

Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

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No.6195/IGMC&RI/ADMN-Pur/A5/ID Cards/ 2025/1381

Dated the

10 APR 2025

Calling for Quotation

Sub: IGMC&RI- Estt – Procurement of ID Cards – Reg.

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 24.04.2025**.

Sl.No	Particulars	Qty	Rate per ID Card Rs. (Including all Tax)
1	Double side printed PVC ID card	1 No	
	Card holder (transparent and blue color)		
	Lanyard with single color print		

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 quotation cover should be properly sealed with postal address and superscribed **"Printing of ID Cards" 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 25.04.2025, in case, quotation Opening date falls on Public Holiday, the quotation will be opened on the next working day.
12. **The rate shall be valid for a period of one year from the date of issue of Work Order.**

// 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