



अखिल भारतीय आयुर्विज्ञान संस्थान, गोरखपुर All India Institute of Medical Sciences, Gorakhpur

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय भारत सरकार द्वारा स्थापित एक स्वायत्त निकाय)
(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Quotation No.: AIIMS/GKP/COMP-7744/2026-27/1687

Date: 24/08/2026

Quotation Notice for Procurement of Various items for Research Day 2026, AIIMS Gorakhpur

Quotations are invited from intending registered stockiest /Distributors/ Suppliers/ OEMs having GST and relevant documents for **Procurement of Various items for Research Day 2026** at AIIMS, Gorakhpur. The quotation should be dropped in the Quotation Box located at Ground Floor of **Administrative Block, Medical College Building, AIIMS, Gorakhpur, U.P.** latest by **31/08/2026** till 16:00 pm. Any quotation received through e-mail or after the last date will not be entertained.

Detail of the items: -

S. No.	Item Required	Quantity
1	Photography Services	For Quantity and Specification See Annexure
2	Research Excellence Awards — Trophies	
3	Signages, Standees & Certificates	
4	Refreshment & Meal(Lunch)	
5	Poster Walk & Research Exhibition — Display Material	

Terms & Condition

1. Firm to mention Make/Brand name in their quotation along with price.
2. Prices should be clearly mentioned in the offer.
3. The sealed envelope should bear quotations number and the subject of quotation.
4. Supply should be made within 15 days from the date of purchase order.
5. Price should be inclusive of freight on road charges.
6. Quotation will be evaluated on total value basis.
7. Order will be placed to the L-1 vendor on total value basis.
8. Validity of the quotation should be 30 days from the date of opening and validity period should be clearly mentioned in the quotation.
9. Sample to be submitted as and when asked for.
10. Selected Supplier must have Valid License for supply the demand items.
11. Firm to submit documentary evidence in support of claim of GST at the time of submission of bills.
12. Following quotations will be summarily rejected:
 - I. Quotations not received in sealed envelope quotations without quotation enquiry number.
 - II. Quotations received without mentioning of Subject at the top of envelope
 - III. Quotations received without mentioning of Name of the firm on envelope
 - IV. Quotations without GSTIN Number, Quotations without Date.
 - V. Quotations without validity period. Quotations without mentioning of GST amount.
 - VI. Quotations without price quoted against each item
13. Short-life items (with a shelf-life period of 18 months or less) shall not have exceeded 5/6th of their total shelf life at the time of supply. For imported drugs, the shelf life at the time of supply shall not be less than 50%.
14. For items not covered under clause (1) above, the supplied stock shall not be older than one year from the date of manufacture at the time of supply.
15. If the supplied items are not utilized before the expiry date, the supplier shall undertake to replace them with fresh stock as and when required.

sd/-



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16. The supplier shall arrange for free replacement of any quantity that may deteriorate in potency, strength, or approach expiry (or has expired) before the expiry date marked on the labels.
17. The quotation should be submitted only during Working Days & Office hours i.e. Monday to Friday (9 AM to 5 PM) & Saturday (9 AM to 2 PM)
18. For any clarifications, kindly contact at email address: procurementcell@aiimsgorakhpur.edu.in.

S/d

Administrative officer
AIIMS Gorakhpur

Enclosure A — Photography Service

The Research Cell proposes to engage professional photography service for Research Day 2026. The engagement is required to ensure comprehensive documentation of the event for institutional records, website updates, media dissemination, annual reports, and archival purposes.

Proposed Scope of Work

- Photography coverage of the full Research Day programme, including the inaugural session, keynote address, Research Excellence Awards, Poster Walk & Research Exhibition.
- Submission of high-resolution digital photographs and video recordings for official use by the Institute.

Minimum Specifications / Deliverables

- Professional DSLR/Mirrorless camera-based photography.
- Coverage of all major sessions, dignitaries, award presentations, and group photographs.
- High-resolution edited photographs in digital format.
- Edited video clips/highlights of important proceedings.
- Submission of all photographs and videos in a suitable digital storage medium or through an online transfer platform.

Enclosure B — Research Excellence Awards: Trophies

The Research Cell submits the following specifications for procurement of Mementos for the Research Excellence Awards to be presented at Research Day 2026, and mementoes for all dignitaries. A memento for the Chief Guest is not required to be procured, as one is available at the institute.

Specification Parameter	Details / Requirement
Quantity required	1. 7 Institutional Mementos for Dignitaries 2. 3 Mementos for Best research paper awards (one in each category, Faculty, UG, PG) 3. 1 Memento for Best researcher award 4. 5 Flower Bouquet for Chief Guest and other dignitaries
Purpose	Award Mementos for Research Excellence Award category winners at Research Day 2026
Type	Trophy / plaque on a weighted base (institutional-grade finish)
Height	10–12 inches approximately (base + upright), or as per approved design
Base material	Wood or acrylic base with metal/acrylic upright; no lightweight or flimsy construction
Surface finish	Gold/silver-tone plating or brushed metal finish as per approved design; no peeling, patchiness, or uneven finish acceptable
Engraving	Award category text (e.g., “Best research paper award (one in each category, Faculty, UG, PG), Best researcher award etc.”); central engraved text: “Awarded to” / awardee full name / department — to be individually engraved per awardee; final list of awardees and categories to be provided by Research Cell.
Quality standard	Institutional-grade, suitable for formal award ceremony of a Central Government Institute of National Importance
Delivery requirement	Minimum 05 days before the Research Day date
Chief Guest memento	Not required to be procured — available at institute

Enclosure C - Signages, Standees & Certificates

The Research Cell proposes procurement of signages, standees, a stage backdrop, and certificates required for Research Day 2026, carrying the event theme "Research to Impact: Transforming Healthcare through Innovation and Evidence."

S. No.	Item description	Size	Qty.
1	Signages	12 × 8 ft	2
2	Standees	8 × 4 ft	4
3	Certificates	A4 Size	100

Enclosure D Refreshment & Meals

The Research Cell proposes the following refreshment and meal arrangements for delegates, faculty, support staff, and dignitaries at Research Day 2026.

S. No.	Item description	Qty.
1	Refreshment Box (Samosa, Fruit Juice, Cookies, Namkeen etc.)	500
2	Meal (Lunch) for Chief Guest, dignitaries & presenters Starter, main course, salad, dessert, beverages — menu to be finalised	125

Enclosure E — Poster Walk & Research Exhibition: Display Material

The Research Cell proposes procurement of display material for the Poster Walk & Research Exhibition segment of Research Day 2026 (scheduled 11:30 AM–12:00 PM).

Specification Parameter	Details / Requirement
Quantity required	As per number of posters accepted for the Poster Walk (final count to be confirmed after abstract submission closes)
Item	Poster display boards / stands
Size	3 ft × 4 ft (portrait orientation), per the Poster Submission & Selection Format already circulated
Material	Foam board / flex-mounted display panel on a free-standing stand; stable and self-supporting
Numbering	Sequential poster numbers to be affixed/printed, corresponding to the exhibition layout
Layout material	Directional signage / floor plan for the exhibition area, category-wise arrangement as applicable
Delivery requirement	Minimum 03 days before Research Day, to allow setup and layout verification

Estimated cost to be ascertained by the Purchase Section based on final poster count and comparative quotations.

S. No.	Item description	Size	Qty.
1	Poster Stands (Rental)	For posters size 4 × 3 ft	40