

**Sant Shiromani Shri Dhanna Bhagat Ji,
Government Medical College,
Haibatpur Jind**

Email: purch.gmcjind@outlook.com

**Invitation of e-quotation for
Stationery items**

Inquiry No: Purchase/2025/0 18693
Inquiry Issue Date: 29.10.2025

Last Date of Submission: 04.11.2025 (11:00 AM)

Rate quotation in sealed envelope/Password protected quotation are hereby invited from the valid firms and suppliers by the undersigned on behalf of the Director, Sant Shiromani Shri Dhanna Bhagat Ji, Government Medical College, Haibatpur, Jind, for Supply of stationery items as per Annexure-1 for the Institute as per terms & conditions mentioned below. The filled e-quotations must receive through registered e-mail (Password protected) on or before 24.09.2025 at 11:00 AM. & quotation opened on 24.09.2025 after 12:00 PM.

**QUOTATION FOR
Stationery items
Closing Date 04.11.2025 Time 11:00 AM**

3) Terms & Conditions:-

- a. The quotations received online after this deadline shall not be entertained under any circumstances whatsoever. In case of any delay this Institute will not be responsible.

The online submission through password protected mode will also be restricted.

- b. Quotations must be in online prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be submitted in the office of undersigned before deadline of submitting the quotation.
- c. Rates must be quoted in **Indian Rupees** and as per the format specified taxes extra if any must be written separately.
- d. Rates must be quoted FOR basis (including Freight charges)
- e. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- f. The rates quoted must be valid for 60 days minimum or as per State Govt. instruction issued from time to time, from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- g. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- h. Any conditional quotation shall be rejected summarily.
- i. **Delivery Period** -As per supply order on issuing by this office.
- j. **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order

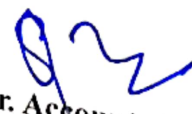
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| Sr. | 1 | 2 | 3 |
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- value shall be levied subject to maximum of 10% of the total order value which amount when there is no EMD.
- k. **Payment Terms:** Payment will be only after satisfactorily complete delivery /commissioning of material and after inspection by Inspection Committee.
- l. Sant Shiromani Shri Dhanna Bhagat Ji, Government Medical College, Haibatpur, Jind for the Institute as per terms & conditions reserves the right to increase or decrease quantity and / or amount of work. Decision of Quality of material for the Institute Sant Shiromani Shri Dhanna Bhagat Ji, Government Medical College, Haibatpur, Jind as per terms & conditions will be final in this regard.
- m. Sant Shiromani Shri Dhanna Bhagat Ji, Government Medical College, Haibatpur, Jind reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the Sant Shiromani Shri Dhanna Bhagat Ji, Government Medical College, Haibatpur, Jind will be final in this regard.

2. Special Terms & Conditions:-

- a) Bidder must quote the product as per specification provided in Annexure 1.
- b) The supplier may be asked to submit the sample of quoted make for technical evaluation, to Sant Shiromani Shri Dhanna Bhagat Ji, Government Medical College, Haibatpur, Jind, if required. The expenditure incurred for demonstrating the items will be borne by the supplier.
- c) Inspection committee will check the products thoroughly, if somehow inspection committee found any discrepancy and is not satisfied with the final product (final product should be same as reviewed ones at the institution) then Sant Shiromani Shri Dhanna Bhagat Ji, Government Medical College, Haibatpur, Jind has the right to reject the supply and cancel the order, and no claim for payment in this regard will be entertained.
- d) Jurisdiction: The Jurisdiction will be district Jind only.
- e) It is directed to Incharge Website that requisition of above item may also be placed on website of BPS GMC Khanpur Kalan Sonapat for vide publicity to invite a competitive manner of purchase.

Encl.: Annexure 1 (Specification)
Annexure 2 (Format of price bid)


Sr. Accounts Officer

per value on
every

Annexure 1

Sr. No.	Name of the Items	Quantity
1.	Noting Sheet	20
2.	All Pin	10 PKT
3.	Ball Pen (Blue,Red and Black)	500,100,100
4.	Pailot Pen (Green)	10
5.	BALL PEN REFFIL	500
6.	PERMANENT MARKER	50
7.	HIGHLIGHTER	20
8.	STAMP PAD INK	20
9.	EREASER	10 PKT
10.	PENCIL	15 PKT
11.	SHARPNER	15 PKT
12.	CARBON PAPER	100
13.	TAPE 2"	50
14.	STEPLER SMALL	50
15.	STEPLER BIG	50
16.	STEPLER PIN SMALL	200 PKT
17.	STEPLER PIN BIG	200 PKT
18.	TAG SMALL	50
19.	FLUID	50
20.	STAMP PAD INK	50
21.	SINGLE PUNCH	50
22.	DOUBLE PUNCH	50
23.	FEVISTICK	100
24.	CALCULATOR	30
25.	INDED FILE	200
26.	FILE COVER	500
27.	FLAPPER	200
28.	FLAG	50
29.	SCALE LARGE PLASTIC	100

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30.	SCALE SMALL PLASTIC	100
31.	SCISSOR	20
32.	LACIES	50
33.	ENVELOPE 12*16	200
34.	ENVELOPE 10*4	200
35.	PEN STAND	50
36.	PEN DRIVE 32 GB	20
37.	REGISTER PLAIN	100
38.	DISPATCH REGISTER	50
39.	RECEIPT REGISTER	50
40.	WRITING PAD 33NO	50
41.	CASH BOOK	5
42.	ATTENDENCE REGISTER	25
43.	CASH RECEIPT	2 PAD
44.	DRAWING PIN	20
45.	ELECTRICAL BELL	10
46.	Stock Register (more than 500 pages)	20

Note: - The supply will be FOR Sant Shiromani Shri Dhanna Bhagat Ji, Government Medical College, Haibatpur, Jind.

[On the letterhead of firm]
PRICE BIDFORM

To.

Director,
Sant Shiromani Shri Dhanna Bhagat Ji,
Government Medical College, Haibatpur, Jind

1. I/We Submitted the quotation for Enquiry No. "QUOTATION FOR SUPPLY.....AGAINST THE INQUIRY NO: Purchase/25/.... due on dated.....at Sant Shiromani Shri Dhanna Bhagat Ji, Government Medical College, Haibatpur, Jind.
2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
3. The vendor should also certify that the rates quoted in the quotation are not more than the MRP of the manufactueres.
4. I/We hereby offer to supply at the following rates.

Sr. No	Particular	Quantity	Quoted Make* with warranty period (If any)	Price/Unit Exclusive of Tax (INR)	GST/CST/ST
1.					
2.					

**Make in India products will be preferred.*

Date _____

Place _____

(Signature of Authorized Person) _____

(Name) _____

Phone _____