



Tender No.- AIIMS/Rajkot/Admin/02/Procurement/2023-24/Vendor registration/6318 Date: -10/11/2023

TENDER NOTICE

REGISTRATION/EMPANELMENT OF VENDORS/CONTRACTORS FOR ITEMS OF VARIOUS CATEGORIES

1. All India Institute of Medical Sciences, Rajkot intends to introduce the process of Registration /Empanelment of Suppliers/Vendors/Manufacturers/Distributors/Service Providers/Contractors etc. in order to streamline its Procurement procedures. All reputed and established firms are invited to apply for the participation in the registration/ empanelment process as per various specified categories and submit the attached registration/empanelment Form as, motioned in Tender document.
2. An evaluation method for the purpose of registration/empanelment of applicant's capabilities/ experience in the respect of vital elements of applicant's organization and capacity to perform shall be established in order to participate in the Request for Quotation/Tender Enquiries floated by the All India Institute of Medical Sciences,Rajkot.
3. Each applicant performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.
4. All India Institute of Medical Sciences, Rajkot will process all the intended procurements in accordance with the policy defined and specified under the General Financial Rules, 2017 framed by the Government of India.
5. Suppliers/Vendors/Manufacturers/Distributors/Service Providers/Contractors etc. will be registered/ empaneled under following categories:
 - A. **Category 1**
 - Lab Consumables
 - Lab Chemicals and Reagents
 - Diagnostic Kit
 - Glassware
 - and Associated consumable accessories
 - B. **Category 2**
 - Medical & Surgical Equipment/ Devices
 - Dental Equipment/ Devices and Associated consumable accessories
 - C. **Category 3**
 - Drugs, Pharmaceuticals and Vaccines
 - D. **Category 4** Housekeeping Items (Details of items are attached in Annexure VI)



- E. **Category 5** Stationery Items (Details of items are attached in Annexure VII)
- F. **Category 6** Information Technology(IT) (Details of items are attached in Annexure VIII-B)
 - Information Technology (IT) services
- G. **Category 7** Services/Repair and Maintenance
 - Furniture repair
 - Civil Work
 - Electronic Items/Appliances
- H. **Category 8** Advertisement
 - In Local/ National newspaper as and when desired
- I. **Category 9** Designing & printing (Details of items are attached in Annexure VIII-A)
 - As per actual requirement
- J. **Category 10** Catering & Water Services
 - Food/Snack/Beverages including serving & layout (as per actual requirement)
- K. **Category 11** Hotel Services
 - For Providing Hospitality Services (as per actual requirement)
- L. **Category 12** Vehicle /Transport services
 - Vehicle or transport services on daily basis

Applications are invited from reputed manufacturers, distributors, dealers, traders, contractors etc. in the prescribed format. The instructions and the prescribed format for registration/panelment of vendors/contractors can be accessed from our website www.aiimsrajkot.edu.in under the head "TENDERS".

6. It may be noted that the Tender document available on the website consists of the following sections:
 - a. Notice Inviting Tender
 - b. Instructions to Vendors/Contractors
 - c. Application Form (Annexure I)
 - d. Terms & Conditions (Annexure II)
 - e. Declaration (Annexure III)
 - f. Annual turnover & profitability statement (Annexure IV)
 - g. Self-Declaration for Non-black listing/debarment (Annexure V)
 7. The application duly completed in all respect shall be submitted only through registered post /speed post in the manner specified in the document "Instruction for vendors/contractors".
 8. Applications received after last date & time will not be considered. Last date of submission of Application is 20/11/2023.
 9. A **Tender Fee** Rupees. 1,000/- (non-refundable) in form of demand draft/FD from a Schedule bank in favor of "Deputy Director(Admin), All India Institute of Medical Sciences, Rajkot" payable at Rajkot with the application form regarding fee for tender document, failing which the tenders will be treated as rejected.
- request for providing Tender document by hand will be entertained. It has to be downloaded



from the website.

11. Any future clarification and/or corrigendum(s) shall be communicated through the website of AIIMS Rajkot.
12. AIIMS Rajkot reserves the right to accept or reject any application in full or part without assigning any reason whatsoever.


30/11/23
**ADMINISTRATIVE OFFICER
AIIMS RAJKOT**

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





GENERAL INSTRUCTION FOR VENDORS/CONTRACTORS

1. Fill up the entire Form fields properly in the prescribed format, available on our website www.aiimsrajkot.edu.in Under "TENDERS" head; sign it as authorized signatory with organization's seal.
2. The application for registration/empanelment along with all its' Annexures and all the supporting documents should be submitted in a sealed envelope super scribed with the item code and the category for which registration/empanelment is being sought only through registered post / speed post along with all supporting documents to:

The DD(A)

**All India Institute of Medical Sciences (AIIMS) Rajkot
Village-Khanderi, Tehsil -paddhari, District-Rajkot- 360110
Gujarat**

3. All the entries except E-Mail Id must be made in capital letters
4. The application duly completed in all respect should reach by 17.00 hrs. on 20/11/2023 positively.
5. This is a notice for registration/empanelment of vendors/contractors in AIIMS Rajkot for a period of 1 year from the date of registration (Extendable subject to satisfactory performance)
6. Registration/Empanelment does not guarantee that a particular supplier will receive a contract or award, but rather qualifies a supplier to submit a bid/Tender or propose a solution for a specific solicitation under agreed-upon terms and conditions.
7. The vendor/contractor/Manufacturer/Dealer should be an Individual/ HUF/ Partnership/ Company/ Society/Registered Dealer with GST number/ registration.
8. The Vendor/contractor/Manufacturer/Dealer should have a valid License for carrying out the trade or profession for which registration/ empanelment is being sought and must be in existence for at least 3 years in the category as applied for.
9. The vendor/contractor/Manufacturer/Dealer have to furnish the self-attested Form in the specified format along with copies of relevant documents duly signed as marked in the document submission sheet and duly signed Terms & Conditions (Annexure II), declaration (Annexure III) including the documentary proof and Technical Catalogue in support of following:
 - a) Experience & past performance on similar jobs.
 - b) Capability with respect to personnel, equipment & plant details.
 - c) Financial position with copies of audited balance sheets and profit and loss account for last three years/Annual turnover certificate (CA certified)
 - d) Bank Solvency Certificate should be included for civil works; the certificate should be of the maximum amount.
10. Every page of the registration/empanelment document submitted by the vendor/ contractor should be signed and numbered and an "Index Page" mentioning page nos. against each type of document submitted must be attached with the document submitted by the vendor/contractor.



11. Unsigned application & applications without Company's Seal are liable to be rejected.
12. Single application is to be made for each category applied.
13. The Institute reserves its right to refuse registration/ empanelment of any or all vendor/contractor without assigning any reason whatsoever.
14. For any clarification with respect to procedure for registration/empanelment, please contact on following E-Mail id: dda.aiimsrajkot@gmail.com
15. AIIMS, Rajkot has sole discretion to register/ empanel the Vendors/ Contractors and withhold reasons for disqualification.
16. Enquiries shall be issued to registered/empaneled Vendors as and when need arises.



APPLICATION FORM FOR REGISTRATION/EMPANELMENT

To,

The Deputy Director(Admin)
All India Institute of Medical Sciences
Rajkot-360110
Gujarat.

Sub: Registration/Empanelment of Vendors/Contractors

Dear Sir,

Please refer to your Tender Notice No. _ published in AIIMS Rajkot website for Registration/Empanelment of vendors/contractors.

We are hereby applying for the same as per the details hereunder:

Vendor/Contractor Details			
Vendor/Contractor/Manufacturer/Dealer Name			
Status (Proprietorship/Partnership/Company etc.)			
Vendor/Contractor Type (Service Provider/Supplier/Supply-cum-Service Provider)			
Office Location			
Address			
City		Pin Code	
State		Country	
Telephone		Fax Number	
Company Email		Company Website	



Organization profile			
Sl. No.	Particulars	Sl. No.	Description
1	Primary Business Details	1.	
		2.	
		3.	
		4.	
		5.	
2	List of Items / Services (Lists are provided as per category applied)	1.	
		2.	
		3.	
		4.	
3	List of Authorizations	1.	
		2.	
		3.	
		4.	
4	After Sale Services		
5	Warranty/AMC Details	As Applicable	
6	Buy Back or Return Policy	As Applicable	
7	Any Other Information that supplier may like to provide		



Contact Details of Board of Directors/Partners/Proprietor/Management

Contact Person	Designation	Email	Mobile	Telephone

Details of Items Applied (under the selected category)

Item (As per categories)& Description	Make & Model	Vendor Category Type (Manufacturer/Distributor/Dealer/ Trader)	No. of Years' Experience in selected category	Remarks

*If required, details may be attached.



Registered with Other Establishments

Establishment Name	Registered Since	No. of Orders executed in last 03 years	Highest Order Value in last 03 years	Items for which registered	Remarks

Fee Details

Bank Name	
Branch Name	
Payment Type	Demand Draft
Demand Draft No	
Demand Draft Date	
Amount	INR 1000.00



CHECK LIST: DOCUMENTS AS APPLICABLE

Tick (✓)	Document Submitted (Tick in the relevant Column)
	Document
	Demand Draft of Rs. 1000/- in favor of AIIMS Rajkot (As Processing Fee)
	Firm registration certificate
	Copy of PAN
	Copy of GST Registration Certificate
	Copies of Audited Balance Sheets and Profit & Loss account for last three financial years 2020-21, 2021-22, 2022-23
	Copy of IT return filed for the Assessment Year 2021-22, 2022-23, 2023-24
	Copy of GST return filed for the Financial Year 2020-21, 2021-22, 2022-23
	Details of product range/ services offered under the category applied.
	Details of Manufacturing facilities (Only if applicable)
	Copy of Authorized Distributor/Dealer Valid Authorization Certificate(Only if applicable)
	Copy of Valid Drug license from appropriate authority/ drug Controller (only applicable for category 3)
	Copy of Valid Driving license (only applicable for category 12)
	Copies of PUC Certificates (only applicable for category 12)
	Signed and stamped certification from HRACC i.e. Hotel & Restaurant Approval & Classification Committee issued by Ministry of Tourism, Govt. of India (only applicable for category 11)
	Copy of Orders Executed With other organizations
	Experience certificates in the given category
	Copy of Performance Certificate from clients/organization where service provided (As applicable)
	Affidavit duly certified by the notary that the vendor has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.
	Duly Signed Terms & Conditions for registration/empanelment as mentioned in Annexure II.
	Duly Signed Declaration as per the format prescribed in Annexure III
	Duly Signed Annual turnover and profitability statement as mentioned in Annexure IV
	Duly Signed Self declaration for non-black listing/debarment as mentioned in Annexure V
	An index Sheet mentioning S. No. of all the documents submitted with their corresponding page number in the document submitted for registration/empanelment to the Institute.
	Total No. of documents submitted (to be specified in figures as well as in words)-
	Total No. of Pages Submitted (to be specified in figures as well as in words)-

Thanking You
Yours faithfully,

Signature of authorized person

Stamp

Page 10 of 28



**TERMS AND CONDITIONS FOR
REGISTRATION/EMPANELMENT**

1. The Terms & Conditions mentioned in this document is applicable at the time of registration/empanelment of vendors/contractors. A separate set of Terms & Conditions is to be issued at the time of Request of Quotation or Tender Inquiry as the case may be.
2. Nothing contained in this document shall supersede the Terms & Conditions to be issued at the time of tender enquiry from the registered/empaneled vendor/contractor as the case may be.
3. Failure to submit mandatory supporting documentation will lead to disqualification.
4. Please ensure that the Declaration is signed and dated before submission as per format prescribed in Annexure III.
5. Vendors must comply with all the registration/empanelment criteria for registration to be finalized – Only fully completed Application Forms with the mandatory supporting documentation attached will be assessed and failure to do so may result in the application being rejected.
6. Registration/Empanelment of a vendor will depend on the competence of the party to supply the required category of items, based on the documents/information submitted by party and as assessed by the Institute at their sole discretion. Criteria for registration/empanelment shall be based on the category of the vendor list and material applied for with requisite details.
7. Based on the items for which registration/empanelment is applied, the Institute may request submission of samples at a later stage if required. Samples shall be furnished free of charge.
8. Applicants shall ensure timely submission of application form and/or any other documents. The Institute cannot be held responsible for postal delays etc.
9. It is the responsibility of the vendor to notify the Institute of any changes to its vendor profile. If it comes to the attention that information is not valid or relevant at the date the Request for Quotation/Tender Inquiry, the Institute reserves the right to suspend the vendor/contractor, from the list of registered/empaneled vendors.
10. The Institute reserves the right to verify the information provided in this application. If at any point of time, it is found that, the vendor/contractor has furnished any false information/ fabricated document would lead to rejection of the application for registration/empanelment or suspension from the list of registered/ empaneled vendors/contractors, as the case may be.
11. The Institute may conduct announced or unannounced site inspections / visiting as desired.
12. The Institute reserves the right to register/empanel the vendors on a trial basis and subsequent inclusion shall be based on their satisfactory/Consistent performance. The Institute shall conduct frequent Vendor Performance Assessments for successfully registered/empaneled vendors if and



when necessary.

13. Registration/Empanelment of a vendor does not guarantee for placement of related purchase orders
14. The Institute may at its sole option reject any application without assigning any reasons thereof without prior intimation. Applicants shall not be entitled to claim any cost, charges or incidentals for or in connection with preparation of and submission of their applications.
15. In case of any dispute arising between the Institute and the applicant Vendor/contractor, the decision of AIIMS Rajkot shall be final and binding on both the parties.
16. In the Annexures for items (VI, VII&VIII) given all the lists are tentative/representative, After the initial stage of the vendor registration any no. of items can be added /edited in any given category as per requirement of AIIMS Rajkot. In the given list if any brand name is mentioned it is just for representational purpose and denotes the reputed brand. It should not be considered as a sole brand.

Special Terms & Condition (For vehicle services)

1. If vehicle is not commercially registered, approved contractor, shall get the vehicle commercially registered within 30 days from the award of the work and submit the proof to AIIMS, Rajkot. An undertaking in this regard is mandatory by the bidder.
2. The bidder shall also submit full details of the vehicles that can be assigned in their favor and shall give a clear declaration that the firm will be able to supply commercial vehicles of model not older than 2020.
3. Vehicles provided to AIIMS, Rajkot should bear Commercial Taxi Cab registration numbers and should have comprehensive insurance and drivers so provided with the vehicles shall have LMV, Driving License Uniform and Batch.
4. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Gujarat
5. The contractor shall provide names, address & Mobile number of the drivers along with their license number and copies within one week of the award of the contract.
6. The vehicles and Drivers shall remain available all the times as per Duty Roster and shall not leave place of Duty without prior permission.
7. Notice period for regular requirements will be one day in advance and telephonic intimation shall be considered as notice. Normally, reporting place will be at the AIIMS, Rajkot. However, actual place of reporting shall be specified by the users of vehicles.
8. The meter reading should tally the actual distance of run at any instant and the DD(A), AIIMS, Rajkot shall have full powers to check up the meter for its correctness and to take action accordingly.
9. In case of break down, vehicles have to be replaced by other immediately (not more than one-hour gap). In case of non-availability of suitable vehicle, a penalty of Rs. 200/- for the said break down shall be imposed.



10. Vehicle should be in roadworthy condition with neat and clean seat covers along with spare tyres, tools and kits for petty repairs and replacement of tyres. Seat covers required to be periodically washed and changed for the cost of which shall be borne by the contractor.
11. GST shall be paid extra as per actual on production of GST challan along with monthly bill.
12. The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/ officials as well as essential store items while running the vehicle by ensuring safe driving. AIIMS, Rajkot shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to AIIMS, Rajkot have to be suitable compensated by contractor.
13. In no case a vehicle which is not registered for the commercial purpose shall be supplied to AIIMS, Rajkot and taxes etc. due to on such vehicles shall be liability of the contractor.
14. The contractor shall send the vehicle for periodical servicing at his own cost. AIIMS, Rajkot will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be to the contractor's liability.
15. The contractor / authorized representative and all the drivers should be equipped with round the clock communication facility (mobile etc.)
16. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, AIIMS, Rajkot shall have no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
17. AIIMS, Rajkot reserves right to counter offer price to any of the prospective contractors against price quoted by the bidder.
18. It will be the responsibility of the Driver to carry the proper valid insurance at all times in respect of the vehicle and also the passengers. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. The firm shall also agree to indemnify the Department against all losses and claims.
19. The AIIMS, Rajkot shall be liable to pay the hiring charges only. Being the owner of the vehicles, any other liability shall be borne by the contractor. If during the course of engagement of the vehicles to the services of the AIIMS, Rajkot, any harm due to accidents etc. is caused either to the vehicle or to the third party, department will not be responsible. Any liability arising out of such accident will be the responsibility of the firm only. All incidental expenditure towards repair will be borne by the contractor.
20. The rates quoted should be excluding the Goods and Service tax (GST). The GST will be paid additionally only after receiving the photocopy of the GST registration certificate. No GST will be paid if the operator fails to provide proof of valid GST registration. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.



21. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle ferrying official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.
22. The vehicles provided to AIIMS, Rajkot should fulfill the norms prescribed by the Gujarat Government, Department of Transport for hired vehicles.
23. Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by the AIIMS, Rajkot for which the original receipts should be submitted.
24. All incidental expenditure towards repair will be borne by the vehicle owner. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.
25. No compromise will be made by AIIMS, Rajkot towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by the AIIMS, Rajkot, the contract will be cancelled forthwith without any notice by the Competent Authority.
26. The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.

I/We submit this tender after reading the tender notice, instructions, and terms and conditions contained herein and accepted by me/us.

I/We submit this tender after reading the tender notice, instructions, and terms and conditions contained herein and accepted by me/us.

Signature of competent
authority/Firm

(Stamp)

Date:

Name:

Address:

Mobile Number:



DECLARATION

1. I, _____ Son/Daughter/Wife of
Shri _____ Proprietor/Director/Partner/Manager resident of
_____, authorized signatory of the agency/Firm, _____
am 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. The information / documents furnished along with the application form for registration/empanelment are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides resulting in penal/legal liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Place:

Stamp



ANNEXURE-IV

Annual Turnover & Profitability Statement

(On the Letter Head of Chartered Accountant)

I/We have examined the books of account and other relevant records of
(firm name), having its registered office at (full
address of firm) and do hereby certify that:

(1) Annual gross turnover as per Annual Accounts of the firm for last three years in the similar
line of business is as under-

Sl.No.	Financial year	Turnover	Profit before Tax
	2020-21		
	2021-22		
	2022-23		

Signature of CA (with stamp of Firm)

Name-

(Registration No.....)

(Chartered Accountant)

UDIN/Registration Number:

Firm name-

Proprietor name

Signature (with stamp)

Date-



Self-Declaration for non-black listing/ debarment

The certificate below is to be provided by the Vendor.

<To be printed on Company letterhead>

We hereby confirm that our company _____ as on date of submission of the proposal is **not blacklisted** by any Central/State Government/PSU entity in India for corrupt, fraudulent or any other unethical business practices.

Sincerely,

(Signature)

(Name and signature of
Principal officer/Company Secretary)



ANNEXURE-VI

LIST OF HOUSEKEEPING ITEMS

Item Code	Item	Make Equivalent/Brand Desirable
H1	Phenyl with fragrance Lysol all in one	
H2	Phenyl (White - 200 ML)	
H3	Black Phenyl	
H4	Biodegradable Garbage Bags (17*20) all colours	
H5	Biodegradable Garbage Bags (18*26) all colours	
H6	Biodegradable Garbage Bags (24*30) all colours	
H7	Biodegradable Garbage Bags (30*30) all colours	
H8	Biodegradable Garbage Bags-Medium (35*45)	
H9	Biodegradable Garbage Bags- Large (60*80)	
H10	Mop Stick with Refill - 24"	
H11	Wet Mop Refill - 24"	
H12	Soft Broom	
H13	Hard Broom	
H14	Bleaching Powder	
H15	Toilet cleaner (Harpic)	
H16	Hand Gloves	
H17	Dry Mop Set - 18"	
H18	Dry Mop Refill - 18"	
H19	Dry Mop Set - 24"	
H20	Dry Mop Refill - 24"	
H21	Spray Gun Bottle	
H22	Hand Grip Scrubber for Floor Cleaning	
H23	Feather Duster	
H24	Table Duster	
H25	Telescopic Poles	
H26	Toilet Brush	
H27	Bucket-20 Ltr with Carry handle	
H28	Mugs Various Sizes	
H29	Dustbin Foot Operated (12 Lt's)	
H30	Dustbin Foot Operated (6 Lt's)	
H31	Dustbin big size (50 Lt's)	
H32	Green Door Mats Roll	
H33	Cotton Door Mates washable (1.5 Ft by 3 Ft)	
H34	White Towels (Full size)	
H35	White Napkins (Hand towel size)	
H36	Dust Pan	
H37	Glass Scrubber	
H38	Chock Pump for Drain Blockage (Plunger)	
H39	Antiseptic Liquid	
H40	Toilet Cleaning Wiper	



Item Code	Item	Make Equivalent/Brand Desirable
H41	Floor Cleaning Wiper Big	
H42	Floor Cleaning Wiper Small	
H43	Glass Wiper	
H44	Reusable Face Mask	
H45	Sodium Hypo chloride - 5 Ltr	
H46	Harpic Flush Matie	
H47	Twin Bucket Wringer Trolley - 25 l.tr	
H48	Taski (R2) Floor Cleaner - 5 l.tr	
H49	Vim dish Wash - 500 ML	
H50	Toilet Freshener	
H51	Caution Boards-Yellow (2*1)	
H52	Taski (R3) Glass Cleaning Liquid	
H53	Tide detergent	
H54	Tide Detergent Soap	
H55	Mop Cloth	
H56	Glass Cleaning Cloth	
H57	Urinal Pads	
H58	Cockroach Killer Spray (600 ml)	
H59	Insect Killer Spray (600 ml)	
H60	Taski (R5) Room Freshener	
H61	Naphthalene balls	
H62	Green Scrubber	
H63	Steel Scrubber	
H64	Dettol Hand Wash Liquid	
H65	Life boy Hand Wash Soap	
H66	Steel Cleaner	
H67	Cobweb Sticks	
H68	Floor Cleaner Brush	
H69	Bleaching Oil	
H70	Sponge	
H71	Sponge Wipe (Scoth Brite like)	
H72	N microfiber Glass Cleaning Cloth	
H73	BMW Dustbin Set (Black, Yellow, Red, Blue, Green) 10 Ltr	
H74	Acid - 500 ML	
H75	Hand Wash Dispensers	
H76	Empty Spray Bottles (500 ml)	
H77	Water Pipe (1/2")	
H78	Water Pipe (3/4")	
H79	Water Pipe (1")	
H80	Mop Cleaner Brush (Hand Brush)	
H81	Sanitizer Sprayer Pump	
H82	Room Freshener	
H83	Odonil	
H84	All-Out	



ANNEXURE-VII

LIST OF STATIONARY ITEMS

Item Code	Product	Make Equivalent/ Brand Desirable		Specifications
S1	1" Plastic Spring File	Thick Fiber	Cobra	A4 Size
S2	2D Ring File	Solo RB408	Lodha	A4 Size
S3	4D Ring File	Solo RB404	Lodha	A4 Size
S4	A3 Paper rim	JK Copier (75 GSM)	Century (75 GSM)	29.7*42cm
S5	A4 Paper rim	JK Copier (75 GSM)	Century (75 GSM)	21*29.7cm
S6	A4 Colour rim	JK Copier	Expert (75 GSM)	21*29.7cm
S7	Add gel Pen all Colour	Achiever	Add Gel Pro	GR-20 Refil
S8	Add gel Refile all Colour	Achiever	Add Gel Pro	GR-20
S9	Adhesive gum bottles	Camel	Kores	150gm
S10	Adhesive sticker (A4 size) pkt	De'mat	Oddy	210*297MM
S11	Adhesive sticker (ST-12) pkt	De'mat	Oddy	100*44.4MM
S12	Adhesive sticker (ST-24 size) pkt	De'mat	Oddy	64*34MM
S13	Adhesive sticker (ST-8) pkt	De'mat	Oddy	99.1*67.7MM
S14	All pin pkt.	Apex/Zebra	premier	26mm 100 Pin
S15	All Pin T-Shape	Dreamy	premier	30Grams 100Pin
S16	Attendance register (faculty)	Bhandari	Rastogi	30Page
S17	Attendance register (Student)	Bhandari	Rastogi	30Page
S18	Ball Pen Refill All Colour	Butterflow	Reynolds	-
S19	Big permanent Marker (All Colour)	Reynolds	Luxor	2.5mm
S20	Bill Register	As Per Sample		-
S21	Binder clip	Infinity	Oddy	19mm
S22	Binder clip	Infinity	Oddy	41mm
S23	Binder Clip	Infinity	Oddy	51mm
S24	Board Duster White	Oddy	Omega	Magnetic
S25	Board Duster Yellow	Oddy	Omega	Magnetic
S26	Bond paper 100gsm	JK Copier	Bilt	100sheet
S27	Box File	Lodha	Luxor	8*27.5*35
S28	Brown tape(2")	IC Weiner	Wonder	25mtr
S29	Brown tape(3")	IC Weiner	ETI	25mtr
S30	Calculator 12 digit	Casio	Citizen	DJ-240D



S31	Carbon paper pkt	Kores	Camlin	210*330MM 100Sheet
S32	CD R-Writable	Sony	Mozerbier	52*700mb
S33	CD/DVD Marker	Kores	Camlin	Fineline
S34	CD-Writable	Sony	Mozerbier	52*700mb
S35	Cell D Big	Nippo	Duracell	1.5V LR20
S36	Cello tape Dispenser Big	Maruti	Omega	1" & 2" Tap Roll
S37	Cello tape Dispenser small	Maruti	Omega	1/2" Tap Roll
S38	Cello white tape	Wonder 555	IC Weiner	1inch 65M
S39	Cello white tape	Wonder 555	IC Weiner	1/2inch 20M
S40	Cello white tape	Wonder 555	IC Weiner	2inch 65M
S41	Cello white tape	Wonder 555	IC Weiner	3Inch 65M
S42	Chawk colour	Camlin	Kores	144Pcs Pkt.
S43	Chawk white	Camlin	Kores	144Pcs Pkt.
S44	Correction Fluid	Camlin	Kores	15ml
S45	Correction pen	Kores	Reynolds	
S46	Correction Tap	Sony	Camlin	5mm 12m
S47	Dak pad	Neelgagan	Nayan	L15**W10**H11"
S48	Drawing pin pkt	Bharat	Fisselte	100 in each pkt
S49	Dura cell AA	Dura cell	As Per Sample	12*8.5*1.5CM
S50	DVD R-Writable	Sony	H.P.	4.7GB
S51	DVD-Writable	Sony	H.P.	4.7GB
S52	Electrical Bell	Havells Tango	Kolors	Wireless
S53	Engagement dairy	Neelgagan	Cello	-
S54	dairy stand	Kebica	Rasper SDA4 116	A4 Portrait Size
S55	Envelope yellow Plastic Lam.	Taj Mahal	Star	10*12 80gsm



S56	Envelope yellow Plastic Lam.	Taj Mahal	Star	10*14 80gsm
S57	Envelope Brown	Taj Mahal	Star	10*16 80gsm
S58	Envelope White	Taj Mahal	Star	10*16 75gsm
S59	Envelope Yellow Plastic Lam.	Taj Mahal	Star	10*16 80gsm
S60	Envelope Brown	Taj Mahal	Star	11*05 80gsm
S61	Envelope white	Taj Mahal	Star	11*5 75gsm
S62	Envelope Yellow Plastic Lam.	Taj Mahal	Star	11*5 80gsm
S63	Envelope Yellow Plastic Lam.	Taj Mahal	Star	27.9*12.1 80gsm
S64	Envelope Brown	Taj Mahal	Star	28*12 80gsm
S65	Envelope White	Taj Mahal	Star	28*12 75gsm
S66	Envelope Brown	Taj Mahal	Star	A4 80gsm
S67	Envelope Yellow Cloth	Taj Mahal	Star	A4 80gsm
S68	Envelopes size Yellow	Taj Mahal	Star	A4 80gsm
S69	Eraser	Apsara	Natraj	Non Dust 60mm
S70	Fevi stick	Fevi-Stik	Kores	15 GM Non Toxic
S71	Fevi stick	Fevi-Stik	Kores	25 Gm Non Toxic
S72	Fevicol	FeviCol MR	FeviCol Allfix	200 Gm
S73	Fevi-Coll Tube	FeviCol MR	FeviCol Allfix	50 Gm
S74	File Board	Trio	Thick board	-
S75	File flap	Trio	Thick board	4 Flap File
S76	File tag White	National	Handson	L11" 100Pce. Pkt.
S77	File tray	Kebica	Solo	4Tier
S78	Flag sticks for mounting banners	Oddy	De' mat	15*76mm 5Color 250Sheet
S79	Folder L shape	Neelgagan	Golden Transparent	A4 Size 32.1*30.7cm
	E-S Color paper rim	JK Copier (75 GSM)	JK Ledger 75gsm	PS 210*3330mm



S81	F-S Legal Paper rim	JK Copier (75 GSM)	JK Ledger 75gsm	FS 210*3330mm
S82	Gel Pen	Reynolds	Cello	0.5mm Tip
S83	Gem clip Plastic	Dreamy	Kores	100Pes. Per Pkt. 28mm
S84	Gem clip steel	Globe	Kesetko	100Pes. Per Pkt. 28mm
S85	Glossy / Inkjet Paper	De'mat	Oddy	200gsm 60Sheets
S86	golden pen for pen stand	Pronos		-
S87	Green Tag	8"Nylon	National	24" Thick 100tag Pkt.
S88	Inch Tape	Freemans	Lomvum	-
S89	Jetter Pen	Reynolds	Rorito	0.7mm Tip
S90	Massage Pad	StickOn	As Per Sample	2*3 50Sheet
S91	Massage Pad	StickOn	As Per Sample	3*3 50Sheet
S92	Massage Pad	StickOn	As Per Sample	3*4 50Sheet
S93	Note book spiral book	Neelgagan	Classmate	66 14.50*22.50.cm 80Page
S94	Note book spiral book	Neelgagan	Classmate	A4 100 21*29.7.cm 40Page
S95	OHP/Pointed Marker	Kores	Luxor	Fine line
S96	Packing paper brown good Qty.	Star	-	24*1800 80gsm
S97	Paper cutter Big	Mangoose	Zenith	18mm Blade
S98	Paper Shredder	Kores Easy Cut 891	Bambalio BBC-4000	8 Sheet Cut Capacity
S99	Paper Tape	Nexcare	Universal	1" 2"
S100	Paper weight Glass	Kebica	Jupiter	H 70mm* W50mm
S101	Paper weight Plastic	Kebica	Carizo	75mm 100*150gm
S102	Pen black	Reynolds Brite	Cello Fine Grip	045 (0.7mm)
S103	Pen blue	Reynolds Brite	Cello Fine Grip	045 (0.7mm)
S104	Pen Drive	HP USB 3.0	Samsung USB 3.0	16GB



S105	Pen Drive	HP USB 3.0	Samsung USB 3.0	8GB
S106	Pen Drive	HP USB 3.0	Samsung USB 3.0	4GB
S107	Pen Drive	HP USB 3.0	Samsung USB 3.0	32GB
S108	Pen Flair	Sheaffer		045 (0.7mm)
S109	Pen green	Reynolds Brite	Cello Fine Grip	045 (0.7mm)
S110	Pen highlighter	Luxor	Kores	Chisel Point
S111	Pen red	Reynolds Brite	Cello Fine Grip	045 (0.7mm)
S112	Pen stands 2 soket	Kebica Golden	Omega	13*26.5CM 200GM
S113	Pen	Indoselection	Sanio Hi Class	-
S114	Pencil (HB)	Natraj 621 H.B.	Kores	-
S115	Pencil Cell AAA	Dura Cell	Everyday	AAA LR03
S116	Pencil cell Eveready AA	Dura Cell	Everyday	12*8.5*1.5CM
S117	Pencil cell power heavy duty	Dura Cell	Everyday	6F22
S118	Pencil Colour	Camlin	Faber Castell	EN71 Non Toxic
S119	Pencil shorthand	Eagle	Apsara H.B.	-
S120	Peon book	Bhandari	Neelgagan	96 Page
S121	Pilot pen ink	Luxor	Hi-Teepoint	-
S122	Pilot Pen	Luxor/Pilot	Hi-Teepoint	(V-5) 0.50 Tip Size
S123	Poker Wooden Handle	National		36"
S124	Punching Double	Kangaru Blue		DP-800
S125	Punching machine double	Kangaru Blue		DP-600
S126	Punching machine single	Kangaru Blue		SHP-20
S127	Push Pin	Oddy	Chrome JB	100Pcs. Per Pkt.
S128	Remote Call Bell	HEC	Anchor	Mo. 22740
S129	Rolled rim paper sheet	Orient		70gsm
S130	Rubber band packet	Suzu	Knasuee	1/2kg Small & Big Size
S131	Ruler Plastic	Camlin	JB	12"
S132	Ruler Steel	Kebica	Jay hce	12"
S133	Scissor	Cartini gs 21	Infinity	9"
S134	Sealing wax Pkt	Ashoka	Standard	20Sticks 400gm
S135	Sharpener Pcs.	Natraj	Nykan	-
S136	Short hand note book	Neelgagan	Classmate	160page 13*20cm
S137	Signature Pad	Classmate	Neelgagan	-
S138	Sketch pens pkt	Luxor	Echo	12colors Not Tixic
S139	Slip book	Classmate	Neelgagan	Note Pad No.11 50Page
S140	Slip book	Classmate	Neelgagan	Note Pad No.22 50page
	Slip book	Classmate	Neelgagan	Note Pad No.33 50Page



S142	Slip book	Classmate	Neelgagan	Note Pad No.44 50page No. 10
S143	Small stapler	Kangaru Blue	Deli Mini	17.5cm*9.6" 12pcs per Pkt.
S144	Staedtler Yellow Pencil	Kores	Germany	7*11cm 30ML
S145	Stamp pad	Ashoka	Artiline	No. 23S24
S146	Stamp pad ink	Supreme	Ashoka	No. HP-45
S147	Stapler Big	Kangaru Blue		No.23/17-H
S148	Stapler medium	Kangaru Blue	Plier (P22)	No. 24/6
S149	Stapler pin pkt big	Kangaru Blue	Kores	No. 10 1M
S150	Stapler Pin pkt Medium size	Kangaru Blue	Kores	100sheet
S151	Stapler pin pkt Small	Kangaru Blue	Kores	100sheet
S152	Sticky Notes (Adhesive 2*3)	De'mat	Promote	Ledger Paper
S153	Sticky Notes (Adhesive 3*3)	De'mat	Promote	Ledger Paper
S154	Stock Ledger register (400 page)	As Per Sample		Ledger Paper
S155	Stock register (GFR 40)	200 Page		Ledger Paper
S156	Stock register (GFR 41)	200 Page		Ledger Paper
S157	Strip file	Solo	Benelux	A4 Size
S158	Student folder	Solo	Classik	MC112 FS Size
S159	Thread ball	Mhaveer	Simba	-
S160	Uniball Pen	Uniball		-
S161	Waste paper basket	Neelgagan	Cello	5l.tr. Plastic
S162	White board marker	Reynolds	Kores	-
S163	White board marker Ink	Artline	Camlin	-
S164	Sticker ST-4	De'mat	Citizen	-
S165	Cell C	Dura Cell	Everyday	LR-14
S166	Sparkle Bell	Sparkal		-
S167	Small Stapler 10D	Kangaru Blue		2.5*10.5*4.5CM
S168	Solo Ring File	Solo		A4 RB-401 10*14
S169	AIIMS Office file(with AIIMS Rajkot Logo & Details on one side)	As Per Sample		8.5*14
S170	Alphabetic Register	As Per Sample		-
S171	Assistants diary	As Per Sample		8.5*13.5 L/B 250Leaves
S172	Cash book	As Per Sample		6*7
S173	CD mailer	As Per Sample		18.5*13.5
S174	Cheque issue Register	As Per Sample		8.5*13.5 384 p
S175	Dispatch register	As Per Sample		-
S176	Document Bag Thick F/S	As Per Sample		9.5*12
S177	Document Jackets	As Per Sample		-
S178	Double Tape 1"	Premier	Wonder	-
S179	Inward register	As Per Sample		8.5*13.5 300Page
S180	Letter head	As Per Sample		9*11.5 100gsm
S181	Mouse Pad	Logitick		-
S182	Name plate 9"	2.4*9	As Per Sample	-
S183	Note book conference pad A5 Size	As Per Sample		6*9
S184	Note sheet	As Per Sample		9*14 80gsm
S185	Numbering Machine	Gateway	Max	-
S186	Outward register	As Per Sample		8.5*13.5 300 Page



S187	Pay Bill Register	As Per Sample		24*18
S188	Pen tumble leather coated	Kebika	As Per Sample	-
S189	Pen tumbler	Kebika	As Per Sample	-
S190	Pin cushion	JYOTI	Cello	-
S191	Plastic Report File	Solo	Ankita	A4
S192	Plastic Spring File	Solo	Ankita	A4
S193	Register	70gsm		192 page 8*13
S194	Register	70gsm		216 Page Chora
S195	Register	70gsm		288 page 8*13
S196	Register	70gsm		288 Page Chora
S197	Register	70gsm		384 page 8*13
S198	Register	70gsm		480 page 8*13
S199	Register	70gsm		96 Page 8*13
S200	Salary Bill Register	As Per Sample		-
S201	Service Book	As Per Sample		8.5*13.5
S202	Spring File	Neelgagan		10*14
S203	Sutli jute	Good Qty.		1KG good Qty.
S204	Sutli plastic	Swift	Tiger	1KG good Qty.
S205	Table Cell Ball	As Per Sample	Fort HD No. 102	-
S206	Traveling Allowance Register	As Per Sample		8.5*14
S207	Water Pad	Owner	Tiger	85*25mm
S208	Ledger register for stock maintenance	As Per Sample		



ANNEXURE-VIII

Sr.No.	Category	Description
A	Designing & Printing (Category 9)	Cover design, composing, offset printing, screen printing, digital printing, letterpress printing, printing of annual report, Information brochure, Newsletter, answer book, visiting card, invitation card, forms, posters, letter head, ledgers, Registers, Flex or Similar, Banner, Calendar, Certificates, Diaries etc. All above work in Hindi, English or bilingual /regional language.
B	Information Technology (IT) (Category 6)	Software Computer & Server and related Hardware/ Printer, Xerox Cartridge Toner, LCD Projector, Mike, Speaker, Anti-Virus, Cartridge & Tonner of Printer, Cartridge & Tonner of Photocopier Machine etc. and other IT Equipment/Devices as required.

Note: The above given all the lists are tentative/representative, After the initial stage of the vendor registration any no. of items can be added /edited in any given category as per requirement of AIIMS Rajkot. In the given list if any brand name is mentioned it is just for representational purpose and denotes the reputed brand. It should not be considered as a sole brand.

