

Office of the Medical Superintendent, Guru Gobind Singh Medical Hospital, Faridkot



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No. MSO/Pur/2023/

15446

Date:-

21/7/2023

IT Cell

BFUHS, Faidkot (For uploading on university website)

**Sub:- Quotations for Printing of Admission Files/Bed Head Tickets..**

Sealed quotations are invited for purchase of following items on the terms & conditions mentioned below:-

Sr.No	Name of the item & Specifications	Qty
1	<b>Patient Admission Files/Bed Head Tickets:-</b> 1.Total 20 pages (both sides) having size of A4 sizes approx. 2.Both sides printing in single colour. 3.First page & Last page (Title cover) of the file must be minimum 130 GSM. 4.Other page must be minimum of 75 GSM. 5.Logo of the BFUHS (in Light colour) must be displayed in the middle of each page. 6.Central Stapler should be used in the said files. It should be clearly noted that the <u>side staple will be accepted.</u> As the side staple damages the printers that are used for the printing of the patient details on the patient admission file.	50,000 Files

**Terms & Conditions:**

- Payment : The payment of the material shall be released through RTGS/Cheque after satisfactory inspection report of the material by the Institution Inspection Committee.
- F.O.R : General Store, GGSMH, Faridkot.
- Rate : 1. Taxes (as applicable), if any, be mentioned separately in the quotation.  
2. The rates of taxes, be charged as per prevailing Govt. Notified Schedule.
- Quantity/Item : Quantity may increase or decrease.
- Others : 1. The firm should have PAN No, GST No and Bank Account No.  
2. The material should be as per mentioned specifications only.  
3.The final decision of branded item would be reserved to consumer/concerned deptt.
- Expiry : The material shall have maximum shelf life, where ever applicable.
- Warranty/guaranty: Warranty/Guaranty of the item should be specified separately by the company if any.
- Bank Details : Bank details/RTGS details shall clearly be mentioned.

**Note: Quotations received after due date will not be entertained and no communication in this regard will be done.**

Quotation should be submitted on the Letter Head of the company duly dated/signed and stamped.

You are therefore requested to quote your lowest rates of above items and submit Quotations addressed to "The Medical Superintendent, Guru Gobind Singh Medical Hospital, Faridkot (Punjab)". The words "Quotations Purchase of Admission Files/Bed Head Tickets" may please be inscribed on top of the envelope.

The Medical Superintendent reserves the right to reject the quotations without assigning any reason.

The sealed quotations should reach this office on or before 4/8/2023 by 5.00 PM through Registered/Speed Post/Traceable Courier only.

  
Medical Superintendent