

INQUIRY NO. Admn/Gen/16-04/2024-AIIMS.JDH

INVITATION OF QUOTATION
FOR
STAMP, STAMP REFILLING AND WOODEN NAME
PLATE
AT
ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
JODHPUR

Inquiry No.: : Admn/Gen/16-04/2024-AIIMS.JDH
Inquiry Issue Date : 28 May 2024
Last Date of Submission : 4 June 2024 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 Stamp, Stamp refilling and Wooden
Name plate at AIIMS Jodhpur**

Sealed Quotations are hereby invited by the undersigned on behalf of the Executive Director, AIIMS Jodhpur for Stamp, Refilling Stamp and Wooden name Plate 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 **04.06.2024 03.00 PM**. The Envelope containing the quotation would please be sealed and super scribed as under: -

**“QUOTATION FOR PURCHASE OF STAMP, REFILLING STAMP AND
WOODEN NAME PLATE AGAINST INQUIRY NO. ADMN/GEN/16-04/2024-
AIIMS.JDH” DUE ON 04.06.2024 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 only** 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.) and to be delivered in Admin Store, Third floor (Administration Block), at AIIMS, Jodhpur.
- 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 last date of submission of quotation.
- 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 State Government / Central Government.
 - The firm shall have valid GST/Other taxes and PAN Card.
 - **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 summarily rejected.
- K) **Delivery Period** – within 7 days from the date of issue of supply 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 concerned order value shall be levied subject to maximum of 10% of the concerned 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 AIIMS Jodhpur with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Executive 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 by 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) **Sample of Stamp and Wooden Name Plate must be submitted with quotation by Supplier in the Stationary Store, third floor (Administration block) at AIIMS, Jodhpur, if supplier failed to submit cited samples, the quotation will be rejected.**
- c) **Rates of purchasing stamp, refilling stamp and wooden name plate would be valid for one year from the date of issuing order.**
- d) **Supplier must ensure that no change will be accepted during the contract period quoted rates.**
- e) **Name plate must be made up of wooden material only. Plywood and other material mixed name plate will not be accepted.**
- f) **Prospective bidders are also advised to visit Admin Store, Third floor (Administration Block) at AIIMS, Jodhpur for physical inspection of the required quality on 03-06-2024 between 4.00 PM to 5.00 PM only.**
- g) **The rates of the new stamp, stamp refilling and wooden name plate will be freeze for the one year from the date of issue of purchase order. The supply of material will be made as per the actual requirement of the department of AIIMS, Jodhpur. An email regarding the supply will be sent, as and when required by AIIMS, Jodhpur.**
- h) **The quantity mentioned in Annexure-I is tentative, it may increase/decrease as per the actual requirement.**

Deputy Director (Admin.)

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

Annexure 1

S.No.	Particulars	Tentative Qty	Specification
1	Stamp	150	Sun Stamper
2	Stamp refilling	50	-
3	Wooden name plate	50	Size (35cm*15cm*1.6cm)

Note:-

- The Bidder must quote single Make.
- The bidder must quote their quotation only in the said format on the letter of firm otherwise quotation will be REJECTED.

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[On the letterhead of firm]

ANNEXURE “2”

PRICE BIDFORM

To,

The Deputy Director (Admin.),

AIIMS, Jodhpur.

Dear Sir,

1. I/We Submitted the “**QUOTATION FOR PURCHASING OF STAMP, REFILLING STAMP AND WOODEN NAME PLATE AT AIIMS AGAINST THE INQUIRY NO. ADMN/GEN/16-04/2024-AIIMS.JDH**” DUE ON **04.06.2024 03.00 PM** 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 the following rates.

S. No	Particular	Qty.	Quoted Make	Price/Unit Exclusive of GST (INR)	GST/ Other Taxes	Price/ Unit Inclusive of GST (INR)	Total Cost Inclusive of GST (INR)	MRP
1	Stamp F type 22*50 mm	01	pcs					
2	Stamp A type 23*63 mm	01	pcs					
3	Stamp E type 12*45 mm	01	pcs					
4	Stamp X type 32*67mm	01	pcs					
5	Stamp B type 17*59mm	01	pcs					
6	Stamp H type 23*74mm	01	pcs					
7	Stamp V type 48*78mm	01	pcs					
8	Stamp T type 60*90mm	01	pcs					
9	Stamp PSA 20*60mm	01	pcs					
10	Stamp C type 16*32mm	01	pcs					
11	Stamp Y type 33*52 mm	01	pcs					
12	Stamp S type 50*50 mm	01	pcs					
13	Stamp J type 20*20 mm	01	pcs					
14	Stamp R type 30*30 mm	01	pcs					
15	Stamp K type 15*15 mm	01	pcs					
16	Stamp PSR 30*30 mm	01	pcs					
17	Stamp PSQ 40*40mm	01	pcs					
18	Stamp Q type 40*40 mm	01	pcs					
19	Stamp Refilling	01	pcs					

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20	Wooden Name Plate Size (35cm*15cm*1.6cm)	01	Nos					
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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: _____