

Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

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No.03/IGMC&RI/ADMN-Pur/A2/File Cover/2022-23/3711

Dated the 22 NOV 2022

Calling for Quotation

Sub: IGMC&RI- Supply of File Cover – Reg.

The following Item is proposed to be purchased by Hospital ward of this Institution. It is therefore requested to quote the lowest possible rate for the supply of the Item. The Hard Copy of the quotation shall be submitted to **the Director, IGMC&RI**, Puducherry. **on or before 10.11.2022**

Sl. No.	Name of the Items	Requirements	Rate for each Rs. (Including all Tax)
1.	File Cover 17 kg Colour Card (4 colours) Inner + Outer Calico Pasting in Center Inner 2 side Calico Pasting with two Eyelets <u>Size:10 X 16 cm</u> (Including all Tax)	3,000 Nos.	

- Price should be inclusive of all taxes.**
- The supplier should be responsible until the item arrived to this Institution in good condition.
- The rates once quoted and approved will be final and no revision in rates will be allowed.
- Supply should be made within 15 days from the date of receipt of our supply order.
- Delivery should be made on FOR, Puducherry, door delivery basis.
- The quotation should be based strictly on the specification.
- The Material should be supplied strictly in accordance with the specifications enclosed/ mentioned. the item which are not conforming to the specifications should be taken back at their cost.
- The quotation shall contain the GST Number, Contact Phone Number & E Mail I.D.
- The quotation cover should be properly sealed with postal address and superscribed "File Cover".
- The items required are subject to be increased / decreased
- The quotations received will be opened by **11.00 A.M on 11.11.2022**.

// BY ORDER//

Yours faithfully,

ADMINISTRATIVE OFFICER

To:

- The Programmer, IGMC&RI, Puducherry-with instruction to upload the tender in our official Web-Site and also in Central Procurement Portal for wide publicity.

Copy to:

- The Officer-in-Charge (Central Stores), IGMC&RI, Puducherry.