



Government Engineering College, Rajkot

(AICTE Approved, GTU Affiliated, Under Director of Tech. Education, Gujarat State)

સરકારી ઈજનેરી કોલેજ, રાજકોટ

(એઆઈસીટીઈ માન્ય, GTU અનુબંધિત, નિયામકશ્રી ટેકનીકલ શિક્ષણ, ગુજરાત રાજ્યની સરકારી સંસ્થા)

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મવડીકણકોટ પાસે, કણકોટ રોડ-રાજકોટ ૩૬૦૦૦૫

Mavdi-Kankot Road, Near Kankot Village, Rajkot-360 005

e-mail: gec-rajkot-dte@gujarat.gov.in

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Tel: (0281)2783501, M-94097 55268

Date: 20/02/2024

INQUIRIES

Subject: Quotation for First Aid Kits

Sir,

I have to request you to send your valued QUOTATION for the items mentioned in the statement enclosed (where necessary), with this letter. The following **Conditions** should be complied within your quotation and failure to which will render your quotation liable to rejection.

The quotation should be sent in a **sealed cover at the institute address**. The quotations by email will not be accepted. Outside the cover it should be clearly written **Quotation of Project name and Inquiry Number**. If this writing is not shown outside the cover, the cover is likely to be opened earlier and be rejected. The details of Inquiry are as under.

Quotation for (Project Name)	Last Date and time for quotation receive	Quotation Validity Period	Delivery Period(Days)	Remarks if any
First Aid Kits (As per Annexure – I)	06/03/2024 05:00 PM	6 Months	07	-

1. The quotations will be opened at 07/03/2024 on 11:00 AM. You may remain present at the time and date of opening, if you so desire.
2. Your rates should be strictly **F.O.R. Institute, inclusive of all taxes, GST**. In case of Sales Tax, we shall furnish the tax exemption "P" or "D" form, as and when necessary (and if required), as the case may be. This being a Govt. Institute you are allowed to charge the sales tax as per the norms laid-down by the Central/State Govt.
3. The specifications of each items quoted should be completely described in the quotation. The specifications must be the same as those given in the statement enclosed herewith.

4. Rate must be quoted in specified units mentioned in the tender/quotation form.
5. Conditional tender will not be accepted.
6. The validity period for the quotation should be at least 6(six)months or more from the date of opening of tender/quotation. Tender/Quotation once submitted shall remain final and irrevocable.
7. Every effort will be made to make payment at an earliest, but in no circumstances any offer of discount for early payment will be accepted and any such offer of discount shall mean that you desire to give the said discount, and the said discount will be deducted from your bill under all circumstances.
8. Goods/Articles ordered are not receivable by retrieving documents through bank as no Security Deposits or Earnest Money Deposit are taken from the bidders nor the inspection of goods is carried out prior to the dispatch.
9. This Office reserves the right to accept or reject any or all quotation/s without assigning any reason.
10. The name of project and name of supplier must be mentioned on the cover of the quotation the covers without mentioning of the project name will not be considered.
11. The rate of items must be mentioned as per annexure-R attached here with and the quotation must be on letterhead and duly signed and stamped by authority otherwise will be rejected.
12. Incomplete quotation in any manner will be rejected without any intimation.
13. You have to quote only one rate of the item more than one rate will result in rejection of quotation.
14. Liquidated Damages: If the Seller fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the purchase order, the Authority will be entitled to deduct/recover the Liquidated Damages for the delay, @ 0.5% per week or part of the week of delayed period not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever.

Encl: Annexure-1, Annexure (R)


Principal
GEC,Rajkot

Annexure I
Required items details for first aid kits at G.E.C, Rajkot

Sr. No.	Name of Items	No. Items	Specification			
			Sr. No	Items	Size	Quantity
1.	First Aid Kits	12	1	Scissor	7 cm	1 no
			2	Absorbent Cotton	20 gm	1 no
			3	Antiseptic lotion	50 ml	1 no
			4	Iodin tincture	20 ml	1 no
			5	Anticeptic Cream	10 gm	1 no
			6	Electrolyte Powder	4-5 gm	2 nos
			7	Gauze swab (Sterile)	10 cm	2 nos
			8	Gauze swab (Sterile)	7.5 cm	2 nos
			9	Adhesive Plaster	19 X 72 mm	5 nos
			10	Dusting Power	10 gm	1 no
			11	burn dressing(Sterile)	10 cm	1 no
			12	Adhesive Plaster (Sterile)	6 X10 cm	1 no
			13	Elastic Gauze Bandage	6 X 1 m	1 no
			14	Adhesive Plaster	25X 72 mm	3 nos
			15	Adhesive Plaster round	-	2 nos
			16	Triangular Bandage	-	1 no
			17	Sterile Dressing Medium	-	1 no
			18	Microporous Tape	1.25 X 5 m	1 no
			19	Instant Cool Pack	-	1 no
			20	Tweezers	-	1 no
			21	Tourniquet	-	1 no
			22	CPR Mouth Barrier	-	1 no
			23	Salt Sachet	-	3 nos
			24	Sugar Sachet	-	3 nos
			25	Sterile Eye Pad	-	2 nos
			26	Wound Cleansing Wipes (Alcohol)	-	2 nos
			27	First aid Guide Book	-	1no
			28	First aid Box	-	1no
			29	Safety Pins	-	10 nos

Annexure-R

(Must be on Letterhead, Duly signed and stamped)

Please find Rate of the item as specified in inquiry of **First Aid Kits** vide inquiry number

GECR/Stores/ _____ /dt: _____ /02/2024 as in below Table. The quoted rates are with

acceptance of all the terms/conditions mentioned in the inquiry letter.

Sr. No	Name of Item with specification	Quantity	Rate																																																																																														
			Basic Price	Tax	Total																																																																																												
1	First Aid Kits	12 (Each kits contains with all 29 items)																																																																																															
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27	First aid Guide Book	–	1no				
28	First aid Box	–	1no				
29	Safety Pins	–	10 nos				

Sign and Stamp of the supplier

Note : The rates must be in the specified format as above and must be quoted on letterhead duly signed and stamped. The quotation with partial information/details will be liable for rejection.