GOVT. OF N.C.T. OF DELHI
OFFICE OF THE MEDICAL DIRECTOR
GURU TEG BAHADUR HOSPITAL
DILSHAD GARDEN, DELHI-110095

F.3/PS/GTBH/2026-27/LP/GFR-155/Stationery/1 6167-72 Date: 15-09-26

Supply Order

To,

M/s Sunrise Traders
B2/90, Nand Nagri,
Near by Bajrangi Kachori, East Delhi-93,

Sub: **Supply order of CT Envelope (15"X18"):-**

Ref: Your quotation no.: Ref: ST/26-27/122, Dated: 13.08.2026.

The undersigned is directed to convey the approval of Worthy Medical Director to you to supply the following items to General/Equipment Store of GTB Hospital:

S. No.	Name of Items	Qty.	Unit Price (incl GST)	Amount in ₹ including Tax
1.	CT Envelope (15"X18")	6400	₹28/-	₹179200/-
			Total	₹179200/- inclusive of GST

Terms and Conditions:

1) Total number of **Items 1**, and total amount **₹179200/- inclusive of GST (Rupees One Lakh Seventy Nine Thousand Two Hundred Only).**
2) Last date of delivery of supplies against this supply order is **5 days for Indian item** from the date of issue of this order.
3) Supplies shall be accepted by the concerned stores officer only after inspection and approval by the competent persons as per supply order. Hospital Authorities will not be responsible for any damage / breakage / theft during transport of the items.
4) The hospital authority reserves the right to cancel the above order at any stage.
5) **Penalty Clause:**
   a) Timely delivery is the essence of the contract and delivery must be completed not later than the date as specified in this order.
   b) Extension on date of delivery may be considered by the hospital authorities on receipt of written request by the suppliers on valid reasons. However, such extension in date of delivery of supplies shall be subject to levy of penalty.
   c) For delayed supply – a penalty of 2% of the value of orders per day will be imposed subject to maximum of 10% of value of orders.
   d) Penalty shall be imposed on total value of orders even if part supply was given within stipulated time.
   e) Penalty of Rs. 500/- per equipment per day in case of non functioning of equipment during the currency of tender
6) Printed bills in triplicates may be sent in the name of Medical Director, GTB Hospital mentioning bank details.
7) Store officer to verify the bills fulfilling all codal formalities and non-supply of any items within stipulated time is to be intimated to the undersigned at the earliest.
8) The Supplier to ensure that GST claimed in the bill is deposited in concerned department on time.
9) Errors & omissions, if any may be brought in to the notice of undersigned immediately.
10) **All terms & condition must be followed as mentioned in Circular No. F.No-01/SSH&FW/06/2022/532-536, dated 15.03.2024 issued by Special Secretary, H&FW Govt. of NCT of Delhi.**

Procurement officer

F.3/PS/GTBH/2026-27/LP/GFR-155/Stationery/1 Date:

Copy to:-

1. PS to MD, GTBH
2. MoI/C- EDP Cell
3. MoI/C- General/Equipment Store
4. CPA
5. Guard File

Procurement officer

16.9.26

To be uploaded

DA