

**Bhagat Phool Singh Govt. Medical College For Women
Khanpur Kalan, Sonipat.**

Email: bpsgmc.purchase@gmail.com

**Invitation of e-quotation for
Stationary Items**

Inquiry No: Purchase/2025/10253
Inquiry Issue Date: 06.10.2025

Last Date of Submission: 15.10.2025 (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, BPSGMC Khanpur Kalan for Supply of Consumables 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 15.10.2025 at 11:00 AM. & quotation opened on 15.10.2025 after 01:00 PM.

QUOTATION FOR – STATIONARY ITEMS

Closing Date 15.10.2025 Time 11:00 AM

1) 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 value shall be levied subject to maximum of 10% of the total order value on 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. BPSGMC, Khanpur Kalan Sonipat reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the BPSGMC, Khanpur Kalan Sonipat will be final in this regard.
- m. BPSGMC, Khanpur Kalan Sonipat reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the BPSGMC, Khanpur Kalan Sonipat 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 the BPSGMC, Khanpur Kalan Sonipat, 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 BPSGMC, Khanpur Kalan, Sonipat 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 Sonipat only.
- e) It is directed to Incharge Website that requisition of above item may also be placed on website of BPS GMC Khanpur Kalan Sonipat for vide publicity to invite a competitive manner of purchase.


Accounts Officer

Encl.: Annexure 1 (Specification)

Annexure 2 (Format of price bid)

Annexure 1

Sr. No	Name of items	Qty
1.	Stapler Big	20 Pcs
2.	Ball Point Pen Black	200 Pcs
3.	Refill Black	1000 Pcs
4.	Pen Drive with Metal Body 16 GB	10 Pcs
5.	Pen Drive with Metal Body 32 GB	10 Pcs
6.	Fluid Pen	100 Pcs
7.	White board marker	100 Pcs

ANNEXURE "2"

[On the letterhead of firm]
PRICE BIDFORM

To,

Director,
BPSGMC (W),
Khanpur Kalan, Sonipat

1. I/We Submitted the quotation for Enquiry No. **"QUOTATION FOR SUPPLY.....AGAINST THE INQUIRY NO: Purchase/25/....** due on dated.....at BPSGMC, Khapur Kalan, Sonapat.
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 manufacturers.**
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.					

Date _____

Place _____

(Signature of Authorized Person) _____

(Name) _____

Phone _____