

Government of India
All India Institute of Hygiene & Public Health
110, Chittaranjan Avenue, Kolkata - 700073

Notice No.: Store.21-14/2023-24

Date: 21.07.2026

NOTICE

Subject: Invitation of applications for empanelment of vendors under various categories in accordance with Rules 150 of the General Financial Rules (GFR), 2017

In order to maintain a panel of reliable and competent suppliers/service providers for procurement of goods and services, applications are hereby invited from eligible manufacturers, authorized dealers, distributors, service providers and contractors for empanelment with **AIIH&PH, Kolkata** in accordance with the provisions of **Rules 150 of the General Financial Rules (GFR), 2017**, as amended from time to time.

Categories for Empanelment.

Applications are invited under the following categories:

1. Supply of Office Stationery and Printing Materials.
2. Supply of Computer Hardware, Software and IT Peripherals.
3. Supply of Electrical Goods and Accessories.
4. Supply of Furniture and Office Equipment.
5. Housekeeping and Cleaning Materials.
6. Food, Catering and Refreshment Services.
7. Civil, Electrical, Plumbing and Carpentry Maintenance Works.
8. Air Conditioner, Refrigerator and Electrical Appliance Repair & Maintenance.
9. Medical Equipment, Laboratory Instruments and Consumables.
10. Courier, Transportation and Logistics Services.
11. Printing, Binding, Flex Printing and Publicity Materials.
12. Pest Control, Sanitation and Horticulture Services.
13. Security Services.
14. Any other goods/services required by the Institute from time to time.



Eligibility Criteria

Interested firms/agencies shall submit self-attested copies of the following documents:

1. Letter of Application on the firm's letterhead.
2. Certificate of Incorporation/Registration/Trade License, as applicable.
3. PAN Card.
4. GST Registration Certificate.
5. MSME/Udyam Registration Certificate (if applicable).
6. Valid Professional Tax Registration/Enrolment Certificate (where applicable).
7. Latest Income Tax Return/Acknowledgement.
8. Bank Account Details (Cancelled Cheque/Bank Certificate).
9. Work Orders/Completion Certificates demonstrating experience in similar works/supplies/services during the last three years.
10. Details of the firm's organizational profile, including contact details and email address
11. An undertaking declaring that the firm has not been blacklisted/debarred by any Central Government/State Government Department, PSU, Autonomous Body or Local Authority.
12. Any other relevant certificates/documents supporting the firm's technical and financial capability.
13. Any other document considered relevant by the applicant.

Selection Process

Applications shall be scrutinized in accordance with **Rule 150 of GFR, 2017**. The Institute may verify the credentials, manufacturing/service capability, financial background, quality control system, past performance, infrastructure and after-sales service before empanelment. The Institute reserves the right to inspect the premises of the applicant, wherever considered necessary.

Period of Empanelment

The empanelment shall ordinarily remain valid for a period of **three (03) years**, subject to satisfactory performance. Renewal shall be considered on receipt of a fresh application along with updated documents.

General Conditions

1. Empanelment does not confer any right upon the vendor for award of any purchase order, work order or contract.
2. Procurement shall be carried out as per the applicable provisions of the General Financial Rules (GFR), 2017 and other Government of India instructions issued from time to time.
3. Vendors furnishing false information or found involved in fraudulent practices shall be liable for rejection, removal from the panel and other actions as deemed appropriate under Government rules.



4. The Competent Authority reserves the right to accept or reject any or all applications without assigning any reason.

Submission of Applications

The completed application along with all supporting documents should reach the following address on or before **21 days from the date of publishing**.

**The Superintendent
Store Section (Room No. 09)
All India Institute of Hygiene & Public Health
110, Chittaranjan Avenue, Kolkata – 700073**

Applications may also be submitted through e-mail at storesaiihph@gmail.com

This notice is issued with the approval of the Competent Authority.



21/2/2026
Additional Director
AIHH&PH, Kolkata

Distribution:

Office Notice Board

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