



**GOVT. OF N.C.T. OF DELHI
OFFICE OF THE MEDICAL DIRECTOR
GURU TEG BAHADUR HOSPITAL
DILSHAD GARDEN, DELHI-95
(PROCUREMENT BRANCH)**



F.3/PS/GTBH/2025-26/GeM/Stationery/2/13038-40

Date: 23-3-26

Notice for invitation of Quotations

It is hereby brought to the notice of all concerned firms that GTB Hospital is in need of following item urgently as mentioned below. Interested vendors/ manufacturers may apply for the same by submitting quotations for standard quality of A4 Size paper in sealed envelope addressed to MD, GTB Hospital, Dilshad Garden, Delhi-110095 at the earliest, maximum up to 7th day of publication of the notice.

S. No.	Name of Item & Description	Quantity required
1	C.T Envelope "18x15"	3200 Nos.

General Terms & Conditions:-

1. Rates should be valid for a period of 90 days from the date of generation of quotation.
2. The intending bidder should quote the rates inclusive of all expenses, charges, taxes, duties, transportation, packing and forwarding, freight, insurance, etc. i.e. all "Inclusive" with delivery up to GTB Hospital, Dilshad Garden Delhi-110095.
3. Payment: Payment will be made as per rule.
4. Quantity: MD GTB Hospital reserves the right to vary in quantities and omit items at the time placement of purchase order in exceptional circumstances.
5. Delivery: Item is to be delivered at the GTB Hospital within 05 days from the date of issue of Supply Order. After this period, a penalty shall be levied as 2% of total cost per item per day and maximum up to 10% of value of order.
6. Item should be of standard quality & substandard item shall be rejected on inspection at arrival or subsequently whenever report comes to notice.
7. No payment shall be claimed by the supplier for substandard item.
8. The quotation should exhibit following points:-
 - Reference no. of the quotation.
 - Date and validity period of quotation.
 - GST Registration number.
 - MRP of the item clearly mentioned and price quoted should be lower than MRP.
 - Declaration that no blacklisting/ debarred/ pending enquiry by any government agency or PSUs.
 - Undertaking that the same item with same specifications was not supplied to any other government hospital with the rate lower than this.
 - Quality Certificate.

This issue with the prior approval of Worthy Medical Director GTBH.

AB
25-3-26
TO (IT)

Procurement Officer

F.3/PS/GTBH/2025-26/GeM/Stationery/2

Copy to:-

1. PS to MD for information
2. TO (IT) EDP Cell -To Publish at GTB Hospital Website

Date: