PT. B. D. SHARMA POST GRADUATE INSTITUTE OF MEDICAL SCIENCES, ROHTAK

E-mail:- equotations.pgims@uhsr.ac.in

Invitation of e-quotation for: Water Proof Ply/ Carpenter Section

Inquiry No: Central Workshop/14.

Inquiry Issue Date: 13/10/2026.

Last Date of Submission: 19/10/2026.

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 **19/10/2026** at **3:00PM** & quotation opened on **19/10/2026** at **3:30PM.**

"QUOTATION FOR"

Item Name **Water Proof Ply** for the Department of **CENTRAL WORKSHOP**

Closing Date: 19/10/2026 Time 3:00PM

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 quotation form and 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 envelope due date & product name are mentioned mandatory. If not mention on the envelope, 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 on account of demonstrating the quoted 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 requirement (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 of the supplier for payment in this regard will be entertained.**
4. **Jurisdiction: The jurisdiction will be at district Rohtak only.**
5. **It is requested 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. **In case of requirement of sample of the item, the same will be provided by the firm. If the firm fails to provide sample,, the quotation of the said firm will not be accepted.**

Encl: Annexure-I (Specification)

Annexure –II (Format of price bid)

Committee

Carpenter,
Central Workshop
PGIMS, ROHTAK

Store Keeper,
Central Workshop
PGIMS, ROHTAK

Acting Foreman,
Central Workshop,
PGIMS, ROHTAK

Annexure – I

Sr. No.	Name of Items with Specifications	Quantity
1.	15mm Water Proof Ply (6*3)	25 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:

Annexure-II

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 Spot Committee of the following Officers/officials of the institute is hereby constituted to collect the **E-quotations from local/Delhi-NCR Market through Email** for the Purchase of 15mm Water Proof Ply (6*3)- 25 Nos. under Rs. One lakh including GST in Central Workshop, PGIMS, Rohtak. **COMMITTEE MEMBERS:-**

1. DMS I/c Central Workshop, PGIMS, Rohtak Or Rep.
2. DMS I/c Central Store, PGIMS, Rohtak Or Rep.
3. Account Officer, PGIMS, Rohtak Or Rep.

Please follow the SOP with the following points are as under:-

1. **Inviting Quotations:-**
   a. Demands received from the Local Purchase Committee for goods/services shall be uploaded on the University of Health Sciences, Rohtak website.
   b. Quotations will be invited exclusively through the dedicated e-quotation email.
   c. A clear closing time of **3:00 PM of the next working day** shall be specified.
   d. In urgent cases, quotations may be sought on the same day till a stipulated time, with permission from the competent authority.
2. **Submission by Vendors:-**
   a. Vendors shall submit their quotations in the form of **password-protected files** sent to the dedicated e-quotation email.
   b. The password shall be shared by the vendors only after the closing time of submission.
3. **Opening & Evaluation:-**
   a. The Local Purchase Committee shall open the quotations after the closing time.
   b. A comparative statement shall be prepared.
   c. Recommendations for purchase, along with the requisite certificate, shall be forwarded to the competent authority for approval and issuance of supply orders.
4. **Operation of Email:-** The dedicated e-quotation email shall be operated by the office of **DMS (In-charge Central Store)** under proper record keeping and supervision.

The committee 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."

DIRECTOR

Endst. No.PA-III/2026/ 13458–61 Dt. 7/9/26

Copy of above is forwarded to the following of the institute for information and n/action:-

1. All the committee members
2. DMS I/c Central Workhop, PGIMS, Rohtak w.r.t. letter no. CW/26/197 Dt.19.08.2026, **with attachment of e-quotation Performa for further action.**
3. DMS I/c Central Store PGIMS Rohtak.

Superintendent (Pur.)
For Director

R-CN/26/355
8/9/26

Foreman

8/9/26
OFFICER INCHARGE
CENTRAL WORKSHOP
P.G.I.M.S.
ROHTAK