

Invitation of quotation

For

Plastic Patient file

At

All India Institute of Medical Sciences, Jodhpur

Inquiry No.: : Admn/Gen/10-20/2018-AIIMS.JDH

Inquiry Issue Date : 18th August, 2018

Last Date of Submission : 21st August, 2018 at 05:00 PM.



All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur – 342005, Rajasthan

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**Invitation of quotation for Supply of Plastic Patient file at AIIMS
Jodhpur**

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Jodhpur for Supply of Plastic Patient file for the Institute as per terms & conditions mentioned below. The filled quotations along with the entire required document must reach in the office of the undersigned on or before 21.08.2018 05.00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

**“QUOTATION FOR SUPPLY OF PLASTIC PATIENT FILE AGAINST
INQUIRY NO. ADMN/GEN/10-20/2018-AIIMS.JDH”DUE ON 21.08.2018
05.00 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 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- 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.**
- J) Quotations qualified by such vague and indefinite expressions such as “subject to prior

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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** –within30 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) **Bidder must quote the product as per specification provided in Annexure 1.**
- B) **The Bidder must submit the sample of quoted make for technical evaluation at AIIMS Jodhpur at the time of submission of their quotation. Failure to submit the sample at the time of submission of their quotation/offer will be summarily rejected.**
- C) **Inspection committee will check the products thoroughly, if somehow inspection committee found any discrepancy and is not satisfied with the final product (final product should be same as reviewed ones at the institution) then AIIMS, Jodhpur has the right to reject the supply and cancel the order, and no claim for payment in this regard will be entertained**

Administrative Officer

Encl.: Annexure 1 (Specification)
Annexure 2 (Format of price bid)

Annexure 1
Specification

Sr No.	Name of Item	Specification	Qty.
1.	Plastic Patient file	<ul style="list-style-type: none">• 75mm chip mechanism• F/C Compatible• File in polymer sheet• Product Code: XC 515• Type: Lever Arch file• Best in class lever Arch File in polymer sheet.• 75mm chip mechanism with paper stopper.• Snap lock polycover helps file to stand firmly with documents• Finger hole on spine to facilitate easy removal & stack in shelves where files are contiguously stack vertically.• Holds upto 400 sheets.• Spine pocket for holding index ticket.	1000 Nos.

Note: The Bidder must submit the sample of quoted make for technical evaluation at AIIMS Jodhpur at the time of submission of their quotation. Failure to submit the sample at the time of submission of their quotation/offer will be summarily rejected.



[On the letterhead of firm]

ANNEXURE "2"
PRICE BIDFORM

To,

Administrative Officer,
AIIMS, Jodhpur.

Dear Sir,

1. I/We Submitted the quotation for Enquiry No. "QUOTATION FOR SUPPLY PLASTIC PATIENT FILE AT AIIMS AGAINST THE INQUIRY NO. Admn/Gen/10-20/2018-AIIMS.JDH" DUE ON 21.08.2018 05.00 PM for Plastic Patient file 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	Particular	Qty	Quoted Make	Price/Unit Exclusive of TAX (INR)	GST/VAT/ST/Other taxes	Price/Unit Inclusive of TAX (INR)	Total Amount Inclusive of TAX (INR)	MRP
1.	Plastic Patient file	1000 Unit						

Note:

1. The Bidder must submit the sample of quoted make for technical evaluation at AIIMS Jodhpur at the time of submission of their quotation. Failure to submit the sample at the time of submission of their quotation/offer will be summarily rejected.

Date _____

Place _____

(Signature of Authorized Person) _____

(Name) _____

Name of Firm/Company/Agency _____

Phone No. _____

Email: _____