

No. 6434/Dean/2018/NDMC

Date: 20/11/18

NOTICE INVITING QUOTATION


Sealed quotations are invited for the AMC of 13 Photocopier Machine from the Manufacture/Distributors/authorized service partner by the undersigned.

Quotation will be received in the office of Addl. MS, Hindu Rao Hospital, Malka Ganj, Delhi – 110007 upto 2.30 PM on 10.12.2018 and will be opened on the same day at 3.00 PM in the presence of the Quotationers if any.

Name of the Equipment	Proposed Quantity
Photocopier machine	13

The rates shall be quoted in figures as well as in words, failing which the bid shall be rejected.

- 1) The undersigned reserves the right to accept or reject any quotation without assigning any reason.
- 2) The quoted rates should be valid for six months from date of opening of quotation.
- 3) The firms are also required to submit the certificate on the letter head that rates offer are not higher than the rates quoted in any other Govt. Institution of NCT Delhi.
- 4) In case the opening dated is declared a holiday, the quotation will opened on next working day at same place & same time.
- 5) Quotee must fulfill the general conditions of the quotation:
 - The quote has to enclose copy of the valid GST No., PAN Card of the firms/quotee/MSME Certificate.
 - The quote may inspect the job prior to quotation as per requirement of Head of Deptt.
- 6) Previous experience in Govt. Deptt. in the similar cases must be attached.
- 7) Repairing guarantee should be mention.
- 8) The firms are requested to submit that offer complies with quotation specification, alternate rated in one quotation are not acceptable. If the quote provides more than one offer, their quotations will be treated as invalid.


Addl. MS/HRH
Addl. Medical Superintendent
Hindu Rao Hospital, Delhi

Distribution:-

- DHA NDMC Civic center (For Information Please)
- DOV, Civic Center
- Dean, Medical College/NDMC
- MS, Kasturba Hospital
- MS, SDN Hospital
- MS, RBIPMT Hospital
- CMO, MC/NDMC
- Notice Board, HRH
- Notice Board, MC
- Addl. Director (IT) for Display on web site NDMC

22/11/18
A. Veena Pandey