



SHRI LAL BAHADUR SHASTRI GOVT. MEDICAL COLLEGE AND
HOSPITAL MANDI AT NERCHOWK, DISTT. MANDI, H.P.

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No. HFW-MND-AUFI/M&S/F-128/VOL-I/SLBSGMCH/2025 22365-367 Dated 01-11-25

"NOTICE INVITING QUOTATION"

Sealed quotations are hereby invited from authorized agencies/firms by the undersigned for the purchase of **Stationery items for the AUFI Project in the Department of Microbiology, SLBSGMCH, Mandi at Nerchowk**. The last date for receipt of quotations is **11.11.2025 up to 11:00 AM**, after which no quotations will be accepted. The quotations will be opened on the same day at **03:30 PM** in the presence of the the Technical Committee of Department of Microbiology at SLBSGMCH Mandi at Nerchowk. The detailed specifications of the Stationery items required for the AUFI Project and the Terms & Conditions are given below: -

Sr. No.	Item Name	Specifications	Quantity
1.	Ball point pen Blue		30 Nos
2.	Ball point pen Black		30 Nos
3.	Ball point pen Red		30 Nos
4.	Stock Register	Should have: - . Pages: 350-380 . Index pages . Dimensions: 32 cm x 20 cm . Material: ledger green paper . Binding type: hard bound	05 Nos
5.	Indent Book	. Pages: 300-350 . A4 Size paper	02 Nos
6.	A-4 Size Paper	. Pages: 1 x 500	15 Reams
7.	Office File	. Size: 11 x 14 inches . Material: paper cardboard . Color: green, orange, blue, yellow	30 Nos
8.	Notepad (Small)	. Size: 110mm x 180 mm . Binding method: vertical wire . Page :100-150	20 Nos
9.	Ruled register	. Size: A3 . Binding type; hard bound . No. of pages: 350-400 . Dimension: 38 x 25 cm	10 Nos
10.	Stapler	. Material: alloy steel and plastic . Should have all metal construction with high impact plastic casing. . Stapler type: manual . Stapling Capacity: 25-30 sheets . Dimensions: 22 x 9 x 3.5 cm	02 Nos

11.	Stapler	. Material: alloy steel and plastic . Should have all metal construction with high impact plastic casing. . Stapler type: manual . Stapling Capacity: 130-140 sheets . Dimensions: 28.5 x 8 x 21.5 cm	02 Nos
12.	Stapler	. Material: alloy steel and plastic . Should have all metal construction with high impact plastic casing. . Stapler type: manual . Stapling Capacity: 200-210 sheets . Dimensions: 39 x 18 x 9.5 cm	02 Nos
13.	Stapler pins	. 6 mm leg length . for stapler with stapling capacity of 25-30 sheets	20 boxes of 1000 pins
14.	Stapler pins	. 16 mm leg length . for stapler with stapling capacity of 130-140 sheets	20 boxes of 1000 pins
15.	Stapler pins	. 20 mm leg length . for stapler with stapling capacity of 200-210 sheets	20 boxes of 1000 pins
16.	Sticky paper (office flag)	. Color: 5 color code . Dimensions: 10 x 5 x 5 cm	10 Nos
17.	Brown tape	. Color: tan . Material: acrylic . Size: 48mm x 50 meters	05 Rolls
18.	Transparent tape	. Color: clear . Material: Biaxial oriented polypropylene . Size: 48mm x 65 meters	05 Rolls
19.	Scale	. Material: steel . Graduation Range: 0-30 cm	03 Nos
20.	Pencils (lead)	. Material: wood . Dimensions: 45 x 41 x 2.9 cm	20 Nos
21.	Highlighter pen	. Color: yellow . Point type: chisel	04 Nos
22.	Highlighter pen	. Color: orange . Point type: chisel	04 Nos
23.	Highlighter pen	. Color: green . Point type: chisel	04 Nos

24.	Punching Machine	. Material- Steel/Plastic . Capacity: 40-45 sheets . Punch Style: Manual . Punching Distance: 80 mm.	01 Nos.
25.	Sharpener	. Anti – Rust coating . Long lasting edge	05 Nos
26.	Eraser	. Material: rubber . Shape: rectangular . Size: 33 x 17 x 10 mm . Color: white	10 Nos
27.	Paper Pins	. Electroplated . Size: 8.8 x 5.5 x 8 cm	1000 Nos
28.	Pin/Clips Magnetic Dispenser	. Should be made of high-quality plastic . Should have strong magnet for superior clips/pins holding .	10 Nos
29.	Damper	. Made with unbreakable plastic material . Should have heavy duty sponge for long time. . Should have lid	05 Nos
30.	Piercing tool/Poker	. Should have plastic/wooden handle . Metal front with sharp edge	02 Nos
31.	Office file tags (long)	. Material- cotton with metal covering at the ends	3 packs of (100 × 22 inch)
32.	Laboratory tissue Paper Roll (3 Ply embossed)		20 Rolls

TERMS AND CONDITIONS

1. The Quotation must be superscribed as “Stationery items for AUFI Project in the Department of Microbiology, SLBSGMCH Mandi at Nerchowk.
2. The Rates and GST (as applicable) should be clear.
3. 100 % quantity of material should be supplied & installed within 15 days.
4. The Quotation documents and other instructions can be downloaded or viewed from the website <https://www.slbsgmchmandi.com>
5. Penalty will be imposed as deemed fit by the undersigned for delay supply and the penalty for late supply will be deducted for the bill of the successful Bidder if he failed to supply the item as per time schedule given Supply Order, However, the penalty can be either waived off or reduced solely at the discretion of the undersigned, if a cogent reason is shown by the bidder in advance, only for a reasonable period.
6. The Bidder is required to submit the Bid in a sealed cover along with Quotation Form, Sealed Quotations should be sent through registered post/ speed post/courier /By Hand only to the

"Additional Director, Shri Lal Bahadur Shastri Govt. Medical College and Hospital Mandi at Nerchowk, PO Bhangrotu, Tehsil Balh, Distt. Mandi H.P. 175021".

7. Conditional bidders will not be entertained.
8. The quoted rates should be valid for **one year** from the dated of contract/supply order.
9. Supplies not conforming to the approved sample will be rejected and returned to the firm at their risk and costs.
10. Company/Partnership firm should not be blacklisted by any state or central Government or any Govt. entity in the last **two years**.
11. In case the successful bidders after having received the supply order from the Additional Director, SLBS Govt. Medical College Mandi at Nerchowk (H.P) fails to execute the job, the Additional Director will be at liberty to entrust job to other firm/Company at the risk and cost of such failed bidders. Such failed bidders will be liable to pay such damages as may be claimed by the Additional Director, SLBS Govt. Medical College Mandi at Nerchowk (H.P).
12. The Additional Director, SLBS Govt. Medical College Mandi at Nerchowk (H.P) reserves the right to accept or reject any bidder without assigning any reasons whatsoever.
13. In case of any dispute or difference rising out of regarding the interpretation of any clause of these Terms & Conditions the matter shall be referred for arbitration to the H.P. Govt. whose decision shall be final and binding on both the parties.
14. These terms and Conditions will be treated as an agreement between the undersigned and the successful bidder/contractor of this quotation.
15. The power to increase and decrease the number of Equipment is reserved with the Additional Director, SLBSGMCH, Mandi at Nerchowk.
16. The last date of receipt of sealed quotations is **11.11.2025 up to 11:00 AM** and the same will be opened on the same day at **03:30** noon in the presence of the Technical Committee of Department of Microbiology at SLBSGMCH Mandi at Nerchowk as well as bidders or their authorized representatives who may like to be present at the time.
17. All disputes shall be settled within at Himachal Pradesh High Court, Shimla only.

Additional Director (Admn.)
SLBSGMCH, Mandi at Nerchowk
Distt. Mandi, Himachal Pradesh
Dated 01-11-25

Endst. No. As above 22365-367
Copy to: -

1. The Professor & Head, Department of Microbiology, for information and with the request to kindly participate in the quotation opening on the scheduled date and time. He is further requested to display a copy of the same on the departmental notice board, being a public place.
2. Sh. Pradeep Kumar (info@sriharidigitech.com) Website Manager for uploading the advertisement in official website www.slbsgmchmandi.com.
3. Notice Board of Principal Office, SLBSGMCH Mandi at Nerchowk.

Additional Director (Admn.)
SLBSGMCH, Mandi at Nerchowk
Distt. Mandi, Himachal Pradesh

Financial Bid (Proforma)

Sr. No.	Particulars	Details of Quantity kept in each Unit / Pack / Box	Clearly Specified Rate of the per unit / Pack / Box (without GST)	GST Applicable	Amount (5+6)
1	2	3	4	5	
1	Ball point pen Blue				
2	Ball point pen Black				
3	Ball point pen Red				
4	Stock Register				
5	Indent Book				
6	A-4 Size Paper				
7	Office File				
8	Notepad (Small)				
9	Ruled register				
10	Stapler				
11	Stapler				
12	Stapler				
13	Stapler pins				
14	Stapler pins				
15	Stapler pins				
16	Sticky paper (office flag)				

17	Brown tape				
18	Transparent tape				
19	Scale				
20	Pencils (lead)				
21	Highlighter pen				
22	Highlighter pen				
23	Highlighter pen				
24	Punching Machine				
25	Sharpener				
26	Eraser				
27	Paper Pins				
28	Pin/Clips Magnetic Dispenser				
29	Damper				
30	Piercing tool/Poker				
31	Office file tags (long)				
32	Laboratory tissue Paper Roll (3 Ply embossed)				
Grant Total Rs.					

Name of Firm: -
Signature (With Seal)