

GOVT MEDICAL COLLEGE PATIALA

(NIQ FOR Rate contract of one year for the purchase of Stationery items for office work)

Sub: - Quotations for Rate contract of one year for the of Stationery items for office work

Please quote your minimum rates for the rate contract of one year for for the purchase of Stationery items for office work, GOVT MEDICAL COLLEGE PATIALA. Quotations to be submitted/reached to this office on or before 24/07/2023 at 2 PM (or till 5 pm if college time changes). The quotations will be opened on dated 25/07/2023 at 11 AM in the office of Director Principal Govt Medical College Patiala. In case holiday is declared on the date of opening of quotations, it will be opened on the next working day at the same time.

Sr.	Item	Specifications	Rate per item
1.	Dispatch Register	200 Leaves 17"x27"4	To be quoted by the bidder
2.	Diary Register	200 Leaves 17"x28"4	To be quoted by the bidder
3.	Small Envelope	9"x4"	To be quoted by the bidder
4.	Big Envelope	11"x5"	To be quoted by the bidder
5.	Service Book Envelope	Cloth Lined 16 (5/8)x6 (5/8)	To be quoted by the bidder
6.	File Cover	5.5 cm X 8.5 cm	To be quoted by the bidder
7.	Attendance Register	12 Pages	To be quoted by the bidder
8.	Photocopy Paper A-4 size	Plain Copeier paper Size- A4 (210x297 mm) Sheet 500. 2.34 Kg	To be quoted by the bidder
9.	Photocopy Paper Legal Size	Plain Copeier paper Size- F5 (215x345 mm) Sheet 500. 2.78 Kg	To be quoted by the bidder
10.	Gum Paste	Net Contents 150 ML	To be quoted by the bidder

The Envelope containing the quotations should be sealed and super scribed as under: - Quotation due on dated 24/07/2023 against inquiry/NIQ Purchase/ for rate contract of one year for the purchase of Stationery items for office work ()

The terms and conditions of the supply are: -

1. Inquiry/NIQ No. Must invariably be given at the top of the envelopes. Envelopes without indication will not be entertained.
2. Tax will be paid extra, if applicable provided it is made clear in the quotations that VAT/CST/GST/SERVICE TAX @ % will be charged extra, otherwise it will be presumed that VAT/CST/GST/SERVICE TAX are not to be paid extra.
3. Unsealed quotations will be rejected.
4. Validity of the quotation should be for a minimum period of 120 days.
5. The quotation must be addressed to the Director Principal Govt. Medical College Patiala Quotations must be sent by registered post/Speed Post/ Courier/by hand at receipt Branch of Govt. Medical College Patiala within working hours.
6. Rate will be fixed for one year from the date of PO. If items found satisfactory the rate contract may be extended for 1 years with same rates.
7. Specification of the Stationary items for office work is as above mentioned.
8. Contract will be awarded to L-1 on the basis of totality in rates.

(Signature)

**Director-Principal,
Govt Medical College, Patiala**

Sent to Assistant Clerk
Bhupinder Singh Yadav K...