

**NORTH DELHI MUNICIPAL CORPORATION  
HINDU RAO HOSPITAL; DELHI**

No:HRH/Non Plan/2020/ 2587

Date: 07-6-2020

**Quotation Notice**

Hindu Rao Hospital has to procure various disposable items from market for serving food to Covid-19 patients. A purchase Committee under the chairmanship of Addl. MS/HRH has going to make survey in this regard under GFR 155. To enhance the area of market survey and also to get more competitive rates, sealed quotation are invited from interested parties through publication of this notice on website. As this is a procurement through Purchase Committee by quotation under GFR 155. It is totally on the discretion of the Purchase Committee to accept/reject any of the quotation and / or obtain further quotations directly from the market in the interest of the hospital.

All the interested parties have to submit their quotation in the Dairy Section of Hindu Rao Hospital; Delhi on or before the due date and time. Quotations received after due date and time will not be consider. The detail of the items and details is given as under:-

S.No.	Name of the item with specification	Qty.
1	Disposable Glass with Aluminum foil cover, 150 ml., Made of Biodegradable material	6000 nos.
2	Plates for breakfast, 10 inch, round, made of Biodegradable material.	3000 nos.
3	Plates with partition for Lunch & Dinner with lid, having five compartments, Rectangle shape, made of Biodegradable material.	6000 nos.
4	Wooden Spoons, 160 mm	7000 nos.
5	Wooden Applicator for butter, 160 mm	3500 nos.
6	Tissue Paper, single ply	150 pkts.
7	Cling film, 300 meter roll	10 rolls
8	Butter Paper 1 kg	12 kg.
9	Disposable glass with lid cover, 250 ml., made of Biodegradable material.	6500 nos

**Date and time of submission of Quotation** : On or before **09.07.2020 upto 3.00 pm.**  
( Sample must be submitted at Kitchen store/HRH)  
**Opening of Quotation** : On **10.07.2020 at 2.30 pm**  
**Place of Opening of Quotations** : **Office of Addl. MS/HRH**

**Terms and conditions:**

- The rates should held valid for six months from the date of opening of this quotation.
- Full specification of each item must be given while quoting offer / rates & supported by samples/ catalogue. Exact amount of GST (Taxes, if any) etc may be mentioned separately.
- Supply is to be arranged by the firm within stipulated period of 10 days, if delay then penalty of 2% of the cost of orders per week, maximum six percent will be imposed on the firm. Non execution of supply will also attract 6% penalty. In case the order is placed and firm is not in position to execute the supplies, the material will be purchased from the local market at the risk and cost of the firm without notice. The penalty, if any can be deducted from any of the pending payments / dues of the firm.
- All supplies will be subject to the pre dispatch approval / approval of the purchase Board. Right of approval / rejection reserved with the MS/ HRH. The firm has to remove the rejected part material from this hospital within three days of the intimation at his own cost.
- No firm will be eligible to withdraw after its rates or/ after the submission of the quotation / tender.
- Any contradiction to the above, terms and conditions, the bid is liable for rejection.
- Supply will be received in the hospital premises / stores and no cartage/ transportation charges will be given for it.
- Payment will be made on rising of bill and approval of the goods.
- Firm is requested to submit the following documents duly signed and stamped.
  - a. Copy of GST Registration.
  - b. Copy of PAN
  - c. Acceptance letter those above conditions are acceptable to the firm on letter head.
  - d. Certificate that the firm has not been debarred / blacklisted by any State Govt./ Central Govt. and no CBI / Vigilance case is pending against the firm.
- Sample must be submitted at Kitchen store/HRH on or before the due date of submission of quotation.
- The Purchase Committee / Undersigned reserves the right to accept or reject any quotation without assigning any reason.
- In case the opening date is declared as holiday the quotation will be opened on next working day at the same place & same time.
- The firms are required to submit its offer complies with the NIQ specifications. Alternative rates in the one quotation are not acceptable. If the tenderer quote more than one offers, their quotation will be treated as invalid / cancelled.
- The firms are required to submit the certificate that the rates quoted are not higher than the rates quoted in any other Govt institution of NCT Delhi.
- The rates should be quoted both in words and figures. Over-writing, alterations or cuttings are not acceptable.
- All documents should be numbered and signed by the authorised signatory of the firm. No conditional offer/ quotation will be accepted.
- Quotation Number should be written on the quotation envelope in bold letter and must be submitted in diary section of Hindu Rao Hospital, Delhi., failing which quotation may be rejected.
- Full description of the quotation is also available in Hindu Rao Hospital website i.e. [www.hindurao.com](http://www.hindurao.com).
- **Format of the quotation is given overleaf.**

Addl. MS/HRH 6/7

**Copy to :-**

1. MS/HRH for information pl.
2. CMO(IT)/HRH for needful to display on HRH website.
3. MS/KH
4. MS/SDN
5. MS/RBIPMT
6. Notice Board/HRH
7. ACA/HRH
8. Office copy

**(FORMAT OF QUOTATION-TO BE SUBMITTED ON LETTER HEAD OF THE FIRM)**

To

The Addl.Med.Suptd.  
Hindu Rao Hospital  
Delhi01110007

Sub.:- Quotation for \_\_\_\_\_.

Sir,

Pl. refer to quotation No. \_\_\_\_\_, dt. \_\_\_\_\_, we are hereby submitting our best prices for the supply of required items as under :-

S.No.	Name of the item with specification	Qty.	Rate (Rs.) each	GST %	Amount (Rs.) (including GST)
1	Disposable Glass with Aluminum foil cover, 150 ml., Made of Biodegradable material	6000 nos.			
2	Plates for breakfast, 10 inch, round, made of Biodegradable material.	3000 nos.			
3	Plates with partition for Lunch & Dinner with lid, having five compartments, Rectangle shape, made of Biodegradable material.	6000 nos.			
4	Wooden Spoons, 160 mm	7000 nos.			
5	Wooden Applicator for butter, 160 mm	3500 nos.			
6	Tissue Paper, single ply	150 pkts.			
7	Cling film, 300 meter roll	10 rolls			
8	Butter Paper 1 kg	12 kg.			
9	Disposable glass with lid cover, 250 ml., made of Biodegradable material.	6500 nos			
Grand Total					

- We hereby accept all the terms and conditions of the quotation as mentioned in the notice inviting quotations.
- Certify that our firm has not been debarred / blacklisted by any State Govt. / Central Govt.. and no CBI / vigilance case is pending against the firm.
- The following documents are enclosed with the quotations :

1. GST Registration Copy.
2. PAN No.

Kindly consider our quotation. Looking forward for your supply order.

Yours sincerely,  
(seal and sign of the authorised signatory)