



# **ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA**

**INSTITUTE OF NATIONAL IMPORTANCE UNDER MINISTRY OF HEALTH AND  
FAMILY WELFARE NEAR GIANI ZAIL SINGH COLLEGE, JODHPUR  
ROMANA, DABWALI ROAD-151001**

## **INVITATION FOR QUOTATIONS FOR CONSUMABLES FOR GUEST HOUSE**

Reference No: AIIMS Bathinda/Proc.Cell/Guesthouse/306

Date of Issue: 22/06/2021

Last Date of Submission: 26/06/2021 12:00 PM

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES,  
BATHINDA**

**NEAR GIANI ZAIL SINGH COLLEGE, JODHPUR ROMANA, DABWALI ROAD-  
151001**

Email: [procurementcellaiimsbti@gmail.com](mailto:procurementcellaiimsbti@gmail.com)

## **Invitation of quotations for Consumables for GUEST HOUSE at AIIMS, Bathinda**

**Sealed Quotations** are hereby invited by the undersigned on behalf of the Director, AIIMS Bathinda for supply of Consumables for Guest House at AIIMS, Bathinda as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach in the office of **The Procurement Cell, Ayush building, AIIMS, Bathinda-151001, Punjab on or before 26 June 2021 12:00PM**. The Envelope containing the quotation would please be sealed and super scribed as under:-

**“Quotation for the Consumables for Guest House against Reference No: AIIMS Bathinda/Proc.Cell/GuestHouse/306 26/June /2021.”**

### **1. Terms & Conditions:**

1. Quotations need to be submitted **by speed post/registered post** or may be submitted directly to **The Procurement Cell, Ayush building, AIIMS, Bathinda-151001, Punjab** after obtaining the acknowledgement for the same in the office of the Chairman, Procurement Cell, AIIMS Bathinda.
2. The quotation should be submitted in two envelope, one for technical and another for financial bid. Both the envelopes should be kept in single sealed envelope.
3. The envelope containing quotation should be sealed with wax/tape on both sides. The quotations received unsealed or after the deadline shall not be entertained under any circumstances whatsoever. In case of postal delay, the Institute will not be responsible. The offers submitted by fax/email shall not be considered and no correspondence will be entertained in this matter.
4. Quotations must be in the **enclosed prescribed Proforma (Annexure – 1) 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.
5. The supplier should supply all the items.
6. Rates must be quoted in Indian Rupees in figures as well as in words. Rates must be quoted as per the format specified, taxes extra if any must be written separately.
7. Rates must be inclusive of all charges (including Freight charges, Insurance,

installation, taxes etc.)

8. In general no overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.
9. Quotations qualified by such vague and indefinite expression such as “subject to prior confirmation”, subject to immediate acceptance” etc. will be treated as vague offers and it will be rejected accordingly. Any conditional quotation shall be rejected summarily.
10. 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.
11. Becoming L1 will not be the criteria for awarding of purchase order unless the rates and quality are reasonable & justified. L1 will be decided for the overall value of quotation and not item wise.
12. **The supplier may be asked to submit a sample of the product, which will be evaluated technically at AIIMS, Bathinda. L1 will be awarded only after satisfying the quality criteria and desired specifications by the authority.** Price bids of only those firms will be opened which qualifies technically as per the recommendation of the committee.

The expenditure incurred for demonstrating the items will be borne by the supplier.

13. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
14. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
  - The firm shall have valid GST No. and PAN No.
  - Certificate of non-inclusion in the black list as per given format attached in Annexure-2 need to be provided on Rs. 100/ - stamp paper duly notarized.**
15. Market standing of minimum 3 Years.
16. **Delivery Period** – 05 days from the award of work.
17. **Liquidated Damage:** -In the event of the Seller’s failure to supply the goods/services as specified in this inquiry, the Buyer may at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered goods/services mentioned above for every week of delay or part thereof, subject to the maximum value of the liquidated Damages being not higher than 10% of the value of delayed goods.

18. **Guarantee/Warranty Terms:** The materials supplied by result of this Quotation/supply order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained /mentioned against each item in this document/ supply order. The seller guarantees that the said materials would continue to conform to the description and quality aforesaid for a period of 12 months from the date of delivery of the said materials to the buyer.

19. **Payment Terms: Payment will be only made after satisfactory delivery/ commissioning of material and after inspection by the authority at AIIMS Bathinda.** 100% payment will be done only after delivery and submission of following documents by vendors to Finance Accounts Section-

- a) Contingent Bill in triplicate along with supporting vouchers.
- b) Store Receipt Certificate issued by stores.
- c) Inspection Report issued by the concerned department if applicable.

20. **Disputes:** In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Bathinda with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to the Director, AIIMS Bathinda whose decision will be final and binding upon the contractor.

21. AIIMS, Bathinda reserves the right to increase or decrease amount of work. Decision of the AIIMS Bathinda on Quantity of consumables will be final in this regard.

22. AIIMS, Bathinda reserves the right to reject any quotation or part or whole of the quotation process without assigning any reason. Decision of the AIIMS, BATHINDA will be final in this regard.

**Enclosures:**

1. Annexure-1 ((Price-Bid Form with List of Items /Specifications).
2. Annexure-2 (Declaration Certificate.)

**Chairman**  
Procurement Cell,  
AIIMS, Bathinda

**[Letter Head of Firm  
PRICE BID FORM**

To,  
The Chairman,  
Procurement Cell,  
AIIMS, Bathinda-151001,

Punjab.

Dear Sir,

1. I/We..... am/are submitting the Quotation for **Reference No: \_\_\_\_\_ Due on \_\_\_\_\_ PM.** for "Supply of Consumables of Guest House in AIIMS Bathinda.
2. I/We thoroughly examined and understood terms & conditions of contract given in the enquiry document.
3. I/We hereby offer to supply at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the validity of the rate contract.

Sr. No. (a)	Product with Description (b)	Product Specification (Unit Size)	No of unit require (d)	Price per unit (e)	Taxes (Including all taxes @ .....% .) (f)	Price per Unit (inclusive of all taxes) (g = e + f)	Total Amount (h = d x g)	Total Amount (In Words) (i)
1	Bathroom bucket with mug	20litre	10pcs					
2	Borosil vision glass	300 ml	2 dozens					
3	Tea cup bone china	150ml	2 dozens					
4	Cup & saucer bone china	150ml	2dozen					
5	Mosquito vaporizer machine with refill	-----	20pcs					
6	Bed sheet double	(L*W)228cm*240cm	10pcs					
7	Bed sheet single	(L*W)228cm*150cm	10pcs					
8	Microfiber pillow	43cm*68cm	25pcs					
9	Blanket cover single	(L*W)228cm*150cm	30pcs					
10	Double quilt cover	(L*W)220cm*220cm	30pcs					
11	Name tag key chain	-----	40pcs					
12	Bath towel	70cm*140cm	30pcs					
13	Hand towel	40cm*60cm	30pcs					
14	Bath soap	20gram	500pcs					
15	Slipper	Size,6,7,8	30pcs					
16	Door mat	Medium	30pcs					
17	Door mat	Big	05pcs					
18	Summer blanket	(L*W)228cm*240cm	30pcs					
19	Room freshner spray	250ml	50					

20	Cello water bottle	1000ml	30pcs				
21	Mosquito killer racket	-----	05pcs				
22	Surf excel detergent	Powder	100kg				
23	Tea pan/ sauce pan	1.5L/2L/2.5L	05pcs				
24	Tea strainer	Small/medium	10pcs				
25	Tea spoon	Small	50pcs				
26	Kitchen apron	Medium	10pcs				
27	Kitchen towel	Small	50pcs				
28	Tea coaster	----	48pcs				
29	Umbrella 2fold	21inches	05pcs				
30	Shirt hanger	-----	100pcs				
31	Bathroom stool	-----	15pcs				

**NOTE:**

- The bidder must quote their quotation only in the above said format on the letter of firm otherwise quotation will be REJECTED.
- Catalogue must be attached with the quotation for technical evaluation.

Date:

(Name):

Place:

Name of

Firm/Company/Agency:

GSTIN No:

Phone No:

Email:

(Signature of Authorized Person)

**DECLARATION**

Date.....

To,

The Chairman,  
Procurement Cell,  
AIIMS, Bathinda-151001, Punjab.

Dear Sir,

Reference No. : \_\_\_\_\_ Due on \_\_\_\_\_ PM.

I / We ..... hereby confirm that our firm has not been banned or black listed by any government organization/Financial institution/Court /Public sector Unit/ Central Government.

Signature of Authorized Person.....

Name.....

Designation.....

Seal

Place:

Date: