

Invitation of quotation
for
Supply of Books (Print Version) for Medical
Stream
At
All India Institute of Medical Sciences, Jodhpur

Inquiry No.: : Admin/Gen/21-01/2022-AIIMS.JDH
Inquiry Issue Date : 22nd December, 2022
Last Date of Submission : 02nd January, 2023 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 (Print Version) for
Medical Stream at AIIMS Jodhpur**

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Jodhpur for Supply of Books (Print Version) for Medical Stream 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 02.01.2023 03.00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

**“QUOTATION FOR SUPPLY OF BOOKS (PRINT VERSION) FOR
MEDICAL STREAM AGAINST INQUIRY NO. ADMN/GEN/21-01/2022-
AIIMS.JDH”DUE ON 02.01.2023 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.

Deputy Director (Administration)

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

S. No.	Title	Author	Publisher	No. of Copies	Edition
1	Hospital Administration	joshi DC, Joshi Mamta	Jaypee	1	Latest
2	Health Care Management Advisor	Mogli GD	Jaypee	1	Latest
3	Quality Hospital Care	Jan Farooq A		1	Latest
4	Medical Audit	Prakash Anjan	Jaypee	1	Latest
5	Disease Outbreak Management: Hospital Administrators' Perspective	Gupta Shakti Kumar, Kant Sunil, Sharma Jitendra Kumar	Jaypee	1	Latest
6	Practical Guide Book for Hospital Infection Risk Assessment, Prevention & Control	Basarkar Shishir	Jaypee	1	Latest
7	Hospital Administration: Principles and Practice	Gomes Libert Anil, Sarma RK, Sharma Yashpal	Jaypee	1	Latest
8	Hospital Infection Control Guidelines: Principles and Practice	Singh Sanjeev, Gupta Shakti Kumar, Kant Sunil	Jaypee	1	Latest
9	Hospital Stores Management an Integrated Approach	Gupta Shakti, Kant Sunil	Jaypee	1	Latest
10	Sana's Guidelines for Hospital Infection Control	Khan Mohd Samiullah	Jaypee	1	Latest
11	Essential Hospital Services	S.L. Goel & R. Kumar, R. Kumar	Deep	1	Latest
12	Planning and Designing of Specialty Healthcare Facilities	Shakti Kumar Gupta, Sunil Kant, R Chandrashekhar	Jaypee	1	Latest
13	Quality System Implementation in Health Care Establishments	Karun Dev Sharma	Jaypee	1	Latest
14	Step by Step Hospital Designing and Planning	Sharma Purnima, Sharma Sangeet	Jaypee	1	Latest
15	Step by Step® Hospital Designing and Planning	Malhotra Jaideep, Malhotra Narendra	Jaypee	1	Latest
16	PUTSEP Book for designing		Pradeep	1	Latest
17	Transforming the Patient Experience	Choctaw, William T.	Springer	1	Latest
18	Hospitals: Facilities Planning and Management	G. D. Kunders	McGraw Hill	1	Latest
19	Design and Development of Hospital Management System	Adebiyi Adeyemi	LAP	1	Latest
20	Biomedical Waste Disposal	Singh Anantpreet, Kaur Sukhjit	Jaypee	1	Latest
21	Reality of Hospital Administration	Rambabu D	Jaypee	1	Latest
22	Opportunities in Hospital and Health Care Administration	Bhardwaj Pradeep	Jaypee	1	Latest
23	Hospitals and Nursing Homes: Planning, Organizations and Management	Tabish Syed Amin	Jaypee	1	Latest
24	Hospital Administration and Management: A Comprehensive Guide	Gupta Joydeep Das	Jaypee	1	Latest
25	Modern Trends in Planning and Designing of Hospitals: Principles and Practice	Kant Lt Col Sunil, Chandrashekhar R, Gupta Shakti Kumar, Satpathy Sidhartha	Jaypee	1	Latest
26	Hospital Administration Principles and Practice	Yashpal Sharma RK Sarma Libert Anil Gomes	Jaypee	1	Latest
27	The Hospital Administrator	George MA	Jaypee	1	Latest
28	Latest in Healthcare Management	Pradeep Bharadwaj	Jaypee	1	Latest
29	Handbook of Healthcare Quality & Patient Safety	Gyani Girdhar J, Thomas Alexander	Jaypee	1	Latest
30	Hospital Administration: A Ready Reference	Garala Miral	Jaypee	1	Latest
31	Corporate Hospital Culture and Communication Skill	Naik Prafull Arunkant, Naik Nidhi Prafull	Jaypee	1	Latest
32	Hospital management	Sante Roberti	Clissold Pub.	1	Latest
33	Health Records Paper To Paperless	GD Mogli	Jaypee	1	Latest
34	Management of Organizational Behavior:	Paul Hershe	Pearson	1	Latest

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35	Organizational Behavior	Stephen P. Robbins	Pearson	1	Latest
36	Essentials of Management: An International and Leadership Perspective	Harold Koontz, Heinz Weihrich	McGraw Hill	1	Latest
37	The Ethical Executive	Paul Hershe		1	Latest
38	The situational leader	Paul Hershe	Warner Books	1	Latest
39	Governance of Hospitals	R. Kumar & S.L. Goel, S.L. Goel	Deep	1	Latest
40	Organizational Structure of Health Care System and Hospital Administration	S.L. Goel	Deep	1	Latest
41	Managing a modern hospital	V Srinivasan	Sage	1	Latest
42	Hospital Management	Charlotte A. Aikens		1	Latest
43	The HR Answer Book: An Indispensable Guide for Managers and Human Resources Professionals	Shawn Smith and Rebecca Mazin	Prentice Hall	1	Latest
44	Fundamentals of human resource management	Josephat Stephen Itika	African Studies	1	Latest
45	An Introduction to Human Resource Management	WILTON	Sage	1	Latest
46	Beyond Entrepreneurship: Turning Your Business into an Enduring Great Company	James C. Collins	Penguin	1	Latest
47	Errors of Omission	Beatrice J. Kalisch	Nursing Ass.	1	Latest
48	Think and grow rich	Napoleon Hill	G & D Media	1	Latest
49	Managing Patient Centered Care: The Art of Finding and Keeping Loyal Patients	Seema Mehta	Jaypee	1	Latest
50	Hospital and Health Care Administration (Appraisal and Referral Treatise)	Shakti Gupta, Sunil Kant	Jaypee	1	Latest
51	Health Economics for Hospital Management	Dutta Shuvendu Bikash	Jaypee	1	Latest
52	High Performance in Hospital Management	Weimann, Edda, Weimann, Peter	Springer	1	Latest
53	Financial Management for Hospital Administration	Anil Gomes Libert, Kulkarni GR, Satyashankar P	Jaypee	1	Latest
54	Disaster Management for Health Care Professionals	G Joshi Sonopant	Jaypee	1	Latest
55	Models of Patient Navigation	Wells, Kristen J.	Springer	1	Latest
56	Why Hospitals Fail	Godbole, Prasad, Burke, Derek, Aylott, Jill	Springer	1	Latest
57	Essentials of Strategic Planning in Healthcare	J. P Harrison		1	Latest
58	Hospital Sterilization	Anand Nagaraja Prem	Jaypee	1	Latest
59	planning and designing of speciality healthcare facilities	Sunil Kant, Shakti Kumar Gupta, R Chandrashekhar	Jaypee	1	Latest

Note: The latest / revised edition shall be supplied.

[On the letterhead of firm]

ANNEXURE "4"
PRICE BIDFORM

To,

Deputy Director (Administration),
AIIMS, Jodhpur.

Dear Sir,

1. I/We Submitted the quotation for Enquiry No. "QUOTATION FOR SUPPLY OF BOOKS (PRINT VERSION) FOR MEDICAL STREAM AT AIIMS AGAINST THE INQUIRYNO. Admn/Gen/21-01/2022-AIIMS.JDH" DUE ON 02.01.2023 03.00 PM for Supply of Books (Print Version) for Medical Stream 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.	Department	Title	Author	Publisher	Edition	Qty	In Indian Rupees Only			
							MRP	Discount on MRP %	Taxes on Discounted Price (if Any)	Price for Per Book (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: _____