

# GOVT MEDICAL COLLEGE PATIALA

( NIQ FOR TENT, Catering, Printing, Mementos & Trophies)

Sub:- Quotations for **Catering, Printing, Mementos & Trophies**

Please quote your minimum rates for Below mentioned **Catering, Printing, Mementos & Trophies ( Details of works attached )** GOVT MEDICAL COLLEGE PATIALA for supply of articles as per details attached, so as to reach this office on or before 11/3/2020 at 5 PM . The quotations will be opened on dated 12/3/2020 at 11 AM in the office of Principal Govt Medical College Patiala. In case holiday is declared on the date of opening of quotations, it will be opened on the next working day at the same time.

The Envelope containing the quotations should be sealed and super scribed as under:-

Quotation due on dated 12/3/2020 against inquiry/NIQ Purchase/ **Catering, Printing, Mementos & Trophies**

The terms and conditions of the supply are:-

1. Inquiry/NIQ No. Must invariably be given at the top of the envelopes. Envelopes without indication will not be entertained.
2. Tax will be paid extra, if applicable provided it is made clear in the quotations that VAT/CST/GST/SERVICE TAX @ % will be charged extra , otherwise it will be presumed that VAT/CST/GST/SERVICE TAX are not to be paid extra .
3. Unsealed quotations will be rejected.
4. Full description, make and quantity of the articles must be mentioned in your quotation.
5. Validity of the quotation should be for a minimum period of 120 days.
6. Delivery period for material should be mentioned in quotations.
7. The quotation must be addressed to the Principal Govt. Medical College Patiala.
8. The Institute reserve the right to reject the goods if the same are not found in accordance with the demand. In case there is a short/defective supply the firm will be informed and the defective material will be lifted from the concerned department/College Store by the supplier at their own cost within two weeks period. The Institute will not bear any expenses on this account.
9. Quotations must be sent by registered post/Speed Post/ Courier/by hand at receipt Branch of Govt. Medical College Patiala within working hours ( 9 am to 5 pm ).
10. The supplier will have to adhere to the delivery schedule mentioned in the LOC/PO
11. Delayed supplies beyond given time in LOC/PO will be charged as plenty @ 0.5% per month. Rates will be fixed for one year.

*Hansh*  
Principal  
Govt Medical College Patiala

*12/3/2020*

1. Tent --- Sofa seats – 50  
Chairs - 250  
Central Tables – 5  
Podium -1  
Fans – As per Requirement  
Tent ( 15"x 30") -15 approx.  
Tables – 30  
Red Carpets as per requirement

- |                                |                      |
|--------------------------------|----------------------|
| 2. Catering Day 1 ( 16 March ) | Day 2 ( 17 March )   |
| Tea                            | Tea ( Running )      |
| Cold Drink                     | Cold Drink           |
| Mix & Paneer Pakoras           | Mix & Paneer Pakoras |
| Biscuits                       | Sandwiches           |
|                                | Gulab Jamuns         |

3. Printing
- a) Booklet size 9"x6", 6 pages – 50 ( material may be checked)
  - b) Invitation cards size 7"x 5" 300
  - c) Certificate size 12"x8" -500
  - d) Flex 6 feet into 3 feet

4. Mementos & Trophies
- a) Medals size 2.5 inchs diameter – 150 sets of gold, silver and browns each
  - b) Trophies sets of 3 each( 10", 11",12" ) – 7 sets
  - c) Trophies ( 16" )
  - d) Mementos (10" ) 20 pcs.

5 Letter of information to Police

*Handwritten signature and date*  
26.2.20

ਸਪੋਰਟਸ ਪਰੈਜੀਡੈਂਟ  
ਸਰਕਾਰੀ ਮੈਡੀਕਲ ਕਾਲਜ ਪਟਿਆਲਾ