

## GOVT MEDICAL COLLEGE PATIALA

( NIQ FOR PURCHASE OF STATIONERY ITMES FOR OFFICER WORK)

Sub:- Quotations for STATIONERY STATIONERY ITMES FOR OFFICER WORK.

Please quote your minimum rates for STATIONERY STATIONERY ITMES i.e Photo stat paper Legal Size ( Spectra ) , A-4 Size ( Spectra ) , Register of 500 pages FOR OFFICER WORK GOVT MEDICAL COLLEGE PATIALA for supply of articles as per details attached, so as to reach this office on or before 22/7/2022 at 5 PM. The quotations will be opened on dated 25/07/2022 at 12 AM in the office of Deputy Controller ( F&A) 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.

**The Envelope containing the quotations should be sealed and super scribed as under:-**

**Quotation due on dated 22/7/2022 against inquiry/NIQ  
Purchase OF STATIONERY FOR OFFICER 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. Full description, make and quantity of the articles must be mentioned in your quotation.
5. Validity of the quotation should be for a minimum period of 120 days.
6. Delivery period for material should be mentioned in quotations.
7. The quotation must be addressed to the Principal Govt. Medical College Patiala.
8. The Institute reserve the right to reject the goods if the same are not found in accordance with the demand. In case there is a short/defective supply the firm will be informed and the defective material will be lifted from the concerned department/College Store by the supplier at their own cost within two weeks period. The Institute will not bear any expenses on this account.
9. Quotations must be sent by registered post/Speed Post/ Courier/by hand at receipt Branch of Govt. Medical College Patiala within working hours ( 9 am to 5 pm ).
10. The supplier will have to adhere to the delivery schedule mentioned in the LOC/PO. Delayed supplies beyond given time in LOC/PO will be charged as penalty @ 0.5% per month.
11. Rates will be fixed for one year.

Director Principal  
Govt. Medical College, Patiala

Dealing assitant

Senior Assitant

LoveL Kishore

Aminder  
Bhupinder  
BS

29/7/22