

**Invitation of quotation**  
**for**  
**Supply of Books for Hindi Translation**  
**At**  
**All India Institute of Medical Sciences, Jodhpur**

Inquiry No.: : Admin/Gen/59-02(iv/2021-AIIMS.JDH

Inquiry Issue Date : 05<sup>th</sup> October, 2021

Last Date of Submission : 14<sup>th</sup> October, 2021 at 03:00 PM.



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

Basni Phase - II, Jodhpur – 342005, Rajasthan

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**Invitation of quotation for Supply of Books for Hindi Translation  
at AIIMS Jodhpur**

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Jodhpur for Supply of Books for Hindi Translation for the Institute as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before 14.10.2021 03.00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

**“QUOTATION FOR SUPPLY OF BOOKS FOR HINDI TRANSLATION  
AGAINST INQUIRY NO. ADMN/GEN/59-02(iv)/2021-AIIMS.JDH”DUE  
ON 14.10.2021 03.00 PM”**

**1. Terms & Conditions:**

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- B) Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be dropped in “**Quotation Box**” located in Administration Block of AIIMS, Jodhpur.
- C) Rates must be quoted in **Indian rupees** and as per the format specified taxes extra if any must be written separately.
- D) Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
- E) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- F) The rates quoted must be valid for 90 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- G) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- H) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- I) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
- Firm shall be registered with the Government of Rajasthan / Central Government.
  - The firm shall have valid GSTIN and IT PAN.
  - **The firm should not be black listed by any Govt. Agency/Dept.**

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- J) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- K) **Delivery Period** –within 30 days from Purchase order.
- L) **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.
- M) **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the AIIMS Jodhpur.
- N) **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Jodhpur with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, AIIMS Jodhpur whose decision will be final and binding upon the contractor.
- O) AIIMS, Jodhpur reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the AIIMS, Jodhpur will be final in this regard.
- P) AIIMS, Jodhpur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, Jodhpur will be final in this regard.

### **2. Special Terms &Conditions:**

- A) **Rates must be quoted FOR basis (including Freight charges, GST/ Taxes and Insurance etc.)**
- B) **Rates must be quoted in Indian Rupees Only.**
- C) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- D) The rates quoted must be valid for 90 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- E) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.  
**L1 will be decided on basis of unit price per book inclusive of all taxes.**
- F) It is mandatory to produce price proof documents (Publisher’s/Importer’s/Distributors’ invoice and publisher’s catalogue) along with bills for foreign titles. Price proof is also required for Indian edition of foreign titles and Indian publications where price is not available in printed form. Price proof should contain signature and seal of the supplier.
- G) The latest / revised edition shall be supplied. Certificate stating that latest edition of Books

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(Indian & Foreign) is quoted must be submitted by the Bidder.

- H) The suppliers shall replace free of charge any defective book supplied by them due to faulty printing or pagination, soiled copy or any other reason.
- D) The qualifying bidder should supply at minimum 100% of the books which are listed in awarded purchase order.

**Administrative Officer**

Encl.: Annexure 1 (Certificate for Price Justification)  
Annexure 2 (List of Non-Blacklisting Certificate)  
Annexure 3 (List of Books)  
Annexure 4 (Format of price bid)

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**Annexure 1**

**CERTIFICATE OF PRICE JUSTIFICATION**

Inquiry No.:

I/We, M/s. \_\_\_\_\_ certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

Date: Name :

Place: Business Address :

Signature of Bidder :

Seal of the Bidder :

**Annexure 1**

**NON BLACKLISTING CERTIFICATE**

*[To be submitted on letterhead]*

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by AIIMS Jodhpur and also abide all the terms and conditions stipulated in quotation inquiry.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and AIIMS Jodhpur may imposed any action as per quotation inquiry rules.

Date: Name :

Place: Business Address :

Signature of Bidder :

Seal of the Bidder :

**Annexure 3**

**List of Books**

<b>S. No.</b>	<b>Title</b>	<b>Author</b>	<b>No of Copy</b>
1	Glossary of Administrative Terms(English-Hindi)	India. CSTT	01 Nos.
2	Glossary of Administrative Terms(Hindi-English)	India. CSTT	01 Nos.
3	Comprehensive Glossary of Technical Terms: Humanities Vol. 1&2	India. CSTT	01 Nos.
4	Glossary of Linguistics	India. CSTT	01 Nos.
5	Comprehensive Glossary of Technical Terms: Science Vol. 1&2	India. CSTT	01 Nos.
6	Comprehensive Glossary of Technical Terms: Medical Science	India. CSTT	01 Nos.
7	Glossary of Cell Biology	India. CSTT	01 Nos.
8	Glossary of Information Technology	India. CSTT	01 Nos.
9	Common Medical Terms and Phrases	India. CSTT	01 Nos.
10	Glossary of Parliamentary Affairs	India. CSTT	01 Nos.
11	Glossary of Home Science	India. CSTT	01 Nos.
12	Public Administration Glossary	India. CSTT	01 Nos.
13	Computer Science Glossary	India. CSTT	01 Nos.

**Note: The latest / revised edition shall be supplied.**

**[On the letterhead of firm]**

**ANNEXURE "4"**  
**PRICE BIDFORM**

To,

Administrative Officer,  
AIIMS, Jodhpur.

Dear Sir,

1. I/We ..... Submitted the quotation for Enquiry No. "QUOTATION FOR SUPPLY OF BOOKS FOR HINDI TRANSLATION AT AIIMS AGAINST THE INQUIRY NO. Admn/Gen/59-02(iv)/2021-AIIMS.JDH" DUE ON 14.10.2021 03.00 PM for Supply of Books for Hindi Translation at AIIMS Jodhpur".

2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

3. I/We hereby offer to supply at the following rates.

S. No.	Title	Author	Qty.	In Indian Rupees Only				
				MRP	Discount on MRP %	Taxes on Discounted Price (if Any)	Price for Per Book (Including Discount & Taxes)	Total Price (Including Discount & Taxes)
1.								

**Note:**

1. The Rate must be quoted in Indian Rupees Only.
2. The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be **REJECTED**

Date \_\_\_\_\_

Place \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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