

NORTH DELHI MUNICIPAL CORPORATION  
MEDICAL COLLEGE  
HINDU RAO HOSPITAL; DELHI

No. Dean/MC/2019/ 486

Date: 03-07-19

Quotation Notice

Medical College has to procure Annual Report for the 2018-19 for Medical College, from the market. A purchase committee under the chairmanship of Addl. MS/HRH. Sealed quotations are invited from interested parties through publication of this notice on website. As, this is a procurement through Purchase Committee by quotations, it is totally on the discretion of the Purchase Committee to accept / reject any of the quotation and / or obtain further quotations directly from the market in the interest of the Medical College, Hindu Rao Hospital:-

All the interested parties have to submit their quotations in the Diary Section of the office of the undersigned or put in the Drop Box of Addl.MS/HRH on or before the due date and time. Quotations received after due date and time will not be considered. The detail of the items and details are given as under:-

Name of the required item	Required qty.
<p><u>Annual Report 2018-19</u></p> <ul style="list-style-type: none"><li>• 100 pages book, A4 size, 96 pages inner</li><li>• 20±5 pages colour printing, 76±5 pages black printing and 4 pages cover- colour printing with lamination perfect book binding.</li><li>• Cover Designing (4 Pages)</li><li>• Typesetting and page planning</li><li>• Photography for students and faculty (optional)</li></ul> <ol style="list-style-type: none"><li>1. Cover + Back page (Laminated Glossy) : 290 GSM</li><li>2. 20±5 Nos. Photo : 290 GSM (Both side laminated glossy paper)</li><li>3. Inner page : 130 GSM mat (Both side printing)</li></ol>	<b>100 copies</b>

Date and time of submission of Quotation : On or before 08.07.2019 upto 03.00 p.m.

Opening of Quotation : On 09.07.2019 at 2.30 pm

Place of Opening of Quotations : Office of Addl. MS/HRH

**Terms and conditions:-**

- Quotation must be submitted in the format given below.
- The rates should be valid for six months from the date of opening of this quotation.
- Full specification of each item must be given while quoting rates & supported by samples / catalogue. Exact amount of central excise, packing & forwarding charges, GST (Taxes) etc may be mentioned separately.
- Supply is to be arranged by the firm within stipulated period of 21 days. If delay then penalty of 2% of the cost of orders per week, maximum 6% will be imposed on the firm.
- All supplies will be subject to the pre dispatch approval/ approval of the purchase Board. Right of approval/ rejection reserved with the MS/ HRH. The firm has to remove the rejected part material from this College/hospital within three days of the intimation, at his own cost.
- No firm will be eligible to withdraw after its rates or/ after the submission of the quotation/ tender.
- All the quotation rates should be covered with the transparent tape.
- Any contradiction to the above, terms and conditions, the bid is liable for rejection.
- Supply will be received in the hospital premises/ stores and no cartage/ transportation charges will be given for it.
- Payment will be made on raising of bill and approval of the goods.
- **Documents to be submitted with the quotation :-**
  - i. In case of stockiest / distributor quoted the quotation, complete chain of the authorization certificate from manufacturer to bidder must be submitted in the technical bid. In case of manufacturer quoted the quotation, the document showing the same must be submitted with the quotation.
  - ii. GSTIN Registration copy.
  - iii. Copy of PAN.
  - iv. Full specification of quoted item(s) with make and model.
  - v. The compliance report of the quoted make and model with the required specifications, terms and conditions mentioned in the quotation.

- **“Annual Report for the 2018-19”** should be mentioned on the envelope in bold letter and must be submitted in Dairy section of Hindu Rao Hospital or put in the Drop Box of Addl.MS, Hindu Rao Hospital on or before due date, failing which the quotation may be rejected.
- Full description of the quotation is also available in North Delhi Municipal Corporation website - <http://mcdonline.gov.in> and [www.hindurao.com](http://www.hindurao.com)

  
Addl. Medical Superintendent

Hindu Rao Hospital

Copy to :-

- 1). Notice Board.
- 2). Official website of Hindu Rao Hospital, Delhi
- 3). MS/Hindu Rao Hospital
- 4) MS/Kasturba Hospital with request to do needful to display the quotation of Notice board.
- 5) MS/SDNH with request to do needful to display the quotation of Notice board.
- 6) Director/RBIPMT with request to do needful to display the quotation on the Notice board.
- 7) MS/GLM Hospital with request to do needful to display the quotation on the Notice board.
- 8) CMO (IT) for display on official website of MCD (N) -<http://mcdonline.gov.in>. and also on website of Hindu Rao Hospital -[www.hindurao.com](http://www.hindurao.com).
- 9) Office copy.

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(FORMAT OF QUOTATION)

To

The Addl. Med. Supdt.  
Hindu Rao Hospital  
Delhi -110007

Sub.-: Quotation for \_\_\_\_\_.

Sir,

Pl. refer to quotation No. \_\_\_\_\_, dt. \_\_\_\_\_, we are hereby submitting our best prices for the supply of \_\_\_\_\_ as under:-

S.No.	Name of Item with HSN code	Qty.	Rate per unit	Amount
GST @ _____%				
Grand Total				

- We hereby accept all the terms and conditions of the quotation as mentioned in the notice inviting quotations.
- Warranty period : \_\_\_\_\_
- CMC period : \_\_\_\_\_ (Rate of CMC as per Annexure -I).
- Rates of the consumables, not covered under Warranty and CMC, are enclosed as per Annexure-II
- Certify that our firm has not been debarred / blacklisted by any State Govt. / Central Govt. and no CBI / vigilance case is pending against the firm.
- Certified that we have not supplied the offered equipment to any other government hospital at a cost less than that being quoted.
- Certified that the quoted equipment is of latest model.
- The following documents are enclosed with the quotations :
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_

Kindly consider our quotation. Looking forward for your supply order.

Yours sincerely,