

# Invitation of Quotation

For

Printing & Supply of Annual Report

At

All India Institute of Medical Sciences, Rajkot

**Issue Date** : 02nd January, 2025  
**Inquiry No.** : AIIMSR/PROC/GEN/01/2025  
**Last Date of Submission** : 11<sup>th</sup> January 2025 at 01:00 PM.



**All India Institute of Medical Sciences, Rajkot**

AIIMS Campus . Village Khandheri , Tehsil- Paddhari , Rajkot -360110.

Email: [ao.admin@aiimsrajkot.edu.in](mailto:ao.admin@aiimsrajkot.edu.in) , [procurement@aiimsrajkot.edu.in](mailto:procurement@aiimsrajkot.edu.in)

Sealed Quotations are hereby invited by the undersigned on behalf of the Executive Director, AIIMS - RAJKOT for Printing & Supply of Annual Report (as per technical specifications attached at Annexure I) for the Institute as per terms & conditions mentioned below. The filled quotations along with all required document must reach in the office of the undersigned on or before 11<sup>th</sup> January, 2025, 01:00 PM. The Envelope containing the quotation would please be sealed and super scribed as below: -

**Quotation For Printing & Supply of Annual Report Against Inquiry No  
AIIMSR/PROC/GEN/01/2025 Due On 11<sup>th</sup> January, 2025, 01:00 PM".**

**1. Terms & Conditions:**

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.
- B) Quotations must be in the enclosed prescribed Performa on the letter head 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.
- C) Rates must be quoted 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.  
**L1 will be decided on individual item basis.**
- G) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head 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 Gujarat / Central Government.
  - The firm shall have valid GST No. 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.
- J) The supplier may be asked to submit a sample of the product(s), which will be evaluated by a technical evaluation committee. The expenditure incurred for demonstrating the items will be borne by the supplier.



- K) **Delivery Period** – The firm must provide **corrected proof within 05 days** from the date of providing the printing material to the firm. All the material ordered shall be **delivered within 07 days** from the date of **receipt of corrected proof pages**. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

**Note:**

The assigned work is of time bound nature, it is required to be provided within the prescribed time limit while maintaining the quality of translation, typing and vetting. Thereafter, the quality and accuracy will be checked by the Administrative Office. Corrections, if any, are to be carried out by the Agency/Firm at its expenses. No payment/compensation etc. would be given for carrying out corrections.

- L) **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 maximum of 10% of the total order value.
- M) **Payment Terms:** Payment will be made only after satisfactorily delivery and inspection of material by the AIIMS RAJKOT.
- N) **Disputes:** -In the event of any dispute or disagreement arising between the Supplier and any other department of AIIMS RAJKOT with regards 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 Supplier.
- O) AIIMS, RAJKOT reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the AIIMS, RAJKOT will be final in this regard.
- P) 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.

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

**Encl.: Annexure II (Format of Price Bid)**

**ANNEXURE – I**  
**TECHNICAL SPECIFICATIONS**

**1. Cover Page (Front and Back cover):**

- Hard Cover,
- Both sides,
- Multicolor with lamination and creasing,
- Size: A4,
- Gum Binding.

**2. Inside Photo pages:**

- 130 GSM Art paper,
- Multicolor printing, both sides.
- Matte lamination finishing
- Size: A4.

**3. Binding**

- Perfect Spine Binding

**4. Cover design & page making has to be done by the successful bidder, with the contents provided.**

**5. Hindi version has to be done by the successful bidder.**

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

[On the letterhead of firm]

**ANNEXURE - II**  
**PRICE BID FORM**

To,  
Administrative Officer,  
AIIMS RAJKOT.

Sir,

1. I/We ..... Submitted the quotation for Enquiry No. "QUOTATION FOR PRINTING & SUPPLY OF ANNUAL Report against enquiry no. AIIMSR/PROC/GEN/01/2025 due on 11<sup>th</sup> January, 2025, 01.00 PM for Supply of Printing & Supply of Annual Report at AIIMS RAJKOT".
2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
3. I/We hereby offer to supply at the following rates.

Sr. No.	Name	Quantity	Rate in Rs. (per book) (Exclusive of TAX)	GST	Total Price (Inclusive of TAX)
1	Annual Report in English (Total 450 pages approx.) (inclusive of Designing, Page layout, one color hard copy for proof reading, cover pages, Printing, Binding and Transportation)	25 Books			
2	Annual Report in Hindi (Total 450 pages approx.) (inclusive of Designing, Page layout, one color hard copy for proof reading, cover pages, Printing, Binding and Transportation)	25 Books			

I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same and also acknowledge the following:

- No other charges would be payable by the Institute.
- **Quantity mentioned above is tentative, it may increase or decrease as per requirement.**
- A very high quality of printing is required. The work done in slipshod manner will not be accepted.
- **Hindi version has to be done by the successful bidder.**
- **Soft copy of English & Hindi of the whole material will be provided to the Institute.**

**Note:** Interested Bidder must collect the sample for above said required materials from the Administrative Block, AIIMS, RAJKOT.

Date \_\_\_\_\_

Place \_\_\_\_\_

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

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

Name of Firm/Company/Agency \_\_\_\_\_

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

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

