



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी
All India Institute of Medical Sciences, Guwahati

स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक स्वायत्त निकाय
(An autonomous body under Ministry of Health and Family Welfare, Govt)

चांगसारी, गुवाहाटी, असम - 781101
Changsari, Guwahati, Assam - 781101

Ref. No. 4-39/2022-23/AIIMS/GHY/PROC.-VE/III/2354

Date: 24/09/2026

REQUEST FOR EMPANELMENT (RFE)

Sealed proposal in the prescribed format is hereby invited from Registered Printing houses/presses and Registered suppliers of printing and stationery items in an around Guwahati having sound financial strength and proven track record for printing & supplying of forms, booklets, registers, files and stationeries etc. in central/state government hospitals/departments, autonomous bodies and MNCs etc.

The qualifying criteria, documents to be submitted and the detailed RFE notification are enclosed.

The format incorporated in the RFP along with the duly signed copy (in every page) of all the terms & conditions of the RFP may be submitted to this office latest by 5:00 PM on 14.10.2026. This is issued with the approval of competent authority of AIIMS GUWAHATI.

Sd/-
Proshanta Purkayastha
Administrative Officer
AIIMS Guwahati

Empanelment of Registered Printing houses/presses and Registered suppliers of printing and stationery items for supply of Printing materials (Forms for OPD/IPD patients services etc) and stationeries.

1. Scope of work

The AIIMS GUWAHATI issues 'Request for Quotation' (RFQ) for printing of forms for OPD/IPD patients' services etc. as and when required, specifying the requirements. Generally, supply order will be placed with the supplier quoting the lowest price. The supplier will supply the articles at the lowest quoted price in the stipulated time and at the specified place on the basis of the order issued by the AIIMS Guwahati. It may be noted that the AIIMS Guwahati is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The AIIMS Guwahati also reserves the right to reject an individual or all the tenders without assigning any reason there for. The AIIMS Guwahati may split / divide its purchases order among two or more suppliers. The AIIMS Guwahati gives no guarantee about the definite volume of purchase from any empanelled supplier at any given time or throughout the tenure of the empanelment.

2. Eligibility Conditions for Empanelment:

- A. The applicant should have own establishment in an around Guwahati for minimum 3 years.
- B. The applicant should have minimum experience of 3 years, in an around Guwahati.
- C. The supplier should have minimum avg. annual turnover of Rs.10 lakhs in last 3 Years.
- D. The applicant should have executed works of supply of stationery or printed items like OPD Booklet, Forms, File Cover, Folders etc. of min. Rs. 3 lakhs during the last 3 financial years. However, the said criteria is exempted for MSEs.
- E. The supplier should not have been debarred/black-listed by any Govt./Semi Govt./PSU/MNC organizations.
- F. Not more than one of the firms / companies having common management/partner/ director or from same business group may apply.
- G. The applicant should have valid, applicable Trade License and tax registrations viz. GST, PAN etc.
- H. The applicant should have bank account in a scheduled bank at in an around Guwahati.

I. EMD/Performance Security of Rs. 30,000.00 (Thirty Thousand only) having validity of 14 months to be deposited along with Bids.

3. Documents establishing eligibility:

Please attach certified / self-attested copies of the following documents: -

- i. Certificate of Enlistment/ Trade License
- ii. Agreement / empanelment order / work order from Government / Public Sector Undertakings & Financial Institutions / Large Corporate MNCs, and other reputed institutions etc. establishing minimum experience in the field applied for and carrying out such work for minimum three years during 2023-24, 2024-25 and 2025-26 for Government/semi-government/public sector undertakings, /MNCs etc.
- iii. Power of Attorney / authorization letter with the seal of the company/firm in the name of the person signing the tender documents.
- iv. PAN, GST certificate
- v. Copies of Annual Accounts statements (Balance Sheet and Profit & Loss Account) for last 3 financial years, audited by a Chartered Accountant. Profit & Loss Account statement should contain clear indication about income from the

category of businesses applied for viz. general stationery, printing & binding, computer consumables and cleaning materials.

- vi. Clients' report in the prescribed form (**Annexure-II**) about the performance of the firm from any two reputed clients including or excluding, Government/semi government/public sector undertakings, MNCs etc. also indicating the period of service provided by the supplier. The same is exempted for MSE vendor.
- vii. GST Returns for last three financial years.
- viii. Address Proof of Office / Establishment in an around Guwahati.

Other documents which may be submitted

- 1) Registration Certificate under Shops and Establishment Act
- 2) Registration Certificate, if any, in respect of SSI/SME/MSME etc.
- 3) Any other relevant document/s

4. Period of Empanelment:

The initial period of the empanelment contract is for 1(one) year i.e from 01st November, 2026 to 31st October, 2027. The empanelment may further be extended for another year, subject to satisfactory performance of empanelled bidders/Agency. Furthermore, on mutual consent on satisfactory performance after 02 years of service, the same empanelment may be extended for a further period of One (01) year on same terms & conditions. In no case, the empanelment will be extended beyond 03 Years. However, Institute at its discretion, can terminate the contract without citing any reason at any point of time by serving a notice.

5. Procedure of application:

Last date for submission of application (hard copy) is 14th October, 2026 upto 5 PM.

Applications should be addressed to Administrative Officer, AIIMS Guwahati, Changsari, Guwahati-781101. (Assam).

Application should be submitted only on prescribed Application form (available in website) along with all the supporting documents indicated at item no. 3 above in a sealed cover superscribed with "Application for Empanelment of Vendors for Office Stationery items, Printers & Binders and Cleaning Materials." The applications may be dropped in the Drop Box placed at lobby of AIIMS Guwahati, Changsari, Guwahati-781101 (Assam) between 09:30 AM and 5:15 PM in all working days except Saturday (on which it is till 01:15 PM only).

All pages of annexure and its enclosures must be signed by the authorized person with seal at the bottom and sent together with duly filled in application form attaching all the duly certified, specified documents.

The supplier will be responsible to ensure that his application is deposited in the above-mentioned tender box on or before the due date and time. AIIMS Guwahati will not be responsible for non-receipt of applications within the specified date and time due to any reasons including postal delays or delay in transit. All costs in connection with preparation of documents shall be borne by the applicant.

Applications from entities under common management viz. partnership firms having a common partner or a corporate having a common promoter/director will not be accepted.

Applications containing false or inadequate information are liable for rejection. If empanelled, the empanelment will be liable for cancellation whenever it is found that any of the information submitted was false.

6. Right to accept / reject any or all of the applications:

Applications received after the due date and time or incomplete in any respect are liable to be rejected. AIIMS Guwahati reserves the right to accept or reject any or all of the applications in full or part without assigning any reasons. AIIMS Guwahati reserves the right to scrap the panel at any time, without assigning any reason thereof. The AIIMS Guwahati's decision in this regard shall be binding and final. The Executive Director has the right to modify / alter any requirements in this document at his discretion in the interest of the AIIMS Guwahati as deemed appropriate by him. His decision in this regard shall be final. Decision of the AIIMS Guwahati with regard to empanelment of the vendors will be final and binding.

7. Notification of acceptance:

The AIIMS Guwahati will communicate by letter to the applicant regarding empanelment.

8. Evaluation criteria for empanelment:

- A. The applications received after the stipulated last date and time will be summarily rejected.
- B. The applications received will be scrutinized for satisfaction of eligibility conditions. Applications received from ineligible organizations will be rejected without further reference to the applicant.
- C. The applications received will be scrutinized for completeness. Incomplete applications i.e. applications where full details are not provided or required documents are not attached will be rejected without further reference to the applicant.
- D. Applicant's financial standing, business integrity, record of timely delivery, quality of material supplied, quality of work will be assessed.

9. Pricing:

It should be noted that liability to pay any duties, levies or taxes leviable under the law would be that of the supplier. The supplier will also have to bear all the expenses, etc. connected with proper packaging, carting, transportation etc. in connection with supply to any place specified by the AIIMS Guwahati. The AIIMS Guwahati will only pay the price quoted.

10. Order for the delivery of the supplies:

- A. On receipt of order for supply from the AIIMS Guwahati, the delivery of supplies in full shall be made at the specified premises of the AIIMS Guwahati within max. 7 days.
- B. In case of indent for specific brand of provision, the brand shall not be substituted.

11. Presentation of bills:

- A. The supplier shall present the bill to the office for the supplies made. The bill should clearly indicate the details of the supplies made such as name of the item, quantity, rate, discount amount, taxable amount name of the manufacturers, batch no., date of manufacture & expiry date, order no. with date etc. and any other information required by the AIIMS Guwahati.
- B. Bank Details and GSTN of the supplier must be printed in the bill.
- C. The bill shall be supported by the original supply order.
- D. Incomplete bills not accompanied by any of the particulars mentioned in (a) & (b) above will not be entertained.

12. Payment:

Payment of the bills presented will normally be arranged within 15 working days from the date of presentation/ submission of the bill. However, the supplier shall make no claim from the AIIMS Guwahati in respect of interest or damages in case the payment is delayed for any reasons. The payment will be done through NEFT system for which supplier should give requisite details of AIIMS Guwahati name, address, Account No, IFSC etc.

13. Corrupt, fraudulent or unethical practices:

The AIIMS Guwahati requires that the supplier observes the highest standard of ethics during the procurement and execution of orders for supply of articles. The articles supplied will be of standard quality. In pursuance thereof, the terms set forth are as follows:

- A. The supplier should not resort to offering, giving, receiving or soliciting of anything of value or influence the action of any official of the AIIMS Guwahati in the empanelment process or in the supply order execution.
- B. The supplier shall not resort to misrepresentation of facts in order to influence the empanelment process or execution of the supply orders to the detriment of the AIIMS Guwahati.
- C. The AIIMS Guwahati will declare a supplier ineligible, either indefinitely or for a specified period of time, for empanelment, if at any time, it determines that the supplier has engaged in corrupt and fraudulent practices in executing the contract.
- D. The AIIMS Guwahati may, without prejudice to any other remedy for breach of contract, at its sole discretion, terminate the contract in whole or part in respect of any supplier for any of the following reasons:
 - Supply of sub-standard/spurious/ substitute provisions.
 - Delay in supply/ refusal to supply/ non-supply of provisions.
 - Overcharging the bill.
 - In case it is found that any particular provision's date is expired or is near the date of expiry.
 - If the supplier fails to perform any other obligation(s) under the contract.
 - In the judgment of the AIIMS Guwahati, the supplier has engaged in corrupt or fraudulent practices.
- E. If any such case indicated in (D) above is noticed during subsequent scrutiny after or before the payment, then the supplier shall refund the disputed / excess amount already paid by the AIIMS Guwahati, replace the provisions in question. The AIIMS Guwahati may stop payments due or recover the cost of such supplies from the amounts due to the supplier.

14. Indemnity:

The supplier shall indemnify the AIIMS Guwahati against all actions, suits, claims and demands brought or made against the AIIMS Guwahati in respect of anything done or committed to be done by the supplier in execution of or in connection with the work of this contract and against any loss or damage to the AIIMS Guwahati in consequence of any action or suit being brought against the supplier for anything done or committed to be done in execution of this contract.

Application for Empanelment of Vendors

To

**The Administrative Officer,
AIIMS Guwahati,
Changsari, Guwahati-781101**

Sub: Empanelment of Registered Printing **houses/presses and Registered suppliers of printing and stationery items** etc. for printing & supply of forms, booklets, registers, stationeries etc.

Sir,

With reference to your notice No.....dated..... , we request you to empanel us as “Supplier/Contractor/Vendor” for the said work –

(Applicant may please ‘tick’ the items to be supplied)

1.	Name of the Applicant /Organization Address of the Registered Office Address of the office/agency in Guwahati (with Telephone/ Mobile No., E-mail ID)		
2.	Type of Organization (Proprietorship/ Partnership firm/ Co-Op. Society / Limited Company etc.		
3.	Name of Proprietor/Partners /Directors in the firm		
4.	Date of Commencement of Business / Date of Registration / Registration No. (copy of registration certificate should be attached)		
5.	Total Experience in undertaking similar supplies to other firms (mention only relevant experience in years/months)		
6.	Designation, Telephone No., e-mail ID of the authorized signatory dealing with the AIIMS Guwahati		
7.	Details of A/c	Account No. Name Branch IFS Code Type of A/c	
8.	Details of Registration for Tax Payment	GST No. PAN (copy of GSTN, PAN should be attached)	
9.	Whether MSME Certified? If yes, attach certificate		
10.	Any pending court case/s against the firm pertaining to orders executed? If yes, provide necessary details		

Details of Turnover for last 3 years:

Year	Avg. value of orders executed	Turnover during the year
2023-24		
2024-25		
2025-26		

Details of work/supplies for last Three Years:

Sl. No.	Details of Work	Cost (Rs.)	Year	Name of the Organization

*Rows may be added as per requirement

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Yours sincerely,

Date:

(Signature of Vendor/Contractor)

Name:
Address:
Contact No.:
E-Mail ID:

Note:

1. Copies of following documents are required to be submitted along with the application:
 - a. Copy of Certificate of Incorporation (in case of companies registered under the Companies Act, 1956/2013)/ Registration Certificate (in case of partnership firms and proprietary concerns)
 - b. GST registration certificate copy
 - c. MSME Certificate (If applicable)
 - d. Copy of PAN / TAN
 - e. A copy of Cancelled Cheque
 - f. Documentary Evidence (Like supply / Purchase Orders /Delivery Challans) for supply made during last three years to organisations to support experience details.
 - g. Copies of last three years Income Tax returns/audited Accounts statements (Profit & Loss and Balance Sheet).
2. Each page of the application must be signed with seal at the bottom by the authorized person.
3. Certificate as per Annexure II.
4. The AIIMS Guwahati may ask for any additional information at any time, if required.

ANNEXURE – I

DECLARATION

1. I/We have carefully studied the eligibility conditions and other terms and conditions and satisfied myself / ourselves that all the eligibility conditions are being met by me / us.
2. The information furnished is true to the best of my/our knowledge and if any information is found untrue or false, I/we may be debarred from the empanelment process or if empanelled then I/we may be removed from the approved list of suppliers.
3. I/We understand that the AIIMS Guwahati reserves the right to accept or reject any or all the applications for empanelment either in part or in full, without assigning any reason thereof.
4. I/We understand that if empanelled then I/We may be removed from the approved list of suppliers if my / our performance is not found to be satisfactory and I/We may also be liable to be debarred from dealing with the AIIMS Guwahati for a period extending up to three years.
5. I/we have not been debarred / Black listed by any Govt. / Semi Govt. / PSU Organizations/ Regulatory Bodies.

Signature:

Name:

Designation:

Seal of the Supplier:

Date:

ANNEXURE – II

PROFORMA OF CLIENT’S CERTIFICATE REGARDING PERFORMANCE

(Can be filled and printed separately as many numbers as required)

Name & address of the Client:

Details of works executed by Shri/ M/s:

(Name of the supplier)

1.	Name of work with brief particulars	:	
2.	Agreement No. and date	:	
3.	Agreement amount (approximates are also acceptable):	:	
4.	Details of penalties levied (indicate amount) if any, for non-performance or non-adherence to terms	:	
5.	Name, address, telephone number and e-mail id of the authority under whom supply executed a. Name & Designation b. Telephone No.(s) c. Email	: : :	
6.	Comments on the capabilities of the supplier	:	
7.	a. Technical Proficiency b. Financial Soundness c. Adherence to timeliness d. Quality of work e. General behaviour	: : : : :	

N.B. This is mandatory failing which the application shall not be evaluated.

The undersigned is competent to issue this certificate

“Countersigned”

Signature of the Reporting Officer (with Office Seal)

Name & Designation:

Contact Number/(s):