

# Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

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No.9753/IGMC&RI/ADMN-Pur/A5/Stores copier Paper /2025/2271

Dated the 29 MAY 2025

## Calling for Quotation

Sub: IGMC&RI- Supply of Copier Paper – Reg.

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Quotations are invited from the dealers and whole-sale suppliers for supply of the following items on lowest quotation basis.

Sl. No	Name of the Items	Requirement	Rate per Ream (Including all Tax) Rs.
1	A4 Paper (75 GSM) JK Copier	300 Reams	
2	F/s. Legal Paper (75 GSM) JK Copier	200 Reams	
3	A3 Paper (75 GSM) JK Copier	20 Reams	
4	A5 Paper (75 GSM) JK Copier	400 Reams	

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 **12.06.2025 by 4.30 P.M**

## Terms and conditions

1. Price should be inclusive of all taxes.
2. The supplier should be responsible until the items 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 items 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 Orders are placed for future requirement.
10. The quotation cover should be properly sealed with postal address and subscribed "Copier Paper" and the sealed 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 13.06.2025**, 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 and submit a compliance report.

Copy to:

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