



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



Ref. No.F.3/PS/GTBH/2025-26/LP/GFR-155/Stationery/2/ **5016-20**

Dated:- **15/19/25**


**NOTICE INVITING QUOTATIONS**

Sealed quotations are invited from local authorized distributors /Firms for supplying following items for GTB Hospital. Quotations are to be addressed to MD, GTB Hospital, Dilshad Garden Delhi-95 and to be submitted at the earliest latest by 7<sup>th</sup> day from the date of publication. Selection of L1 firm will be based on lowest quoted price, service conditions and quality of the products.

S. No.	Name of Item	Description	Quantity
1.	C.T Envelope	"18x15"	1600/-

**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 07 days from the date of issue of Supply Order. After this period, a penalty shall be levied as 0.5% of total cost per item per week/part of week maximum up to 10%.
6. Item should be of standard quality & substandard item shall be rejected on inspection at arrival or subsequently whenever 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.

  
**Procurement Officer  
GTB Hospital**

Date:

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**Copy to:-**

1. PS to MD for information
2. Procurement Officer
3. Guard file

**4. EDP Cell**