



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी  
**All India Institute of Medical Sciences, Guwahati**  
स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक वैधानिक निकाय  
(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)

Ref No.: 4-39/2022-23/AIIMS/GHY/PROC.-VE/II/2981

Date:29.01.2025

**EXPRESSION OF INTEREST (EoI)**

On behalf of Executive Director, AIIMS Guwahati EoI is hereby sought from registered vendor for printing of necessary items which are summarised in the table below:-

Dept./Section	Sl.No.	Item with Specification	Qty.	Attachment
Administration	1.	Envelopes A4 Size	2000	Annexure-I
	2.	Envelopes A3 Size	1000	Annexure-II
	3.	General Register 500 Pages	300	Annexure-III
	4.	General Register 200 Pages	500	Annexure-IV
	5.	General Register 100 Pages	500	Annexure-V
	6.	Attendance Register Staff 100 leaf	100	Annexure-VI
	7.	Note Pad 40 leaf	1000	Annexure-VII
	8.	Note Pad 20 leaf	1000	Annexure-VIII

Prospective vendors are encouraged to quote clearly indicating the price and GST applicable for each item as per table shown above on or before 13.02.2025. Partial quote by any party shall not be accepted for evaluation. Further to inform you that the printing should be made in good quality paper.

A sample copy of the above items is placed as attachment viz., Annexure I to Annexure-VIII. The vendors should prepare strictly according to the specifications mentioned in the corresponding Annexure. An expert team will evaluate the sample copies and if any discrepancies arise, the decision of the Competent Authority will be final.

The party quoting the L1 price will be awarded to contract to supply the items of specific quantity. You are requested to submit quotes in the box, to be placed for the said purpose in the Admin. Section of AIIMS Guwahati in sealed envelope superscribing "Quotation for printing items of AIIMS Guwahati w.r.t.. Ref. No..... dt....." Clearly mentioning the name and address of the bidder.

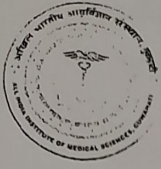
Sd/-

Asst. Administrative Officer(I/c)

AIIMS, Guwahati

Copy to:

1. I/c Institute Website – for publishing on the Website
2. Office Copy.



# ANNEXURE - I

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

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Changsari, Guwahati-781101

## PRINTING SPECIFICATION FORM OF AIIMS GUWAHATI

1. Name of the Item : Envelopes A4 Size
2. Quantity (with appropriate unit) : 2000
3. Size : 

<input checked="" type="checkbox"/> A4	<input type="checkbox"/> A5	<input type="checkbox"/> LEGAL	<input type="checkbox"/> OTHERS*
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\* Plz. Specify
4. Printing : Single side/ both sides NA
5. Language : 

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Hindi	<input type="checkbox"/> Assamese	<input type="checkbox"/> Others*
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(Tick on applicable one)
6. Font colour : Black
7. Paper Colour : Yellow
8. Binding : 

<input type="checkbox"/> Staple	<input type="checkbox"/> Pad	<input type="checkbox"/> Hard	<input type="checkbox"/> OTHERS*
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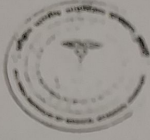
  
\* Plz. Specify
9. Whether Sl. No. to printed page wise : Yes No  
(Tick on applicable one)
10. If yes, Sl. to be started from : (All envelope should be printed with AIIMS Guwahati)

NB: A sample copy of the indented item (forms. Etc.) shall be presented to the Indenting Officer before the print out of the total quantity.

Name of the Indenting Faculty/ Officer : अभिषेक चादत

Sign. with Seal of the Indenting Faculty/ Officer :

अभिषेक चादत 13/01/25  
सहायक प्रशासनिक अधिकारी (प्रभारी)  
Asst. Administrative Officer (In-charge),  
एम्स गुवाहाटी / AIIMS Guwahati



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Changsari, Guwahati-781101

## ANNEXURE - II

### PRINTING SPECIFICATION FORM OF AIIMS GUWAHATI

1. Name of the Item : Envelopes A3 size
2. Quantity (with appropriate unit) : 1000
3. Size : 

A4	A5	LEGAL	OTHERS*
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\* Plz. Specify
4. Printing : Single side/ both sides NA
5. Language : 

English	Hindi	Assamese	Others*
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(Tick on applicable one)
6. Font colour : Black
7. Paper Colour : Yellow
8. Binding : 

Staple	Pad	Hard	OTHERS*
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\* Plz. Specify
9. Whether Sl. No. to printed page wise : Yes No  
(Tick on applicable one)
10. If yes, Sl. to be started from : (All envelope should be Printed with AIIMS Guwahati)

NB: A sample copy of the indented item (forms. Etc.) shall be presented to the Indenting Officer before the print out of the total quantity.

Name of the Indenting Faculty/ Officer :

जमिनेक चांद

Sign. with Seal of the Indenting Faculty/ Officer :

जमिनेक चांद 13/01/25

सहायक प्रशासनिक अधिकारी (प्रभारी)  
Asst. Administrative Officer (In-charge),  
एम्स गुवाहाटी / AIIMS Guwahati



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ANNEXURE - III

**PRINTING SPECIFICATION FORM OF AIIMS GUWAHATI**

1. Name of the Item : General Register 500 Pages
2. Quantity (with appropriate unit) : 300
3. Size : 

A4	A5	LEGAL	OTHERS*
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\* Plz. Specify
4. Printing : Single side/ both sides
5. Language : 

English	Hindi	Assamese	Others*
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(Tick on applicable one)
6. Font colour : Black
7. Paper Colour : Light Green (like Note sheet Paper)
8. Binding : 

Staple	Pad	Hard	OTHERS*
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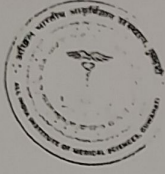
  
\* Plz. Specify
9. Whether Sl. No. to printed page wise : Yes No  
(Tick on applicable one)
10. If yes, Sl. to be started from : 01 till the end the existing  
copies of the Register may be seen as reference

NB: A sample copy of the indented item (forms. Etc.) shall be presented to the Indenting Officer before the print out of the total quantity.

Name of the Indenting Faculty/ Officer :

Sign. with Seal of the Indenting Faculty/ Officer :

*सहायक प्रशासनिक अधिकारी (प्रभारी)*  
Asst. Administrative Officer (In-charge),  
एम्स गुवाहाटी / AIIMS Guwahati



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ANNEXURE-IV

**PRINTING SPECIFICATION FORM OF AIIMS GUWAHATI**

1. Name of the Item : *General Register 200 pages*
2. Quantity (with appropriate unit) : *500*
3. Size : 

A4	A5	<input checked="" type="checkbox"/> LEGAL	OTHERS*
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\* Plz. Specify
4. Printing : *Single side/ both sides*
5. Language : 

English	Hindi	Assamese	Others*
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(Tick on applicable one)
6. Font colour : *Black*
7. Paper Colour : *light green (like Note sheet paper)*
8. Binding : 

Staple	Pad	<input checked="" type="checkbox"/> Hard	OTHERS*
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\* Plz. Specify
9. Whether Sl. No. to printed page wise : *Yes* No  
(Tick on applicable one)
10. If yes, Sl. to be started from : *01 till the end the existing  
copies of the Register may be seen as reference*

NB: A sample copy of the indented item (forms. Etc.) shall be presented to the Indenting Officer before the print out of the total quantity.

Name of the Indenting Faculty/ Officer : *समीर खान*  
Sign. with Seal of the Indenting Faculty/ Officer :

*समीर खान*  
2/01/25  
सहायक प्रशासनिक अधिकारी (प्रभारी)  
Asst. Administrative Officer (In-charge),  
एम्स गुवाहाटी / AIIMS Guwahati



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ANNEXURE-2

**PRINTING SPECIFICATION FORM OF AIIMS GUWAHATI**

1. Name of the Item : General Register 100 pages
2. Quantity (with appropriate unit) : 500
3. Size : 

A4	A5	LEGAL	OTHERS*
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\* Plz. Specify
4. Printing : Single side/ both sides
5. Language : 

English	Hindi	Assamese	Others*
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(Tick on applicable one)
6. Font colour : Black
7. Paper Colour : light green (like Note sheet Paper)
8. Binding : 

Staple	Pad	Hard	OTHERS*
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\* Plz. Specify
9. Whether Sl. No. to printed page wise : Yes No  
(Tick on applicable one)
10. If yes, Sl. to be started from : 01 till the end the existing copies of the Register may be seen as reference

NB: A sample copy of the indented item (forms. Etc.) shall be presented to the Indenting Officer before the print out of the total quantity.

Name of the Indenting Faculty/ Officer :  
Sign. with Seal of the Indenting Faculty/ Officer :

सहायक प्रशासनिक अधिकारी (प्रभारी)  
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ANNEXURE - V

**PRINTING SPECIFICATION FORM OF AIIMS GUWAHATI**

1. Name of the Item : Attendance Register Staff (100 leaf)
2. Quantity (with appropriate unit) : 100
3. Size : 

A4	A5	LEGAL	OTHERS*
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\* Plz. Specify
4. Printing : Single side/ both sides
5. Language : 

English	Hindi	Assamese	Others*
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(Tick on applicable one)
6. Font colour : Black
7. Paper Colour : Light Green (like Note Sheet Paper)
8. Binding : 

Staple	Pad	Hard	OTHERS*
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\* Plz. Specify
9. Whether Sl. No. to printed page wise : Yes No  
(Tick on applicable one)
10. If yes, Sl. to be started from : 01 till the end the existing copies  
of the Register may be seen as reference.

NB: A sample copy of the indented item (forms. Etc.) shall be presented to the Indenting Officer before the print out of the total quantity.

Name of the Indenting Faculty/ Officer : डा. मीनक चांद

Sign. with Seal of the Indenting Faculty/ Officer : डा. मीनक चांद

सहायक प्रशासनिक अधिकारी (प्रभारी)  
Asst. Administrative Officer (In-charge)  
एम्स गुवाहाटी / AIIMS Guwahati



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ANNEXURE - VII

PRINTING SPECIFICATION FORM OF AIIMS GUWAHATI

1. Name of the Item : Note Pad (40 leaf)
2. Quantity (with appropriate unit) : 1000
3. Size : 

A4	A5	LEGAL	OTHERS*
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\* Plz. Specify
4. Printing : Single side/ both sides NA
5. Language : 

English	Hindi	Assamese	Others*
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(Tick on applicable one)

1/6 Demy
6. Font colour : Black
7. Paper Colour : white
8. Binding : 

Staple	Pad	Hard	OTHERS*
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\* Plz. Specify
9. Whether Sl. No. to printed page wise : Yes No  
(Tick on applicable one)
10. If yes, Sl. to be started from : (Each not Pad cover Pages  
should be write with AIIMS Guwahati Address & logo on it)  
Paper - 75 GSM

NB: A sample copy of the indented item (forms. Etc.) shall be presented to the Indenting Officer before the print out of the total quantity.

Name of the Indenting Faculty/ Officer :

समिषक चाटव

Sign. with Seal of the Indenting Faculty/ Officer :

सहायक प्रशासनिक अधिकारी (प्रचारी)  
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ANNEXURE - VIII

**PRINTING SPECIFICATION FORM OF AIIMS GUWAHATI**

1. Name of the Item : Note Pad (20 leaf)
2. Quantity (with appropriate unit) : 1000
3. Size : 

A4	A5	LEGAL	OTHERS*
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 $\frac{1}{6}$  Demy  
\* Plz. Specify
4. Printing : Single side/ both sides NA
5. Language : 

English	Hindi	Assamese	Others*
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(Tick on applicable one)
6. Font colour : Black
7. Paper Colour : White
8. Binding : 

Staple	Pad	Hard	OTHERS*
--------	-----	------	---------

  
\* Plz. Specify
9. Whether Sl. No. to printed page wise : Yes No  
(Tick on applicable one)
10. If yes, Sl. to be started from : (Each not Pad cover Pages should be write with AIIMS Guwahati Address & Logo on it)  
Paper - 75 GSM

NB: A sample copy of the indented item (forms, Etc.) shall be presented to the Indenting Officer before the print out of the total quantity.

Name of the Indenting Faculty/ Officer :  
Sign. with Seal of the Indenting Faculty/ Officer :

सहायक प्रशासनिक अधिकारी (प्रभारी)  
Asst. Administrative Officer (In-charge),  
एम्स गुवाहाटी / AIIMS Guwahati