



**All India Institute of Medical Sciences
Bilaspur, H.P. 174001
Procurement Section**

E-mail: storeofficer@aiimsbilaspur.edu.in



File No. AIIMBL-G06/348/2026-O/o PROCURE

Date: 16 / 09 / 2026

Subject: Adoption of Rate Contracts of INIs (AIIMS, PGI Chandigarh, etc.) and ESIC for Procurement of Drugs and Consumable Items for All Departments

NOTICE

With the approval of the Competent Authority, all interested and registered Rate Contract vendors/suppliers holding valid Rate Contracts with Institutes of National Importance (AIIMS, PGI Chandigarh, etc.) and ESIC for procurement of consumable items are invited for adoption of their existing Rate Contracts by AIIMS Bilaspur on the same terms and conditions as agreed with the principal institute.

The adoption shall cover consumable items required by all departments, including department-specific/common consumables and drugs. Since many consumables are commonly used across multiple departments, consolidated comparison of rates will be undertaken to obtain the most competitive prices.

The procedure shall be as follows:

1. Eligible vendors/suppliers shall submit duly certified copies of the signed Rate Contract with INIs/ESIC from the concerned institute, along with declaration (Annexure-I), to the Procurement Section, 2nd Floor, Admin Block, AIIMS Bilaspur, H.P. – 174001, within 15 days from the date of issue of this notice.
2. The Institute shall scrutinize and compare the submitted Rate Contracts.
3. Firms may be shortlisted/empanelled based on the lowest rates quoted in the submitted Rate Contracts, along with other applicable terms and conditions.
4. The selected firm shall furnish an undertaking to supply consumable items to AIIMS Bilaspur at the same rates and on the same terms & conditions (F.O.R.) as applicable to the principal institute.
5. Supply Orders shall thereafter be placed on the adopted Rate Contract firms as per requirement.

For any clarification, kindly contact:
storeofficer@aiimsbilaspur.edu.in


Faculty In-charge
(Procurement)



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Annexure-I

Declaration

I/We, M/s _____ (Name of Firm), hereby agree to supply consumable items to AIIMS Bilaspur under the following standard terms and conditions in reference to Rate Contract No. _____ with _____ (Name of Principal Institute).

These terms and conditions shall be in addition to the original NOA/Agreement signed with the principal INI/Institute. In case of any contradiction, the following terms and conditions shall prevail.

Standard Terms and Conditions

1. **Shelf Life (where applicable):** Stock supplied shall be from the latest batch and shall have a minimum remaining shelf life of 75% of the total shelf life.
2. Each supply/batch shall be accompanied by a **Certificate of Analysis (COA)** from a Government-approved testing laboratory/NABL accredited laboratory/other applicable testing agency. Failure to comply may lead to rejection of the supply. The first supply must also include the Manufacturing Licence/Import Licence mentioning the supplied item.
3. Supplies shall bear the stamp: "**AIIMS BILASPUR (HP) SUPPLY – NOT FOR SALE**" along with Batch No., Manufacturing Date, and Expiry Date.
4. In case any discrepancy is observed during inspection, the supplier shall be responsible for withdrawal/replacement of the material at its own cost.
5. In case of defective Consumables, **100% withdrawal/replacement** shall be done by the supplier at its own cost.
6. Supplies shall be delivered to: **Faculty In-charge (Stores), Store Section, Block-E, AIIMS Bilaspur (HP) – 174001**, and shall be door-delivered to the Store Section/Concern Department or Section.
7. The entire first instalment shall be supplied within **15 days** from the date of issue of the Supply Order. In case of failure, the Supply Order may be cancelled and alternate procurement action initiated. The cost difference (minimum ₹5000) shall be recovered from the defaulting supplier.
8. In case of part supply orders, the supplier must execute the entire ordered part supply at one time. Split part supplies shall not be accepted.
9. **Liquidated Damages:** Supplies made after the stipulated period may be accepted, if required, subject to levy of penalty @ **0.5% per week or part thereof** of the total order



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value, subject to a maximum of **10%**. The decision of the Executive Director, AIIMS Bilaspur shall be final.

10. Payment Terms

- a. Payment shall be made only for actual supplies received and accepted. **100% payment** shall be released after receipt of goods conforming to approved quality and ordered quantity.
- b. No payment shall be made for rejected stock. Rejected items must be removed by the supplier within **2 days** of rejection and replaced immediately. Failing this, the items may be auctioned at the risk and cost of the supplier without further notice.
- c. Four copies of supplier's invoice indicating contract number, item description, quantity, unit price, and total amount, duly affixed with revenue stamp.
- d. Two copies of packing list indicating contents of each package.

General Instructions

1. Material shall be received only on working days between **10:00 AM to 4:00 PM**, and on Saturdays between **10:00 AM to 12:00 Noon**.
2. A copy of the Supply Order must be produced at the time of delivery.
3. Firms must ensure supply within the specified delivery period. No reminder shall be issued. In case of failure, the Supply Order may be cancelled and procurement may be made from the open market under the **Risk Purchase Clause**. Any excess expenditure incurred shall be recovered from pending dues/EMD/Performance Security.

Distributor Details (if applicable)

- Name of Firm/Distributor
- Contact Details with Email ID
- Address