



Chapter I- Instruction to bidders

Notice Inviting Tender

Subject: - **Procurement of Stationery Item for a period of one year.**

All India Institute of Medical Sciences, Jodhpur invites sealed Tenders for purchase of stationery items as per the list enclosed at "Chapter V". The estimate yearly consumption of the stationery is expected around **Rs. 15 lakhs**. Interested parties may send their tender in sealed cover addressed to the Administrative Officer, All India Institute of Medical Sciences, Basni Phase - II, Jodhpur superscripted with the words "**Tender for supply of Stationery items**" and complete in all respects should be dropped in the tender box up to 3:00 pm on 24th June 2013. The Quotations will be opened on the same day at 4.00 PM in the project cell office of All India Institute of Medical Sciences, Jodhpur. The tenders received after the scheduled date and time will be rejected outrightly.

2. The tender is in two- bid system i.e. Technical & Financial contains specification and allied Technical details and the Price Schedule of the various items detailed in "Chapter V". The technical bid will be opened on the designated date by the Purchase Committee. The financial bid containing the rate of various items will be opened on a suitable date, to be intimate later by the Purchase Committee in respect of those who qualify the terms and conditions of the technical bid.

3. The technical bid and the financial bid should be sealed by the bidder in separate covers superscribed "**Technical bid for Tender for supply of Stationery Items**" and "**Financial Bid for Tender for supply of Stationery Items**". Both Sealed Envelopes should be kept in a main/ bigger envelope superscribed as "**Tender for supply of Stationery Item**". The 'Technical Bid' will be analysed and 'Financial Bid' of only those firms who are found eligible in 'Technical Bid' will be opened in due course and the eligible firms would be intimated there of accordingly.

(Signature of the Bidder
alongwith stamp of firm)



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The contract for procurement of stationery items can be continued/renewed for further year(s) subject to satisfaction of the All India Institute of Medical Sciences, Jodhpur and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time.

Schedule of Tender

Last date and time of receipt of tender	:	24 th June, 2013 at 03:00 PM
Amount of Earnest Money Deposit (EMD)	:	Rs. 30,000/- (Thirty thousand only)
Date & time of opening of tender	:	24 th June, 2013 at 04:00 PM
Venue	:	Project Cell Office, AIIMS, Basni Phase-II, Jodhpur-342005.

4. Tender document may be downloaded from this Institute official website "<http://www.aiimsjodhpur.edu.in>" and the tenderer shall deposit a separate Bank Draft/ Pay Order/ Banker's cheque in favour of "All India Institute of Medical Sciences, Jodhpur" worth Rs 500/- alongwith tender Document (Technical Bid). **The tenders submitted without tender cost or without EMD shall liable to be rejected summarily.** The cost of the bid document is non-refundable.

(Manish K. Srivastava)
Administrative Officer
Tel No. 0291-2740329.

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(Signature of the Bidder
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Chapter-II- Conditions of Contract

General Terms and Conditions

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

1. 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.

2. 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.

3. Earnest Money :

Earnest money by means of a Bank Demand Draft/ Pay Order of Rs 30,000/- (Rs. Thirty thousand only) may be enclosed with the quotation (Technical Bid). It is also clarified that the quotations received without earnest money will be summarily rejected. The pay Order/DD may be prepared in the name of "All India Institute of Medical Sciences, Jodhpur".

- a) No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the ministry in respect of any previous work will be entertained.
- b) Tender shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the AIIMS.
- c) The Tenders without Earnest Money or Cost Receipt will be summarily rejected.
- d) No Claim shall lie against the AIIMS in respect of erosion in the value or interest on the amount of EMD.

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**(Signature of the Bidder
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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 covers "Technical Bid for Tender for supply of Stationery items" and "Financial Bid for Tender for supply of Stationery items". Both Sealed Envelopes should be kept in a main/ bigger envelope superscribed as "Tender 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.

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- (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. **(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. Tenders of those bidders whose samples are not found up to the mark will be summarily rejected.
5. **(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. The Bidders will quote for each and every item. In case of non-quoting of rate of any item by any bidder(s), their tender will be summarily rejected. At the time of payment Income Tax or any other Tax payable shall be deducted at source.
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. **Validity of the bids:**
The bids shall be valid for a period of 90 day from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.
8. **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.
9. **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). More details about payment may please be gone through Para 19 below.

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10. 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.

11. Performance Security :

The successful tenderer will be required to furnish Rs 1,50,000/- (Rs. One Lakh Fifty thousand only) as performance Security Deposit in the form of fixed Deposit Receipt or Bank guarantee from any Nationalized Bank duly pledged in the name of the "All India Institute of Medical Sciences, Jodhpur" for the period of one and half year from the date of award of the contract within 7 days from the date of acceptance of the tender.

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.

12. Period and Terms of Delivery :

Delivery of goods shall be made by the supplier within 3 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.

13. Liquidated Damages

13(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 under clause 13 (ii) below.

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13 (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 1 % 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.

14. 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.

15. 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.

16. 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.

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17 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.

18. 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.

19. Terms of payment:

No payment shall be made in advance nor the loan from any bank or financial institutions shall be recommended on the basis of the order of award of work.

The contractor shall submit the bill only after supply of the material to the satisfaction of the AIIMS Jodhpur, on receipt of a pre-receipted bill invoice from the Contractor the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods rejected.

20. All payment shall be made by Cheque/ECS only:

The AIIMS, Jodhpur shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties mentioned in the preceding Para.

The term 'Payment' mentioned in this Para includes all types of payment due to the contractor arising on account of this contract excluding EMD and Security Deposit governed by separate clauses of the contract.

21. 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

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**(Signature of the Bidder
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22. Arbitration:

If any difference arises concerning this agreement, its interpretation or 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.

23. 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.

24. Periodicity/ Duration of Tender:

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.

25. 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.

(Manish K. Srivastava)
Administrative Officer
Tel No. 0291-2740329.

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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. 45,00,000/- (Rs. Forty five Lakhs only) for the last three consecutive years.
2. The firm has to submit a proof of turnover as mentioned above supported by documentary materials.
3. 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 3 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.
4. **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.** The firm should also have a valid TIN number, which should be mentioned.
5. 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.
6. The delivery of the items will have to be made at AIIMS, Jodhpur. No transportation/ cartage charges will be provided for the same.
7. The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten.
8. Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same.
9. The rates of various stationery items can be varied from firm to firm and in any case AIIMS, Jodhpur shall not be bound to accept the lowest rates of the item(s) of the particular firm. The contract as a whole shall be entrusted to only one or more firms(s) for a year after calculating/ comparing the rate of major items consumed by the AIIMS, Jodhpur throughout

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(Signature of the Bidder
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the year and the other method adopted, as deemed fit by the Purchase Committee of the AIIMS, Jodhpur.

10. The Purchase Committee of AIIMS, Jodhpur shall go into all aspects including cost factors of major consumable stationery items and then decide for awarding of the tender, By quoting lower rates in respect of some items, a firm does not become entitled to awarding the contract in its favour of those item(s). The tender is not to be awarded in piece-meal and item-wise to the firm(s) who have quoted the lowest rate(s) for the item(s). In order to get selection / consideration in the panel of two or three vendors for awarding of contract (in case the contract is to be awarded to more than one vendor), the criteria of selection for awarding contract will be calculating/ comparing the rate of major items consumed by the AIIMS, Jodhpur throughout the year and the other method adopted, as deemed fit by the Tender Evaluation Committee. The firm has to provide samples for the items for evaluation of Purchase Committee. The committee will reject the quotations of the bidders whose quotation will not found of quality required by AIIMS, Jodhpur. **The AIIMS, Jodhpur reserves the right to accept/ reject any quotation either in part or full without assigning any reason thereof, or award the contract to different supplier(s), for different item(s), if feasible after considering the credentials, manufacturing, capability, quality and distribution rights of the item(s). The firm are, therefore, requested to attach their credentials in regard to supply of items and experience in the field, distribution rights and their annual turnover.**

Manish K. Srivastava
Administrative Officer,
AIIMS, Jodhpur.

(Signature of the Bidder
alongwith stamp of firm)



All India Institute of Medical Sciences Jodhpur

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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 Organisation	
4.	Details of the Earnest Money Deposit (EMD) worth Rs. 30,000 (Rs. Thirty thousand only)	
5.	Details of the cost of the Tender documents worth Rs. 500 (Rs. Five Hundred 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. Forty 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:

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(Signature of the Bidder
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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:

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Chapter - V

List of Stationery Items

- The Bidders will quote for each and every item. In case of non-quoting of rate of any item by any bidder (s), their tender will be summarily rejected.
- 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.

Sl. No.	Name of Items	Make/ Brand/ Specification	Unit in which items to be procured	Rate per unit of items (Excluding Tax) (In Rs.)
1.	Adhesive Flag (Tri-Color)	De'smat Promote	Nos.	
2.	Adhesive Sticker (A4 size)	De'smat Promote	Pad	
3.	Adhesive yellow slip 2 X 3	De'smat Promote	Nos.	
4.	Adhesive yellow slip 3 X 3	De'smat Promote	Nos.	
5.	All pin	Apex	Nos.	
6.	Assistant Diary Register 4 Qr.	ABD	Nos.	
7.	Attendance Register	ABD	Nos.	
8.	Bond paper (120 GSM)	JK/Bilt	Pad	
9.	Brown packing tape 2 " size length 50 Metre	IC Winner	Nos.	
10.	Brown packing tape 3" size length 50 Metre	IC Winner	Nos.	
11.	Carbon Paper pkt.	Korse	Pad	
12.	Cash Book - 200 page	*	Nos.	
13.	Calulator	Casio/ Citizen	Nos.	
14.	Cell pencil (ord.)	Eveready	Nos.	
15.	Cello tape 1/2" Size	IC Winner	Nos.	
16.	Cello tape 1" size	IC Winner	Nos.	
17.	Cello tape 2" size	IC Winner	Nos.	
18.	Cello tape 3" size	IC Winner	Nos.	
19.	Cello tape Dispenser (Big size)	Premier	Nos.	
20.	Cell tape Dispenser (Small size)	Premier	Nos.	
21.	Correction pen (Uni Steel Tip)	Korse	Nos.	
22.	CD Maller	Paper	Nos.	
23.	CD writable/re-writable	Sony	Nos.	
24.	DVD writable/re-writable	Sony	Nos.	
25.	Correction Tape	*	Nos.	
26.	Dak Pad	Neel Gagan	Nos.	
27.	Drawing Pin	Bharat	Nos.	
28.	Dustbin (Big)	Neelkamal	Nos.	

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29.	Dustbin (Small)	Neelkamal	Nos.	
30.	Duster (white) 40 X 40 cm	*	Dzn.	
31.	Duster (Yellow) 60 X 60 cm	*	Dzn.	
32.	Engagement diary	*	Nos.	
33.	Engagement Stand	Kebica	Nos.	
34.	Envelop yellow A/4 size 120 gms	Star		
35.	Envelop SE-5 yellow 120 gsm	Star	Per thousand	
36.	Envelop SE-6 yellow 120 gsm	Star	Per thousand	
37.	Envelop SE-8 A brown 120 gsm (with cloth)	Star	Per thousand	
38.	Eraser pencil-Non-Dust	Apsara	Nos.	
39.	Fevi stick 22 gm	Fevicol	Nos.	
40.	Fevi stick 15 gm	Fevicol	Nos.	
41.	File board	Neelgagan	Nos.	
42.	Box file	Lodha	Nos.	
43.	File cover (The name of AIIMS, Jodhpur should be printed on the File cover)	Sheet weight 31 Kg with Sudarshan binding cloth	Nos.	
44.	File flap	Sudarshan cloth	Nos.	
45.	File Tray (12 X 18 inch)	Kebica	Nos.	
46.	Folder (My clear bag)	Solo/ Infinity	Nos.	
47.	Folder Index	Lodha	Nos.	
48.	Folder L-shape (F S size)	Neelgagan	Nos.	
49.	Gem clip plastic coated	Kores 35 mm	Pkt.	
50.	Gem clip steel	Globe	Pkt.	
51.	Glorsy/ Inkjet paper	Oddy/ Deshmet	Pkt.	
52.	Gum bottle (300 ml.)	Camel	Nos.	
53.	LTC Pad (200 page)	*	pad	
54.	Napkin paper	*	Nos.	
55.	Note sheet 90 gsm Green	*	Pad	
56.	Note Pad (Cover AIIMS, Jodhpur)	*	Pad	
57.	Packing paper Brown (Good Qlty)	100 gsm star	Ream	
58.	Paper cutter	*	Nos.	
59.	Paper Photostate A3 75 gsm	JK/ Century	Ream	
60.	Paper Photostate A4 75 gsm	JK/ Century	Ream	
61.	Paper Photostate FS 75 gsm	JK/ Century	Ream	
62.	Paper weight(Glass)	Kebica	Nos.	
63.	Paper weight (plastic)	Kebica	Nos.	
64.	Pen	Butter flow	Nos.	
65.	Pen Add Gel	Achiver	Nos.	
66.	Pen highlighter	Luxor	Nos.	
67.	Pen Marker White Board	Reynolds	Nos.	
68.	Pen permanent marker	Reynolds	Nos.	
69.	Pen Sketch	Luxor/ Echo	Nos.	

(Signature of the Bidder
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70.	Pen stand 2 Socket	Kebica (Golden)	Nos.	
71.	Pen Tumbler	(Kebica/ Vivid - VV- 401 PS)	Nos.	
72.	Pen Tumbler (Leather Coated)	*	Nos.	
73.	Pen V-5 pilot High Tech	Luxor	Nos.	
74.	Pencil (Shorthand)	Apsra	Nos.	
75.	Pencil HB (Ord.)	Apsra	Nos.	
76.	Pen-Golden for pen stand flair	*	Nos.	
77.	Pen (Use & throw)	Sanio	Nos.	
78.	Peon Book 200 page	Neelgagan	Nos.	
79.	Pilot pen ink	Luxor	Nos.	
80.	Pin Cushion Jumbo Deluxe	Premier	Nos.	
81.	Pin Stapler (Medium) 24/6	Kangaru	Nos.	
82.	Pin Stapler 23/17	Kangaru	Nos.	
83.	Pin Stapler (Small) 10 No.	Kangaru	Nos.	
84.	Poker (Wooden handle)	National	Nos.	
85.	Punch Double DP800	Kangaru	Nos.	
86.	Punch Double DP600	Kangaru	Nos.	
87.	Punch single	Kangaru	Nos.	
88.	Refill (GR 20)	Add Gell	Nos.	
89.	Register Alphabetic 8 qr. (768 Pg.)	Neelgagan	Nos.	
90.	Register Dispatch 4 qr (384 Pg.)	ABD	Nos.	
91.	Register file Heading 4 qr. (384 Pg.)	ABD	Nos.	
92.	Register file movement 4 qr.(384)	ABD	Nos.	
93.	Register pay bill 150 page	ABD	Nos.	
94.	Register pay bill 250 page	ABD	Nos.	
95.	Register Section Diary 4 qr. (384 Pg)	ABD	Nos.	
96.	Register stock 400 Pgs.	ABD	Nos.	
97.	Rubber Band (1/2 Kg.)	Suzu	Kg.	
98.	Ruled Register 2 Qr. (192 Pg.)	Neelgagan	Nos.	
99.	Ruled Register 3 Qr. (288 Pg.)	Neelgagan	Nos.	
100.	Ruled Register 4 Qr. (384 Pg.)	Neelgagan	Nos.	
101.	Ruled Register 6 Qr. (480 Pg.)	Neelgagan	Nos.	
102.	Scale 12" plastic	Camalin	Nos.	
103.	Scale 12" Steel	Kebica	Nos.	
104.	Scissor 9"	Kebica	Nos.	
105.	Sealing wax (400 gm. Good Qlty.)	Standard	Pkt.	
106.	Sharpner	Natraj	Nos.	
107.	Short Hand Book (200 Pg.)	Neelgagan	Nos.	
108.	Signature pad	Neelgagan	Nos.	
109.	Slip Book 33	Neelgagan	Nos.	
110.	Slip Book 44	Neelgagan	Nos.	
111.	Slip Book spiral 66	Neelgagan	Nos.	
112.	Slip Book Spiral A4 100	Neelgagan	Nos.	

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113.	Spring File	Sheet weight 31 Kg.	Nos.	
114.	Stamp pad	Ashoka	Nos.	
115.	Stamp Pad ink (30 ml.)	Supreme	Nos.	
116.	Stapler (Medium) HP 45	Kangaru	Nos.	
117.	Stapler (Small) 10 D	Kangaru	Nos.	
118.	Stapler 12S/17 Big	Kangaru	Nos.	
119.	Sutli	Jute	Kg.	
120.	Sutli	Plastic	Kg.	
121.	T A Bill Pad (200 page)	*	Pad	
122.	Tag (Good Qlty.) 1000 Tag	*	Nos.	
123.	Thread Ball	Mahaveer	Nos.	
124.	Waste paper Basket with Padel	Neelkamal	Nos.	

- * It should be of good quality as per sample available in the AIIMS, Jodhpur.

(Signature of the Bidder
alongwith stamp of firm)