

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Bilaspur, Himachal Pradesh**

No. AIIMS-BLS/(G)/2023/NIQ/03

Dated: 28.03.2023

Notice for inviting Quotation for:

**Supply of Marksheets at AIIMS Bilaspur**

**QUOTATION NOTICE**

Sealed quotations are invited from registered stockists/ distributors/ manufacturers having GST No. / for Supply of Marksheets as per the detailed specifications (Annexure-A). Sealed Quotations in a single envelope duly super subscribed at the top of the envelope as "**Quotation No. AIIMS-BLS/Stores/2023/NIQ/03 for the supply of Marksheets, due date of opening 12.03.2023**" containing both the "Technical Bid" and "Price Bid" (in two separate envelopes) may be submitted so as to reach on or before 12/03/2023 up to 11:00 A.M in Stores Section, Basement 1, D Block, AIIMS Bilaspur, Kothipura, Bilaspur, Himachal Pradesh PIN- 174001. Bidders can quote for one or all the items. Late bids will not be considered. The bids shall be opened in the presence of duly constituted Local purchase committee and bidders who may wish to be present may be contact on e-mail id [stores.aiimsbilaspur@gmail.com](mailto:stores.aiimsbilaspur@gmail.com)

For the purpose of technical evaluation, the bidder is required to submit following documents.

**Technical Bid:**

1. Profile-Name & Full Address of the firm & year of establishment.
2. Copy of permanent GST registration certificate.
3. Copies of supply orders secured during 2021-22 for the similar products.
4. Previous two Income Tax Returns of the bidding entity.
5. Self-declaration that the firm is not debarred by MoHFW or Department of Commerce.
6. Full description, make and quantity of the item must be mentioned in the quotation.

In case the Technical Committee rejects a sample (if asked for) or the bid is "Not Qualified" on technical grounds, the financial bid in respect of that item will not be considered.

**Financial Bid:** The Rates and total cost must be quoted in both words and figures (over writing not allowed). Selection will be made purely on the basis of lowest price quoted by technically qualified firms. Validity of the quotation should be for a minimum period of 90 days in case discrepancy between unit price & total price, the unit price shall prevail.

**Financial Bid submission format** for items with quantity required is as under: -

*of*  
24/3/23

*Paul*

Sr. No.	Item Detail	Unit Price	GST @	Unit price with tax

Other terms and conditions will be as follows: -

1. Supply will be F.O.R. at AIIMS-Bilaspur.
2. The supply of Marksheets may be done as per demand. Minimum marksheets may be as low as 10 marksheets per order.
3. The price offered must include transportation charges in unit price .
4. Vendor must agree to <sup>fix</sup> rate for next 3 years.
5. Supply will have to be arranged within 15 days from the issue of supply order. Delayed supplies beyond 15 days from the date of Supply Order will be subject to LD @0.5% per week or part thereof, on the contract price subject to maximum of 10% of contract price beyond which the supply order will be liable to be cancelled.
6. Supply must conform to samples wherever asked for.
7. The Institute reserves the right to reject the goods if the same are not found in accordance with the specifications approved/ asked for. In case there is a short/defective supply, the firm will be informed and the defective material will be lifted from the concerned department/ Store by the supplier at their own cost within a two weeks period. The Institute will not bear any expenses on this account.
8. Samples will be preserved till final settlement.
9. Bidder is required to quote a rate of 100% items.
10. No revision in rate (on higher side) will be accepted at any stage.
11. The firm shall not assign or sublet the work/job or any part of it to any other firm.
12. Billing will be in the name of Executive Director, AIIMS-Bilaspur. Payment will be made after the item has been received, inspected and accepted. No advance payment will be made at any stage.
13. Taxes at other government levies will be paid extra as applicable.
14. Venue for sample verification (if asked for) and quotation opening shall be in the conference hall of Stores Section, Basement 1, D Block.
15. In case the manufacturer participates, dealers will not be allowed or disqualified.
16. For any query, please contact Faculty In charge, E-mail stores.aiimsbilaspur@gmail.com

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24/3/23

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*[Signature]*

*[Signature]*  
Faculty In Charge  
Procurement  
AIIMS Bilaspur (HP)



ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
BILASPUR (HIMACHAL PRADESH) – 174001

Tentative Details of Marks sheet required

Year of requirement	No of certificate required (Includes 10% extra for Supplementary Results)	Purpose of requirement				
		Type of course	Batch	Professional/ examination year	Tenative Time of exam	No of Student in Batch
2022	55	MBBS	2020	1st	Nov-21	50
2023	308	MBBS	2020	2nd	May-23	50
		MBBS	2021	1st	Feb-23	50
		MBBS	2022	1st	Jun-23	120
		BSC Nursing	2022	1st	Jun-23	40
		BSC MLT	2022	1st	Jun-23	20
2024	506	MBBS	2020	3rd	May-24	50
		MBBS	2021	2nd	Aug-24	50
		MBBS	2022	2nd	Dec-24	120
		MBBS	2023	1st	Jun-24	120
		BSC Nursing	2022	2nd	Jun-24	40
		BSC Nursing	2023	1st	Jun-24	40
		BSC MLT	2022	2nd	Jun-24	20
		BSC MLT	2023	1st	Jun-24	20

Total 869.

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23/2/22

Neel

Paul

## SPECIFICATIONS AND SECURITY FEATURES

1. Type of printing: Variable data security printing
2. Category of printing: Certificate
3. Mode of printing: Other (as per additional terms and conditions)
4. Single/Double side printing: Double side
5. Colour of printing: Front Multi coloured and back Single colour
6. Printing content: Others (as per additional terms and conditions)
7. Paper material: Others (as per additional terms and conditions)
8. Size of paper: Size 8.27-inch x 11.6 inch/A4 size
9. Thickness of paper: 167 GSM
10. Inserts: Not required
11. Number of languages of printing: Bilingual
12. Language: English and Hindi
13. Cover page: Not required
14. Binding: Not required
15. Packaging: Not required
16. Embossing: Required
17. Additional support: Designing support, formatting support and logistics support (delivery of order to the consignee)
18. Finishing: Uncoated
19. Scanning: Yes
20. Security features: Printing on media that is non-tearable/ infused with dual fibers that is waterproof

### **Additional terms and conditions:**

- A. Paper quality: Super white cut sheet synthetic uncoated paper made of silica with Poly-olefin which is monolayer sheet of at least 167 GSM/250 microns, which is micro porous in nature, long life and has paper like appearance and is tear resistant, water resistant, static dissipative, hi fold endurance, Chemical resistance with good smudge and scuff resistance and able to print using a laser printer with all of the following security features:
  - i. High-resolution watermark of institutional logo
  - ii. Alphanumeric QR code-containing variable student data (complete profile data of student)
  - iii. Barcode printing
  - iv. Laser generated Institute logo
  - v. Eraser protected document
  - vi. Transparent impression of Institute
  - vii. Variable student data in transparent impress
  - viii. Hidden security in background layer
  - ix. Copy features/transparent white pantograph
  - x. Transparent impression Institute logo
  - xi. UV ultra violet mark
  - xii. Correlation Mark
  - xiii. General digital data printing hologram
  - xiv. Optical variable Ink

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- B. Vendor must be ready to provide quantity as single or more marksheets based on variable data add number shared by the buyer for the quantity as mentioned for respective year.
- C. The vendor must agree to provide variability of  $\pm 30\%$  in Number of copy as mentioned in quantity year wise.
- D. Technical compliance sheet need to be filled.
- E. Undertaking for secrecy of database need to be given
- F. Price variation clause need to be removed from agreement paper.
- G. Service providers should supply the sample paper with all the security features as specified in technical specifications.
- H. Verification of all security features in front of buyer
- I. Provision of sending mark sheets through speed post according to mentioned timeline within 15 days of sending complete specifications through mail.
- J. Provide advance sample of the mark sheets.
- K. Prebid meeting is required
- L. Vendor should agree for third party / internal evaluation as recommended by the institute

Signature  
7/7/22

Signature  
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