

GOVT MEDICAL COLLEGE PATIALA

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

Subj: - 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 the purchase of Stationery items for office work, GOVT MEDICAL COLLEGE PATIALA. Quotations to be submitted/reached to this office on or before 17/07/2026 at 5.00 PM The quotations will be opened on dated 20/07/2026 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	Price per item without G.S.T	G.S.T Amount per item	Total Amount Per Item Including G.S.T
1	Photocopy Paper A-4 size 75 GSM. Century/Trident/Spectra/J.K. Orient/Reliance --- (Approximate 350 Rim per year Or As per Demand)	Plain Copier paper Size- A4 (210x297 mm) Sheet 500, 2.34 Kg	To be quoted by the bidder	To be quoted by the bidder	To be quoted by the bidder
2	Photocopy Paper Legal Size 75 GSM Century/Trident/Spectra/J.K. Orient/Reliance (Approximate 350 Rim per year Or As per Demand)	Plain Copier paper Size- F5 (215x345 mm) Sheet 500, 2.78 Kg	To be quoted by the bidder	To be quoted by the bidder	To be quoted by the bidder

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

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. The validity of the quotation should be for a minimum period of 120 days.
5. **The Goods/material should be Supply within 30 days from the date of issue of supply order by this office. For delayed supply, liquidated damages @ 0.5% half monthly will be imposed on the total amount of supply order (Without G.S.T) up to a delay of 30 days and thereafter after which the supply order will be deemed cancelled, and company will be blacklisted for future**
6. 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.
7. The Bidder must have GST registration as per GST Act and rules, also must mention G.S.T number And Date on the quotation.
8. **Before submitting quotation by the Bidder, it shall be mandatory to clearly mention GST number of the firms /company in the quotation. If not, quotation will not be considered.**
9. **Contract will be awarded to L-1 item wise.**

Director Principal
Govt. Medical College, Patiala

Superintendent
Gurjinderpal Singh

Senior Assistant
Bhupinder Yadav

Clerk
Kviveer Singh

Steno
Barni Kaur