  
Telephone Nos. : \_\_\_\_\_  
  
Fax Nos. : \_\_\_\_\_  
  
E-mail Id : \_\_\_\_\_
5. Details of Banker of the Firm : \_\_\_\_\_  
with full address \_\_\_\_\_  
  
Telephone Nos. of Banker : \_\_\_\_\_  
  
Fax Nos. of Banker : \_\_\_\_\_  
  
E-mail Id of Banker : \_\_\_\_\_
6. Bank Ac/s No. of Firm for ECS : \_\_\_\_\_  
payments
7. PAN, TIN, TAN, VAT, Service : \_\_\_\_\_  
Tax Registration No of the  
Firm (Enclose a copy of the  
same) \_\_\_\_\_
8. Details of Cost of Tender : \_\_\_\_\_
9. Details of EMD : \_\_\_\_\_
10. Un-priced duly signed : \_\_\_\_\_  
stamped List of Items (for  
minimum 60% items or for all the  
items mentioned in Financial Bid  
(Chapter-7), Bidder interested to be  
participated under this tender must  
be accompanied a **list of those  
items with Technical Bid  
without indicating price**)

11. Financial turnover of the tendering Company/Firm Agency for the last three financial years :  
(Attach separate sheet if space provided insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2009-2010		
2010-2011		
2011-2012		

12. Give details of major contracts handled by the tendering Company / Firm / Agency for the last three years in the following format (enclose these self-attested copies):(if the space provided is insufficient, a separate sheet may be attached)

S.No.	Details of client along with address, telephone numbers and Fax numbers	Amount of Contract (Rs. in Lakh)	Duration of Contract	
			From	To
1				
2				

**(Signature of authorized person)**

Date : \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Seal : \_\_\_\_\_

## CERTIFICATE

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. I, do hereby certify that the representative of our firm shall place the samples of stationery items quoted by our firm (without indicating price, clear marking of firm/agency name in each of item) to Store Department of All India Institute of Medical Sciences (AIIMS) Bhopal, Saket Nagar, Bhopal-462 024 (MP), on the receiving of official intimation from competent Authority of AIIMS Bhopal regarding the "Technical Responsiveness of our firm for this Tender".
4. The rates of each stationery items, those samples kept at AIIMS Bhopal have already been quoted in the Financial Bid (Chapter 7) accordingly, and sealed, signed, Financial Bid kept in Financial Bid envelope.
5. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
6. I, do hereby declare that our firm has neither been blacklisted/no criminal case pending against him (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 50/- ) stating that no criminal/Black listing case is pending against the firm) by any of the Govt. Institute/Ministries/Departments/PSUs with which the firm had contracted for supply of stationery items etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious stationery items etc.

**(Signature of authorized person)**

Date: \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Seal : \_\_\_\_\_



# Chapter-5

## **CHECK LIST OF DOCUMENTS**

### **TO BE SUBMITTED ALONG WITH THE TECHNICAL BID and FINANCIAL BID**

#### **DOCUMENTS REQUIRED TO BE SUBMITTED WITH TECHNICAL BID:-**

1. **The Cost of Tender Document** enclosed in the form of **Demand Draft of Rs. 1,000/- (One Thousand only) (Non-Refundable)** from any Nationalized Bank in favour of **“Director, AIIMS Bhopal”** payable at Bhopal and must accompanied with Technical Bid if the tender document downloaded from the website.
2. **EMD of Rs. 1,00,000/- (One Lakh Only)** in the form of **Demand Draft** from any Nationalized Bank in favour of **“Director, AIIMS Bhopal”**, payable at Bhopal and must accompanied with Technical bid.
3. Technical bid Form duly Filled, Signed & Stamped.
4. Un-priced duly signed stamped List of Items (for those all items or minimum 60% items bidder interested to participated under this tender must be accompanied with Technical Bid without indicating price) is must be kept in Technical Bid envelope.
5. Tender document each page duly Signed, Stamped and page numbering done.
6. Proof of Office Address.
7. Proof of Bank account Number.
8. Attested Copy of PAN, TAN, TIN VAT, Service Tax Registration Number etc.;
9. Self-attested copies of the IT returns for last 3 Year's;
10. A certificate, with Technical bid, indicating that their representative will have to submit and place the sample of stationery items in the Stores Room for Inspection with clear marking of Agency/Firm Name to AIIMS Bhopal (without indicating prices on submitted sample items), when they (Tenderer) get the Official Intimation from AIIMS Bhopal that their firm found “Technical Responsive”
11. The rates for quoted items ( all items or minimum 60% Items) shall have quoted in the Format given in Financial Bid (Chapter7) and sealed, signed Financial Bid kept in Financial Bid Envelope separately.
12. Attested copy of Three years experience certificate obtained from Govt. Deptt./PSU.
13. An Affidavit duly Notarized on Stamp Paper worth of Rs. 50/- in clear and un-ambiguous language that the Tenderer has never been black listed/no criminal case pending by any of the organisation with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply must be accompanied with Technical Bid Envelope.

#### **DOCUMENTS REQUIRED TO BE SUBMITTED WITH FINANCIAL BID**

14. The tendering Firm/Agency/Company may quote their rates for all the items or minimum 60% Items as per the list and specification laid down in Financial Bid (Chapter-7), failing which their bids shall be out rightly rejected. Financial Bid must be kept in separate sealed super-scribed envelope “Financial Bid for supply of Stationery Items”.

The tender should be submitted under Two bid system. The Interested firms/agencies are advised to submit two separate envelopes super-scribing “Technical Bid for supply of Stationery Items’ and “Financial Bid for supply of Stationery items’. Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words “Tender for supply of stationery items”.

## Chapter - 6

### Contract Form

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

#### DRAFT AGREEMENT FORMAT

This agreement is made at Bhopal on the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand Thirteen between \_\_\_\_\_ acting through **Shri \_\_\_\_\_, \_\_\_\_\_, All India Institute of Medical Sciences(AIIMS) Bhopal, Saket Nagar, Bhopal-462024 (MP)**(hereinafter 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 \_\_\_\_\_ (hereinafter called the '**Agency**' 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 '**Agency**' for providing Stationery Items for AIIMS Bhopal as per the terms and conditions stated below:-

1. The Registered Office or Branch Office of the Agency should be located within a radius of 20 Kms. from AIIMS Bhopal, Saket Nagar, Bhopal-462024. The Agency should submit a proof of its office address.
2. The selected Agency services would be required to supply the stationery items on regular basis to All India Institute of Medical Sciences (AIIMS) Bhopal, Saket Nagar, Bhopal-462024 (MP) on all working days between 09.00 Hrs. to 17.30 Hrs. No separate charges for delivery of goods would be paid by this office.
3. Order for items shall be placed on requirement basis. Bills in triplicate for the items supplied by the selected Agency should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected Agency immediately for which no extra payment shall be made.
4. If the selected Agency fails to deliver the stationery items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Five Hundred) on per day basis, subject to maximum of Rs. 5000/- per item as penalty and the actual cost paid to be an outside agency by the ALL India

Institute of Medical Sciences (AIIMS ) Bhopal, for the desired stationery items, shall be deducted from the firm's pending bills or Performance Security, as the case may be.

5. The Agency shall be bound by the details furnished by him/her to the AIIMS Bhopal while submitting the tender or at subsequent stage. Upon selection of the Agency, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
6. The rate quoted by the selected Agency, and as approved by the AIIMS Bhopal, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
7. The selected Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency/ies without prior written consent of the AIIMS Bhopal. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/ supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
8. AIIMS Bhopal shall not be responsible for any financial loss or other damaged or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items.
9. The Competent Authority of AIIMS Bhopal reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the AIIMS Bhopal.
10. The rate submitted by the Agency should not be higher than the rates at which the stationery items are being supplied by it to other Govt. Institutes/Ministries/Departments. If subsequently it is found that the firm has supplied stationery items at higher rates to the AIIMS Bhopal, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs.1,000/- on firm on such occasion and shall be doubled on subsequent occasions.
11. Any complementary scheme offered by the manufacturer shall be provided to the AIIMS Bhopal with no additional cost.
12. The contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendable year to year, subject to maximum period of 1 year, on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful stationery supplier Agency and the All India Institute of Medical Sciences (AIIMS) Bhopal.

13. The AIIMS Bhopal reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise, to any other firm(s) in emergency/unavoidable situation i.e. auxiliary/ancillary/incidental to **“Dictionary meaning”** of Stationery.

THIS AGREEMENT will take effect from \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand Thirteen and shall be valid for one year.

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

<p>For and on behalf of the <b>‘Agency’</b></p> <p>Signature of the authorized Official</p> <p>Name of the Official</p> <p>Stamp / Seal of the <b>‘Agency’</b></p> <p>SIGNED, SEALED AND DELIVERED</p> <p>By the Said</p> <p>_____ Name</p> <p>on behalf of the <b>‘Agency’</b> in presence of Witness: _____</p> <p>Name : _____</p> <p>Address: _____</p> <p>_____</p>	<p>For and on behalf of the <b>“Director, AIIMS Bhopal”</b></p> <p>Signature of the authorized Officer</p> <p>Name of the Officer</p> <p>By the said</p> <p>_____ Name</p> <p>on behalf of the <b>“Director, AIIMS Bhopal”</b> in presence of Witness: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p>
--	--

**Format of Performance Bank Guarantee**

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

To,

**The “Director”,  
All India Institute of Medical Sciences (AIIMS) Bhopal  
Saket Nagar, Bhopal- 462 024 (MP) INDIA**

WHEREAS \_\_\_\_\_ (Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no \_\_\_\_\_ dated \_\_\_\_\_ to supply (description of goods and services) (herein after called “the Supplier”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of \_\_\_\_\_ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 15 (Fifteen) months from the date of issue (indicate date) ..... valid up to .....

.....  
(Signature with date of the authorised officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

## Chapter – 7

### Financial Bid

**Rate Contract for supply of Stationery Items to AIIMS Bhopal, Saket Nagar, Bhopal-462 024. The price bid should be kept in separate sealed envelope superscripting “Financial Bid for Tender No.: AIIMS Bhopal/Store/Rate Contract for Stationery Items/2013-2014/01”**

**\*AIIMS Bhopal authorities reserve the full rights to increase/decrease the quantity of items in the time of award of tender as per its actual requirement. The quantities mentioned below in this tender against each item are only indicative/tentative nature. The approved design format of AIIMS Bhopal for printing of various Registers/other paper stationery items shall be provided only to successful bidder(s) after the Award of work.**

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
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								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
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	Business Card Holder Leather Coated Cover- 120 cards holding capacity with Index A4 Size	Superior Quality	Nos.	200								
13	Business Card Holder Leather Coated Cover- 240 cards holding capacity with Index A4 Size	Superior Quality	Nos.	200								
14	Business Card Holder Leather Coated cover- 500 Cards holding capacity with Index A4 size	Superior Quality	Nos.	200								
15	Calculator 12 digit Big Screen Type	Sharp/Casio	Nos.	200								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
16	Calculator Scientific Type Standard size	Sharp/Casio	Nos.	50								
17	Call Bell / Door Bell Electric Type ( in Different voices)	Superior Quality	Nos.	200								
18	Candle 1" (Thick) x6"(Long) 12 Nos. in 1 Packet	Superior Quality	Packets	50								
19	Carbon Paper (Blue A-4 Size)	SaphireKores	Packets	50								
20	Carbon Paper Box Multi Copy	Kores	Packets	50								
21	Card Board (Gatta) Sheets A-0 Size	Superior Quality	Nos.	50								
22	Card Sheet Different Colours (Chart Papers) Thick	Superior Quality	Nos.	500								
23	Cartridge for Xerox machine (Toshiba E- Studio 455)	Superior Quality	Nos.	10								
24	Xerox Machine Toner	Superior Quality	Packets	250								
25	Cell - AA size 1.5 volts (Pair-pack of 2 cells)	Duracell/Red Eveready	Packets	50								
26	Cell - AAA size 1.5 volts (Pair-pack of 2 cells)	Duracell/Red Eveready	Packets	50								
27	Cell - Big size 1.5 Volts ( Pair-pack of 2 Cells)	Duracell/Red Eveready	Packets	50								
28	Cello tape (big) tixc-12 mm 65 mtr.	Superior Quality	Roll	100								



Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
29	Cello tape (Small ) Tixo- 12mm x 9 mtr.	Superior Quality	Roll	100								
30	Cello Tape ½ inch ( 15 Mtr)	Superior Quality	Roll	100								
31	Cello Tape 1 inch (15 Mtr)	Superior Quality	Roll	100								
32	Cello Tape 2 inch (30 Mtr)	Superior Quality	Roll	100								
33	Cello Tape 2"65 Mtr	Superior Quality	Roll	500								
34	Cello Tape Dispenser (Delux)	Vogal	Nos.	250								
35	Cello Tape Dispenser (Small)	Vogal	Nos.	250								
36	Cello Tape Large 2" Brown/White	Superior Quality	Roll	100								
37	Chalk -Colour (Dust free)	Kores	Box	3000								
38	Chalk White (Dust free)	Kores	Box	1000								
39	Clip Board Plastic	Superior Quality	Nos.	100								
40	Clip Folder	Solo	Nos.	100								
41	Cloth binding envelops 11x5 (Pack of 100 )	Superior Quality	Nos.	50								
42	Cobra File	Superior Quality	Nos.	5000								
43	Computer CD Mailer ( Pack of 50)	Moser Bear	Packets	10								
44	Computer CD Re-writable (Pack of 50)	Moser Bear	Packets	10								
45	Computer CD with plastic case (Pack of 50)	Moser Bear	Packets	10								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
46	Computer DVD (Pack of 50 Nos.)	Moser Bear	Packets	10								
47	Computer DVD-R with cover ( Pack of 50 Nos.)	Moser Bear	Packets	10								
48	Computer Pen Drive 02 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	100								
49	Computer Pen Drive 04 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	100								
50	Computer Pen Drive 08 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	100								
51	Computer Pen Drive 16 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	50								
52	Computer Pen Drive 32 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	50								
53	Computer External Hard Disc 500 GB	Segate/Western Digital	Nos.	40								
54	Computer External Hard Disc 1 TB	Segate/ Western Digital	Nos.	20								
55	Computer Power Strip 4 Socket Single Switch with 10 Mtr.extension cord	Anchor Roma	Nos.	250								
56	Dak Pad	Jumboo deep/ Jindal	Nos.	500								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
57	Dater cum Serial No. Machine (ink Type)	Superior Quality	Nos.	100								
58	Desk Calendars	Superior Quality	Nos.	100								
59	Display File A-4 size - 20 Pocket	Superior Quality	Nos.	200								
60	Display File A-4 size - 40 Pocket	Superior Quality	Nos.	200								
61	Double Sided Tape 1" width X 15 Mtr.	Superior Quality	Roll	20								
62	Double Sided Tape 2" width X 15 Mtr.	Superior Quality	Roll	20								
63	Drawing Sheet A-0 Size ( Pack of 50 Sheets)	Superior Quality	Packets	50								
64	Drawing Sheet A-3 Size (Pack of 50 Sheets)	Superior Quality	Packets	50								
65	Envelope 10" x 12" Laminated (Pack of 100 Nos.)	Superior Quality	Packets	50								
66	Envelope 4½" x 3" (Pack of 100 Nos.)	Superior Quality	Packets	50								
67	Envelope 6" x 3½" (Pack of 100 Nos.)	Superior Quality	Packets	50								
68	Envelope 9" x 4" Self Stick Tape (Pack of 100 Nos.)	Superior Quality	Packets	50								
69	Envelope 9" x 4" window (Pack of 100 Nos.)	Superior Quality	Packets	50								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
70	Envelope cloth lined 10" x 8" Laminated ( Pack of 100 Nos.)	Superior Quality	Packets	50								
71	Envelope Plain 9" x 4" (Pack of 100 Nos.)	Superior Quality	Packets	50								
72	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								
73	Envelope white Window Cut, size 25.5cm x 11.5 cm, made of 70 GSM J.K.maplitho paper with AIIMS Bhopal logo & address printed ( Pack of 100 Nos.)	Superior Quality	Packets	50								
74	Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 30cm x 25cm, printed with AIIMS Bhopal Logo and address (A-4 size) (Pack of 100 Nos.)	Superior Quality	Packets	50								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
75	Envelope Yellow made of 105 GSM sheet, inside laminated with fine quality cloth zali - size 40cm x 30cm, printed with AIIMS Bhopal Logo and address (A-3 size) (Pack of 100 Nos.)	Superior Quality	Packets	50								
76	Eraser (Pencil) (Pack of 20 Nos.)	(Natraj)	Packets	100								
77	Examination Answer sheet 12 pages (Pack of 12 x 10 =120 Sheets) Sample of Print for Top Sheet will be Collect by Vendor from AIIMS Bhopal	Superior Quality	Packets	25								
78	Examination Answer sheet 16 pages (Pack of 16 x 10 = 160 Sheets)	Superior Quality	Packets	25								
79	Examination Answer sheet 20 pages (Pack of 20 x 10 = 200 Sheets)	Superior Quality	Packets	25								
80	Examination Answer sheet 24 pages (Pack of 24 x 10 = 240 Sheets)	Superior Quality	Packets	25								
81	Executive Bond Paper 70 GSM ( Pack of 500 Sheets)	Superior Quality	Packets	100								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
82	Fax Machine Non Thermal	Superior Quality	Nos.	5								
83	Fax Machine Thermal	Superior Quality	Nos.	5								
84	Fax Roll Non-Thermal - 30 mtr.	Kores	Roll	50								
85	Fax roll Thermal-30 mtr.	Kores	Roll	50								
86	Fevi stick 15 gm.	Superior Quality	Nos.	250								
87	Fevicol 30gm	Superior Quality	Nos.	250								
88	File - Index File with Kangaroo Clip of hard card board of 4 mm thickness with paper binding with stopper and printed with AIIMS Bhopal Logo & address in Hindi & English - F/S size	Superior Quality	Nos.	300								
89	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 Bhopal Logo & address in Hindi & English - F/S size	Superior Quality	Nos.	300								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
90	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								
91	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 Bhopal logo and address in Hindi and English (As per sample)	Superior Quality	Nos.	300								
92	File - Ring file of 1" 2D Ring of superior quality with stopper in White/Grey colour - Full rexine 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								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
93	File - Ring file of 1.5" 2D Ring of superior quality with stopper in White/Grey colour - Full rexine 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								
94	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								
95	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								



Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
96	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								
97	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								
98	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								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
99	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								
100	File cover with AIIMS Mono & Matter (with cobra spring)	Superior Quality	Nos.	5000								
101	File cover with AIIMS Mono & Matter (without cobra spring)	Superior Quality	Nos.	5000								
102	File Flaps	Superior Quality	Nos.	1000								
103	File Pad (Standard type with file papers holding arrangement)	Neelgagan	Nos.	2500								
104	Gem Clip (Plastic coated)	SDI	Packets	100								
105	Gems Clip (Stainless Steel)	Zebra	Packets	100								
106	Glossy Paper (A-4 Size)- 120 GSM (Pack of 50 Sheets)	Superior Quality	Packets	100								
107	Glue Stick 8 Gram	Kores/Fevi	Nos.	250								
108	Glue stick -15 Gram	Kores/Fevi	Nos.	250								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
109	Gum Bottle 150 ml	Kores/Camel	Bottle	250								
110	Gum Bottle 300 ml	Kores/Camel	Bottle	250								
111	Gum Bottle 700 ml	Kores/Camel	Bottle	100								
112	Key Chain	Superior Quality	Nos.	200								
113	Lamination Machine A-3 Size	Aks/Saturn	Nos.	25								
114	Lamination Machine A-4 Size	Aks/Saturn	Nos.	100								
115	Lamination Roll A-4 Size	Aks/Saturn	Nos.	200								
116	Lamination Roll A-3 Size	Aks/Saturn	Nos.	50								
117	Leaf Folder	Superior Quality	Nos.	250								
118	Lock (3 Lever )with 4 keys	Superior Quality	Nos.	200								
119	Lock (4 Lever) with 4 Keys	Superior Quality	Nos.	200								
120	Lock (7 Lever )with 4 keys	Superior Quality	Nos.	200								
121	Match Box (Pack of 12 Nos.)	Aim	Packets	20								
122	Note sheet pad (Green Ledger Paper) 100 sheet 75gsm (Size 12½" x8 ½")	Neelgagan	Nos.	5000								
123	Note Sheet Pad (Green Ledger Paper) F/S Size 100 Sheet	Superior Quality	Nos.	1000								
124	Officer's Pen Stand with 2 Socket without Pen	Superior Quality	Nos.	100								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
125	Officer's Pen Stand with 4 Socket without Pen	Superior Quality	Nos.	250								
126	Officer's Pen Stand with four holder(Popali) with paper roller	Superior Quality	Nos.	100								
127	Officer's Pen Stand spl. Quality with Four pens	Superior Quality	Nos.	250								
128	Officer's Pen Stand with two pens	Superior Quality	Nos.	250								
129	Officer's Table Glass Thickness 4mm/6mm (90 Sq. feet)	Superior Quality	Sqft	250								
130	Officer's Table Globe - World Map	Superior Quality	Nos.	250								
131	Officer's Table Telephone Index Diary Leather Coated cover (Big size)	Superior Quality	Nos.	250								
132	Officer's Table Telephone Index Diary Leather Coated cover (Medium Size)	Superior Quality	Nos.	250								
133	Officer's Table Telephone Index Diary Leather Coated Cover (Small size)	Superior Quality	Nos.	250								
134	Out line map of Bhopal City	Superior Quality	Nos.	50								
135	Out line map of India	Superior Quality	Nos.	50								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
136	Out line map of Madhya Pradesh	Superior Quality	Nos.	50								
137	Out line map of World	Superior Quality	Nos.	50								
138	Page Markers (1"X3") 50X3 Colour	Oddy/Camlin/Kores	Nos.	250								
139	Paper Clip Medium	Omega/SDI	Nos.	200								
140	Paper Clip Small	Omega/SDI	Nos.	200								
141	Paper Cutter Blade of 1.8 cm	Omega/SDI	Nos.	200								
142	Paper Cutter Plastic with 1.8 cm wide Blade push button one Touch	Omega/SDI	Nos.	200								
143	Paper Cutter Steel with 1.8 cm wide Blade push button one Touch	Omega/SDI	Nos.	200								
144	Paper Shredder Machine A-4 Size Paper		Nos.	50								
145	Paper Tray	V-Plast/Omega	Nos.	500								
146	Paper Tray 2-tier (plastic net)	V-Plast/Omega	Nos.	500								
147	Paper Tray 3-tier (plastic net)	V-Plast/Omega	Nos.	500								
148	Paper Weight (Flowery)	KB	Nos.	100								
149	Paper weight square shape	Acrylic	Nos.	100								
150	Paper weight(Cube type)	Superior Quality	Nos.	100								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
151	Pen (Blue/Black/Green/Red) (Good Quality Gel Type) (Pack of 10 Nos.)	Superior Quality	Packets	500								
152	Pen Ball Pen (Black/Blue/Green/Red)	Parkar	Nos.	200								
153	Pen Ball Pen (Black/Blue/Green/Red) (Pack of 10 Nos.)	Rynold	Packets	300								
154	Pen Board Pen Fiber Top	Superior Quality	Nos.	100								
155	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 15 ml	Kores	Nos.	100								
156	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 20 ml	Kores	Nos.	100								
157	Pen High Lighter Pen set (Different Colours) ( Pack of 5 Pens)	Luxur/ Faber castle/Rynold	Packets	250								
158	Pen Leaser Light Pen for Presentation (Red/Green/Blue Light beam)	Superior Quality	Nos.	100								
159	Pen Refill for Ball Pen	Achiever/Montex/Reynolds	Packets	100								
160	Pen Refill for Ball Pen	Parker	Packets	200								
161	Pen Refill for Ball Pen Ordinary (Pack of 12	Achiever/Montex/Reynolds	Packets	100								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
	Nos.)											
162	Pen Refill for Gel Pen (Pack of 12 Nos.)	Achiever/Montex/Reynolds	Packets	100								
163	Pen Refill Jotter pen (Pack of 12 Nos.)	Achiever/Montex/Reynolds	Packets	250								
164	Pen Sketch pen (Set of 12 Colours Sketch Pen in 1 Packets.)	Luxur/Camlin	Packets	250								
165	Pencil	Natraj/Reynolds/ Apsara	Packets	250								
166	Pencil H.B. Black ( 10 Nos. in 1 Packets)	Natraj/Reynolds 432 HB/Apsara	Packets	100								
167	Pencil H.B.(10 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packets	100								
168	Pencil Sharpener ( 20 Nos. in 1 Packets )	Natraj/Reynolds/ Apsara	Packets	100								
169	Pencil Shorthand (10 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packets	100								
170	Pencil Soft/ Assorted H.B. ( 10 Nos. in 1 Packets)	Natraj/Reynolds/ Apsara	Packets	100								
171	Peon cum Dak book - 60 Gsm (Orient paper) 4 Quire		Packets	250								
172	Permanent Marker (General Type)	Camlin/Luxur/ Raynold	Nos.	100								
173	Permanent Marker (OHP & CD) BP-30	Camlin/Luxur/ Raynold	Nos.	100								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
174	Permanent Marker Pen Bold Fibre Tip	Camlin/Luxur/ Raynold	Nos.	100								
175	Photo Stat Paper (A-4 Size) - 75 Gsm	Century/JK/Orient	Packets	5000								
176	Photo Stat Paper (F/S Size) - 75 Gsm	Superior Quality	Packets	50								
177	Photocopy Paper (A-3 Size) -75 Gsm	Superior Quality	Packets	50								
178	Pilot Pen (Hi-tech 0.5) (Blue, Black, Green & Red) (Pack of 10 Pens)	Luxur/Raynold/Camlin	Packets	250								
179	Pilot pen ink (Blue, Black, Green & Red) 10 ml.	Superior Quality	Bottle	50								
180	Pin Cussion	Superior Quality	Nos.	500								
181	Plastic Carry Bag 10 Kg Capacity	Superior Quality	Kg	50								
182	Plastic Carry Bag 5 Kg Capacity	Superior Quality	Kg	50								
183	Plastic cover for keeping A-4 Size Envelope	Superior Quality	Nos.	500								
184	Plastic File folder (Transparent, L- type)	Superior Quality	Nos.	500								
185	Plastic String folder (F/S Size) Coloured with corner	Neelgagan	Nos.	100								
186	Plastic Sutlee Bundle (100 Mtr.)	Superior Quality	Bundle	100								



Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
187	Poker (Stainless Steel)	Superior Quality	Nos.	250								
188	Poker (Wooden)	Superior Quality	Nos.	250								
189	Post It Pad 1" x 3"(Tricolour)	Superior Quality	Nos.	1000								
190	Post It Pad 3"x3" (Tricolour)	Superior Quality	Nos.	1000								
191	Post It Pad( Single Colour 75 mm X75 mm)	Superior Quality	Nos.	1000								
192	Premium Note Book (22.20 cm X 14 cm, Pages 200)	Neelgagan	Nos.	500								
193	Punch Machine Big Size Industrial/Office Use type	Superior Quality	Nos.	250								
194	Punch Machine DP 480 (Double Hole punch)	Kangaroo	Nos.	250								
195	Punch Machine DP 600 (Double Hole Punch)	Kangaroo	Nos.	250								
196	Punching Machine SHP 20 (Single Hole )	Kangaroo	Nos.	250								
197	Refillable ink for marker (50 ml )	Achiever/Montex/Reynolds	Bottle	100								
198	Register Attendance ( 2 Quire - made of 60 GSM Orient Paper)	Superior Quality	Nos.	100								
199	Register Attendance ( 4 Quires – made of 60 GSM Orient Paper)	Superior Quality	Nos.	100								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
200	Register Cash Book Long Book Type (06 Quire - made of 60 GSM Orient Paper)	Superior Quality	Nos.	200								
201	Register Cash Book Long Book Type (08 Quire - made of 60 GSM Orient Paper)	Superior Quality	Nos.	200								
202	Register Cash Book Long Book Type (10 Quire - made of 60 GSM Orient Paper)	Superior Quality	Nos.	200								
203	Register Despatch Dak Long Book Type (6 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	500								
204	Register Despatch Dak Long Book Type (10 Quire- made of 60 GSM Orient Paper)	Superior quality	Nos.	500								
205	Register Despatch Dak Long Book Type (8 Quire - made of 60 GSM Orient paper)	Superior quality	Nos.	500								
206	Register Inward Dak Long Book Type (10 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	500								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
207	Register Inward Dak Long Book Type (6 Quire - made of 60 Gsm Orient Paper)	Superior quality	Nos.	500								
208	Register Inward Dak Long Type (8 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	500								
209	Register Ruled Ordinary Long Type 2 Quire	Superior quality	Nos.	500								
210	Register Ruled Ordinary Long Type 3 Quire	Superior quality	Nos.	500								
211	Register Ruled Ordinary Long Type 4 Quire	Superior quality	Nos.	500								
212	Register Ruled Ordinary Long Type 6 Quire	Superior quality	Nos.	500								
213	Register Ruled Ordinary Long Type 8 Quire	Superior quality	Nos.	500								
214	Register Stock Ledger (06 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	100								
215	Register Stock Ledger Long Type ( 08 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	100								
216	Register Stock Ledger Long Type ( 10 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	100								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
217	Register Stock Ledger 18 Quire Full Cloth Binding Long Type - made of 60 GSM Orient Laser paper)	Superior quality	Nos.	200								
218	Register Visitor/Gate Entry Record Long Type- ( 06 Quire - made of 60 GSM Orient Paper)	Superior quality	Nos.	250								
219	Ring Binder folder	Solo-2D	Nos.	50								
220	Rubber Band (Big size) Pack of 500 Gram	Superior quality	Packets	50								
221	Rubber Band (Medium Size ) Pack of 500 Gram	Superior quality	Packets	50								
222	Rubber Bands (Small Size) Pack of 500 Gram	Superior quality	Packets	50								
223	Scale (Plastic) 12"	Omega/Camel/Sharp	Nos.	200								
224	Scale (Steel) 12"	Omega/Camel/Sharp	Nos.	200								
225	Scale (Plastic ) 24"	Omega/Camel/Sharp	Nos.	50								
226	Scale (Wooden) 24"	Omega/Camel/Sharp	Nos.	50								
227	Scissor 6"	Superior Quality	Nos.	100								
228	Scissor 8"	Superior Quality	Nos.	100								
229	Scissor 9"	Superior Quality	Nos.	100								
230	Scissor Heavy Duty	Superior Quality	Nos.	100								
231	Sealing Wax (Pack of 6 Wax Sticks)	Superior Quality	Packets	100								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
232	Self Ink pad	Superior Quality	Nos.	50								
233	Separator (Paper - A-4 Size) - Set of 1-10 Different Coloured Sheets	Superior Quality	Nos.	50								
234	Separator (Plastic sheet - A-4 Size) - Set of 1-10 Different Coloured Sheets	Superior Quality	Nos.	50								
235	Short Hand Note Book (60 Gsm) (144 Pages)	Superior Quality	Nos.	1000								
236	Short Hand Note book(60 Gsm) (72 Pages)	Superior Quality	Nos.	1000								
237	Spiral (Plastic Quill) Size of 10 mm dia	Superior Quality	Packet	50								
238	Spiral (Plastic Quill) Size of 12 mm dia	Superior Quality	Packet	50								
239	Spiral (Plastic Quill) Size of 15 mm dia	Superior Quality	Packet	50								
240	Spiral (Plastic Quill) Size of 18 mm dia	Superior Quality	Packet	50								
241	Spiral (Plastic Quill) Size of 20 mm dia	Superior Quality	Packet	50								
242	Spiral (Plastic Quill) Size of 25 mm dia	Superior Quality	Packet	50								
243	Spiral (Plastic Quill) Size of 32 mm dia	Superior Quality	Packet	50								
244	Spiral (Plastic Quill) Size of 38 mm dia	Superior Quality	Packet	50								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
245	Spiral (Plastic Quill) Size of 7 mm dia	Superior Quality	Packet	50								
246	Spiral (Plastic Quill) Size of 8 mm dia	Superior Quality	Packet	50								
247	Spiral binding Hole Punch Machine (Industrial Type)	Superior Quality	Nos.	50								
248	Spiral Binding Plastic sheet Front & Back Set (A-3 Size) 100 Sheets Packit	Superior Quality	Nos.	50								
249	Spiral Binding Plastic sheet Front & Back Set (A-4 Size) 100 Sheet Packit	Superior Quality	Nos.	50								
250	Spiral Comb 10 mm	Superior Quality	Nos.	50								
251	Spiral Comb 14 mm	Superior Quality	Nos.	50								
252	Spiral Comb 28 mm	Superior Quality	Nos.	50								
253	Spiral Comb 32 mm	Superior Quality	Nos.	50								
254	Spiral Type Writing Pad (Size 5½"x 8½") (100 Pages)	Superior Quality	Nos.	500								
255	Spiral Type Writing Pad A-4 size Pad (40 pages)	Superior Quality	Nos.	500								
256	Stamp Pad	Superior Quality	Nos.	200								
257	Stamp Pad Ink ( 50 ml )	Camlin	Bottle	500								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
258	Stapler (Kangaroo) HD-10 small size	Kangaroo	Nos.	500								
259	Stapler (Kangaroo) HD-45 Big size	Kangaroo	Nos.	500								
260	Stapler Machine Large No. 555	Kangaroo	Nos.	250								
261	Stapler Pin (heavy duty) (No.23/15)	Kangaroo	Packets	250								
262	Stapler Pin 10 No.	Superior Quality	Packets	250								
263	Stapler Pin 24/6 No	Superior Quality	Packets	250								
264	Stapler Machine for Book Stepling (Industrial Type)	Superior Quality	Nos.	50								
265	Stapler Machine Pins	Superior Quality	Packets	500								
266	Tag (Big) Nylon-24" (100 Nos.in 1 bundle)	Superior Quality	Bundle	50								
267	Tag (Small) Nylon-8" (100 Nos. in 1 bundle)	Superior Quality	Bundle	50								
268	Tag Bundle 12" (Green) (100 Nos. in 1 bundle)	Superior Quality	Bundle	250								
269	Tag Bundle 8" (White) (100 Nos. in 1 bundle)	Superior Quality	Bundle	250								
270	Tag File Cover	Superior Quality	Nos.	5000								
271	Thermacol Sheet (Standard Size)	Superior Quality	Bundle	50								
272	Tissue paper (100 X 100 mm, 100 pulls x 2 Ply, 200 Sheets in one	Fresia/ Defodil	Packets	500								

Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
	Packets)											
273	Tissue Paper (200 X 200 mm, 100 pulls x 2 Ply, 200 Sheets in one Packets)	Fresia/ Defodil	Packets	500								
274	Tourch (Cell Operated) Medium Size	Superior Quality	Nos.	100								
275	Tourch LED Light Type ( Electric Chargable ) Big	Superior Quality	Nos.	50								
276	Tourch LED Light Type ( Electric Chargable ) Medium	Superior Quality	Nos.	50								
277	Trace paper roll	Superior Quality	Roll	50								
278	Transparancy - 100 Micron OHP Transparency Sheet A-4 size ( Pack of 100 Sheet)	Superior Quality	Packets	50								
279	Transparancy - 175 Micron OHP Transparency Sheet A-4 size (Pack of 100 Sheet)	Superior Quality	Packets	50								
280	Transparency sheet 175 micron) for spiral binding (Pack of 100 sheet)	Garware	Packets	50								
281	Transparent Sheet Roll (Big Size)	Superior Quality	Roll	50								
282	Transparent Tape 25 mm	Superior Quality	Roll	50								



Item Sl. No.	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CST/MPST/VAT etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No. 5
						7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13
283	U- Clips Plastic Coated	Superior Quality	Packets	250								
284	U-Clips Stainless Steel	Superior Quality	Packets	250								
285	Vehicle Running Record Log Book (2 Quire made of 60 GSM Orient Papar)	Superior Quality	Nos.	100								
286	Vehicle Running Record Log Book (4 Quire made of 60 GSM Orient Papar)	Superior Quality	Nos.	100								
287	Waste Paper Basket (Without net)	Superior Quality	Nos.	500								
288	White board Magnetic Duster.	Superior Quality	Nos.	200								
289	White Board Marker	Superior Quality	Nos.	500								
290	Wrapping Paper ( Pack of 12 Nos. of Sheets in Differenct Colours)	Superior Quality	Packets	50								
291	Writing Pad (15x23 cm) 60 Gsm with AIIMS Mono (100 Pages)	Superior Quality	Nos.	15000								
292	Writing Pad (Size 5½"x 8½") 60 GSM (100 Pages)	Superior Quality	Nos.	5000								
293	Writing Pad (Spiral Type) A-4 Size 60 GSM ( 100 Pages)	Superior Quality	Nos.	5000								

\* \* \* \* \*