

अखिलभारतीयआयुर्विज्ञानसंस्थान, मंगलगिरी

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI

ANDHRA PRADESH

A CAB under Ministry of Health & family Welfare, Government of India

Old TB Sanatorium Road, Mangalagiri, Guntur (AP), 522503

Tender No. AIIMS/MG/STORE/Tender/2020-21/RC- STATIONARY

RATE CONTRACT FOR “SUPPLY OF STATIONARY ITEMS FOR AIIMS MANGALAGIRI”

Director, ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI invites online tenders for “Supply of stationary items AIIMS Mangalagiri on rate contract as detailed below in complete accordance with enclosed tender document.

1. The salient terms & conditions of the bid are stated below:

| Description | Supply of stationary items for AIIMS Mangalagiri on rate contract. |
|--|--|
| Mode of Tender | e- Tender |
| Type of Bid | Two Cover Bid |
| Tender Publishing Date | 08/01/2021 |
| Last date and time for submission of Tender | 29/01/ 2021 3.00 PM |
| Date and time for opening of tender | 30/01/ 2021 4.00 PM |
| EMD | Rs.50,000/- |
| Period of Contract | One year from the date of Supply Order and extendable further with the same terms and conditions. |
| For viewing, quoting the detailed NIT and Qualifying Requirement, bidders may also visit our website | http://aiimsmangalagiri.edu.in https://eprocure.gov.in/eprocure/app |

DISCLAIMER

This Tender is not an offer by the All India Institute of Medical Sciences, Mangalagiri but an invitation to receive offer from vendors/bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officers of the All India Institute of Medical Sciences, Mangalagiri with the vendor/bidder.

ABOUT AIIMS

AIIMS Mangalagiri is one of new AIIMS established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Sathya Suraksha Yajna (PMSSY) with the aim of correcting regional imbalances in quality tertiary level healthcare in the country and attaining self-sufficiency in graduate and postgraduate medical education. PMSSY planned to set up new AIIMS like institutions in underserved areas of the country.

These Institutions are established by an Act of Parliament on the lines of the original All India Institute of Medical Sciences in Mangalagiri which imparts both undergraduate and postgraduate medical education in all its branches and related fields, along with nursing and paramedical training to bring together in one place educational facilities of the highest order for the training of personnel in all branches of health care activity.

Online tenders are hereby invited on behalf of the Director, AIIMS Mangalagiri Rate contract for **“Supply of stationary items for AIIMS Mangalagiri”** for a period of One year and extendable for further with same terms and conditions of this tender.

E-TENDER NOTICE

NOTICE INVITING TENDER FOR

RATE CONTRACT FOR SUPPLY OF STATIONARY ITEMS FOR AIIMS MANGALAGIRI

- On behalf of Director, All India Institute of Medical Sciences, Mangalagiri (AIIMS Mangalagiri), invites online bids (e-Tender) through website of AIIMS, Mangalagiri www.aiimsmangalagiri.edu.in (for ref. only) and CPPP <https://eprocure.gov.in/eprocure/app> from reputed & genuine Manufacturers/ Importers/ Authorised Dealers/ Distributors who are interested and eligible to Supply of stationary items for AIIMS Mangalagiri. Manual bids shall not be accepted.
- AIIMS, Mangalagiri request bidders to quote in online only with tender documents uploaded & submit the offer at CPPP website <https://eprocure.gov.in/eprocure/app>
- All interested bidders have to submit as per the tender format available online on e-portal. No other form of bid shall be accepted. Bids shall be digitally signed and uploaded by legally authorized and competent person on behalf of his firm / company and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders.
- The complete bidding process is online. Bidders should be in possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For any assistance for e-bidding process, if required, bidder may contact to the helpdesk at 0135-2462915.
- The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed stamped by authorised signatory and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- Any future clarification and/or corrigendum(s) shall be communicated through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app> or AIIMS, Mangalagiri website: <https://www.aiimsmangalagiri.edu.in/> . The bidders are required to regularly check the website to know about any/all such corrigendum(s) as only these bids, taking care of such corrigendum(s) shall be considered for finalisation of the tender.
- Bidder should necessarily enclose a covering letter mentioning a summary of enclosed document with proper numbering. Secondly, bid should also attach a compliance sheet as per specification mentioning that they are complying with all specification or have any deviation.
- Hard Copy of earnest money deposit must be delivered to AIIMS, Mangalagiri on or before last date/time of Bid Submission as mentioned above. The bid without EMD will be summarily rejected. The scanned copy of the EMD should be attached with the technical bid.

**Sr. Store Officer
(For Director, AIIMS Mangalagiri)**

ELIGIBLE CRITERIA POINTS OF THE NOTICE INVITING TENDER

Online electronic bids (e-tenders) are invited for the Supply of stationary items for AIIMS Mangalagiri for a period of one year. Bids will be accepted from reputed & genuine manufacturers/ dealers/suppliers/Authorised Distributor/importers only. The salient features of the tender are as under:

1. **Earnest Money Deposit (Refundable) :** Rs. 50,000 The EMD of successful bidder shall be discharged after submission of performance security bank guarantee. The EMD shall be deposited through Bank Guarantee/Demand Draft/FDR drawn in favour of the Director, AIIMS Mangalagiri.
2. **Validity of offer :** The offer shall be valid for 180 days from the last date of submission of the bid and if your offered rates and items are accepted for Rate Contract the same will remain valid for the entire period of Rate Contract, i.e., The Rate Contract will be valid for period of one year from the date of issue of Rate Contract. It may be further extended for a period of six months or till the finalization of new rate contract whichever is earlier, if required.
3. The award of the Rate contract is not linked with the procurement style opted by Institute during the entire period of rate contract. Any item under the rate contract may be procured through supply order. Modality of procurement and inventory management of any item may be changed at any point of time.
4. **EXPERIENCE AND TURN OVER :** Tenderer should have supplied similar nature of items during last 3 years to Government hospitals / reputed private hospitals, organizations and the copy of the same should be provided.
The firm/supplier/contractor should be registered and should have minimum average annual turnover at least ₹ 10.00 Lakhs during the last three financial years. Copies of, Turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India. long with copies of authenticated Balance Sheet & P&L Account for the last three financial years. should be provided.
5. **Performance Security :** The performance guarantee should be in the form of bank guarantee /fixed deposit receipt from a scheduled bank.
Those vendors who have been identified for the purpose of Rate Contract will be required to deposit the performance security of Rs.1,00,000.00/-(One Lakh) within 03 weeks after accepting the Rate Contract and it should be valid for a period of 15 months from the date of Rate Contract.
6. Bidder should have a valid licences/certification for supply.

SPECIAL TERMS & CONDITIONS OF THIS TENDER

- a) Rates should be quoted for one unit only i.e., one pack, one number/pair, one litre etc. MRP mentioned should be for the minimum saleable pack i.e., one pack, one number/pair, one litre etc.
- b) Each bidder need not quote for all the items in case the firm is not in a position to supply all the items.
- c) **Delivery of goods shall be made by the supplier within 06 days of placing of purchase order, however, in case of emergent requirement, bidder has to supply the required quantity of goods within 24 hours of placing of order also. In few cases the items are to be delivered at a very short notice i.e., within 2-4 hours.**
- d) Rates quoted should be exclusive of taxes. Rate of GST against each item must be quoted as per format of Financial Bid.
- e) The prices quoted by the bidder should not exceed the controlled price, if any, fixed by the Central / State Government and the Maximum Retail Price (MRP) of the item.
- f) The quoted rates should be F.O.R (freight on road), insurance, cartage, labour charges etc. on Door Delivery basis at AIIMS, Mangalagiri.
- g) Specifications of the quoted item should be the same as per the details given in the tender.
- h) Any plea for clerical / typographical error etc. would not be accepted. No Correspondence will be entertained after opening of Financial Bid.
- i) Conditional bid would not be entertained.
- j) A rational balance of quality, quantity and cost of the product offered / quoted by the firms, which meet the eligibility criteria, shall be the sole basis of awarding the contract.
- k) The store offered should have 75% of remaining shelf life in case of products manufactured in India and 60% remaining shelf life in case of imported products. Loss or premature deterioration due to biological and or due to other factors, during the life span of the store shall have to be made good by the contractor free of cost.
- l) Supply of material is covered under this rate contract may increase or decrease. It will be made available on the basis of written supply order with terms and conditions as enumerated therein. It shall be the responsibility of supplier to have an access with Central Stores to maintain the optimum inventory level. This has been decided to tide over the problem of over stocking including near expiry / slow moving/ non-moving inventories, for which following mechanism will be observed: -
 - i. Besides having liaising with user department, you may be allowed to have access to computerized system concerned.
 - ii. Stock in hand position provided on demand.
 - iii. Access to Hospital/Central Stores is allowed to know the status of expiry / slow moving/ non-moving products.

- iv. The company will own the responsibility of overstocking & expiry.
- v. The company will take all preventive measures and will keep informed Procurement officer in writing about any specific item / quantity mentioned in supply order that may lead to overstocking or expiry.
- vi. In case of any difficulty in getting the feedback from Hospital Stores, you may contact Sr. Store officer/ Director.
- vii. The Institute has the right to switch over from supply order-based procurement to consignment / utilization-based procurements also.
- m) All approved items on Consignment / Utilization basis must be made available in sufficient quantity to cater the whole need of the Institute, Lead time for replenishment of such stocks will be 48 to 72 hours. It will be communicated by telephone, fax or e-mail to you or your authorized distributor.
- n) **Liquidated Damages:** If the suppliers fail to deliver and place any or all the item or perform the service by the specified date as mention in purchase order, penalty at the rate of 0.5% per week of delayed value of goods subject to the maximum of 10% of delayed goods value will be deducted, afterwards another penalty may be imposed.
- o) Bidder should uphold good business practices.
- p) Efforts have been made to avoid duplication in the list of items tendered. However, in case of any identical/similar products/items tendered in duplicate intentionally or unintentionally, the Central Stores reserves the right to club the technical/Financial Bids for comparison and finalization of Rate Contract.

INSTRUCTIONS TO BIDDER

1. Online E-tendering is invited on behalf of Director, All India Institute of Medical Sciences, Mangalagiri (AIIMS Mangalagiri) bid system (Techno-Commercial Bid and Financial Bid) from reputed, experienced and financially sound, interested and eligible bidders to supply of various consumable items to AIIMS Mangalagiri. **Manual bid will not be accepted.** The bid is to be submitted online only on <https://eprocure.gov.in/eprocure/app> up to the last date and time of submission of bids.
2. These items will be purchased on monthly basis / as or when required.
3. Tender documents can be viewed and downloaded from the website of AIIMS, Mangalagiri www.aiimsmangalagiri.edu.in (for reference only) and Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> as per the schedule as given Tender Date Sheet.
4. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
5. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>. **Broad outline of activities from prospective Bidders:**
6. **Digital Certificates** : For integrity of data and authenticity / non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (C.A) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]
7. **EMD**

The EMD shall be deposited through Bank Guarantee/Demand Draft/FDR drawn in favour of the Director, AIIMS Mangalagiri. The original Earnest Money must be delivered to ***Sr.Stores Officer, First Floor, Dharmashala Building, AIIMS, Mangalagiri, Andhra Pradesh -522503*** till bid opening date and time as mentioned in “Critical Date Sheet” failing which the bid shall be summarily rejected.
8. **Registration** :
 - Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
 - As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate issued by any Certifying Authority recognized by CCA India (e.g., Sify / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

9. SEARCHING FOR TENDER DOCUMENTS :

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- Tender documents can be viewed and downloaded from the website of AIIMS, Mangalagiri www.aiimsmangalagiri.edu.in (for reference only) and Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

10. PREPARATION OF BIDS :

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- Please note the Number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR /

DWF/JPG Tender No.: Formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

11. SUBMISSION OF BIDS :

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.
- The tender shall be digitally uploaded using their DSC in two part, viz., technical bid and Financial Bid.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- The documents being submitted by the bidders would be encrypted using PKI encryption all techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.
- Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e., after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid Tender No. Summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

12. ASSISTANCE TO BIDDERS :

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120- 4001002.

13. Eligible Bidders :

- Bidders shall, as part of their bid, submit a written power of attorney authorizing the signatory of the bid to bind the bidder.
- This Invitation for Bids is open to pre-qualified bidders as well as other bidders who meet BEC.
- Bidders should not be associated or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.

- The bidder shall not be under a declaration of ineligibility by Purchaser for corrupt or fraudulent practices as defined in ITB.
- The bidder is not put-on black listed by any Government Department/ Public Sector Company.

14. Language of Bid :

The bid prepared by the bidder as well as all correspondence/drawings and documents relating to the bid exchanged by bidder and the PURCHASER shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an ENGLISH translation, in which case, for the purpose of interpretation of the bid, the ENGLISH translation shall govern.

15. Period of Validity of Bids :

- The bid shall remain valid for acceptance for Six (6) months from the bid due date. PURCHASER shall reject a bid valid for a shorter period being non-responsive.
- In exceptional circumstances, prior to expiry of the original bid validity period, the PURCHASER may request that the bidder extend the period of bid validity for a specified additional period. The requests and the responses thereto shall be made in writing (by fax / post /e-mail).

16. Amendment of Bidding Documents :

- At any time prior to the bid due date, the AIIMS Mangalagiri may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents, by issuing addenda.
- Any addendum thus issued shall be part of the Bidding Documents pursuant and shall be notified in writing by fax/post to all prospective bidders who have received the bidding documents. Prospective bidders shall promptly acknowledge receipt of each addendum by fax/post to the Purchaser.
- AIIMS Mangalagiri may, at its discretion, extend the bid due date in order to allow prospective bidders, a reasonable time to furnish their most competitive bid taking into account the amendments issued.

17. Late Bids

Any bid received by the PURCHASER after the deadline for submission of bid prescribed under IFB shall be rejected and returned unopened to the bidder.

18. Purchase Preference

Purchase preference to Central government public sector Undertaking shall be allowed as per Government instructions in vogue, if applicable.

19. Award Criteria

Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder. **L1 will be decided on an individual item basis.** In case of tie for any item, the bidder who will stand as L1 for highest number of items will be awarded contract for that particular item.

20. PURCHASER's Right to Vary Quantities at Time of Award

PURCHASER reserves the right at the time of award of ORDER to increase or decrease the quantity of MATERIAL specified in the Material Requisition, without any change in unit price or other terms and conditions.

21. PURCHASER's Right to Accept Any Bid and to reject Any or All Bids

AIIMS Mangalagiri reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the ground for the PURCHASER'S ACTION.

22. Acceptance of Purchase Order

AIIMS Mangalagiri will issue the Purchase Order to the successful bidder, who, within 15 days of receipt of the same, shall sign all pages and return the acceptance copy to AIIMS Mangalagiri.

23. Inspection, Testing &Expediting:

Purchaser or its representative shall have the right to inspect and / or test the goods to confirm their conformity to the contract specifications. The inspection & tests may be conducted on the premises of the seller at the point of delivery and / or at the good's final destination. All reasonable facilities & assistance including access to drawings & production data shall be furnished by seller to purchaser free of cost. When stores are rejected by the consignee, the same will be intimated to the supplier with the details of such rejected stores as well as the reason for their rejections and that the material will be lying at the consignee's premises at the risk and cost of supplier. The supplier will also be called upon either to remove the materials or to give instructions as to their disposal within 15 days and in the case of dangerous/infested and perishable materials within 24 hrs, failing which the consignee will either return the materials to the supplier on freight to pay or otherwise dispose them off at the supplier's risk and cost. The consignee will also intimate the concerned paying authority, quantity of the materials rejected so as to recover the freight charges from the supplier

24. Payment terms:

After receipt and acceptance of material by AIIMS Mangalagiri, supplier shall submit bills. 100% Payment will be released normally within 30 days after submission of bills, through online mode e-banking.

25. Corrupt or Fraudulent Practices

AIIMS Mangalagiri requires that Bidders/Suppliers observe the highest standard of ethics during the procurement and execution of the order. In pursuance of this policy, the Purchaser:

defines, for the purposes of this provision, the terms set forth below as follows:

- i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;

will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question; will declare a firm ineligible, either indefinitely or for a stated period of time, if at any time the Purchaser determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.

26. Technical Bid

Following documents to be uploaded using their DSC by the bidder along with Technical Bid:

- i. Signed & scanned copy of proof for payment of Earnest Money Deposit (EMD) & duly attested copy of PAN, duly attested copy of GST registration certificate.
- ii. Signed & scanned copy of Tender Acceptance letter.
- iii. Signed & scanned copy of the Income tax returns (ITR) for last three Financial Year.
- iv. Signed & scanned copy of Copies of Turnover C.A certificate along with copies of authenticated Balance Sheet & P&L Account for the last three financial years. should be provided.
- v. Signed & scanned copy of Non-conviction/ No pending conviction certificate attested/ issued by Notary for preceding three years
- vi. Signed & scanned copy of Self-Declaration on Rs 10/- Non-judicial stamp paper (Notarized) about lowest rate & passing on the Downward rate revision (Annexure IV)
- vii. Signed & scanned copy of List of Institute/Hospital/Organisation where the company supplying the tendered item during last 3 years.

- viii. Signed & scanned copy of a Notorised affidavit on Rs. 10/- Non-Judicial stamp paper certifying that the firm has not been black listed in the past by any Government/Private Institution and there is no vigilance/CBI/case pending against the firm/supplier.
- ix. If Bidder is manufacturer: Signed & scanned copy of Valid Manufacturer Authorization Certificate with reference to tender number (if applicable)
- x. If bidder is Importer: Signed & scanned copy of Valid Importer Authorization Certificate with reference to tender number (if applicable)
- xi. Signed & scanned copy of Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items.
- xii. Signed & scanned copy of any other information important in the opinion of the tenderer. Signed and Scanned Copy of Notarised affidavit on Rs. 10/- of Integrity Pact.

AIIMS TERMS AND CONDITIONS

1. The Bidder should be registered with appropriate tax authorities such as Income Tax, GST etc. and should submit valid certificates of registration with these authorities.
2. The bidder shall be an Income Tax registered entity operating in India for a minimum period of 1 years.
3. The agency should not have been blacklisted/debarred by central / state government departments /undertakings.
4. At any time before the submission of bids, AIIMS, MANGALAGIRI may amend the tender by issuing an addendum in writing or by standard electronic means.
5. Even though bidders may satisfy the above requirements, they may be disqualified if they have:
 - a) Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
 - b) If confidential inquiry reveals facts contrary to the information provided by the bidder.
 - c) If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
6. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents.
7. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
8. The bidder is required to fill up the entire format as provided in the relevant Annexures of the tender document.

9. At any time prior to the deadline for submission of bids, the AIIMS, Mangalagiri may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment.
10. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.
11. The duly filled in tender should be submitted in sealed cover ne in the prescribed with all supporting documents.
12. Prices shall be quoted in Indian Rupees only.
13. **Opening and Evaluation of Bids:**
 - a) The AIIMS Mangalagiri will open all bids on the appointed date and time.
 - b) Any effort by a Bidder to influence the AIIMS Mangalagiri in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
 - c) Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.
 - d) The AIIMS Mangalagiri will award the contract to the Bidder whose bid has been determined to conform to technical parameters of the specific scope of work and one who has offered most competitive rates.
14. The AIIMS Mangalagiri reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the AIIMS Mangalagiri action.
15. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by proprietor/owner or authorized representative.
16. It will be the sole responsibility of the bidder alone to execute the entire contract on its award. No subcontracting, in any form will be permitted.
17. The bidder must obtain for himself on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filing the tender and for entering into a contract for the execution of the same and acquaint himself with all local laws, regulations and practice.
18. The Courts of India at Vijayawada/Guntur will have exclusive jurisdiction to determine any proceeding in relation to this contract.
19. Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage

GENERAL TERMS AND CONDITIONS

1. Bids will be accepted from registered manufacturers/dealers/suppliers/Authorised Distributor/importers only
2. Conditional Bids shall not be accepted.
3. The period of contract arrangement shall be for One year from the date of contract commencement. AIIMS MANGALAGIRI may terminate the contract at any given time if any serious lapse in performance is noticed during the course of contract.
4. **The rates to be approved in the tender shall be valid for the whole of the period of the contract and no enhancement in rates will be allowed for any reason whatsoever, during the contract period of one year.**
5. Tender should be for “All Inclusive Basis”
6. Once the tender is accepted and the contract is finalized, the contractor will be expected to keep in touch with the AIIMS MANGALAGIRI for further orders throughout the period of the contract and comply promptly.
7. The bid security (EMD) shall be returned to the unsuccessful bidders after finalization of contract with successful bidder.
8. Bidders are not allowed to submit more than one bid for the same/similar tendered item else all his bids shall be cancelled thereby resulting in disqualification in addition to forfeiture of the EMD.
9. To assist in the analysis and evaluation of bids, the Competent Authority, may ask bidders individually or jointly for clarification of their bids. The request for Clarification and the response shall be in writing but no change in the price or material/ substance of the bid offered shall be permitted.
10. After evaluation, the work shall be awarded normally to the Agency fulfilling all the terms and conditions of the contract and who has quoted the lowest rate as per financial bid after complying with the all relevant Acts / provisions as stated / referred for adherence in the tender document.
11. **Period of validity:** The Rate Contract will be valid for period of one year from the date of issue of Rate Contract. It may be further extendable on mutual consent or till the finalization of new rate contract.
12. **Authority to the purchase:** Any officer designated by the Institute shall be entitled to exercise all the rights and powers given in the contract
13. **Responsibility of the Bidder for executing the contract:** The bidder shall perform the contract in all respect in accordance with the terms and conditions mentioned therein. The bidder shall remain responsible until the actual delivery of the goods is made to the consignee at the stipulated place.
14. **Rate:** The rate quoted by bidder shall remain fixed until the completion of contract.

- a) All rates quoted should be for ONE UNIT.
- b) Rate quoted should be exclusive of taxes. Rate of GST against each item must be quoted as per format of Financial Bid.
- c) All rates quoted should be F.O.R. destination i.e. Central Stores AIIMS, Mangalagiri
- d) The Institute will not own responsibilities for issuance of road permit and clearance of consignment from any road, rail, air, postal terminals etc.
- e) No escalation in rates (except Govt levy / tax) would be permissible.

15. Change in Constitution of firm: Any change in the pattern of ownership of the contracting party will not nullify the provisions of the contract. The contract will devolve on the successor owners.

16. Fall Clause: If at any point of time during the execution of the contract, the contractor reduces the MRP / Sale Price or sells or offers to sell such stores, as are covered under the rate contract of the Institute, to any Government Organization (Central/State Government Hospital/Institute) at a fixed price lower than the price chargeable under the rate contract of the Institute, He/she shall mandatorily notify any such reduction in MRP or Sale Price or offer of sale to the purchaser within a month of the earliest date of such a reduction in price. The price payable under contract with the purchaser will stand correspondingly reduced from the date of reduction of price as notified or evidence obtained of such reduction in the price. In case of delay (more than one month) in such a notification the difference in cost will be recovered and Director AIIMS MANGALAGIRI shall have the right to impose penalty such as forfeiture of Performance Security, cancellation of Rate Contract or possible removal of name from list of suppliers (any or all of the above). If such information comes to the notice of Central Stores authority from other sources, suitable action shall be initiated. Variation, if any, will be governed by the terms & conditions as enumerated in proposed rate contract.

17. Inspection and sampling at the consignee's end:

- a) **Sample/demonstration:** - In case, the item requires prior submission of sample/performing demonstration, tenderer will have to submit sample/perform demonstration of the equipment/item before the competent authority of the institute, the bidder will have to bear all expenses for the same sample/non performing demonstration will disqualify the bidder in the technical bidding process and financial bid of the bidder will not be opened.
- b) After the receipt of the consignment, the demanding officer may draw a sample out of each consignment and send it for testing at one of the approved testing laboratories/user departments. If the sample/samples is/are found not of standard quality, the consignment shall be rejected. If the product is found to be not of standard quality for any of the above- mentioned reasons, the total cost of laboratory test will be recovered from the supplier. Where there are visible and obvious defect in the consignment, it shall be rejected.
- c) In case the quality of goods supplied are not in conformity with the standard given in tender document and as per the samples supplied or the supplies are found defective at

any stage these goods shall immediately will be taken back by the supplier and will be replaced as per quality standards set in tender document, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in conformity with required description / specifications and liquidated damages shall be imposed in addition to the cost of re- tender.

- d) Purchaser reserves the right to depute persons as may be designated by him to visit the premises of the manufacturers for ensuring that GMP(s) are observed by the manufacturers. It is also open to the purchaser to send persons as may be designated by him to inspect stores and draw samples from there before dispatch of consignment.
- e) In case of rejection of stores, the supplier will have to replace the entire quantity or make full payment of entire consignment against the particular invoice irrespective of the fact that part of the supplied stores may have been consumed.
- f) Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender, failing which, the tender will not be considered. The tenderer must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues must be attached with the tender in original, failing which, bidder may be disqualified

18. Penalty Clause:

- a) **Non-execution of supply order** -For non-supply of item 10% of Billing Amount of non-supplied items will be charged as penalty. Repeated failure (Three times) to supply in part or in full may amount to termination of rate contract for the product (s) and forfeiture of Performance Security. Reasons of failure to supply the material will be communicated by the firm to the Central Stores timely.
- b) **Late delivery clause - Penalty:** If the suppliers fails to deliver and place any or all the Equipment/item or perform the service by the specified date as mention in purchase order, penalty at the rate of 0.5% per week of delayed value of goods subject to the maximum of 10% of delayed goods value will be deducted, afterwards another penalty may be imposed.

19. Disputes and Arbitration: All disputes or differences arising during the execution of the contract shall be resolved by mutual discussion failing which the matter will be referred to the Director (AIIMS, Mangalagiri) for arbitration whose decision shall be the final binding on the contracting parties.

20. Laws governing the contract:

- a) This contract shall be governed by the laws of Andhra Pradesh, India
- b) The Courts of Vijayawada/ Guntur shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.
- c) Terms and expressions not herein defined shall have the meaning assigned to them, if any, in the Indian Sale of Goods Act, 1930 or the Indian Contract Act, 1872 or the General Clauses Act, 1897 as amended from time to time.

- d) In view of the notification issued by the Ministry of Health & Family Welfare, Government of India, Gazette Notification no. SO 1468 (E) dated 6.10.2005 and GSR 627 (E) dated 7.10.2005, it would be sole responsibility of the Rate contract holder to comply with the applicable rules and regulations from time to time.
- e) Central Stores will entertain only direct correspondence from RC holder.

21. Information required on challan & bills:

a. Challan: Supply order will be released and you may execute the supplies directly or through billing agency. Challan must be endorsed by the security personal at AIIMS Mangalagiri main gate. The endorsement must clearly mention time and date of entry of the material. The Challan must always bear the following information:

- i) Name of the item as, it is mentioned in Rate contract/ supply order.
- ii) Name of the item as, it is mentioned in the product literature of the company (i.e. Brand if any)
- iii) Size of the item
- iv) Supply order no. and Date
- v) Date of manufacturing
- vi) Date of expiry
- vii) Batch number
- viii) Quantity of each item (in unit) (ix) Maximum Retail Price (MRP)

b. Pre-receipted Bill (Tax Invoice), must always bear the following information:

- (i) Name of the item as, it is mentioned in Rate contract/ supply order.
- (ii) Name of the item as, it is mentioned in the product literature of the company (i.e. Brand Name if any)
- (iii) Size of the item
- (iv) Supply order no. and Date
- (v) Date of manufacturing
- (vi) Date of expiry
- (vii) Batch number
- (viii) Quantity of each item (in unit)
- (ix) Value of each item
- (x) Total value of the bill

(xi) The amount of GST paid by the supplier.

(xii) Maximum Retail Price (MRP)

22. PAYMENT: -

- i)** 100% payment shall be made on receipt of goods in satisfactory conditions and submission of bill with the material/challan.
- ii)** Payment will be made after submission of bill, with early Payment option facility to be enumerated in the supply order.
 - (a)** Payment options are applicable against 100% supplies.
- iii)** Bills not received in accordance with the instructions as required on challan/ bill (Mentioned above) will not be entertained / processed for payment by the Institute.
- iv)** The part supplies are accepted for the sake of convenience of Central Stores only.
- v)** The Institute retains the right of returning (to the supplier/s) any item in any quantity that helps to manage the inventory in most economical manner. The value of returned goods would be adjusted in any possible manner that suits the need of the Institute.
- vi)** Bill in triplicate and pre-receipted invoice must be submitted along with copy of challan at the time of supply of the material at Central Stores. You are advised to comply this point very strictly to avoid any delay in release of the dues. Further you must ensure uninterrupted supply and change of billing agency, will in no way affect the supply schedule.
- vii)** Any variation in the prices detected at any point of time, the sole responsibility would rest with the firm and shall invite necessary action such as recovery/Administrative action as deemed proper
- viii)** Billing agency may collect payment in its own name for supplies made under written authorization from the manufacturer/importer.

23. Recovery of Excess Payment made to Supplier Agency:-If a result of post payment audit any over payment is detected in respect of any supply/work done by the supplier Agency or alleged to have been done by the Agency under this Tender Enquiry, it shall be recovered by the Institution from the Agency and Agency is liable to be deposit back the excess extra amount received by them from their agreeable amount as per Purchase Order/Work Order from AIIMS Mangalagiri within 30 days' time period as and when they will receive written request from AIIMS Mangalagiri in this connection.

24. Transportation of Goods :

- **Instructions for transportation of imported goods offered from abroad:** The supplier shall not arrange part-shipments and/or transshipment without the express/prior written consent of the purchaser. The supplier is required under the contract to deliver the goods to the Consignee Site destination through under CIP (Named port of destination) to AIIMS Mangalagiri, Mangalagiri Town, Guntur District, Andhra

Pradesh) terms; the shipment shall be made by Indian flag vessel or by vessels belonging to the conference lines in which India is a member country through India's forwarding agents/coordinators. In case the forwarding agent/coordinators are unable to provide timely adequate space in Indian flag vessel or by vessels belonging to the confederation; in case of airlifting of imported goods offered from abroad, the same will be done only through the National Carrier i.e. Air India wherever applicable. In case the National Carrier is not available, any other airlines available for early delivery may be arranged.

- Instructions for transportation of domestic goods including goods already imported by the supplier under its own arrangement: In case no instruction is provided in this regard, the supplier will arrange transportation of the ordered goods as per its own procedure up to Consignee Site (i.e. AIIMS Mangalagiri, Mangalagiri Town, Guntur District, Andhra Pradesh).
- In case bidder to whom the supply order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Mangalagiri) may recover from the vendor the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the ordered goods, the supply order may be cancelled and bid security deposit will be forfeited.

25. Force majeure : Any failing or omission to carry out the provision of the contract by the supplier shall not give rise to any claim by any party, one against the other, if such failure of omission or arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake hurricane or any pestilence or from civil strikes, compliance with any statute and/or regulation of the Government, lockouts and strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to 'force majeure' conditions.

26. Termination of Contract: In case any party (Institute or the company) wants to withdraw from the rate contract, it can do so after giving 03 (three) months" notice in writing to the Central Stores. The Director reserves the right to accept or reject any offer partially or fully without assigning any reason.

27. Exclusive right : The Director, AIIMS Mangalagiri, India has the full and exclusive right to accept or reject, increase or decrease order quantity, any or all the tenders without assigning any reasons and also to cancel the supply at any time without assigning any reason.

28. The tender is liable to be disqualified in case of any one or more of the following:

- a) Non- submission in accordance with terms and conditions of the Tender Form.
- b) During validity of the quotation period the tenderer increases his quoted prices.

- c) The tenderer qualifies the Tender with his own conditions.
- d) Receipt of incomplete form including rate schedule.
- e) Receipt after due date and time.
- f) Having not submitted Earnest Money Deposit in the form of pay Order/Demand Draft/Cheque and Bank Guarantee.
- g) Information submitted in Technical bid is found to be incorrect or false any time either during the processing of the contract (no matter at what stage) or during the tenure of the contract.
- h) Awardee of the contract qualifies the letter of acceptance of the contract with his own conditions.
- i) The bidder is found to be in arrears or default with regard to payment of dues to any concerned local Government agencies.
- j) Multiple bids being submitted by one party or of common interest are found in two or more tenderers, the parties are liable to be disqualified.
- k) While processing the tender documents, if it comes to the knowledge of the AIIMS, MANGALAGIRI that some of the bidders have formed a cartel resulting in delay/holding up the processing of tender, the tenders involved in cartel are liable to be disqualified for this contract as well as for a further period of two years.
- l) The bidder is found to have negative net worth on the basis of the audited Balance Sheet/Profit & Loss a/c in any year during the last three years submitted with the tender.
- m) Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
- n) Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
- o) If confidential inquiry reveals facts contrary to the information provided by the bidder.

Note: The list given above is indicative and not exhaustive, decision of AIIMS MANGALAGIRI in this respect shall be binding and no representation shall be entertained in this respect.

- 29. The AIIMS Mangalagiri does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all tenders without assigning any reason, whatsoever.
- 30. Any change in the constitution of the concern of the Contractor shall be notified forthwith by the Contractor in writing to the AIIMS Mangalagiri and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Contractor in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.
- 31. The normal payment terms are processed within 30 days of submission of correct bill.

32. At any time before the submission of bids, AIIMS, MANGALAGIRI, may amend the tender by issuing an addendum by standard electronic means and shall be displayed on the AIIMS, MANGALAGIRI website. If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by the AIIMS, MANGALAGIRI.
33. Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of any such instance, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed.
34. The Director, AIIMS Mangalagiri reserves the right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Director, AIIMS Mangalagiri shall be final. The work can be awarded to one or more agencies if need arises.
35. Some of the items may be kept on utilization or consignment basis as elaborated in the tendered list.
36. The firms who intend to participate in the tender should first ensure that they fulfil all eligibility criteria as prescribed in the general terms & conditions.
37. The bidder submitting his / her tender would be deemed to have thoroughly read, considered and accepted all the terms & conditions mentioned in the tender document enquiries shall be entertained in respect of acceptance or rejection the bid.
38. **The shelf life of the items should be greater than or equal to 75% at the time of supply.**
39. Efforts have been made to avoid duplication in the list of items tendered. However, in case of any identical/ similar products/ items tendered in duplicate intentionally or unintentionally, the Central Stores reserves the right to club the technical/Financial Bids for comparison and finalization of Rate Contract.
40. The Integrity pact (Annexure- "X") shall be a part of this document and has to be signed by bidder(s) at the pre-tendering stage itself, as a pre-bid obligation and should be submitted along with the Techno-Commercial Bids. All bidders are bound to comply with the integrity pact clauses. Bids submitted without signing the integrity pact will be able initio rejected without assigning any reason.

Guidelines for the Financial Bid:

- a) Rates should be quoted for one unit only i.e. one tab, one amp/vial, one bottle etc. MRP mentioned should be for the minimum saleable pack i.e. one strip, one vial, one bottle etc.
- b) Rates quoted should be exclusive of taxes. Rate of GST against each item must be quoted as per format of Financial Bid
- c) The prices quoted by the bidder should not exceed the controlled price, if any, fixed by the Central / State Government and the Maximum Retail Price (MRP) of the item.
- d) The quoted rates should be F.O.R destination (AIIMS, Mangalagiri)

- e) Quoted item serial no. should be the same as the serial no. detailed in the item list of the tender document.
- f) Specifications of the quoted item should be the same as per the details given in the tender.
- g) Any plea for clerical / typographical error etc. Would not be accepted. No Correspondence will be entertained after opening of Financial Bid.
- h) **A rational balance of quality, quantity and cost of the product offered / quoted by the firms, which meet the eligibility criteria, shall be the sole basis of awarding the contract.**
- i) The store offered should have 75% of remaining shelf life in case of products manufactured in India and 60% remaining shelf life in case of imported products. Loss or premature deterioration due to biological and or due to other factors, during the life span of the store shall have to be made good by the contractor free of cost.
- j) Bidder should uphold good business practices.

Note : PROCUREMENT ON SUPPLY ORDER BASIS

Disqualification of the bid:

- a. Any deviation from the documents listed in the Tender Checklist of the Tender Documents would lead to disqualification of the bid.
- b. Any action on the part of bidder to influence any official will amount to rejection of his bid.

Definitions & Interpretations of Different terms & Terminology

In this tender, the words & expression used shall have the meaning / definition / expression as under:

- a) Institute means All India Institute of Medical sciences, Mangalagiri.
- b) Contracting Authority means the designated officers on behalf of the Director
- c) Bidder means any direct reputed & genuine manufacturers/dealers/suppliers/ Authorised Distributor/importers in India.
- d) “Rate Contract” includes the notice inviting tender, general terms & conditions, definition & interpretations, instructions to bidders, tender acceptance and submission of declaration forms.
- e) “Contractor” means the person, firm or company with whom the contract is made.
- f) “Inspection” means inspection carried out by the person specified in the contract
- g) “Purchaser” means the authority accepting the tender.
- h) “Supply Order” means an order for the supply of goods.

- i) Utilization means vendor managed Inventory where the vendor keeps the track of their items required & consumed.
- j) Consignment basis means when the vendor keeps the approved goods at his cost & risk.
- k) “Test” means such tests as are considered necessary.
- l) “Unit” means the unit of purchase as specified in the schedule of goods.
- m) GST” means tax payable under the GST Act 2017 on sale or purchase of goods as the case may be or any tax in place of GST during the currency of contract.
- n) **Tax Invoice:** Where the GST has been paid on the purchase of goods by the Institute’s Central Stores and such goods have been sold / used in the Institute, the amount of tax paid to the vendor on the purchase of such goods shall subject to input credit of tax paid on the purchase or sale of goods under the rules. The vendor / authorized billing agency shall provide the tax invoice for availing the tax input credit.
- o) Manufacturer means that makes the first sale of such goods after manufacturing.
- p) Importer means the firm who makes the first sale of such goods after imports
- q) Purchase price means amount of valuable consideration paid or payable for purchase of goods.
- r) “Billing agency” refers to the Rate Contract holder (manufacturer) itself or to any Agency/clearing agent appointed by the Rate Contract holder (manufacturer). Name & Address of Billing Agency will be informed by the tenderer after award of Rate Contract (if required).

FINAL DECISION-MAKING AUTHORITY

The Director, AIIMS, Mangalagiri reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the AIIMS, Mangalagiri to the Bidder(s).

AMENDMENT OF TENDER /SUBMISSION OF MULTIPLE BIDS

Before the closing date and time for submission of bid, the AIIMS Mangalagiri, at its discretion, may modify the tender document by issuing addendum/corrigendum.

Any addendum/corrigendum thus issued would be a part of the tender document and shall be uploaded on the AIIMS MANGALAGIRI Website “ www.aiimsmangalagiri.edu.in “

Tenderer shall neither change nor modify the submitted bidding documents by any amendments nor submit more than one tender during the validity of the tender due date including extensions period of tender due date.

ACCEPTANCE OF OFFER

AIIMS Mangalagiri reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

STANDARD OF PERFORMANCE

The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques. It shall apply appropriate advanced technology and safe and effective methods during execution of this Project and shall always act in respect of any matter relating to this agreement, as faithful advisors to the AIIMS Mangalagiri. The Bidder shall always support and safeguard the legitimate interests of the AIIMS Mangalagiri in any dealings with the third party. The bidder shall be liable to pay to the AIIMS Mangalagiri for any financial losses by way of act by the bidder.

ACKNOWLEDGEMENT

The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which supply of stationary items including transportation at AIIMS, Mangalagiri Permanent campus is to be done as per the terms, clauses and conditions, specifications and other details of the contract. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to in the contract or to evading any of his obligations under the contract.

UNDERTAKING

I/We have read and understood all the terms and condition of all sections of the bid document. I/we hereby quote for supply of stationary items including transportation at AIIMS, Mangalagiri Permanent campus as per scope of work specified in the bid document and as set forth in the terms and conditions of the contract, which will be binding upon me/us in the event of the acceptance of my/our tender.

Should I/ we fail to execute an agreement embodying the said conditions and deposit within 15 days of the acceptance of my/ our bid I may be penalized at the discretion of AIIMS, Mangalagiri.

Read and accepted.

Signature and stamp of the Bidder
or Authorized signature

Technical Bid Check List

(Documents to be attached in the “Technical Bid” for Administrative Evaluation)

| S.No. | Terms & Conditions as per Bidding Document | Uploaded (Yes/No) |
|-------|---|----------------------|
| 1. | Name, full Address, telephone/mobile number, Email Id of the manufacturer and their authorized dealers/ distributors/Agency. | |
| 2. | Specify your firm/company is a manufacturer/ authorized dealer/ distributor/ Agency. | |
| 3. | Whether the signature on each page of the tender document and other relevant documents has been made by the bidder or not. (Signature on each page of tender document and other document is necessary) | |
| 4. | Name, Address & designation of the authorized person(s) (Sole proprietor/partner /Director) | |
| 5. | Clarification/declaration of Power of Attorney/authorization for signing the bid documents (It is not required in case of sole-proprietorship.) | |
| 6. | Signed and scanned copy of proof for payment of Earnest Money Deposit (EMD), | |
| 7. | PAN No. (Please attach self-attested scanned copy) | |
| 8. | GST Registration Number. (Please attach self-attested scanned copy) | |
| 9. | Please attach certified copy of last three financial year’s Income Tax Return. | |
| 10. | <u>Turnover</u> : Please attach balance sheet (duly certified by Chartered Accountant) for last three (3) years (average minimum turnover for last three years should not be less than Rs Ten Lakhs (Rs. 10,00,000.00/-). Submit last three year’s turnover statement duly certified by the Chartered Accountant in the format shown in Annexure- IV). | |
| 11. | Signed and Scanned copy of Tender Acceptance letter “ Annexure-I ” | |
| 12. | Please provide a notarized affidavit on Non-Judicial stamp paper of Rs. 10/- in the format given in Annexure-VII that you have not quoted the price higher than previously supplied to any government Institute/Organization/reputed Private Organization or DGS&D/GeM rate in last three years . If you don’t fulfil this criterion, your tender will be out rightly rejected. | |

| | | |
|-----|---|--|
| 13. | Please submit a notarised affidavit on Non judicial stamp paper of Rs. 10/- in the format given in Annexure- VI that no case is pending with the police against the Proprietor /firm /partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. | |
| 14. | Please declare that proprietor/firm/company has not been blacklisted/debarred in the past by any Government/Private Institution and there is no vigilance/CBI/case pending against the firm/company/supplier, an oath certificate to this effect may be enclosed on Rs.10 notarized Indian Non-Judicial stamp paper in the format given in Annexure- V . | |
| 15. | Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof. (Copy of Purchase Order) | |
| 16. | Please submit performance certificate, to whom you have supplied such type of items in last 3 years. | |
| 17. | Signed and Scanned Copy of Notorised affidavit on Rs. 10/- of Integrity Pact (Annexure-XI) | |
| 18. | Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise, your tender will be rejected. | |

Checklist of documents to be submitted online:

Price Bid /Financial Bid:

| | | |
|---|--------------------|--|
| I | BOQ_Stationary.xls | |
|---|--------------------|--|

Note: In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

Undertaking

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We shall supply the items of requisite quality and quantity at given rate in timely manner.
3. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish within 15 days, Bank Guarantee/ Performance Security after the issue of Purchase Order, as applicable, in the format to be provided by AIIMS Mangalagiri in addition to execution of a Contract as pre-condition for obtaining the supply orders.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the AIIMS Mangalagiri immediately after we are informed but, in any case, not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.
5. I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Signature of the Bidder)

Name:

Designation with Seal of the Firm:

Acceptance of Term and conditions of Rate Contract

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

The Director,

AIIMS Mangalagiri

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned “Tender/ Work” from the website(s) namely:

_____ as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY
(Preferably local Bank)

To,
The Director
All India Institute of Medical Sciences (AIIMS),
Mangalagiri-(AP) INDIA

WHEREAS.....
(Name and address of the Contractor) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no. dated to perform the work) (herein after called “the Hire contract”).

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 recognized 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 avail 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 Contractor 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 until the day of....., 2020

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch
(Bank’s common seal)

Date:

TECHNICAL BID (Part – 1)

Documents/Details to be submitted:

| S.No. | Particulars | To be filled by the Tenderer (give details with proof) |
|--------------|--|---|
| 1. | Name and address of bidder: | |
| 2 | Name of the Head of the Organization/Managing Director | |
| 3 | Telephone No./Fax No./Email address: | |
| 4 | Legal Status (Attach copies of original document defining the legal status/undertaking on original letter head) a) Public Ltd./Govt. /PSU: b) Pvt. Ltd: c) Firm /Private Society/Trust d) Partnership: e) Sole Proprietorship/Single Person.: | |
| 5 | Year of Establishment | |
| 6 | Activities/ Services Offered | |
| 7 | Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy). 1. Registration Number: 2. Organization/Place of registration: 3. Date of validity : | |
| 8 | PAN (to be enclosed copy) | |
| 9 | Were you or your company/ organization ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reason for not completing the work. | |
| 10 | Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reason for not completing the work. | |
| 11 | Financial information of the bidder | Annexure 'II Technical bid (part-2)' |
| 12 | Undertaking regarding Blacklisting/debarment Status of Bidder | |

TECHNICAL BID -(PART-2)

Please respond in Yes or No : In case you do not fulfil any of the conditions, please specify :

| S. No | Item | Say Yes/ No |
|-------|--|----------------|
| 1. | Registration: The bidder should be Income tax filer and should be registered with GST Department (if applicable) | |
| 2. | Earnest Money Deposit of Rs. 50,000 | |

FINANCIAL INFORMATION OF THE BIDDER

| S. No. | Details | 2017-18 | 2018-19 | 2019-20 |
|--------|---|---------|---------|---------|
| 1 | Turnover: The bidder should have minimum average turnover of Rs. 50 lakhs in the Financial Year 2017-18, 2018-19 and 2019-20. | | | |
| 2 | Profit/Loss : | | | |

(Enclose audited final accounts/ Provisional accounts)

Note: Attach additional sheets, if necessary.

Date:

(Signature of the Bidder with Seal)

Procurement Form of Technical Bid

Detail of the Required items quoted in the technical Bid

| Sl. No | DISCRIPTION | MAKE | HSN CODE | UNIT |
|--------|---|--------------------------|----------|--------|
| 1. | A4 Paper, 80 GSM | JK Copier Plus (Premium) | | Ream |
| 2. | A3 Paper, 80 GSM | JK Copier Plus (Premium) | | Ream |
| 3. | Bond Paper 100 GSM | JK Excel Bond | | Ream |
| 4. | Noting Sheet A4 Size 80GSM - standard colour as approved | Superior Quality | | Ream |
| 5. | Noting Sheet Legal Size 80 GSM - standard colour as approved | Superior Quality | | Ream |
| 6. | Letter head (100 GSM) | As per sample | | No |
| 7. | Paper Pins | Bell | | Packet |
| 8. | Attendance Register Delta - Crem Paper \Soft bound- pages, 80gsm | Superior Quality | | No |
| 9. | Battery 23A 12 V, Alkaline | Duracell | | No |
| 10. | Battery AA-1.5 V, Ultra Alkaline | Duracell | | No |
| 11. | Rechargeable Battery AA-2500mAh | Duracell | | No |
| 12. | Battery charger Duracell Hi-speed charger ready in 45mins for AA & AAA battries | Duracell | | No |
| 13. | Battery AAA -1.5 V, Ultra Alkaline | Duracell | | No |
| 14. | Rechargeable Battery AAA 900mAh | Duracell | | No |
| 15. | Lithium Coin 2032 Batteries 3V | Duracell | | No |
| 16. | Lithium Coin 2025 Batteries 3V | Duracell | | No |
| 17. | Lithium Coin 2016 Batteries 3V | Duracell | | No |
| 18. | Alkaline LR44 Batteries | Duracell | | No |
| 19. | Battery 9V Ultra Alkaline | Duracell | | No |
| 20. | Battery Heavy Duty, 1050 R20 | Duracell | | No |
| 21. | Binder Clip 19 mm-12pack | Superior Quality | | Box |
| 22. | Binder Clip 25 mm-12pack | Superior Quality | | Box |
| 23. | Binder Clip 32 mm-12pack | Superior Quality | | Box |
| 24. | Binder Clip 41 mm-12pack | Superior Quality | | Box |
| 25. | Binder Clip 51 mm-12pack | Superior Quality | | Box |
| 26. | Board Pins (Thumb Pin Of Plastic) 50 Pieces Pack | Superior Quality | | No |
| 27. | Box Files Standard Size- Small | Superior Quality | | No |
| 28. | Box Files Standard Size Big | Superior Quality | | No |
| 29. | Brown Envelope Office Normal 11 × 5 " | Superior Quality | | No |
| 30. | Brown folder file Covers with AIIMS Mangalagiri mono & matter A4 size | Superior Quality | | No |

| | | | | |
|-----|--|-------------------------|--|-----|
| 31. | Brown folder file Covers with AIIMS Mangalagiri mono & matter L:38 cm×W:26 cm | Superior Quality | | No |
| 32. | Business Card Holder Leather Coated Cover-120 Cards Holding Capacity with Index A4 Size | Superior Quality | | No |
| 33. | Business Card Holder Leather Coated Cover-240 Cards Holding Capacity with Index A4 Size | Superior Quality | | No |
| 34. | Business Card Holder Leather Coated Cover-500 Cards Holding Capacity with Index A4 Size | Superior Quality | | No |
| 35. | Button Files of Plastic | Superior Quality | | No |
| 36. | Calculator - desktop, two power, 12 Digit. | Casio | | No |
| 37. | Calculator - Scientific Type Standard Size | Casio | | No |
| 38. | Battery-Operated Wireless Calling Bell | Philips/Orient Electric | | No |
| 39. | Calling Bell - Electrical | Philips/Orient Electric | | No |
| 40. | Torch (Cell Operated) Medium Size | Philips/Wipro | | No |
| 41. | Torch Led Light Type Electric Re-Chargeable Big | Philips/Wipro | | No |
| 42. | Torch Led Light Type Electric Re-Chargeable Medium | Philips/Wipro | | No |
| 43. | Carbon Paper, A4 size (Blue, Black) 100Pack | Kores/Camlin | | No |
| 44. | Chalk Piece Box of 100 pieces (Different Colour) - dust free, 10 to 20 mm thick, 8 cm length | Apsara/Kores | | Box |
| 45. | Chalk Piece Box of 100 pieces (White Colour) - dust free, 10 to 20 mm thick, 8 cm length | Apsara/Kores | | Box |
| 46. | Clip Folder | Superior Quality | | No |
| 47. | Cobra File of card board, A4, file Cover with AIIMS Mangalagiri, Mono & Matter | Superior Quality | | No |
| 48. | Colour Chart of Standard Size, minimum 150 gsm or above, various colours. | Superior Quality | | No |
| 49. | Computer External SSD, 1-TB | Seagate/SanDisk | | No |
| 50. | Computer External SSD, 2-TB | Seagate/SanDisk | | No |
| 51. | Computer External SSD, 5-TB | Seagate/SanDisk | | No |
| 52. | Pen Drive 16GB usb-3.0 | SanDisk/Sony | | No |
| 53. | Pen Drive 32GB usb-3.0 | SanDisk/Sony | | No |
| 54. | Pen Drive 64 GB usb-3.0 | SanDisk/Sony | | No |
| 55. | Pen Drive 128GB usb-3.0 | SanDisk/Sony | | No |
| 56. | DVD-R 4.7GB,16X | SONY | | No |
| 57. | CD/DVD Mailer | As per sample | | No |
| 58. | Computer Mouse pad | Logitech | | No |

| | | | | |
|-----|---|---------------------------------|--|------|
| 59. | Laser Pen pointer For Presentation (Red/Green/Blue)- range 25 meters or above | Logitech | | No |
| 60. | Correction Pen 7 ml | Faber-Castell | | No |
| 61. | Correction Tape (Different Size) | Faber-Castell | | No |
| 62. | Dak Pad Dak Pad File Folder of card board with hard bound binding, size, FS | Superior Quality | | No |
| 63. | Sl. No., Digit Number self-Inking Stamp | Superior Quality as per sample | | No |
| 64. | Date, Digit Number, self-Inking Stamp | Superior Quality as per sample | | No |
| 65. | Desk Calendars AIIMS logo | Superior Quality as per sample | | No |
| 66. | Display File A-4 Size 20 Pockets | Superior Quality | | No |
| 67. | Display File A-4 Size 40 Pockets | Superior Quality | | No |
| 68. | Double Punch Machine DP-280 | Kangaro | | No |
| 69. | Double Punch Machine 800 | Kangaro | | No |
| 70. | Double Punch Machine DP-600 | Kangaro | | No |
| 71. | Single Punch Machine SHP-20 | Kangaro | | No |
| 72. | Single Punch Machine Big (Model:1032) | Kangaro | | No |
| 73. | Stapler Small No-10 | Kangaro | | No |
| 74. | Stapler Big No-1217 | Kangaro | | No |
| 75. | Stapler Medium No.HP-45 | Kangaro | | No |
| 76. | Stapler Pin Small No.10 (1000 Staples) | Kangaro | | No |
| 77. | Stapler Pin Small No.24/17 (1000 Staples) | Kangaro | | No |
| 78. | Stapler Pin Small No.23/17 (1000 Staples) | Kangaro | | No |
| 79. | Stapler Pin Small No.24/6 (1000 Staples) | Kangaro | | No |
| 80. | Stapler Pin No.26/6 | Kangaro | | No |
| 81. | Pin Remover SR-100 | Kangaro | | No |
| 82. | Pin Remover SR-300 | Kangaro | | No |
| 83. | Double Side Tape - 1" - 5 m | 3M/Equivalent | | No |
| 84. | Double Side Tape - 2" - 5 m | 3M/Equivalent | | No |
| 85. | Envelope Cloth Cover 10×12" | Superior Quality | | No |
| 86. | Envelope Cloth Cover 11×15" | Superior Quality | | No |
| 87. | Envelope Cloth Cover 11×5" | Superior Quality | | No |
| 88. | Envelope Cloth Cover 16×12" | Superior Quality | | No |
| 89. | Exam Pad - wooden- 24x34.5 cm | Navneet- Yuvya Superior Quality | | No |
| 90. | Fevicol 50ml | Pidilite | | No |
| 91. | Glue Stick 15 g | Fevistik | | No |
| 92. | Gum Bottle 300ml (paper gum) | Camel | | No |
| 93. | File Pad - Brown | Tulasi | | No |
| 94. | File Tag 12 Inch Bunch Of 100 Pieces Pack | Superior Quality | | Pack |

| | | | | |
|------|--|------------------------|--|-------|
| 95. | File Tag 8 Inch Bunch Of 100 Pieces Pack | Superior Quality | | Pack |
| 96. | File Tag 24 Inch Bunch Of 100 Pieces Pack | Superior Quality | | Pack |
| 97. | File Tray Executive Pc 3- Step - Unbreakable | Superior Quality | | No |
| 98. | File Tray Single - Big 303 | Chetan | | No |
| 99. | Gem Clip Plastic Coated – 100 Pieces Pack | Superior Quality | | Pack |
| 100. | Highlighter Pen (Different Colours) | Faber Castell | | No |
| 101. | Name Tag Key Chain- Multi colour, Triangular, Size : 4.5 cm, plastic | Superior Quality | | Pack |
| 102. | L Folder - Extra Thick | Superior Quality | | No |
| 103. | Lock and Key -Big with 4 keys | Godrej | | No |
| 104. | Lock and Key -Medium with 4 keys | Godrej | | No |
| 105. | Lock and Key -Small with 4 keys | Godrej | | No |
| 106. | Lock Dual access keys | Godrej | | No |
| 107. | White Board Duster | Superior Quality | | |
| 108. | Magnetic White Board Duster | Superior Quality | | No |
| 109. | Magnetic Pins for Board | Superior Quality | | Set |
| 110. | Magnetic White Board (2Ft X 4Ft) | Superior Quality | | |
| 111. | Magnetic White Board (3Ft X 4Ft) | Superior Quality | | No |
| 112. | Magnetic White Board (4Ft X 8Ft) | Superior Quality | | No |
| 113. | Notice Board (3Ft X 4Ft) | Superior Quality | | No |
| 114. | Officer's Table Globe- World Map | Superior Quality | | No |
| 115. | Officer's Table Glass toughened Thickness 6 mm (Sq.Feet) | Superior Quality | | Sq.ft |
| 116. | Officer's Table Telephone Index Diary Leather Coated Cover (Big) | Superior Quality | | No |
| 117. | Officer's Table Telephone Index Diary Leather Coated Cover (Medium) | Superior Quality | | No |
| 118. | Officer's Table Telephone Index Diary Leather Coated Cover (Small) | Superior Quality | | No |
| 119. | Paper Bag H:14×L:10×B:4.7 Inches Hold Weight Approx. 4Kg - Plain | Superior Quality | | No |
| 120. | Paper Cutter Knife - Big - High-Grade Stainless-Steel Blade | Maped | | No |
| 121. | Paper Cutters Knife Small - High-Grade Stainless-Steel Blade | Maped | | No |
| 122. | Paper Shredder Machine A-4 Size Paper | Kores/Superior Quality | | No |
| 123. | Paper Weight (Cube Type) | Superior Quality | | No |
| 124. | Paper Weight (Good Model) - Glass Oval Big | Superior Quality | | No |
| 125. | Paper Weight Square Shape | Superior Quality | | No |

| | | | | |
|------|---|------------------------------|--|----|
| 126. | Gel Pen (Black) | Luxor/uniball | | No |
| 127. | Gel Pen (Blue) | Luxor/uniball | | No |
| 128. | Gel Pen (Red) | Luxor/uniball | | No |
| 129. | Gel Pen (Green) | Luxor/uniball | | No |
| 130. | Pen Blue Ball Point | MRP of Rs.10/- | | No |
| 131. | Pen Black Ball Point | MRP of Rs.10/- | | No |
| 132. | Pen Red Ball Point | MRP of Rs.10/- | | No |
| 133. | Pen Blue Ball Point | MRP of Rs.50/- | | No |
| 134. | Pen Stand (desk organizer) model as approved, Standard size | Acrylic/kebica | | No |
| 135. | Pencil - Hb | Apsara/Faber castle | | No |
| 136. | Eraser- Nondust | Apsara | | No |
| 137. | Pencil Sharpner | Apsara | | |
| 138. | Permanent Marker Big (Different Colour) | Camlin/Faber-Castell | | No |
| 139. | Permanent Marker Small (Blue, Black, Red, Green Colours) | Camlin/ Faber-Castell | | No |
| 140. | OHP Marker pen | Camlin/Cello/Luxor | | No |
| 141. | Pin Container Magnetic model as approved, standard size, Oddy | Superior Quality | | No |
| 142. | Steel Scale Size: 30 cm x 2.5 cm x 0.5 cm | Ajanta | | No |
| 143. | Plastic Scale 15cm | Camlin/Nataraj/Faber-Castell | | No |
| 144. | Plastic Scale 30cm | Camlin/Nataraj/Faber-Castell | | No |
| 145. | Pocker - Metal | Superior Quality | | No |
| 146. | Post It 3"× 3" | Oddy | | No |
| 147. | Post It 3"× 4" | Oddy | | No |
| 148. | Post It 3"× 5" | Oddy | | No |
| 149. | Postit 1"×3" - 4Cut | Oddy | | No |
| 150. | Register 2 Quire Delta - Crem Paper Hard Bound - 80 GSM | Superior Quality | | No |
| 151. | Register 3 Quire Delta - Crem Paper Hard Bound - 80 GSM | Superior Quality | | No |
| 152. | Register 4 Quire Delta - Crem Paper Hard Bound - 80 GSM | Superior Quality | | No |
| 153. | Register 5 Quire Delta - Crem Paper Hard Bound - 80 GSM | Superior Quality | | No |
| 154. | Register 6 Quire Delta - Crem Paper Hard Bound - 80 GSM | Superior Quality | | No |
| 155. | Ring Binder File A4 - Paper | Superior Quality | | No |
| 156. | Room Freshener - Odonil - 270 | Superior Quality | | No |
| 157. | Rubber Band Tri- Colour 100 g Nylon - All Size | Superior Quality | | No |
| 158. | Rubber Band Tri- Colour 500 g Nylon - All Size | Superior Quality | | No |
| 159. | Scissor - Big – 21cm | Maped | | No |
| 160. | scissor - Medium - 152mm | Maped | | No |
| 161. | scissor - Small - 126mm | Maped | | No |

| | | | | |
|------|--|------------------------------|--|----|
| 162. | Scribbling Pad Unruled - min70 GSM,80 pages | Paper kraft Notepads | | No |
| 163. | Long Note Book unruled- min 80GSM, 200pages | Paper kraft Signature Series | | No |
| 164. | Scribbling Pad Unruled - min70 GSM,80 pages | Paperkraft Notepad | | No |
| 165. | Sheet Protector A4 Pack Of 100 - 150GSM | Superior Quality | | No |
| 166. | Sheet Protector Legal Pack Of 100 - 150GSM | Superior Quality | | No |
| 167. | Sketch Pen Set Of 12Color | Camlin/Faber-Castell | | No |
| 168. | Paint Marker Pen - Different colors | Camlin/Faber-Castell | | No |
| 169. | Spike 4-Socket (Extension Cable Or Box) Length Of 2 m | Goldmedal | | No |
| 170. | Spike 4-Socket (Extension Cable Or Box) Length Of 5 m | Goldmedal | | No |
| 171. | Spike 6-Socket (Extension Cable Or Box) Length Of 5 m | Goldmedal | | No |
| 172. | Spiral (Plastic Quill) Size 10mm Dia | Superior Quality | | No |
| 173. | Spiral (Plastic Quill) Size 12mm Dia | Superior Quality | | No |
| 174. | Spiral (Plastic Quill) Size 15mm Dia | Superior Quality | | No |
| 175. | Spiral (Plastic Quill) Size 18mm Dia | Superior Quality | | No |
| 176. | Spiral (Plastic Quill) Size 20mm Dia | Superior Quality | | No |
| 177. | Spiral (Plastic Quill) Size 25mm Dia | Superior Quality | | No |
| 178. | Spiral (Plastic Quill) Size 32mm Dia | Superior Quality | | No |
| 179. | Spiral (Plastic Quill) Size 38mm Dia | Superior Quality | | No |
| 180. | Spiral Binding Hole Punch Machine (Industrial Type) - size FS, Punch Capacity (80 gsm) min 30sheets. | Superior Quality | | No |
| 181. | Spiral Binding Plastic Sheet Front & Back Set (A-3) Size100 Sheet Packet | Superior Quality | | No |
| 182. | Spiral Binding Plastic Sheet Front & Back Set (A-4) Size 100 Sheet Packet | Superior Quality | | No |
| 183. | Spiral Comb 10 mm | Superior Quality | | No |
| 184. | Spiral Comb 14 mm | Superior Quality | | No |
| 185. | Spiral Comb 28 mm | Superior Quality | | No |
| 186. | Spiral Comb 32 mm | Superior Quality | | No |

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|------|--|--------------------------------------|--|----|
| 187. | Stamp Pad Big – colour :Violet, Black, Green, Red as required, Size: 28 x 15 x 5 Centimetres | Camel Impressions deluxe /Equivalent | | No |
| 188. | Stamp Pad Ink – 30 ml colour :Violet, Black, Green, Red as required | Camel/Equivalent | | No |
| 189. | Stamp Pad Medium – colour :Violet, Black, Green, Red as required, Size:11x7cm | Camel/Equivalent | | No |
| 190. | stick files | Superior Quality | | No |
| 191. | Sticker Tag (Label of Different Size) 1000Stics | Superior Quality | | No |
| 192. | Tape Brown 2" – 60 m | 3M/Equivalent | | No |
| 193. | Tape Transparent 1 Inch" – 60 m | 3M/Equivalent | | No |
| 194. | Tape Transparent 1.5 Inch" - 60Mts | 3M/Equivalent | | No |
| 195. | Tape Transparent 2" – 60 m | 3M/Equivalent | | No |
| 196. | Tape Transparent 3" – 60 m | 3M/Equivalent | | No |
| 197. | Tape Transparent 3" – 1000 m | 3M/Equivalent | | No |
| 198. | Cello Tape Dispenser 1" | Kangaro/Cello | | No |
| 199. | Cello Tape Dispenser 2" | Kangaro/Cello | | No |
| 200. | Cello Tape Dispenser 3" | Kangaro/Cello | | No |
| 201. | Thermacol Sheet (Standard Size) | Superior Quality | | No |
| 202. | Tissue Paper Roll | Superior Quality | | No |
| 203. | Tissue Paper (Box) - Pack Of 200Sheets | Premier | | No |
| 204. | Waste Paper Basket | Stainless Steel-open | | No |
| 205. | Tea Cup set | Borosil | | No |
| 206. | Water Glass set of 6 - (Glass) | Borosil | | No |
| 207. | Coaster set | Superior Quality | | No |
| 208. | Dinner plates | Borosil | | No |
| 209. | Crockery set | Borosil | | No |
| 210. | Serving tray | Cello | | No |
| 211. | Water Bottle of Good Quality food grade | Milton | | No |
| 212. | White Board (2Ft × 4Ft) | Superior Quality | | No |
| 213. | White Board (3Ft × 4Ft) | Superior Quality | | No |
| 214. | White Board (4Ft × 8Ft) | Superior Quality | | No |
| 215. | White Board Marker Black - Broad line width-2.5mm | Faber-Castell | | No |
| 216. | White Board Marker Blue - Broad line width-2.5mm | Faber-Castell | | No |
| 217. | White Board Marker Green - Broad line width-2.5mm | Faber-Castell | | No |
| 218. | White Board Marker Red - Broad line width-2.5mm | Faber-Castell | | No |
| 219. | White Envelope Office Normal 11×5" | Superior Quality | | No |
| 220. | Writing Wooden Plank 2 ×1.5 Ft | Superior Quality | | No |
| 221. | Tag Threads | Superior Quality | | No |

| | | | | |
|------|--|-------------------|--|----|
| 222. | Weighing Scale - Digital capacity:180 kgs (Rechargeable) | OMRON/ Dr Trust | | No |
| 223. | Weighing Scale - Mechanical capacity:150 kgs | Crown/Krups/Eagle | | No |
| 224. | Office Wall clock (Analog) - 13 ×13 Inches | Ajanta | | No |
| 225. | Table clock (Digital) - 8 cm x 7 cm x 3.5 cm | Ajanta | | No |
| 226. | Stop watch - Analog | Diamond | | No |
| 227. | Stop watch – Digital, HS-80TW-1DF (S055) | Casio | | No |
| 228. | Ziplock covers- 10×14-inch,100-pcs pack | Superior Quality | | No |
| 229. | Ziplock covers- 5×7-inch,100-pcs pack | Superior Quality | | No |
| 230. | Secure seal Covers-12×16-Inch, with AIIMS Mangalagiri Mono self-sealing, tamperproof, water proof, Once Closed It Cannot Be Opened Without Tearing ,60microns-100 pcs pack | Superior Quality | | No |
| 231. | Secure seal Covers-10×12-Inch, with AIIMS Mangalagiri Mono self-sealing, tamperproof, water proof, Once Closed It Cannot Be Opened Without Tearing ,60microns-100pcs pack | Superior Quality | | No |
| 232. | Measuring Tape – 3m | FREEMANS | | No |
| 233. | Measuring Tape – 15m | FREEMANS | | No |
| 234. | Measuring Tape – 30m | FREEMANS | | No |
| 235. | ToothPic - Wood | Superior Quality | | No |
| 236. | ToothPic - Plastic | Superior Quality | | No |
| 237. | Fevikwik – 0.5 g | Pidilite | | No |
| 238. | Fevikwik – 3 g | Pidilite | | No |
| 239. | M-Seal – 100 g | Pidilite | | No |
| 240. | Token Paper Roll-2-inch, 25 m | Superior Quality | | No |

FINANCIAL BID

Schedule of Financial Bid in the form of BOQ_Stationary.xls

The Financial Proposal/Commercial bid format is provided as BOQ_Stationary.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ_Stationary.xls as it is, and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded Financial Bid template in any manner. In case, if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD will be forfeited the tenderer is liable to be banned from doing business with AIIMS Mangalagiri in future.

PRICE BID FORM

| Sl.No | DISCRIPTION | MAKE | UNIT | RATE PER UNIT IN Rs | GST% | TOTAL AMOUNT including GST Rs |
|--------------|--|--------------------------|-------------|----------------------------|-------------|--------------------------------------|
| 1. | A4 Paper, 80 GSM | JK Copier Plus (Premium) | Ream | | | |
| 2. | A3 Paper, 80 GSM | JK Copier Plus (Premium) | Ream | | | |
| 3. | Bond Paper 100 GSM | JK Excel Bond | Ream | | | |
| 4. | Noting Sheet A4 Size 80 GSM - standard colour as approved | Superior Quality | No | | | |
| 5. | Noting Sheet Legal Size 80 GSM - standard colour as approved | Superior Quality | Packet | | | |
| 6. | Letter head (100 GSM) | As per sample | No | | | |
| 7. | Paper Pins | Bell | No | | | |
| 8. | Attendance Register Delta - Crem Paper \Soft bound- pages, 80gsm | Superior Quality | No | | | |
| 9. | Battery 23A 12 volts, Alkaline | Duracell | No | | | |
| 10. | Battery AA-1.5 Volts, Ultra Alkaline | Duracell | No | | | |
| 11. | Rechargeable Battery AA-2500 mAh | Duracell | No | | | |

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|-----|---|------------------|-----|--|--|--|
| 12. | Battery charger Duracell Hi-speed charger ready in 45mins for AA & AAA batteries | Duracell | No | | | |
| 13. | Battery AAA -1.5 Volts, Ultra Alkaline | Duracell | Box | | | |
| 14. | Rechargeable Battery AAA 900 mAh | | Box | | | |
| 15. | Lithium Coin 2032 Batteries 3V | Duracell | Box | | | |
| 16. | Lithium Coin 2025 Batteries 3V | Duracell | Box | | | |
| 17. | Lithium Coin 2016 Batteries 3V | Duracell | Box | | | |
| 18. | Alkaline LR44 Batteries | Duracell | No | | | |
| 19. | Battery 9V Ultra Alkaline | Duracell | No | | | |
| 20. | Battery Heavy Duty, 1050 R20 | Duracell | No | | | |
| 21. | Binder Clip 19 mm-12pack | Superior Quality | No | | | |
| 22. | Binder Clip 25 mm-12pack | Superior Quality | No | | | |
| 23. | Binder Clip 32 mm-12pack | Superior Quality | No | | | |
| 24. | Binder Clip 41 mm-12pack | Superior Quality | No | | | |
| 25. | Binder Clip 51 mm-12pack | Superior Quality | No | | | |
| 26. | Board Pins (Thumb Pin Of Plastic) 50 Pieces Pack | Superior Quality | No | | | |
| 27. | Box Files Standard Size- Small | Superior Quality | No | | | |
| 28. | Box Files Standard Size Big | Superior Quality | No | | | |
| 29. | Brown Envelope Office Normal 11 × 5 " | Superior Quality | No | | | |
| 30. | Brown folder file Covers with AIIMS Mangalagiri mono & matter A4 size | Superior Quality | No | | | |
| 31. | Brown folder file Covers with AIIMS Mangalagiri mono & matter L:38 cm×W:26 cm | Superior Quality | No | | | |
| 32. | Business Card Holder Leather Coated Cover-120 Cards Holding Capacity with Index A4 Size | Superior Quality | No | | | |

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|-----|--|-------------------------|------|--|--|--|
| 33. | Business Card Holder Leather Coated Cover-240 Cards Holding Capacity with Index A4 Size | Superior Quality | No | | | |
| 34. | Business Card Holder Leather Coated Cover-500 Cards Holding Capacity with Index A4 Size | Superior Quality | Pack | | | |
| 35. | Button Files of Plastic | Superior Quality | Box | | | |
| 36. | Calculator - desktop, two power, 12 Digit. | Casio | Box | | | |
| 37. | Calculator - Scientific Type Standard Size | Casio | No | | | |
| 38. | Battery-Operated Wireless Calling Bell | Philips/Orient Electric | No | | | |
| 39. | Calling Bell - Electrical | Philips/Orient Electric | No | | | |
| 40. | Torch (Cell Operated) Medium Size | Philips/Wipro | No | | | |
| 41. | Torch Led Light Type Electric Re-Chargeable Big | Philips/Wipro | No | | | |
| 42. | Torch Led Light Type Electric Re-Chargeable Medium | Philips/Wipro | No | | | |
| 43. | Carbon Paper, A4 size (Blue, Black) 100Pack | Kores/Camlin | No | | | |
| 44. | Chalk Piece Box of 100 pieces (Different Colour) - dust free, 10 to 20 mm thick, 8 cm length | Apsara/Kores | No | | | |
| 45. | Chalk Piece Box of 100 pieces (White Colour) - dust free, 10 to 20 mm thick, 8 cm length | Apsara/Kores | No | | | |
| 46. | Clip Folder | Superior Quality | No | | | |
| 47. | Cobra File of card board, A4, file Cover with AIIMS Mangalagiri, Mono & Matter | Superior Quality | No | | | |

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|-----|---|--------------------------------|----|--|--|--|
| 48. | Colour Chart of Standard Size, minimum 150 gsm or above, various colours. | Superior Quality | No | | | |
| 49. | Computer External SSD, 1-TB | Seagate/SanDisk | No | | | |
| 50. | Computer External SSD, 2-TB | Seagate/SanDisk | No | | | |
| 51. | Computer External SSD, 5-TB | Seagate/SanDisk | No | | | |
| 52. | Pen Drive 16GB usb-3.0 | SanDisk/Sony | No | | | |
| 53. | Pen Drive 32GB usb-3.0 | SanDisk/Sony | No | | | |
| 54. | Pen Drive 64 GB usb-3.0 | SanDisk/Sony | No | | | |
| 55. | Pen Drive 128GB usb-3.0 | SanDisk/Sony | No | | | |
| 56. | DVD-R 4.7GB,16X | SONY | No | | | |
| 57. | CD/DVD Mailer | As per sample | No | | | |
| 58. | Computer Mouse pad | Logitech | No | | | |
| 59. | Laser Pen pointer For Presentation (Red/Green/Blue)- range 25 meters or above | Logitech | No | | | |
| 60. | Correction Pen 7 ml | Faber-Castell | No | | | |
| 61. | Correction Tape (Different Size) | Faber-Castell | No | | | |
| 62. | Dak Pad Dak Pad File Folder of card board with hard bound binding, size, FS | Superior Quality | No | | | |
| 63. | Sl. No., Digit Number self-Inking Stamp | Superior Quality as per sample | No | | | |
| 64. | Date, Digit Number, self-Inking Stamp | Superior Quality as per sample | No | | | |
| 65. | Desk Calendars AIIMS logo | Superior Quality as per sample | No | | | |
| 66. | Display File A-4 Size 20 Pockets | Superior Quality | No | | | |
| 67. | Display File A-4 Size 40 Pockets | Superior Quality | No | | | |
| 68. | Double Punch Machine DP-280 | Kangaro | No | | | |
| 69. | Double Punch Machine 800 | Kangaro | No | | | |
| 70. | Double Punch Machine DP-600 | Kangaro | No | | | |

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|-----|---|---------------------------------|------|--|--|--|
| 71. | Single Punch Machine SHP-20 | Kangaro | No | | | |
| 72. | Single Punch Machine Big (Model:1032) | Kangaro | No | | | |
| 73. | Stapler Small No-10 | Kangaro | No | | | |
| 74. | Stapler Big No-1217 | Kangaro | Pack | | | |
| 75. | Stapler Medium No.HP-45 | Kangaro | Pack | | | |
| 76. | Stapler Pin Small No.10 (1000 Staples) | Kangaro | Pack | | | |
| 77. | Stapler Pin Small No.24/17 (1000 Staples) | Kangaro | No | | | |
| 78. | Stapler Pin Small No.23/17 (1000 Staples) | Kangaro | No | | | |
| 79. | Stapler Pin Small No.24/6 (1000 Staples) | Kangaro | Pack | | | |
| 80. | Stapler Pin No.26/6 | Kangaro | No | | | |
| 81. | Pin Remover SR-100 | Kangaro | No | | | |
| 82. | Pin Remover SR-300 | Kangaro | No | | | |
| 83. | Double Side Tape - 1" - 5 m | 3M/Equivalent | Pack | | | |
| 84. | Double Side Tape - 2" - 5 m | 3M/Equivalent | No | | | |
| 85. | Envelope Cloth Cover 10×12" | Superior Quality | No | | | |
| 86. | Envelope Cloth Cover 11×15" | Superior Quality | No | | | |
| 87. | Envelope Cloth Cover 11×5" | Superior Quality | No | | | |
| 88. | Envelope Cloth Cover 16×12" | Superior Quality | No | | | |
| 89. | Exam Pad - wooden- 24 x 34.5 cm | Navneet- Yuvya Superior Quality | No | | | |
| 90. | Fevicol 50 ml | Pidilite | Set | | | |
| 91. | Glue Stick 15 g | Fevistik | No | | | |
| 92. | Gum Bottle 300 ml (paper gum) | Camel | No | | | |
| 93. | File Pad - Brown | Tulasi | No | | | |
| 94. | File Tag 12 Inch Bunch Of 100 Pieces Pack | Superior Quality | Ream | | | |
| 95. | File Tag 8 Inch Bunch Of 100 Pieces Pack | Superior Quality | Ream | | | |

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|------|--|------------------|-------|--|--|--|
| 96. | File Tag 24 Inch Bunch Of 100 Pieces Pack | Superior Quality | No | | | |
| 97. | File Tray Executive Pc 3- Step - Unbreakable | Superior Quality | Sq.ft | | | |
| 98. | File Tray Single - Big 303 | Chetan | No | | | |
| 99. | Gem Clip Plastic Coated – 100 Pieces Pack | Superior Quality | No | | | |
| 100. | Highlighter Pen (Different Colours) | Faber Castell | No | | | |
| 101. | Name Tag Key Chain- Multi colour, Triangular, Size : 4.5 cm, plastic | Superior Quality | No | | | |
| 102. | L Folder - Extra Thick | Superior Quality | No | | | |
| 103. | Lock and Key -Big with 4 keys | Godrej | No | | | |
| 104. | Lock and Key -Medium with 4 keys | Godrej | No | | | |
| 105. | Lock and Key -Small with 4 keys | Godrej | No | | | |
| 106. | Lock Dual access keys | Godrej | No | | | |
| 107. | White Board Duster | Superior Quality | No | | | |
| 108. | Magnetic White Board Duster | Superior Quality | No | | | |
| 109. | Magnetic Pins for Board | Superior Quality | No | | | |
| 110. | Magnetic White Board (2Ft X 4Ft) | Superior Quality | No | | | |
| 111. | Magnetic White Board (3Ft X 4Ft) | Superior Quality | No | | | |
| 112. | Magnetic White Board (4Ft X 8Ft) | Superior Quality | No | | | |
| 113. | Notice Board (3Ft X 4Ft) | Superior Quality | No | | | |
| 114. | Officer's Table Globe- World Map | Superior Quality | No | | | |
| 115. | Officer's Table Glass toughened Thickness 6 mm (Sq.Feet) | Superior Quality | No | | | |
| 116. | Officer's Table Telephone Index Diary Leather Coated Cover (Big) | Superior Quality | No | | | |
| 117. | Officer's Table Telephone Index Diary Leather Coated Cover (Medium) | Superior Quality | No | | | |
| 118. | Officer's Table Telephone Index Diary Leather Coated Cover (Small) | Superior Quality | No | | | |

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|------|---|------------------------|----|--|--|--|
| 119. | Paper Bag 14 x10 Hold Weight Approx. 4 Kg - Plain | Superior Quality | No | | | |
| 120. | Paper Cutter Knife - Big - High-Grade Stainless-Steel Blade | Maped | No | | | |
| 121. | Paper Cutters Knife Small - High-Grade Stainless-Steel Blade | Maped | No | | | |
| 122. | Paper Shredder Machine A4 Size Paper | Kores/Superior Quality | No | | | |
| 123. | Paper Weight (Cube Type) | Superior Quality | No | | | |
| 124. | Paper Weight (Good Model) - Glass Oval Big | Superior Quality | No | | | |
| 125. | Paper Weight Square Shape | Superior Quality | No | | | |
| 126. | Gel Pen (Black) | Luxor/uniball | No | | | |
| 127. | Gel Pen (Blue) | Luxor/uniball | No | | | |
| 128. | Gel Pen (Red) | Luxor/uniball | No | | | |
| 129. | Gel Pen (Green) | Luxor/uniball | No | | | |
| 130. | Pen Blue Ball Point | MRP of Rs.10/- | No | | | |
| 131. | Pen Black Ball Point | MRP of Rs.10/- | No | | | |
| 132. | Pen Red Ball Point | MRP of Rs.10/- | No | | | |
| 133. | Pen Blue Ball Point | MRP of Rs.50/- | No | | | |
| 134. | Pen Stand (desk organizer) model as approved, Standard size | Acrylic/kebica | No | | | |
| 135. | Pencil - Hb | Apsara/Faber castle | No | | | |
| 136. | Eraser- Nondust | Apsara | No | | | |
| 137. | Pencil Sharpner | Apsara | No | | | |
| 138. | Permanent Marker Big (Different Colour) | Camlin/Faber-Castell | No | | | |
| 139. | Permanent Marker Small (Blue, Black, Red, Green Colours) | Camlin/ Faber-Castell | No | | | |
| 140. | OHP Marker pen | Camlin/Cello/Luxor | No | | | |
| 141. | Pin Container Magnetic model as approved, standard size, Oddy | Superior Quality | No | | | |

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|------|---|------------------------------|----|--|--|--|
| 142. | Steel Scale Size: 30 cm x 2.5 cm x 0.5 cm | Ajanta | No | | | |
| 143. | Plastic Scale 15cm | Camlin/Nataraj/Faber-Castell | No | | | |
| 144. | Plastic Scale 30cm | Camlin/Nataraj/Faber-Castell | No | | | |
| 145. | Pocker - Metal | Superior Quality | No | | | |
| 146. | Post It 3"× 3" | Oddy | No | | | |
| 147. | Post It 3"× 4" | Oddy | No | | | |
| 148. | Post It 3"× 5" | Oddy | No | | | |
| 149. | Postit 1"×3" - 4Cut | Oddy | No | | | |
| 150. | Register 2 Quire Delta - Crem Paper Hard Bound - 80 gsm | Superior Quality | No | | | |
| 151. | Register 3 Quire Delta - Crem Paper Hard Bound - 80 gsm | Superior Quality | No | | | |
| 152. | Register 4 Quire Delta - Crem Paper Hard Bound - 80 gsm | Superior Quality | No | | | |
| 153. | Register 5 Quire Delta - Crem Paper Hard Bound - 80 gsm | Superior Quality | No | | | |
| 154. | Register 6 Quire Delta - Crem Paper Hard Bound - 80 GSM | Superior Quality | No | | | |
| 155. | Ring Binder File A4 - Paper | Superior Quality | No | | | |
| 156. | Room Freshener - Odonil - 270 | Superior Quality | No | | | |
| 157. | Rubber Band Tri- Colour 100 g Nylon - All Size | Superior Quality | No | | | |
| 158. | Rubber Band Tri- Colour 500 g Nylon - All Size | Superior Quality | No | | | |
| 159. | Scissor - Big – 21cm | Maped | No | | | |
| 160. | scissor - Medium – 152 mm | Maped | No | | | |
| 161. | scissor - Small – 126 mm | Maped | No | | | |
| 162. | Scribbling Pad Unruled – min 70 Gsm,80 pages | Paper kraft Notepads | No | | | |

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|------|--|------------------------------|----|--|--|--|
| 163. | Long Note Book unruled- min 80 GSM, 200pages | Paper kraft Signature Series | No | | | |
| 164. | Scribbling Pad Unruled – min 70 Gsm, 80 pages | Paperkraft Notepad | No | | | |
| 165. | Sheet Protector A4 Pack Of 100 – 150 Gsm | Superior Quality | No | | | |
| 166. | Sheet Protector Legal Pack Of 100 – 150 Gsm | Superior Quality | No | | | |
| 167. | Sketch Pen Set Of 12 Color | Camlin/Faber-Castell | No | | | |
| 168. | Paint Marker Pen - Different colors | Camlin/Faber-Castell | No | | | |
| 169. | Spike 4-Socket (Extension Cable Or Box) Length Of 2 m | Goldmedal | No | | | |
| 170. | Spike 4-Socket (Extension Cable Or Box) Length Of 5 m | Goldmedal | No | | | |
| 171. | Spike 6-Socket (Extension Cable Or Box) Length Of 5 m | Goldmedal | No | | | |
| 172. | Spiral (Plastic Quill) Size 10 mm Dia | Superior Quality | No | | | |
| 173. | Spiral (Plastic Quill) Size 12 mm Dia | Superior Quality | No | | | |
| 174. | Spiral (Plastic Quill) Size 15Mm Dia | Superior Quality | No | | | |
| 175. | Spiral (Plastic Quill) Size 18Mm Dia | Superior Quality | No | | | |
| 176. | Spiral (Plastic Quill) Size 20Mm Dia | Superior Quality | No | | | |
| 177. | Spiral (Plastic Quill) Size 25Mm Dia | Superior Quality | No | | | |
| 178. | Spiral (Plastic Quill) Size 32Mm Dia | Superior Quality | No | | | |
| 179. | Spiral (Plastic Quill) Size 38Mm Dia | Superior Quality | No | | | |
| 180. | Spiral Binding Hole Punch Machine (Industrial Type) - size FS, Punch Capacity (80 GSM) min 30sheets. | Superior Quality | No | | | |
| 181. | Spiral Binding Plastic Sheet Front & Back Set (A-3) Size100 Sheet Packet | Superior Quality | No | | | |
| 182. | Spiral Binding Plastic Sheet Front & Back Set (A-4) Size 100 Sheet Packet | Superior Quality | No | | | |
| 183. | Spiral Comb 10 mm | Superior Quality | No | | | |

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|------|---|--------------------------------------|----|--|--|--|
| 184. | Spiral Comb 14 mm | Superior Quality | No | | | |
| 185. | Spiral Comb 28 mm | Superior Quality | No | | | |
| 186. | Spiral Comb 32Mm | Superior Quality | No | | | |
| 187. | Stamp Pad Big – colour :Violet, Black, Green, Red as required, Size:28 x 15 x 5 Centimetres | Camel Impressions deluxe /Equivalent | No | | | |
| 188. | Stamp Pad Ink – 30 ml colour :Violet, Black, Green, Red as required | Camel/Equivalent | No | | | |
| 189. | Stamp Pad Medium – colour :Violet, Black, Green, Red as required, Size:11x7cm | Camel/Equivalent | No | | | |
| 190. | stick files | Superior Quality | No | | | |
| 191. | Sticker Tag (Label of Different Size) 1000Stics | Superior Quality | No | | | |
| 192. | Tape Brown 2" – 60 m | 3M/Equivalent | No | | | |
| 193. | Tape Transparent 1 Inch" – 60 m | 3M/Equivalent | No | | | |
| 194. | Tape Transparent 1.5 Inch" – 60 m | 3M/Equivalent | No | | | |
| 195. | Tape Transparent 2" – 60 m | 3M/Equivalent | No | | | |
| 196. | Tape Transparent 3" – 60 m | 3M/Equivalent | No | | | |
| 197. | Tape Transparent 3" – 1000 m | 3M/Equivalent | No | | | |
| 198. | Cello Tape Dispenser 1" | Kangaro/Cello | No | | | |
| 199. | Cello Tape Dispenser 2" | Kangaro/Cello | No | | | |
| 200. | Cello Tape Dispenser 3" | Kangaro/Cello | No | | | |
| 201. | Thermacol Sheet (Standard Size) | Superior Quality | No | | | |
| 202. | Tissue Paper Roll | Superior Quality | No | | | |
| 203. | Tissue Paper (Box) - Pack Of 200 Sheets | Premier | No | | | |
| 204. | Waste Paper Basket | Stainless Steel-open | No | | | |
| 205. | Tea Cup set | Borosil | No | | | |
| 206. | Water Glass set of 6 - (Glass) | Borosil | No | | | |
| 207. | Coaster set | Superior Quality | No | | | |
| 208. | Dinner plates | Borosil | No | | | |

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|------|--|-------------------|----|--|--|--|
| 209. | Crockery set | Borosil | No | | | |
| 210. | Serving tray | Cello | No | | | |
| 211. | Water Bottle of Good Quality food grade | Milton | No | | | |
| 212. | White Board (2Ft × 4Ft) | Superior Quality | No | | | |
| 213. | White Board (3Ft × 4Ft) | Superior Quality | No | | | |
| 214. | White Board (4Ft × 8Ft) | Superior Quality | No | | | |
| 215. | White Board Marker Black - Broad line width-2.5mm | Faber-Castell | No | | | |
| 216. | White Board Marker Blue - Broad line width-2.5 mm | Faber-Castell | No | | | |
| 217. | White Board Marker Green - Broad line width-2.5 mm | Faber-Castell | No | | | |
| 218. | White Board Marker Red - Broad line width-2.5 mm | Faber-Castell | No | | | |
| 219. | White Envelope Office Normal 11×5" | Superior Quality | No | | | |
| 220. | Writing Wooden Plank 2F×1.5F | Superior Quality | No | | | |
| 221. | Tag Threads | Superior Quality | No | | | |
| 222. | Weighing Scale - Digital capacity:180 kgs (Rechargeable) | OMRON/ Dr Trust | No | | | |
| 223. | Weighing Scale - Mechanical capacity :150kgs | Crown/Krups/Eagle | No | | | |
| 224. | Office Wall clock (Analog) - 13 ×13 Inches | Ajanta | No | | | |
| 225. | Table clock (Digital) - 8 cm x 7 cm x 3.5 cm | Ajanta | No | | | |
| 226. | Stop watch - Analog | Diamond | No | | | |
| 227. | Stop watch – Digital, HS-80TW-1DF (S055) | Casio | No | | | |
| 228. | Ziplock covers- 10×14-inch,100-pcs pack | Superior Quality | | | | |
| 229. | Ziplock covers- 5×7-inch,100-pcs pack | Superior Quality | | | | |

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|------|--|------------------|--|--|--|--|
| 230. | Secure seal Covers-12×16-Inch, with AIIMS Mangalagiri Mono self-sealing, tamperproof, water proof, Once Closed It Cannot Be Opened Without Tearing ,60microns-100pcs pack | Superior Quality | | | | |
| 231. | Secure seal Covers-10×12-Inch, with AIIMS Mangalagiri Mono self-sealing, tamperproof, water proof, Once Closed It Cannot Be Opened Without Tearing ,60microns-100 pcs pack | Superior Quality | | | | |
| 232. | Measuring Tape – 3 m | FREEMANS | | | | |
| 233. | Measuring Tape – 15 m | FREEMANS | | | | |
| 234. | Measuring Tape – 30 m | FREEMANS | | | | |
| 235. | ToothPic - Wood | Superior Quality | | | | |
| 236. | ToothPic - Plastic | Superior Quality | | | | |
| 237. | Fevikwik – 0.5grams | Pidilite | | | | |
| 238. | Fevikwik – 3grams | Pidilite | | | | |
| 239. | M-Seal – 100 g | Pidilite | | | | |
| 240. | Token Paper Roll-2inch, 25m | Superior Quality | | | | |

Note: The successful bidder shall provide samples of all items for approval, after approval by competent authority the items shall be finalized for supply.

ANNUAL TURNOVER STATEMENT

(At the Letter Head of Chartered Accountant)

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

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

| Sl.No. | Financial year | Turnover |
|--------|----------------|----------|
| 1. | 2017-2018 | |
| 2. | 2018-2019 | |
| 3. | 2019-2020 | |

(2) Average turnover of the firm for last three financial years is Rs.

Signature of CA (with stamp of Firm)

Name-

(Registration No.-

(Chartered Accountant)

UDIN Number:

Firm name-

Proprietor name

Signature (with stamp)

Date-

CRIMINAL LIABILITY UNDERTAKING

(To be executed on Rs.10/-Non-judicial Stamp Paper duly attested by Public Notary)

I _____ S/o _____

Resident of _____

Do solemnly pledge and affirm That

1. I am the Proprietor/ Partner/ Director/ authorized signatory of M/s _____.
2. That my firm has not been declared defaulter by any Govt. Agency.
3. No police case and/ or case by CBI/FEMA/Criminal/Income Tax/GST/ Arbitration/Blacklisting are pending against the Proprietor/ Partner/ Director of the Firm/ Company (Agency) and also against the firm/ company. (Indicate any convictions if any against the above person or firm/ company).
4. The Proprietor/ Partner/ Director of the firm/ company (agency) and also the firm/ company has never been blacklisted by any Government authority/ organization.

Name & Signature

Seal of the participating Bidder Company

Affirmation/ Verification by

Notary Public

NOTARISED AFFIDAVIT

(On Rs. 10/- Non-Judicial Stamp Paper)

TENDER NO.

I, undersigned (name).....(designation)....., duly authorised representative of..... (name of Proprietorship/Firm/Company/Agency) hereby undertake, affirm, confirm and declare that

No criminal case is pending with the Police against our Proprietorship/ Firm/ Company/ Agency or any of its authorized signatories.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declaration is true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Deponent Signature:

Name:

Designation:

Aadhaar No:

Email Id:

Mobile No:

Landline No:

Fax No:

Address:

(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)

Self-Declaration for lowest rate NOTARISED AFFIDAVIT

(On Rs. 10/- Non-Judicial Stamp Paper)

TENDER NO.

I, undersigned (name).....(designation)....., duly authorised representative of (name of Proprietorship/Firm/Company/Agency) hereby undertake, affirm, confirm and declare that

Proprietorship/Firm/Company/Agency has not quoted price in this Tender higher than one at which goods/services were previously supplied to any government Institute/ Organisation/ reputed Private Organisation or DGS&D rate in last three years. If at any stage it is found that the firm (bidder) has quoted lower rates to any Govt./ Private Institute, Bidder shall be liable to payback access value to AIIMS Mangalagiri. AIIMS Mangalagiri further reserves right to impose suitable penalty shall be made by AIIMS Mangalagiri.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declaration is true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other

authorities.

Deponent Signature:

Name:

Designation:

Aadhaar No:

Email Id:

Mobile No:

Landline No:

Fax No:

Address:

(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)

MANDATE FORM

(Account/s Information form)

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS

(a) DETAILS OF ACCOUNT HOLDER:

| | |
|---------------------------------|--|
| NAME OF ACCOUNT HOLDERER / FIRM | |
| COMPLETE CONTACT ADDRESS | |
| MOBILE NUMBER / PH NO | |
| E. MAIL | |

(b) BANK DETAILS

| | |
|---|--|
| ACCOUNT NAME (Name appearing in your Cheque Book) | |
| BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NO | |
| BRANCH CODE | |
| COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant. | |
| IFSC CODE | |
| TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT) | |
| MICR CODE OF BANK | |

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information

I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

(.....)

Signature of Customer

(Bank's Stamp)

(.....)

Signature of Customer

Certified that the particulars furnished above are correct as per our records. Please attach a Cancelled Cheque along with the account information form.

To,

The Director,
AIIMS Mangalagiri

Reference: Tender No.

dated:

Sir,

I have gone through the conditions laid down in the tender documents.

I hereby offer to supply the items mentioned in Financial Bid at the rates quoted therein. I hereby declare to supply the material duly paid with GST, or applicable taxes at any point of time if applicable.

I agree to hold this offer open for the period of one years from the date of issuance of Rate Contract, if awarded.

(Authorised Signatory)

Name