

Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

Vazhudavur Road, Kathirkamam, Puducherry - 605 009 Ph :0413-2277545, Fax:0413-2277289

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No.95/IGMC&RI/ADMN-Pur/A5/Stores/ Printing file Cover/2024 /1569 Dated the - 2 MAY 2024

Calling for Quotation

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

The following item are required for the use of this institution. Hence, quotations are invited from the dealer or whole-sale supplier for supply of the following item. The hard copy of the quotation shall be addressed and submitted to the Director, IGMC&RI, Puducherry, in a duly sealed cover so as to reach this office on or before **13.05.2024.**

Sl. No	Description of the Articles	Requirement	Rate per Rs. (Including all Tax)
1	Pulp Board File Cover (500 GSM) Colour with printing. <ul style="list-style-type: none">Green Colour - 1000 Nos	1000 Nos	

Terms and conditions

1. Price should be inclusive of all taxes.
2. The supplier should be responsible until the item arrived to this Institution in good condition.
3. The rates once quoted and approved will be final and no revision in rates will be allowed.
4. Supply should be made within 15 days from the date of receipt of our supply order.
5. Delivery should be made on FOR, Puducherry, door delivery basis.
6. The quotation should be based strictly on the specification.
7. 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.
8. The quotation shall contain the GST Number, Contact Phone Number & E Mail I.D.
9. The quotation cover should be properly sealed with postal address and superscribed "Pulp Board File cover" and the Cover shall be dropped in the tender Box kept at the Despatch Section.
10. The items required are subject to be increased / decreased
11. The quotations received will be opened by 11.00 A.M on 14.05.2024, in case, quotation Opening date falls on Public Holiday, the quotation will be opened on the next working day.

// BY ORDER//

Yours faithfully,



ADMINISTRATIVE OFFICER

To:

1. The Programmer, IGMC&RI, Puducherry-with instruction to upload in our official Web-Site and Central Procurement Portal for compliance report.

Copy to:

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