

PT. B.D.SHARAMA POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES ROHTAK

E-mail:- quotations.pgims@uhsr.ac.in Invitation of e-quotations for Stationery / Record Keeping Documents

Inquiry No: _01

Inquiry Issue Date:. 22.12.25

Last Date of Submission: 23.12.25

Rate quotation in sealed envelope/Password protected quotation are hereby invited from the valid firms and suppliers by the undersigned on behalf of the Director, PGIMS, Rohtak for supply of consumables as per Annexure-I for the Institute as per terms & conditions mentioned below. The filled e-quotations must receive through registered e-mail (**Password protected**) on or before 23.12.25 at 3.00 PM & quotation opened on 23.12.25 at 3.30 PM

“QUOTATION FOR”

Item Name **Stationery / Record Keeping Documents** for the Department of IH & BT

Closing Date :- 23.12.25 Time 3.00 PM

1. Terms & Conditions:-

- a. The quotations received sealed/ online after the deadline shall not be entertained under any circumstances whatsoever. In case of any delay this institute will not be responsible.

The online submission though password protected mode will be restricted

- b. Quotations must be in online prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director of their authorized representative. In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- c. Quotations must be submitted in the office of the undersigned before deadline of submitting the quotation.
- d. Rates must be quoted in Indian Rupees and as per the format specified taxes extra if any must be written separately.
- e. Rates must be quoted F.O.R. basis (including Freight charges).
- f. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- g. The rates quoted must be valid for 90 days minimum or as per State Govt. instructions issued from time to time from the date of opening and silence of any tendered on this issue shall be treated as agreed with this condition.
- h. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified
- i. Any conditional quotations shall be rejected summarily.
- j. **Delivery period – As per supply order on issuing by the office.**
- k. **Liquidated Damages: -** If the supplier falls to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order values shall be levied subject to maximum of 10% of the total order value on which amount when there is no EMD.

- l. **Payment terms:** - Payment will be only after satisfactorily complete delivery/ commissioning of material and after inspection by Inspection committee.
- m. Pt. BDS PGIMS, Rohtak reserves the right to increase or decrease quantity and / or amount of work. Decision of quantity of material in the Pt. BDS PGIMS, Rohtak will be final in this regard.
- n. Pt. BDS PGIMS, Rohtak reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the Pt. BDS PGIMS, Rohtak will be final in this regard.
- o. The Sealed Quotation on the envelop due date & product name mandatory. If not mention on the envelop. The quotation will be rejecting.

Special Terms and Conditions:-

1. Bidder must quote the product as per specifications provided in Annexure-1.
2. The supplier may be asked to submit the sample of quoted make for technical evaluation, to the Pt. BDS PGIMS, Rohtak , if required. The expenditure incurred for demonstrating the items will be borne by the supplier.
3. Inspection committee will check the products thoroughly, if somehow inspection committee found any discrepancy and is not satisfied with the final product (final product should be same as reviewed ones at the institution) then Pt. BDS PGIMS, Rohtak has the right to reject the supply and cancel the order, and no claim for payment in this regard will be entertained.
4. **Jurisdiction:** The jurisdiction will be district Rohtak only.
5. It is directed to IT Cell that requisition of above item may also be placed on website of Pt. BDS PGIMS, Rohtak for vide publicity to invite a competitive manner of purchase.
6. Samples will be provided by the firm with quotations, otherwise quotation not accepted for the institute.

Encl: Annexure-I (Specification)

Annexure -II (Format of Quotation)

Committee

Singh Ragini
Sr. Prof. & Head
Deptt. of Immunohaematology &
Blood Transfusion
Pt. B. D. Sharma, PGIMS, Rohtak

Annexure-I

Sr. No.	Name of the items	Req. Qty.	Specification	Remarks
1.	Master Register	25	(200 Pages in each register) 70 GSM Ledger Paper 17" x 27"/4	It is essentially required for the maintaining the records as per the Drug and cosmetic Act.
2	Blood Component Issue Register	25	200 Pages in each register) 70 GSM Ledger Paper 17" x 27"/4	It is essentially required for the maintaining the records as per the Drug and cosmetic Act.
3	Donor Certificate	25000	9 x12	Essential for the blood donors
4	Donor Defferal Register	03	(200 Pages in each register) 70 GSM Ledger Paper 17" x 27"/4	It is essentially required for the maintaining the records as per the Drug and cosmetic Act.
5	Refferal Slip for Blood Donors	1500	70 GSM White Paper 17" x 27"/4	It is essentially required for the maintaining the records as per the Drug and cosmetic Act.
6	Label FFP PC PCV A+ve - - 5000 B+ve 5000 2000 12000 O+ve 5000 2000 12000 AB+ve - - 2000	41000	130 GSM 18"x22"/20	It is essentially required for the maintaining the records as per the Drug and cosmetic Act.
7	Issue Slip	35000	70 GSM Pink Paper 17"x27"/8	It is essentially required for the maintaining the records as per the Drug and cosmetic Act.

(On the letter head of the firm)

Price Bid Form

To

**The Director,
Pt. BDS PGIMS, Rohtak.**

1. I/ We _____ submitted the quotation for enquiry No _____ "quotation for supply _____ against the inquiry No _____ due on dated _____ at Pt. BDS PGIMS, Rohtak.
2. I/ We thoroughly examined, understood and accepted terms and conditions given in the enquiry document, failing which my quotation will be rejected our rightly.
3. The Vendor should also certify that the rates quoted in the quotation are not more than the MRP of the manufactures.
4. I/ We hereby offer to supply at the following rates .

Sr. No.	Particular	Quantity	Quoted make If any	Price/ Unit Exclusive of Tax (INR)	GST/CST/ST
1.					
2.					

Date _____

Place _____

Phone _____

(Signature of Authorized Person)

Name _____

PT. B.D. SHARMA PGIMS ROHTAK

OFFICE ORDER

A Purchase Committee of the following Officer/officials of the institute is hereby constituted to collect the e-quotations through e-mail from local market for the purchase of **following Stationary/ Record keeping Documents** for use in Immunohaematology and Blood Transfusion Deptt. PGIMS Rohtak **Approx Cost.Rs. One Lac Including GST.**

Sr. No.	Name of Item with Specification	Qty.
1	Master Register – (200 Pages in each register) 70 GSM Ledger Paper Size 17"x27"/4	25
2	Blood Component Issue Register- 200 Pages in each register) 70 GSM Ledger Paper Size 17"x27"/4	25
3	Donor Certificate- 9x12	25000
4	Donor Defferal Register- 200 Pages in each register) 70 GSM Ledger Paper Size 17"x27"/4	03
5	Refferal Slip for Blood Donor- 70 GSM White Paper, Size 17"x27"/4	1500
6	Label FFP PC PCV A+ve - - 5000 B+ve 5000 2000 12000 O+ve 5000 2000 12000 AB+ve - - 2000 130 GSM ,Size 18"x22"/20	41000
7	Issue Slip- 70 GSM Pink Paper ,Size 17"x27"/8	35000

COMMITTEE MEMBERS:-

1. Sr. Prof. & Head Immunohaematology and Blood Transfusion Deptt.PGIMS Rohtak or Rep.
2. DMS I/c Central Store PGIMS Rohtak or Rep.
3. The Accounts Officer PGIMS Rohtak or Rep.

The committee shall ensure that the Standard Operating Procedure (SOP) approved by the Competent Authority and circulated vide letter No.PS/2025/15400 dt. 26.09.2025 is strictly complied with including the mandatory publication of demands on the University website and receipt of password-protected quotations as per the prescribed protocol.

Also, the committee shall prepare the comparative statement with clear cut recommendation and to send the same to this office at the earliest. The following certificate is also required.

"Certified that we members of the purchase committee is satisfied that the goods recommended for purchase are of the requisite specification and quality, priced of the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by the Department of commerce of Ministry/Department concerned."

Endst. No.PA-IV/2025/ 21186 — 89 Dt. 18/12/25
Copy of above is forwarded to the following of the institute for information and n/action:-

1. All the committee members.
2. Sr. Prof. & Head Immunohaematology and Blood Transfusion Deptt.PGIMS Rohtak w.r.t.letter No.BTD/2025/1314 dt.08.12.2025 .

Handwritten signature: Singh Ragini
18/12/25

Handwritten signature: 18/12/25
**Superintendent (Purchase)
For Director**

