

# **Pt. B.D. Sharma Post Graduate Institute of Medical Science Rohtak**

E-mail:- [e-quotation.pgims@uhsr.ac.in](mailto:e-quotation.pgims@uhsr.ac.in)

Invitation of e-quotation for Hard Board, Ply, Curtain Rod and Curtain Spot/ Carpenter  
Section

**Inquiry No: 02**

**Inquiry Issue Date: 17/11/2025**

**Last Date of Submission: 21/11/2025**

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-quotation must receive through registered e-mail (**Password protected**) on or before 21/11/2025 at 3:00PM & quotation opened on 21/11/2025 at 3:30PM

## **"QUOTATION FOR"**

Item Name: As per Annexure-II for the Department of CENTRAL WORKSHOP

**Closing Date:- 21/11/2025 Time 3:30PM**

### **1. Terms & Conditions:-**

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

**The online submission though password protected mode will be restricted**

- b. Quotation must be in online prescribed Performs 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. Quotation 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 fails 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)

Committee

Annexure –II (Format of price bid)

3P  
Carpenter

Amit  
Store Keeper

F. Vishu  
Foreman

1  
OFFICER INCHARGE  
CENTRAL WORKSHOP  
\*t. B.D. Sharma P.G.I.M.S.  
ROHTAK.

## A Annexure-II

Sr. No.	Name of the items	Quantity
1	Hard Board 22 mm (Double care 8x4)	6 nos
2	Ply 4 mm (8x4)	6 nos
3	Ply 6 mm (8x4)	6 nos
4	Curtain Rod 1" Steel Heavy	1500 feet
5	Curtain Spot 1" Steel Heavy	150 nos.

(On the letter head of the firm)

### Quotation Form

To

The Director,  
Pt. BDS PGIMS, Rohtak.

1. I/We \_\_\_\_\_ submitted the quotation for enquiry No \_\_\_\_\_  
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
---------	------------	----------	-----------------------	-----------------------------------------	------------

Date \_\_\_\_\_

Place \_\_\_\_\_

Phone \_\_\_\_\_

(Signature of Authorized Person)

Name \_\_\_\_\_



**PT. B. D. SHARMA PGIMS ROHTAK**  
**OFFICE ORDER**

A committee consisting of the following officers is hereby constituted to collect the e-quotations through E-mail from local market for **purchase of below mentioned items required for Carpenter Section at central workshop** after observing all the purchase formalities as per Govt./UHS rules:-

1. ✓ DMS I/c Central Workshop or Rep.
2. DMS I/c Central Store or representative.
3. Accounts Officer, PGIMS, Rohtak or representative.

Sr. No.	Name of Item	Quantity
1	Hard Board 22 mm (Double care 8 x 4)	6 nos.
2	Ply 4 mm(8x4)	6 nos.
3	Ply 6mm(8x4)	6 nos.
4	Curtain Rod 1" Steel Heavy	1500 feet
5	Curtain Spot 1"Steel Heavy	150 nos.

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:-

The committee is also requested to certify on comparative statement that "Certified that we, members of purchase committee are jointly and individually 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 Department of commerce or Ministry/Department concerned."

DIRECTOR

Ednst. No. PA-III/2025/ 17892 — 96 Dt. 9/10/25  
Copy of above is forwarded to the following of the institute for information and n/a please:-

1. All committee members.
2. The DMS I/c Central Workshop w.r.t. his letter No. PGIMS/CW/25/131 dated 22.08.25.
3. The DMS I/c Central Store PGIMS Rohtak .

  
Superintendent (Purchase)  
For Director

R - CW/25/186  
11/10/25

  
Foreman

  
M/P