Ref:No.AIIMS/MG/ADMIN/PROCUREMENT/06/Tender-RC/Stationery/2019/01 **Date: 31/08/2019**

For and on behalf of Director, AIIMS Mangalgairi, Tenders are invited for Supply of Stationery material under Rate Contract at AIIMS Mangalgairi, Andhra Pradesh.

The interested Service Providers are requested to submit their Tender documents in the prescribed Tender form duly signed and stamped, in a sealed cover. **QUOTATIONS NOT SUBMITTED IN SEALED COVERS AND NOT SUPERSCRIBED THE ENQUIRY NUMBER AND DUE DATE WILL NOT BE ACCEPTED**.

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| 1 | Name of the Tender | Supply of Stationery Material under Rate contract at AIIMS Mangalgairi |
| 2 | Type of Bid | Single bid system |
| 3 | Contract period | 06 Month |
| 4 | Earnest Money Deposit (EMD) | 10,000/- |
| 5 | Payment | Within 30 working days after Receipt of material along with the copies of invoice. |
| 6 | Tender document sale period | 31/08/2019 ( 11:00 hrs) to 11/09/2019 (17:00 hrs) |
| 7 | Bid submission due date | 12/09/2019 (11:00 hrs) |
| 8 | Date and Time for opening of bid | 12/09/2019 (15:00 hrs) |

**Postal Address:**

**Temporary Campus:** The Director, AIIMS Mangalagiri, Temporary campus,First Floor, Government Siddhartha Medical College, NH 16 Service Road, Gunadala, Vijayawada 520008; 0866-2456450.

**Permanent Campus:** The Director, AIIMS Mangalagir, Mangalagiri mandal, Guntur District (Approximate Distance: 15 Km from Temporary campus) Website: [www.aiimsmangalagiri.edu](http://www.aiimsmangalagiri.edu).

**1. INTRODUCTION**

1) All India Institute of Medical Sciences, Mangalagiri, Andhra Pradesh has been established under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY), Ministry of Health and Family Welfare, Government of India.

**2) Temporary Campus:** First Floor, Government Siddhartha Medical College, NH 16 Service Road, Gunadala, Vijayawada 520008; 0866-2456450 (Telefax)

**Permanent Campus:** Tadepalli-Atmakuru-Manglagiri villages, Mangalagiri mandal, Guntur District (Approximate Distance: 15 Km from Temporary campus) Website: [www.aiimsmangalagiri.edu](http://www.aiimsmangalagiri.edu).

3) This notice inviting tender is for Supply of Stationery Material under Rate Contract at AIIMS Mangalagiri, Andhra pradesh.

**2. TERMS & CONDITIONS**

1) The bidding agency should be reputed and having PAN, GST registered, if applicable.

2) The bidder should have adequate office/service centre setup at Krishna/Guntur district, Andhra pradesh to supply the Stationery material as specified.

3) The requirement of various Stationery items under Rate Contract for a period of 06(Six) month is given at Annexure

4) After having a Rate Contract with the selected agency/ agencies, the purchase of Stationery material will be made as per requirement on as and when required basis during the period of Rate Contract. The rates quoted by the firm should be valid for a period of 06(Six) month from the date of award of rate contract. The Agency would be required to accept the part supply order as required from time to time by AIIMS Mangalagiri.

5) **Earnest Money Deposit (EMD)** : An amount of Rs. 10,000/- (Rupees ten thousand only) has to be submitted by way of Demand Draft/Bank Guarantee/ NEFT/RTGS electronic transfer from any Nationalized Bank along with the Bid drawn in favor of “ AIIMS Mangalgairi payable at VIJAYAWADA.

Vendors registered with Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC) are not exempted from payment of EMD.

This deposit will be free of interest. The EMD submitted by the unsuccessful bidder shall be returned to the respective bidder.

6) The Stationery material required is of reputed make or equivalent as approved by AIIMS Mangalagiri in terms of quality and quantity as mentioned against each item in the tender document.

7) The acceptance of tender will solely rest with Director, AIIMS Mangalagiri and may accept or reject the lowest or any other tender as per the eligibility criteria. No reasons will be furnished for acceptance or rejection of any tender. Canvassing in connection with tender is strictly prohibited and any canvassing will lead to make the bid of tenderer as ineligible.

8) **Successful Tenderer has to deposit an amount of Rs. 10,000/- towards Security Deposit within 15 days from the date of issue of order.** This deposit will be free of interest and is refundable after the satisfactory execution of the rate contract and complete fulfillment of contractual obligations.

9) Conditional tenders shall not be accepted. This tender is non- transferable. Bid once submitted shall not be allowed for withdrawal.

10) Number of corrections and or alterations, if any in the tender must be specifically mentioned. All the corrections and alterations made in the tender must be duly countersigned by the authorized signatory, without which tender will not be considered.

11) The Unit rates in Indian Rupees should be clearly quoted for each item against each make. The agency should clearly mention for GST/taxes etc. if any. The items are required to be supplied for, AIIMS Mangalagiri, Andhra Pradesh. (Both for Temporary campus and permanent campus)

**12) No commitment to accept lowest or any tender:** AIIMS Mangalagiri shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be at its sole discretion to reject any or all offers without assigning any reason whatsoever.

**13) Submission of Tender Offers:** Tenders can be submitted either through Post or through Courier or by hand. In the event of tender received after due date and time due to any type of delay including postal delay, AIIMS Mangalagiri will not be responsible for such delay and such tenders will not be considered.

14) The tenders should be submitted sealed envelope and super scribed “Tender for Supply of Stationery material in response to Tender Notice No. AIIMS/MG/ADMIN/PROCUREMENT/06/Tender-RC/2019/01

**15) Opening of Tenders/Quotation:** The offers received will be opened in the presence of representatives of the firm (if they wish to be present), on the scheduled date and time of opening of the bid. The person attending the opening of the tender will be required to produce an authorization letter from the dealer/company/firm/agency. If the tender does not comply with our tendered specifications, shall be summarily rejected.

16) The supply of Stationery material has to be made within a period of 2-3 days from the date of issue of subsequent supply order by AIIMS Mangalagiri as per requirement from time to time. In case firm fails to supply the Stationery material in the specific time, 0.5% cost of the undelivered goods for every week as late supply will be deducted from the bill to the maximum of 10% of the total cost of the order after which the order may be cancelled and security deposit forfeited at the discretion of AIIMS Mangalagiri.

17) In Case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Deposit or from pending bills of defaulting firm by issuing notice. The office may take necessary action for blacklisting such firm, if required.

18) The Interested bidders/vendors can visit this office on any working day, to inspect the specimens before submitting the bids.

19) The Director AIIMS Mangalagiri reserves the right to reject any or all the tenders without assigning any reason thereof.

20) Incomplete or conditional tenders will not be entertained

 21) Tenderer must be registered with Income tax, PAN and GST, if applicable and should be engaged in

 the line of supply of stationery and related items for atleast 3 years

 22) Vendor should be capable of delivery of items at AIIMS Mangalagiri premises.

 23) **Tenderer/Bidder should submit the following documents along with their bid.**

a) Tenderer should submit the document of Income tax, PAN and GST registeration, if applicable

b) The bidder should enclose the signed and stamped copy of the tender document on each page, towards acceptance to all the terms and conditions.

c) Qualifying information

d) If the tenderer is an authorised dealer, Authorisation Certificate is to be provided.

e) All the firms participating in the tender must submit a list of their partners etc. along with their communication details.

25) The requirement of consumable items may vary and the firm has to supply the items during the period of contract.

26) **Payment:** 100% payment will be released within 30 days after receipt and acceptance of material. No other payment terms including advance payment will be allowed.

27) L1 will be the vendor who has quoted most economical price of the item. For administrative exegencies, AIIMS, Mangalagiri would like to minimize the number of suppliers. Hence the vendor who is L-1 for maximum items shall be given the first right to match the L1 quotation of the atleast 90% of the items of the stated quantity.

28) No taxes shall be payable by us unless payment of the same is specifically mentioned by the supplier in the quotation and the same is legally leviable. If no specific mentioning of tax/GST, The AIIMS Mangalagiri will assume that the price/s quoted is inclusive of all taxes and levies and binding on the firm to execute the order.

29)The AIIMS Mangalagiri is not bound to procure items from the selected vendor only.

Each tenderer should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head indicating here on GST Registration, TIN Number, FAX, Email, Telephone numbers, complete /valid correspondence address etc.,

The tenderer has to quote the prices for the material/make/equivalent mentioned in the price bid. However, the tenderer shall be responsible about the quality of the material quoted in the price bid.

30) The Tenderer should have minimum turnover of Rs 5 lakh in each financial year of 2016-17, 2017-18 and 2018-19. The Turnover statement for the above said financial year is required.

 Sd/-

Deputy Director

(Administration)

**3. Qualifying information:**

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| **S.No** | **Details requested by AIIMS Mangalagiri** | **Details furnished by the firm** |
| 1. | Name of the bidder |  |
| 2. | Valid correspondence Address, Email, and contact details/Telephone numbers of bidder |  |
| 3. | Status of Ownership of the firm | a) Proprietorb) Partnershipc) Registered firmd) Unregistered firme) Body Corporate |
| 4. | Statutory Registrations (Copies May Please be attached) | a) GST:b) PAN: C) VAT:D) Any other |
| 6. | Bank details of the Firm |  |
| 7. | Earnest money Deposit (EMD) details; |  |

**Annexure**

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| **Annexure** |
| **Sl NO**  | **DISCRIPTION** | **MAKE**  | **HSN CODE** | **UNIT**  | **RATE PER UNIT IN Rs** | **GST%** | **\*TENTATIVE QUANTITIY/MONTH**  | **TOTAL AMOUNT IN Rs** |
| 1 | Gum bottle 300ML | Camlin or reputed brand |   |   |   |   | 100 |   |
| 2 | Battery AA | nippon,standard, duracell,amaron |   |   |   |   | 50 |   |
| 3 | Battery AAA | nippon,standard, duracell,amaron |   |   |   |   | 100 |   |
| 4 | binder clip 15mm | Any reputed brand |   |   |   |   | 100 |   |
| 5 | binder clip 19mm |   |   |   |   | 100 |   |
| 6 | binder clip 25mm |   |   |   |   | 100 |   |
| 7 | binder clip 32mm |   |   |   |   | 200 |   |
| 8 | binder clip 41mm |   |   |   |   | 200 |   |
| 9 | binder clip 51mm |   |   |   |   | 100 |   |
| 10 | box files standard size | reputed brand |   |   |   |   | 150 |   |
| 11 | Brown folder files  | reputed brand |   |   |   |   | 1000 |   |
| 12 | Button files  | reputed brand |   |   |   |   | 300 |   |
| 13 | Board pins(Thumb pin of plastic) | Bambalic,office depot , Gold leaf |   | Packet |   |   | 100 |   |
| 14 | Calculator 12 digit | casio |   |   |   |   | 15 |   |
| 15 | calling bell electric(wireless) | reputed brand |   |   |   |   | 15 |   |
| 16 | calling bell manual | reputed brand |   |   |   |   | 10 |   |
| 17 | cobra file  | reputed brand |   |   |   |   | 200 |   |
| 18 | Ring binder file A4 | reputed brand |   |   |   |   | 100 |   |
| 19 | correction pen 7ml | camlin |   |   |   |   | 20 |   |
| 20 | correction tape (different size)  | reputed brand |   |   |   |   | 10 |   |
| 21 | Double punch machine DP 600 | kangaroo,fiber castle standard |   |   |   |   | 15 |   |
| 22 | Double punch machine 800 | kangaroo,fiber castle standard |   |   |   |   | 10 |   |
| 23 | Double punch machine 52 | kangaroo,fiber castle standard |   |   |   |   | 5 |   |
| 24 | Single punch machine | kangaroo,fiber castle standard |   |   |   |   | 15 |   |
| 25 | Duster for white board marker | reputed brand |   |   |   |   | 10 |   |
| 26 | Eraser | camlin,fabercastle or any reputed brand |   |   |   |   | 30 |   |
| 27 | Exam pad | reputed brand |   |   |   |   | 20 |   |
| **Sl NO**  | **DISCRIPTION** | **MAKE**  | **HSN CODE** | **UNIT**  | **RATE PER UNIT IN Rs** | **GST%** | **\*TENTATIVE QUANTITIY/MONTH**  | **TOTAL AMOUNT IN Rs** |
| 28 | File pad | reputed brand |   |   |   |   | 50 |   |
| 29 | File tag 8 inch bunch of 100 no | reputed brand |   |   |   |   | 10 |   |
| 30 | File tag 20inch bunch of 100 no | reputed brand |   |   |   |   | 2 |   |
| 31 | File tray ( 3 stack) |   |   |   |   |   |   |   |
| 32 | File tray ( 3 stack) | reputed brand |   |   |   |   | 10 |   |
| 33 | Gem Clip Plastic coated | reputed brand |   |   |   |   | 15 |   |
| 34 | Pin container magnetic | reputed brand |   |   |   |   | 10 |   |
| 35 | Glue stick 15 gm | kores,camlin , Pidellite |   |   |   |   | 20 |   |
| 36 | fevistick small | reputed brand |   |   |   |   | 15 |   |
| 37 | fevistick big | reputed brand |   |   |   |   | 20 |   |
| 38 | fevicol 50ml | pidilite |   |   |   |   | 10 |   |
| 39 | fevicol 200ml | pidilite |   |   |   |   | 5 |   |
| 40 | highlighter Pen (different colours) | reputed brand |   |   |   |   | 40 |   |
| 41 | Iron scale 30cm | reputed brand |   |   |   |   | 20 |   |
| 42 | L folder pack of 100 | reputed brand |   |   |   |   | 200 |   |
| 43 | Naphthalene pack of 1 kg | reputed brand |   |   |   |   | 5 |   |
| 44 | Noting sheet yellow A4 70 gsm pack of 100 Sheets | reputed brand |   |   |   |   | 5 |   |
| 45 | Paper cutters knife big | reputed brand |   |   |   |   | 10 |   |
| 46 | Paper cutters knife small | reputed brand |   |   |   |   | 10 |   |
| 47 | paper weight (good model) | reputed brand |   |   |   |   | 20 |   |
| 48 | Pen black ball point | flair,reynolds,cello or any other reputed brand |   |   |   |   | 200 |   |
| 49 | Pen blue ball point |   |   |   |   | 500 |   |
| 50 | pen red ball point |   |   |   |   | 200 |   |
| 51 | GEL pen (Red, Blue, Blue) | uniball, |   |   |   |   | 100 |   |
| 52 | Pen stand (mesh) |  reputed brand |   |   |   |   | 20 |   |
| 53 | Pencil | camlin, natraj, fabercastle, apsara |   |   |   |   | 200 |   |
| 54 | Permanent marker big(differenet colour)  | reputed brand |   |   |   |   | 15 |   |
| 55 | Permanent marker small(different colours) | camlin,faber castle |   |   |   |   | 10 |   |
| **Sl NO**  | **DISCRIPTION** | **MAKE**  | **HSN CODE** | **UNIT**  | **RATE PER UNIT IN Rs** | **GST%** | **\*TENTATIVE QUANTITIY/MONTH**  | **TOTAL AMOUNT IN Rs** |
| 56 | Plastic scale 15cm | natraj,faber castle,camlin |   |   |   |   | 15 |   |
| 57 | Plastic scale 30cm | natraj,faber castle,camlin |   |   |   |   | 25 |   |
| 58 | Pocker | reputed brand |   |   |   |   | 10 |   |
| 59 | Register 2 quire | reputed brand |   |   |   |   | 30 |   |
| 60 | Register 3quire | reputed brand |   |   |   |   | 50 |   |
| 61 | Register 4quire | reputed brand |   |   |   |   | 50 |   |
| 62 | Register 5quire | reputed brand |   |   |   |   | 50 |   |
| 63 | Attendence Register | reputed brand |   |   |   |   | 30 |   |
| 64 | Room freshner | reputed brand |   |   |   |   | 15 |   |
| 65 | Rubber band small (packet) | reputed brand |   |   |   |   | 5 |   |
| 66 | Rubber band big (packet) | reputed brand |   |   |   |   | 5 |   |
| 67 | Scissor small | reputed brand |   |   |   |   | 15 |   |
| 68 | Scissor big | reputed brand |   |   |   |   | 20 |   |
| 69 | Scribbling pad ruled | reputed brand |   |   |   |   | 100 |   |
| 70 | Scribbling pad unruled | reputed brand |   |   |   |   | 50 |   |
| 71 | Sharpner | natraj,faber,apsara castle,camlin |   |   |   |   | 100 |   |
| 72 | Sheet protector A4 pack of 100 | reputed brand |   |   |   |   | 3 |   |
| 73 | sketch pen sets(all colour) | reputed brand |   |   |   |   | 20 |   |
| 74 | spike buster (exstension cable or box) length of 2metre | reputed brand |   |   |   |   | 30 |   |
| 75 | Stamp pad | camlin,kores,supreme |   |   |   |   | 20 |   |
| 76 | stamp pad ink (30ml) | camlin,kores,supreme |   |   |   |   | 15 |   |
| 77 | stappler big no-1217 | kangaroo,fiber castle standard |   |   |   |   | 10 |   |
| 78 | stappler medium no-45p | kangaroo,fiber castle standard |   |   |   |   | 20 |   |
| 79 | stappler small no-10 | kangaroo,fiber castle standard |   |   |   |   | 15 |   |
| 80 | stappler pin small no.10 (1000 staples) | kangaroo,fiber castle standard |   |   |   |   | 200 |   |
| 81 | stappler pin small no.24/6 (1000 staples) | kangaroo,fiber castle standard |   |   |   |   | 50 |   |
| **Sl NO**  | **DISCRIPTION** | **MAKE**  | **HSN CODE** | **UNIT**  | **RATE PER UNIT IN Rs** | **GST%** | **\*TENTATIVE QUANTITIY/MONTH**  | **TOTAL AMOUNT IN Rs** |
| 82 | stappler pin small no.24/17 (1000 staples) | kangaroo,fiber castle standard |   |   |   |   | 50 |   |
| 83 | post it 3"x 1" | post it,Butterfly,oddy |   |   |   |   | 100 |   |
| 84 | post it 3"x 3" | post it,Butterfly,oddy |   |   |   |   | 50 |   |
| 85 | post it 3"x 4" | post it,Butterfly,oddy |   |   |   |   | 25 |   |
| 86 | post it 4"x 4" | post it,Butterfly,oddy |   |   |   |   | 25 |   |
| 87 | Sticker Tag (label of different size) | reputed brand |   |   |   |   | 200 |   |
| 88 | Tape brown 2" | reputed brand |   |   |   |   | 10 |   |
| 89 | Tape brown 1" | reputed brand |   |   |   |   | 15 |   |
| 90 | Tape transparent 2'' | reputed brand |   |   |   |   | 10 |   |
| 91 | Tape transparent 1" | reputed brand |   |   |   |   | 15 |   |
| 92 | Cello tape dispenser 2" | reputed brand |   |   |   |   | 5 |   |
| 93 | Cello tape dispenser 1" | reputed brand |   |   |   |   | 5 |   |
| 94 | Double side Tape | reputed brand |   |   |   |   | 5 |   |
| 95 | Tissue paper (Box) | reputed brand |   |   |   |   | 10 |   |
| 96 | white board marker black | reputed brand |   |   |   |   | 10 |   |
| 97 | white board marker blue | reputed brand |   |   |   |   | 15 |   |
| 98 | white board marker green | reputed brand |   |   |   |   | 10 |   |
| 99 | white board marker red | reputed brand |   |   |   |   | 10 |   |
| 100 |  writing wooden plank 2f\*1.5f | reputed brand |   |   |   |   | 15 |   |
| 101 | Paper bag 14\*10 hold weight approx 4kg | reputed brand |   |   |   |   | 15 |   |
| 102 | white board (3ft x 4ft) | reputed brand |   |   |   |   | 10 |   |
| 103 | white board (4ft x 8ft) | reputed brand |   |   |   |   | 10 |   |
| 104 | magnetic white board (3ft x 4ft) | reputed brand |   |   |   |   | 2 |   |
| 105 | magnetic white board (4ft x 8ft) | reputed brand |   |   |   |   | 2 |   |
| 106 | Bond paper 100gsm pack of 100 sheets | reputed brand |   |   |   |   | 2 |   |
| **Sl NO**  | **DISCRIPTION** | **MAKE**  | **HSN CODE** | **UNIT**  | **RATE PER UNIT IN Rs** | **GST%** | **\*TENTATIVE QUANTITIY/MONTH**  | **TOTAL AMOUNT IN Rs** |
| 107 | Colour chart of standard size and colour | reputed brand |   |   |   |   | 50 |   |
| 108 | white Envelope office normal 11\*5" | reputed brand |   |   |   |   | 200 |   |
| 109 | Envelope cloth cover 11\*5'' | reputed brand |   |   |   |   | 200 |   |
| 110 | Envelope cloth cover 16\*12'' |   |   |   |   |   | 100 |   |
| 111 | Envelope cloth cover 11\*15'' | reputed brand |   |   |   |   | 100 |   |
| 112 | Envelope cloth cover 10\*12'' | reputed brand |   |   |   |   | 100 |   |
| 113 | Brown envelope office normal 11\*5 | reputed brand |   |   |   |   | 100 |   |
| 114 | chalk piece box (different colour)  | Apsara |   |   |   |   | 10 |   |
| 115 | water bottle of good quality | cello |   |   |   |   | 50 |   |
| 116 | carbon paper  | kores |   | packet |   |   | 1 |   |
| 117 | A4 ream 70gsm | Jk copier, maple,century or reputed brand |  |  |  |  | 60 |  |
| 118 | A3 ream 70gsm | Jk copier, maple,century or reputed brand |  |  |  |  | 10 |  |

**Diclaration:**

I/we hereby declare and affirm that I/we have read and understood the terms and conditions of the tender document as stipulated in the tender notice No. AIIMS/MG/ADMIN/PROCUREMENT/06/Tender-RC/2019/01, dated \_\_/\_\_/2019. Accordingly, I/we hereby offer the rate for supply of stationery material under Rate Contract at AIIMS Mangalagiri, Andhra Pradesh.

We have read and understood the above terms and conditions in detail and the same are accepted by us.

Signature of the Tenderer/ Authorized Signatory & date

Name, OFFICE SEAL and Address:

**Note: The bidder /tendered has to sign & stamp on all pages of tender document and submit the same.**