



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110  
All India Institute of Medical Sciences, Rajkot, Gujarat 360110  
A Central Autonomous Body under PMSSY, MoH&FW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)



## Invitation of quotation

For

Answer book & Envelopes

At

All India Institute of Medical Science, Rajkot

Inquiry No : AIIMS/Rajkot/Admin/Answer book & Envelopes/07

Inquiry Issue Date : 27-07-2023

Last Date of Submission : 04-08-2023

Temporary Campus, Opposite PMSSY block, PDU Medical College, Civil Hospital, Rajkot, Gujarat  
360001; Permanent Campus: Village Khandheri, Tehsil- Paddhari, District Rajkot 360110  
[dda.aiimsrajkot@gmail.com](mailto:dda.aiimsrajkot@gmail.com)

**INVITATION OF QUOTATION FOR ANSWERBOOK (24 pages & 08 Pages) & A2 Size ENVELOPES**

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Rajkot for Answer Book (24 pages & 08 Pages) & A2 Size Envelopes for the Examination Cell as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before Date: **04-08-2023** The Envelope containing the quotation would please be sealed and Mention as under: -

**"Quotation for Answer Book (24 pages & 08 Pages) & A2 Size Envelopes against inquiry no. AIIMS/Rajkot/Admin/Answer book & Envelopes/07 due on Date: 04-08-2023 "**

**1. Terms & Conditions:**

- A) The quotations received unsealed and or after the deadline shall not be entertained under any circumstances whatsoever. In case of postal delay, this Institute will not be responsible. **The offer Submitted through Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- B) Quotations must be in the enclosed prescribed Performa (Annexure – 2) on the letterhead of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. **Quotation must be Send to All India Institute of Medical Sciences (AIIMS) Rajkot Permanent Campus, 3<sup>rd</sup> Floor Administration Department, Village-Khandheri Tehsil- Paddhari, District-Rajkot-360110.**
- C) Rates must be quoted in **Indian rupees (INR)** and as per the format specified taxes extra if any must be written separately.
- D) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- E) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- F) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- G) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letterhead of supplier/firm/agency.
- H) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
- Firm shall be registered with the Government of Central/ State Government.
  - The firm shall have valid GST/Other taxes and IT PAN.
  - **The firm should not be black listed by any Govt. Agency/Dept.**
- I) Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.

**INQUIRY NO. AIIMS/Rajkot/Admin/Answer book & Envelopes/07**

- J) **Delivery Period** – within 7 days from Purchase order.
- K) **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to a maximum of 10% of the total order value.
- L) **Payment Terms:** Payment will be only after satisfactory delivery/commissioning of material and after inspection by AIIMS Rajkot.
- M) **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Rajkot with regard to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Executive Director, AIIMS Rajkot whose decision will be final and binding upon the contractor.
- N) AIIMS, Rajkot reserves the right to increase or decrease quantity and/or amount of work. Decision on Quantity of material in the AIIMS, Rajkot will be final in this regard.
- O) AIIMS, Rajkot reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, Rajkot will be final in this regard.

2. **Special Terms & Conditions:**

- A) Bidder must quote the product as per specification provided in Annexure 1.
- B) Bidder must send Quotations in the enclosed prescribed Performa Annexure – 2.

  
27/06/23  
**Shri Jaydevsinh B. Vala**  
**Administrative Officer**

प्रशासनिक अधिकारी  
Administrative Officer  
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट  
All India Institute of Medical Sciences, Rajkot

Encl.: Annexure 1 (Specification)  
Annexure 2 (Format of price bid)



**Annexure 1**

Sr. No.	Item Name	Quantity
1.	ANSWERBOOK (24 Pages)	10,000
2.	ANSWERBOOK (08 Pages)	10,000
3.	A2 Size ENVELOPES (18x14)	200

**Specification for Answer book (24 Page & 8 Pages): -****1) Answer book 24 pages: -**

- 210 mm X 297 mm
- First and Last page 100 gsm
- Other pages 80 gsm
- Front page coloured & other in Black colour
- With serial numbering
- Tailor thread stitching & Hole punching

**2) Answer book 08 pages: -**

- 210 mm X 297 mm
- 80 gsm paper
- Single colour pages
- With serial numbering
- Tailor thread stitching & Hole punching

**3) A2 Size ENVELOPES**

- A2 Size - 18 X 14 cm
- Colour – Green
- Closure Type – Gummed

**Note: -**

- The Bidder must quote single Make.
- The bidder must quote their quotation only in the prescribed format on the letterhead of the firm otherwise quotation will be **REJECTED**.
- Catalog(Sample) must be attached with a quotation for technical evaluation.

**ANNEXURE "2"**  
**PRICE BID FORM**

To,  
The Deputy Director (Admin.),  
AIIMS, Rajkot.

Dear Sir,

1. I/We .....Submit the quotation for **ANSWERBOOK (24 pages & 08 Pages) & A2 Size ENVELOPES against inquiry no. AIIMS/Rajkot/Admin/Answer book & Envelopes/07 due on Date: 04-08-2023** at AIIMS Rajkot".
2. I/We have thoroughly examined, understood, and accepted the terms & conditions given in the inquiry document, failing which my quotation will be rejected rightly.
3. I/We hereby offer to supply at the following rates.

Sr. No.	Particular	Qty.	Unit Price	GST rate with Amount	Unit Price Including GST	Total Amount Including GST
1.	ANSWERBOOK (24 Pages)	10,000				
2.	ANSWERBOOK (08 Pages)	10,000				
3.	A2 Size ENVELOPES (18x14)	200				

Date \_\_\_\_\_

Place \_\_\_\_\_

Name of Vendor \_\_\_\_\_

GSTIN No.: \_\_\_\_\_

Bank Name: - \_\_\_\_\_

Bank Account No.: \_\_\_\_\_

IFSC Code: - \_\_\_\_\_

Branch Name: \_\_\_\_\_

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

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

(Signature of Authorized Person) \_\_\_\_\_

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

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