



NO. MSO/Pur/2023/ 24480

Date:- 15/11/23

Sub:- Quotations for Purchase of Reception Table – C Shaped

Sealed quotations are invited for purchase of following items on the terms & conditions mentioned below:-

S. No.	Name of the item & Specifications	Qty
1	Reception Table – C Shaped The wooden table made up of teak wood with glass slate in the middle, steel frame on both side, curved corners high quality steel legs, melamine finishing Length-1.9 ft, Width- 1.8 ft, standard height	01 pc

Terms & Conditions:

- Payment : The payment of the material shall be released through RTGS/Cheque after satisfactory inspection report of the material by the Institution Inspection Committee.
- F.O.R : General Store, GGSMH, Faridkot.
- Rate : 1. Taxes (as applicable), if any, be mentioned separately in the quotation.
2. The rates of taxes, be charged as per prevailing Govt. Notified Schedule.
- Quantity/Item : Quantity may increase or decrease as per requirement.
- Others : 1. The firm should have PAN No, GST No and Bank Account No.
2. The material should meet standard in quality and as per mentioned specifications only.
3. The final decision will be reserved to Medical Superintendent and consumer/concerned deptt.
- Penalty Clause : The supply should be made within stipulated time period failing in which 2% of late delivery charges will be incorporated on total amount for delay of 30 days and there after @4% for further delay.
- Validity of Rates: 6 months
- Delivery Period: within 30 days
- Bank Details : Bank details/RTGS details shall clearly mentioned.

Note: Quotations received after due date will not be entertained and no communication in this regard will be done.

Quotation should be submitted on the Letter Head of the company duly dated/signed and stamped.

You are therefore requested to quote your lowest rates of above items and submit Quotations addressed to "The Medical Superintendent, Guru Gobind Singh Medical Hospital, Faridkot (Punjab)". Inscribing on top of envelope "Quotation Reception Table"

The Medical Superintendent reserves the right to reject the quotations without assigning any reason.

The sealed quotations should reach this office on or before 08/12/2023 by 5.00 PM through Registered/Speed Post/Traceable Courier only.

Medical Superintendent