

Rate Contract

For

Stationary Items

At

All India Institute of Medical Sciences, Jodhpur

NIT No.	:	Admn/RC/10/2015-AIIMS.JDH
NIT Issue Date	:	15 th December, 2015
Pre Bid Meeting	:	23 rd December, 2015, 03:00 PM
Last Date of Submission	:	18 th January, 2016, 03:00 PM



All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur – 342005, Rajasthan

Telephone: 0291- 2012978, email: aoadmin@aiimsjodhpur.edu.in

www.aiimsjodhpur.edu.in

Chapter I, Instruction to bidders

All India Institute of Medical Sciences (AIIMS), Jodhpur, Rajasthan, an apex healthcare Institute being established by Act of Parliament of India under aegis of Health & Family Welfare, Government of India, invites sealed tenders for Rate Contract for Stationary Items at AIIMS Jodhpur. You are requested to quote your best offer along with the complete details, terms & conditions. Quotation should be sealed and super-scribed with tender name, number and address to:

“The Administrative Officer
All India Institute of Medical Sciences, Jodhpur
Basni, Phase-II
Jodhpur-342005, Rajasthan”.

The sealed quotations should reach the Institute, latest by 18th January, 2016 at 03:00 PM and it will be opened on same day at 04:00 PM in the Conference hall, Academic Block, AIIMS Jodhpur in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time.

“**PRE-Bid Meeting**” with the intending bidders shall be held on 23rd December, 2015 at 03:00 PM at AIIMS, Jodhpur.

Tender document may be download from Institute’s official website <http://www.aiimsjodhpur.edu.in> and tenderer shall deposit a separate Bank Demand Draft/ Pay Order/ Banker’s cheque in favour of “All India Institute of Medical Sciences, Jodhpur” worth **Rs. 1000/- (Rupees One Thousand Only)** alongwith tender Document (Technical Bid). The tender submitted without tender cost or without EMD shall liable to be rejected summarily. The cost of the bid document is non-refundable.

Chapter-II- Conditions of Contract**General Terms and Conditions**

Subject: - Notice Inviting Rate Contract for Stationery items for All India Institute of Medical Sciences, Jodhpur.

1. AIIMS, Jodhpur intends to enter into a Rate contract for Stationery for internal consumption by the Institute for a period of (1) one year or till the finalization of new tender, whichever is later.
2. Interested firms/ suppliers may send their bids with complete details about the discount to be offered on MRP of Stationery Items. The bids should reach this office on or before 18th January, 2016 up to 03.00 P.M. duly sealed marked Tender no- Admn/RC/10/2015-AIIMS.JDH.
3. **Parties :**
The parties to the contract are the contractor (the tenderers to whom the work have been awarded) and the AIIMS through Administrative Officer, All India Institute of Medical Sciences, Jodhpur for and on behalf of the Director, AIIMS, Jodhpur.
4. **Address :**
The Firm should be located in Jodhpur, Rajasthan only.
For all purposes of the contract including arbitration thereunder the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter, Sent by Registered post with acknowledgment to this Institute. The contractor shall be solely responsible for the consequences of any omission or error to notify in change of address in the aforesaid manner.
5. **Earnest Money Deposit:**
The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand only) by way of Demand Draft/Pay order/FDR/Bank Guarantee from a scheduled bank only. The demand drafts shall be drawn in favour of “All India Institute of

Medical Sciences, Jodhpur". The demand drafts for earnest money deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD will be rejected.

- a) The tender without Earnest Money and tender fee will be summarily rejected. The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid)
- b) The EMD, in case of unsuccessful Bidders shall be retained by the AIIMS, Jodhpur till the finalization of the tender. No interest will be payable by the AIIMS, Jodhpur on the EMD.

4. Preparation and Submission of Tender :

The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate coves "**Technical Bid for Rate Contract for supply of Stationery items**" and "**Financial Bid for Rate Contract for supply of Stationery Items**". Both Sealed Envelopes should be kept in a main/ bigger envelope superscribed as "**Rate Contract for supply of Stationery items**"

5. Signing of Tender :

Individual signing the tender or other documents connected with contract must specify whether he sign as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor ;
- (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

N.B.

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(2) In the case of partnerships firm, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related document must be signed by all partners of the firm.

(3) A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, AIIMS, Jodhpur may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.

- 5 The tenderer will enclose VAT registration certificate along with their quotation.

- 6 (A) Technical Bid:** The tenderer should submit the technical details in **chapter – IV** of contract form. An undertaking will be given by the bidder that sample of all items will be kept ready by them for inspection by the AIIMS, Jodhpur. Further, bidders may be asked to provide the sample of the items quoted, which should be of good quality as per sample available in the AIIMS, Jodhpur. Tenders of those bidders whose samples are not found up to the mark will be summarily rejected.
- (B) Commercial Bid:** It should be submitted in form given in **chapter V**. The price quoted will be exclusive of taxes and shall be fixed and final. Taxes, as applicable will be extra, which will not be quoted in the bid,
- 6. Opening of Tender:**
The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification.
- 7. Period of Contract:** The contract period shall commence on the date of acceptance of Notification of Award and shall remain for 1 year. The tender is initially for a period of one year and may be extended for a further period of 12 months or more on year to year basis with mutual consent on the same terms and conditions and rates.
- 8. Validity of the bids:**
The bids shall be valid for a period of 180 day from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.
- 9. Right of acceptance:**
The AIIMS, Jodhpur reserve the right to accept or reject any or all tenders /quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender.
Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.
- 10. The Payment clause :**
The bill in triplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily. The bill should have full particulars of the items(s).
- 11. Communication of Acceptance / Right of Acceptance :**
AIIMS, Jodhpur, reserves all right to reject any tender including of those tenders who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Institute in this regard will be final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass the work prejudice the contractor's quotation.
- 12. Performance Security Deposit:**
The Earnest Money Deposit of the successful bidder will be converted into Performance Security Deposit which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. Further, the successful tenderer will be required to sign agreement on Notary bond of Rs. 100/- stamp paper within 15 days of issue of Notification of Award. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations (including Warranty / Guarantee period) under the contract.
- 13. Period and Terms of Delivery :**
Delivery of goods shall be made by the supplier within **07 days** of placing of purchase order, however, in case of emergent requirement he 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 1-2 hours.

14. Liquidated Damages

(i) The date of delivery of the store, stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given except in exceptional circumstances. Should, however, deliveries be made after the expiry of contracted delivery period, without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of this right to recover liquidated damages.

(ii) Should the supplier fails to deliver the store or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5 % of the value of delayed supply for a period up to 4 (four) weeks and thereafter at the rate of 10 % of the value of the delayed supply for another 4 (four) weeks of delay. In the case of package supply where the delayed portion of supply materially hampers installation and commissioning of the systems, liquidated damages charges shall be levied as above on the total value of the concerned package of the purchase order. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

15. FORCE MAJEURE :

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

16. Insolvency etc:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Jodhpur shall have the power to terminate the contract without any prior notice.

17. Breach of Terms and Conditions:

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Jodhpur in that event the security deposit shall also stands forfeited.

18. Subletting of Work:

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Jodhpur, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

19. Right to call upon information regarding status of work:

The AIIMS, Jodhpur will have the right to call upon information regarding status of work/ job at any point of time.

20. Disclaimer:

The near relatives of employees of AIIMS, Jodhpur are prohibited from participation in this tender. The near relative for this purpose are defined as:

- a) Members of a Hindu undivided Family

- b) Their spouses
- c) The one related to the other in the manner as father, son(s), Son's wife (daughter-in-law), daughter(s) and daughter's husband (sons-in-law) brother (s) and brother's wife, sister(s) and sister's husband, brother(s)-in-law

21. Arbitration:

If any difference arises concerning this agreement, its interpretation on payment to be made thereunder, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

22. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Jodhpur, Rajasthan and all obligations hereunder shall be deemed to be located at Jodhpur, Rajasthan and Court within Jodhpur, Rajasthan will have Jurisdiction to the exclusion of other courts.

23. Other Conditions:

The successful firm will be required to do the work / job for a period of one year from the date of award the contract. AIIMS, Jodhpur shall, however, reserve the right to terminate the contract at any time without assigning any reason.

The job will be entrusted on the basis of all inclusive rate contract on as is where is and competitive rates basis.

24. The Director, AIIMS Jodhpur shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
25. Any other statutory levy imposed by the Govt. of India from time to time will be authorized extra on demand with adequate proof thereof will be paid extra.
26. Force majeure will be accepted on adequate proof thereof.
27. Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
28. Material confirming to the specifications should be quoted. Original Catalogue, Leaflets, literatures with full technical details and pricelists, if any, should invariably be attached along with their offer.

Chapter III, Specifications and allied Technical Details**Parameters and Technical Specifications for Executing the Work:**

1. The firm should be registered and should have the turnover of Rs. 25,00,000/- (Rs. Twenty Five Lakhs only) for the last three consecutive years.
2. Tenderer shall have a minimum of 3 (three) years of experience in supplying stationery (related to the items quoted in the tender) to the Government / Corporate / PSU organisations in India as a **manufacturer or sole marketer or authorised distributor or authorised dealer**. Authorisation certificate to be issued on company's letter head.

3. The firm has to submit a proof of turnover as mentioned above supported by documentary materials.
4. The supply order will be placed as and when required, irrespective of the quantity ordered and the successful supplier will have to meet all the requirement of the AIIMS, Jodhpur immediately on receipt of the supply order and in any case within a maximum period of 7 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day. In few cases the items are to be delivered at a very short notice i.e. within 1-2 hours.
5. **The price quoted will be inclusive of Taxes and shall be fixed and final. Taxes, as applicable to be quoted in the bid.** The firm should also have a valid TIN number, which should be mentioned.
6. The firm should be able to provide the requisite brand or similarly placed brand in case of manufacturer of the item(s). It must be able to provide the required GSM of the paper etc.
7. The delivery of the items will have to be made at AIIMS, Jodhpur. No transportation/ cartage charges will be provided for the same.
8. The tenderers must quote rates including freight, insurance, cartage, labour charges etc. on Door Delivery basis at AIIMS, Jodhpur.
9. The approved supplier (tenderer) shall have the direct responsibility for supply of stock and who shall only be entitled to raise the bills against such supply. Payments will be made only in favour of the approved supplier (tenderer).
10. The payment will be made on invoice basis. The invoice will be as per packing. The supplier will prepare bill as receiving copy invoice/ challan with details of material accepted.
11. Tenderer / manufacturing unit which has been blacklisted / debarred for any item either by the Tender inviting authority or by any state Govt. or central Govt. Organization cannot participate in the Tender for that item during the period of blacklisting / debarment.
12. No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by him. Clerical error, typographical error etc. committed by the tenderers in the tender forms will not be considered after opening of the tenders. Conditions such as "SUBJECT TO AVAILABILITY, SUPPLY WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc. will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.
13. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to AIIMS, Jodhpur.
14. The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten.
15. Each page of the Notice to be signed and stamped by the bidder in token of having accepted the same.

**Administrative Officer
AIIMS, Jodhpur**

Chapter – IV, Contract Form**TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.**
(Tenderer may use separate sheet wherever required)

S.No.	Details of the Firm/Bidder	Page No.	
1	Name & Address of the Tenderer/ Concern		
2	Whether the Firm is located in Jodhpur (Rajasthan).		
3	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4	Details of the Earnest Money Deposit (EMD) worth Rs. 50,000 (Rs. Fifty thousand only)		
5	Details of the cost of the Tender document worth Rs. 1,000 (Rs. One Thousand only)		
6	Whether each page of NIT and its annexure have been signed and stamped		
7	Whether Bidders have quoted for each and every item mentioned in Chapter V		
8	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
9	Proof of the last three year's turnover of the firm which should not be less than Rs. Twenty Five Lakh only continuously for the preceding three years		
10	Permanent Account Number		
11	Sale Tax Registration No.		
12	TIN No. with Proof		
13	Whether copies of authenticated balance sheet for the past three years enclosed		
14	Any other information important in the opinion of the tenderer		
Note:			

- **Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the document(s) are kept.**
- **In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.**

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

Undertaking

1. That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That 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.
4. That I/We undertake that sample of items will be kept ready for inspections by the AIIMS, Jodhpur. I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

Chapter – V, Financial Bid

List of Stationery Items

S. No.	Product	Qty	Particulars		Unit Rate	Tax	Total Amount
1	1" File	75					
2	2D Ring File	45					
3	4D Ring File	75					
4	A3 Paper rim	75	J K	Century			
5	A4 Paper rim	2000	J K	Century			
6	A4 Color rim	45	J K	Century			
7	Add gel Pen Black	200	Add Gel Pro	Add Gel Classic			
8	Add gel Pen Green	200	Add Gel Pro	Add Gel Classic			
9	Add gel Pen blue	800	Add Gel Pro	Add Gel Classic			
10	Add gel Pen red	300	Add Gel Pro	Add Gel Classic			
11	Add gel Refile Black	300	Add Gel Pro	Add Gel Classic			
12	Add gel Refile blue	700	Add Gel Pro	Add Gel Classic			
13	Add gel Refile Green	300	Add Gel Pro	Add Gel Classic			
14	Add gel Refile red	300	Add Gel Pro	Add Gel Classic			
15	Adhesive gum bottles	45	Camel	Kores			
16	Adhesive sticker (A4 size) pkt	350	De'mat Promote				
17	Adhesive sticker (ST12 size) pkt	75	De'mat Promote				
18	AIIMS Office file	5000					
19	All pin pkt.	200	Apex				
20	All pin T shep	75					
21	Assistants diary	50	ABD				
22	Attendance register (faculty)	200	ABD				
23	Attendance register (Student)	100	ABD				
24	Big permanent Marker Black	300	Reynolds	Camlin			
25	Binder clip 19mm	75	Infinity	Oddy			
26	Binder clip 41mm	75	Infinity	Oddy			
27	Binder clip 51mm	20	Infinity	Oddy			
28	Board Duster White	200	Oddy	Omega			
29	Board Duster Yellow	200	Oddy	Omega			
30	Bond paper Rim	75	J K	Bilt			
31	Box File	1000	Lodha	Luxor			
32	Brown tape(2")	45	IC Winner	Kores			
33	Brown tape(3")	100	IC Winner	Kores			
34	Calculator 12 digit	100	Casio	Citizen			
35	Calculator Digital/ Scientific	200	Casio	Citizen			

36	Carbon paper pkt	75	Kores	Camlin			
37	Cash book	45					
38	CD mailer	300					
39	CD Re-writable	400	Sony	Mozerbier			
40	CD writable	300	Sony	Mozerbier			
41	CD/DVD Marker Black	200	Luxor	Artlilne			
42	CD/DVD Marker Green	75	Luxor	Artlilne			
43	CD/DVD Marker Red	75	Luxor	Artlilne			
44	CD/DVD Marker White	75	Luxor	Artlilne			
45	Cello tape Dispenser Big	45	Premier	Maruti			
46	Cello tape Dispenser small	75	Premier	Maruti			
47	Cello white tape (1 inch)	400	IC Winner	Kores			
48	Cello white tape (1/2 inch)	200	IC Winner	Kores			
49	Cello white tape (2 inch)	300	IC Winner	Kores			
50	Cello white tape (3 inch)	200	IC Winner	Kores			
51	Chawk colour	50	Kores	Camlin			
52	Chawk white	50	Kores	Camlin			
53	Correcting fluid whitner	75	Kores	Camlin			
54	Correcting tape	75					
55	Correction pen	200	Kores	Reynolds			
56	Dak pad	400	Neel gagan				
57	Dispatch register 384 p	45	ABD				
58	Drawing pin pkt (50 in each pkt)	75	Bharat				
59	Duble tape (1 inch)	75					
60	Dustbin (Big)	75	NeelKamal				
61	Dustbin (Small)	100	NeelKamal				
62	DVD writable	400	Sony	Mozerbier			
63	Engagement dairy	80	Neel gagan				
64	Engagement stand	20	Kebica				
65	Envelope cloth(10*12)	1300	Star				
66	Envelope cloth(10*14)	400	Star				
67	Envelope cloth(10*16)	400	Star				
68	Envelope cloth(11*5)	400	Star				
69	Envelope SE 5	1300	Star				
70	Envelope SE 6	1300	Star				
71	Envelope white 27.9*12.1	7000	Taj mahal				
72	Envelope yellow 16" * 6"	400	Star				
73	Envelope yellow SE 8	1300	Star				
74	Envelopes A4 size	400	Star				
75	Eraser	700	Apsara	Natraj			
76	Fevi stick 15 g	700	FeviCol	Kores			
77	Fevi stick 22 g	600	FeviCol	Kores			
78	Fevicol tube 50 gm	75	FeviCol				
79	File Board	300	Neel gagan				
80	File flap	400					
81	File register	75	ABD				
82	File tag White	75					

83	File tag Green	75				
84	File tray	100	Kebica	Solo		
85	File tray green big size	40	Kebica	Solo		
86	Flag sticks for mounting banners (Adhesive flag)	400	De'mat	Promote		
87	Folder L shape	1100	Neel gagan			
88	Gem clip Plastic	75	Kores	35mm		
89	Gem clip steel	200	Globe			
90	Glossy / Inkjet Paper	200	Oddy	Deshmet		
91	Golden pen for pen stand	45	Linc			
92	Inward register	20				
93	Latter head	200				
94	Legal Paper (Fs) Rim	25	J K	Century		
95	Message pad (2*3)	45				
96	Message pad (3*3)	45				
97	Message pad (3*4)	45				
98	Message pad (4*5)	45				
99	Medical bill register	20				
100	Mount Board	45				
101	Name plate 9"	75	USP			
102	Note book spiral book 66	250	Neel gagan			
103	Note book spiral book A4 100	75	Neel gagan			
104	Note sheet	100				
105	OHP marker set (5 per Set)	20	Kores			
106	Outward register	10				
107	Packing paper brown good Qty.	300	Star 100	gsm		
108	Paper cutter Big	200	Mangoose			
109	Paper cutter Small	200	Mangoose			
110	Paper weight Glass	300	Kebica			
111	Paper weight Plastic	200	Kebica			
112	Pen black	300	Butterflow	Reynolds		
113	Pen blue	2000	Butterflow	Reynolds		
114	Pen green	75	Butterflow	Reynolds		
115	Pen highlighter Blue	200	Luxor	Kores		
116	Pen highlighter Green	200	Luxor	Kores		
117	Pen highlighter Orange	200	Luxor	Kores		
118	Pen highlighter Pink	200	Luxor	Kores		
119	Pen highlighter Yellow	200	Luxor	Kores		
120	Pen red	400	Butterflow	Reynolds		
121	Pen stands 2 soket	75	Kebica	(Golden)		
122	Pen tumble leather coated	25				
123	Pen tumbler	75	Kebica	Vivid - vv- 401 ps		
124	Pen use & throw Black	300	Sanio	Hi Class		
125	Pen use & throw Blue	2000	Sanio	Hi Class		

126	Pen use & throw Green	300	Sanio	Hi Class			
127	Pen use & throw Red	300	Sanio	Hi Class			
128	Pencil (HB)	2000	Apsara	Kores			
129	Pencil colour natraj	200	Natraj	Kores			
130	Pencil shorthand	300	Apsara	Natraj			
131	Peon book	45	Neel gagan				
132	Pilot pen ink	75	Luxor				
133	Pilot Pen(V-5) Red	75	Luxor	Pilot			
134	Pilot Pen(V-5) Black	75	Luxor	Pilot			
135	Pilot Pen(V-5) Blue	200	Luxor	Pilot			
136	Pilot Pen(V-5) Green	75	Luxor	Pilot			
137	Pin cushion	75	Premier				
138	Plastic cover	75					
139	Plastic report file a/4	75					
140	Plastic spring file a/4	75					
141	Poker steel handle	25					
142	Poker Wooden handle	45	National				
143	Premier Invisible tape with handle dispenser	75					
144	Punching machine double 600	200	Kangaru				
145	Punching machine Double 800	45	Kangaru				
146	punching machine single	75	Kangaru				
147	Push pin	75	Oddy	Chrome			
148	Refile Pen Blue	300	Butterflow	Reynolds			
149	Register 192 page	500	Neel gagan	Classmate			
150	Register 288 page	500	Neel gagan	Classmate			
151	Register 384 page	200	Neel gagan	Classmate			
152	Register 480 page	75	Neel gagan	Classmate			
153	Register 94 page	200	Neel gagan	Classmate			
154	Rolled rim	75					
155	Rubber band packet big	75	Suzu				
156	Rubber band packet Small	75	Suzu				
157	Ruler 12 Inch (Plastic)	300	Camelin				
158	Ruler 12 Inch (steel)	200	Kebica	Jay bee			
159	Salary Bill Register	30					
160	Scissor 9"	200	Kebica	Infinity			
161	Sealing wax Pkt	20	Standard				
162	sharpener Pcs.	400	Natraj	Apsara			
163	short hand note book	30	Neel gagan	Classmate			
164	Signature Pad	100	Neel gagan	Classmate			
165	Sketch pens pkt	75	Luxor	Echo			
166	slip book 33	75	Neel gagan	Classmate			
167	slip book 44	200	Neel gagan	Classmate			
168	Slip book no 11	75	Neel gagan	Classmate			
169	Slip book no 22	75	Neel gagan	Classmate			
170	Slip pad 20 leaves	75	Neel gagan	Classmate			
171	Small stapler	200	Kangaru				
172	Spring File	3500					

173	Staedtler yellow pencil Pkt.	45				
174	Stamp pad	100	Ashoka	Artlilne		
175	Stamp pad ink	75	Supreme			
176	Stapler 12524 (Big)	45	Kangaru			
177	Stapler medium	100	Kangaru			
178	Stapler pin pkt big	75	Kangaru	Kores		
179	Stapler Pin pkt Medium size	400	Kangaru	Kores		
180	Stapler pin pkt Small	900	Kangaru	Kores		
181	Sticky Notes (Adhesive 2*3)	200	De'mat	Promote		
182	Sticky Notes (Adhesive 3*3)	200	De'mat	Promote		
183	Strip file	200				
184	Student folder	1300	Solo	Infinity		
185	Sutli jute	75				
186	Sutli plastic	75				
187	Tag small	200				
188	Thread ball	45	Mahaveer			
189	Uniball pen black	75	Uniball			
190	Uniball pen blue	75	Uniball			
191	Uniball pen green	45	Uniball			
192	Uniball pen Red	45	Uniball			
193	Waste paper basket	75	NeelKamal			
194	White board (2*3)	35				
195	White board (3*4)	25				
196	White board (4*8)	20				
197	White board marker	300	Reynolds	Kores		
198	White board marker 1 inch black	200	Reynolds	Kores		
199	White board marker 1 inch blue	200	Reynolds	Kores		
200	White board marker 1 inch green	200	Reynolds	Kores		
201	White board marker 1 inch red	200	Reynolds	Kores		

- * **Bidders are required to quote for the above mentioned brands or equivalent brands. (Please specify brand name)**
- * **Quantity of items given are tentative, which may be increased or decreased as per the institute's requirement.**
- * **Bidders may be asked to provide the sample of the items quoted, which should be of good quality as per sample available in the AIIMS, Jodhpur.**
- * **Please also provide the above information in Microsoft Excel in Compact Disc/DVD.**