

File No: M-12/156/2025-STR/CN-19931/ 10481

भारत सरकार  
Government of India  
स्वास्थ्य सेवा महानिदेशालय  
Directorate General of Health Services  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
Ministry of Health & Family Welfare  
लेडी हार्डिंग मेडिकल कॉलेज एवं श्रीमती सुचेता कृपलानी अस्पताल  
Lady Hardinge Medical College & Smt. Sucheta Kriplani Hospital  
शहीद भगत सिंह मार्ग, नई दिल्ली- ११०००१  
Shaheed Bhagat Singh Marg, New Delhi-110001  
भंडारअनुभाग/Stores Section  
Dated- 09.10.2025

PUBLIC NOTICE

The LHMC & Smt. S. K. Hospital intent to procure the following items/stores under GFR-155 immediately;

Sr. No.	Name of Item	Description	Quantity Required	Warranty	Remarks
1	Big Sheet Size: 40*30 inch	Specifications attached	500 pcs	----	-----
2.	Small Sheet Size: 24*36 inch	Specifications attached	1000 pcs	-----	-----
Last date of Sample Submission			As per the Instructions mentioned		
Place of Sample Submission			Surgical Store LHMC		
Contact/ Concerned Official			Store Keeper, Surgical Store LHMC		

Competent Suppliers/ Service Providers are requested to submit/ drop their quotations (as per the format) in the Tender Box kept in the Stores Section LHMC. The quotation should be submitted between 10:30 am to 12:30 pm every working day. The last date of submission of quotation is 11/10/2025.

Digitally signed by  
AVANISH SINGH  
(Date: 09-10-2025)  
14:49:58  
Officer

LHMC & Smt. S.K. Hospital, New Delhi

Enclosures:

- Instructions to the bidders
- Documents & Details Submission
- Undertaking
- Manufacturer Authorized Form
- Quotation Format
- Technical Specifications

## INSTRUCTION TO THE BIDDERS

1. The quotation should be addressed to the Chairperson Local Purchase Committee LPMC. The Subject of the quotation & Reference Serial Number of the Public Notice must be mentioned there on the Envelope, without which the quotations will be ignored.
2. The quotation & its envelope must bear Name, Contact Number and Address details of the bidder.
3. The name & ID proof details (AADHAR Card Number, PAN Card Number) of the person coming to submit the quotations must be mentioned in the quotations.
4. Letter of authorization, (if the manufacture is not quoting) against the Public Notice in the Performa given in the tender document, addressed to Director, LPMC & Smt. S.K. Hospital, New Delhi and must be proper and complete in all aspects.
5. Authorization letter from the OEM & Warranty (where ever applicable) Undertaking etc against the said Public Notice are to be attached.
6. It must be clearly mentioned in the offer against each item, whether the firm is the manufacturer or the authorized agent for the same, if no make or brand name is mentioned or clarified in the offer regarding manufacture(s) own quotation or quoted by the authorized agent, the quotation may be rejected by the purchaser as non-responsive.
7. The supplier awarded with the Supply Order has to procure/ arrange the goods ONLY from the Authorized Distributor of the item & as a proof of the same the relevant document has to be submitted alongwith the supply of the goods failing which the payment will not be made.
8. Undertaking duly signed and stamped on the letter pad of the firm and complete validity of the offer must be clearly mentioned. The validity of the offer should not be shorter than 180 days from the date of the opening of the tender. The offer valid for a shorter period shall be rejected by the purchaser as non-responsive.
9. The prices shall be quoted in Indian rupees only & for Door delivery, where prices are quoted in any other way shall be treated as non-responsive and rejected.
10. In case of goods of foreign origin offered from abroad, customs duties and other similar import duties / taxes, will be payable by the bidder.
11. The purchaser reserves the right at the time of award to increase or decrease by upto 25% of the quantity of goods service specified in the scheduled of requirement without any change in prices or other terms and conditions.
12. The firms, have to submit the Drug License for alongwith the quotations wherever applicable.
13. The purchaser reserves the right to accept or reject any offer without thereby incurring any



liability to the affected bidder/tenderer or bidder or any obligations to inform the affected bidder/tenderer of the grounds for the purchaser's action.

14. If the supplier having been notified, fails to remedy the defect (s) within a reasonable period or 60 days, the purchase may proceed to take such remedial action as may be necessary at the supplier's risk and expense and without prejudicial any other rights which the purchase may have against the supplier bidder the contract.

15. If the supplier fails to deliver any or all the goods or fail to perform the services within the time period (s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages a sum equivalent to 0.5 % percent of the delivered price of the delayed goods unperformed services for each week of delay or part of there of until actual delivery or performance up to a maximum deduction of 10 (ten) % percent of the delayed goods or services contract price. Once the maximum is reached, the purchaser may consider termination of the contract.

16. The Sample of quoted items (02 in number) must be submitted on or before the last date of submission of quotations (if the date not specified in the Public Notice), at concerned Hospital Store, LHMC New Delhi. Failure to do so shall render the bid liable to be ignored/disqualify. Approved samples shall be retained for comparison with the supplies made. Such approved samples may be returned or adjusted as is considered by the purchase.

17. The selection or rejection of the samples provided by the participating firms will be depend upon the actual assessment of these samples, the assessment of the samples shall be carried out by the Committee of the Hospital which will be based on the performance & suitability of these samples as per the requirement of the Hospital. The Purchase Committee shall have full discretion to select or reject the samples quoted by the participating firms, and the decision in this regard shall be final and binding on all the bidders. Therefore, firms shall be bound to accept the decision of the Purchase Committee of the Hospital.

18. The firm may be permitted to give demonstration of the expansive items (in case of Non-consumables/ hardware/ instruments/ equipment). Demonstration of quoted items/ equipment (on the scheduled date as specified in the Public Notice) for technical evaluation must be given in the hospital premises. Failing which the offer will be treated as rejected. The date of demonstration will not be extended in any condition.

19. Recovery shall be made from the supplier for not meeting the guaranteed Technical Specifications / performance/ productivity of the item during actual use/ testing as detailed in "Technical Specifications". A penalty of sum equivalent to 20% to 100% of the cost of the item will be recovered in acse of any discrepancy noted. The supplier will be Blacklisted for participating in the future Public Notice for procurements.

20. The firm will take back the rejected items from the consignee place within a reasonable period (maximum 10 days) at their own cost failing which the penalty for Ground Rent/ Warehouse Charges (2% per day of total cost of the consignment for total number of days from the 11th days of acknowledgment of rejection would be liable to be recovered from the firm. In case no response received from the firm within 30 days, the rejected goods will be disposed & no claim will be entertained for the same.

21. Domestic Supplies: A period of 15 (for urgently required items) to 30 days will be provided from placement of supply order for supply of articles from anywhere in India including articles

imported from abroad and supplied from ex-stock from India. The date and time of receipt of articles in Hospital Stores or any other specified Location in the hospital will be taken up as the cut off time for determining the supply of articles. Merely, handing over of articles at any other location will not be taken up as successful supply of articles.

22. Imported Supplies: A period of 60 days may be provided from placement of supply order for articles imported from abroad.

23. In order to safeguard the procurement, the Institute reserve the right to get a Performance Security of 10% or more through Bharat Kosh/ NRT Portal. Therefore, the bidders may be asked to submit the said Performance Security any time after submitting the quotations.

24. The supplier firm & their owners have never been debarred/ blacklisted/ bankrupt in the past.

25. The quotations, sent through email will not be entertained.

26. The quotations received after the prescribed dates will not be entertained in any condition.

27. In case of non-submission/ non-compliance of any of the above details the quotation will be treated incomplete & rejected.

### **DOCUMENTS & DETAILS SUBMISSION**

The firm has to submit the following self-attested documents mandatorily alongwith the quotations;

1. Manufacturer Authorization Certificate- in Original (strictly as per the format)
2. Undertaking (strictly as per the format)
3. Copy of GST Certificate of the firm
4. Copy of Drug License (for applicable items)
5. Copy of PAN Card of Owner & PAN Card of Firm
6. Copy of AADHAR Card of Owner

The quotations must be having following details:

1. Complete Mailing Address (with Pin Code):
2. e-mail address:
3. Mobile Number:
4. Full Name of Owner (Please enclose the copy of PAN Card & Aadhar Card- mandatorily submitted):
5. Name of Father/ Husband:
6. Full Name of Signatory should be there in the quotation
7. Validity of the offer

Non-submission/ non-production of any of the above details will be liable for rejection of quotation.



UNDERTAKING

(No conditional undertaking or any change in proforma will be accepted)

- 1. I, the undersigned, certify that I have gone through the terms & conditions mentioned above, and undertake to comply with them. The rates quoted by me are valid and binding on me acceptance. The offer could be extended for the 03 months.
- 2. I, the undersigned hereby bind myself to the Govt. of India, Lady Hardinge Medical College & Smt. S.K. Hospital, New Delhi, to supply the articles shown in the appendix here to annexed at the rates specified against them.
- 3. That the articles shall be of the best quality and kind and as per the requirement of the institution. The decision of the Purchase Committee, Lady Hardinge Medical College & Smt. S.K. Hospital, New Delhi as regards the quality and kind of the articles shall be final and binding on me.
- 5. I agree that in the case of failure to supply the material for which a supply order will be placed upon me within the stipulated date of delivery, the institution can go for purchase of the same at my risk.
- 6. I will submit the sample as and when required within the stipulated period and in case I fail to do so or the sample submitted by me not found Technically Responsive, the institution shall ignore the offer deposited by me.
- 7. The conditions herein contained shall form part of and shall be taken as if they are included in the agreement to be entered into or treated as agreement itself at the discretion of the Director, Lady Hardinge Medical College & Smt. S.K. Hospital, New Delhi.

Name & Signature

Address of the Tenderer with Rubber Stamp

MANUFACTURERS AUTHORISATION FORM

Date: .....

To,

Director

Lady Hardinge Medical College &  
Smt. S.K. Hospital, New Delhi

Subject: Quotation against Public Notice No. ....

Date.....  
For Procurement of .....

Dear Sir/Madam,

We.....who are established and reputable manufacturer of.....  
having factories at..... and..... hereby authorize M/s ..... (name and  
address of agents) to submit quotation and conclude the contract with your Institution against the  
above Public Notice for the above goods manufactured by us.

No company or firm or individual other than M/s..... are authorize  
to submit quotation and conclude the contract in regard to this business against Institution against the  
above Public Notice in the entire territory of India.

We hereby extend our full guarantee and warranty as per terms & conditions of contract or for  
the goods offered for supply against the above Public Notice.

Yours faithfully  
Name  
For and on behalf of M/s (Name of manufacturer)

- \*Email address:
- \*Website:
- \*Complete Mailing address:
- \*Mandatory submission

**Note:** This letter of authorization should be on the letterhead of the manufacturing concern and should  
be signed by a person competent and having the power of attorney to bind the manufacturer. A copy of  
notarized power of attorney should be furnished.

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QUOTATION FORMAT

The quotation must be submitted in the below prescribed format only. Non-adherence to the same will be liable for rejection)

Sr. No.	Name of item	Rate Offered (In Rs.)	Units	Packing Details	Quantity to be supplied	Amount In Rupees
	Offered Make/ Brand:  Offered model:					
Total						Rs.
GST Percentage						_____ %
GST Amount						Rs.
Total Amount (included GST _____ %)						Rs.
Rupees in Words: /- (Included GST)						
Note:  In case of discrepancy between rate offered (unit rate) and total amount written in figures, the rate offered (unit rate) shall prevail. In case of discrepancy between total amount written in figures & words, the amount mentioned in the word shall prevail.						

### **Technical Specification Of Absorbent Sheet**

- Top layer wicks fluid from surface
- Absorbent middle layer traps and contains fluid
- Impervious base layer prevents strike through
- Allesorb Premium features base layer with improved grip
- Impervious Table Cover w/ Elastic Features a Sewn Elastic Perimeter