

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



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NO. MSO/Pur/2024/ 3856

Date:- / 26/2/24

**Sub:- Quotations for Printing and supply of File Cover.**

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

S. No.	Name of the item & Specifications	Qty
1	<b>File Cover</b> <ul style="list-style-type: none"><li>- Size 14 inches 10.1 inches approx.</li><li>- Printing of Name, logo and other details of the Guru Gobind Singh Medical Hospital, Faridkot.</li><li>- Three holes with supporting rings on both sides for tagging the paper.</li><li>- 450 GSM approx card board of the File Cover should be of GOOD QUALITY</li><li>- Logo of GGSMH must be printed in <b>light colour</b> on the front side of the File Cover.</li><li>- <b>Laminated sheet</b> from the internal side of the file.</li><li>- <u>Colour of files will be Green/Red/Blue/White/Yellow/Brown colour that will be desired by the Guru Gobind Singh Medical Hospital, Faridkot</u></li></ul>	10,000 pc

**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 : Guru Gobind Singh Medical Hospital, Faridkot.
- Rate : 1. Taxes (as applicable), if any, be mentioned separately in the quotation.
- Quantity/Item : Quantity may increase or decrease.  
The Material should be as per mentioned specifications only.
- Penalty Clause : The supply should be made within stipulated time period failing in which 2% of late delivery charges will be incorporated on total amount for delay of 30 days and there after @4% for further delay.
- Validity of Rates : 6 months
- Delivery Period : within 30 days

**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)". Inscribing "Quotation for File Cover" may please be inscribed on top of the envelop.

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

The sealed quotations should reach this office on or before 13/3/2024 by 5.00 PM through **Registered/Speed Post/Traceable Courier** only.