

Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

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

Email: puducherrymedicalcollege@gmail.com, Web: www.igmcricollege.com

No.95/IGMC&RI/ADMN-Pur/A5/Stores/ Printing file Cover/2025 /1050 Dated the 21 MAR 2025

Calling for Quotation

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

Quotations are invited from the dealer and whole-sale supplier for supply of the following item.

Sl. No	Description of the Articles	Requirement	Rate per Rs. (Including all Tax)
1	Pulp Board File Cover (500 GSM) Green Colour with printing. 14" X 22"	1000 Nos	

2. The hard copy of the quotation in a duly sealed cover shall be addressed and submitted to the Director, IGMC&RI, Puducherry, so as to reach this office on or before 03.04.2025

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 30 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 rate quoted shall be valid till 31.03.2026 if further Order placed for further requirement if any.
10. 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.
11. The items required are subject to be increased / decreased
12. The quotations received will be opened by 11.00 A.M on 04.04.2025, in case, quotation Opening date falls on Public Holiday, the quotation will be opened on the next working day.

// BY ORDER//

Yours faithfully,

1/3 

ADMINISTRATIVE OFFICER