



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

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web: www.gurugramuniversity.ac.in

Ref. No.: GUG/P&S/2026/90

Dated: 24/07/2026

Notice Inviting Quotations (NIQ)

Sealed quotations are invited from reputed Suppliers/Vendors for the printing and supply of various Clinical Formats for Gurugram University, Gurugram, as per the specifications and sample attached at Annexure-III to Annexure-XI. Interested supplier/vendors/manufacture are requested to submit their quotations duly specifying the rates for each item as per the prescribed format as mentioned in Annexure-II. Firms possessing the documents as specified in Annexure-I are eligible to participate in this NIQ.

The sealed quotations should be addressed to Registrar, Gurugram University, Sector-87, Gurugram, Haryana 122505 and must reach office on or before 31/07/2026 upto 05:00 PM. The interested bidder/firm may write clearly in big letter on envelope "Quotation for Printing and Supply of Clinical Formats(For Purchase Branch)".

Terms & Conditions:

- General Terms & Conditions :** The following charges and terms may be spelt out in your offer clearly:
 - F.O.R
 - Rates of GST/VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'.
 - Payment terms.
 - Delivery period.
 - Guarantee/ Warranty period.
 - Installation charges, if any.
 - Validity period of the quotation.
 - Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
- The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against vague statement such as "packing, forwarding, freight and insurance charges etc, extra",
- Charges not mentioned in the quotation shall not be paid.
- Payment will be made to the firm through NEFT/RTGS/DD/Cheque, after the satisfactory report from the department.
- FOR shall be office **Gurugram University, Gurugram, Haryana** or Offices situated at Outstations as the case may be. The rates quoted Ex- Godown/at any place beyond Gurugram University premises can be rejected.
- The offer must be valid for a period of at-least three months from the date of opening of quotation/tender.
- Quantity may increase or decrease without any notice.
- The quotations must be signed by authorized signatory of the bidding firm/company on each page along with seal of the firm/company, as the case me be.

9. **Suppliers/Vendors/Manufacturer has to deposit an EMD of Rs. 1200/- in the form of Demand Draft in favor of Registrar, Gurugram University, Gurugram. The EMD must be submitted along with the bid.**
10. The intending bidder has to submit photocopy of the following credentials alongwith quotation document:
 - a. Permanent Account Number (PAN)
 - b. Goods and Services Tax (GST) Status of bidder
11. In case, the supplier / contractor fails to execute the supply order / contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as **blacklisting, debarring from having any business with this University, forfeiture of earnest money/security**, besides any other action as may be deemed proper by the University.
12. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
13. The acceptance of the quotation /tender shall rest with the University who **reserves** the right to reject any or all quotation/tender without assigning any reason thereof. The University has also reserved the right to accept quotation / tender in part or place the purchase order to one, two or more firms on the basis of various reasons as deemed fit by the Committee / University.
14. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/ State Govt. Dept./University/PSU etc. If so, **particulars** of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
15. The dispute, if any, shall be subject to the jurisdiction of Courts at Gurugram. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/ distributors/ dealers/ suppliers etc. shall be invalid and shall have no legal sanctity.
16. Terms and conditions printed on Quotation/ Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.
17. The material should be of good quality and environment friendly. Moreover, supplied Goods should be unused and new.
18. Corrigendum, if any would be published online on the University website.
19. The committee may negotiate the rates with Suppliers/Vendors/Manufacturer. If the agency/supplier, after submission of quotation and the acceptance of the same, fails to abide by the Terms and Conditions of the NIQ or fails to complete the work within the specified time or at any time repudiates the contract, the authority will have the right to forfeit the EMD, if any. The authority shall also debar it from participation in further tenders, can initiate action to recover the liquidated damage and consider black-listing of firm. For all purposes, the work order accepted by the bidder and issued by the authority will be considered as the formal contract.
20. In order to adoption of the digitalization process in the University, the Successful firm / bidder has to supply the details i.e. Bank Account No., IFSC code, Name of the Bank, PAN/ TAN/ GST Number so that the payment may be credited in the bank account mentioned by the firm.


Deputy Registrar
Purchase & Store

Annexure-I

Check List

Sr.No	Description	Remarks
1.	Name of the Firm	
2.	Address with Contact number, Email of the firm, Name of Person.	
3.	PAN Number., GST Details Attach copy of Pan card & GST Certificate	
4.	EMD of Rs. 1200/- (Submission Details)	
5.	Certificate of Non-Blacklisting/Non-execution of supply orders in Government Departments, duly notarized. (Annexure- XII)	

I/We hereby declare that information furnished above is true and correct and the documents annexed are genuine.

Signature of Quotationer/Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Place

Date

Annexure-II

Rates Quoted

Sr.No.	Format	Qty	Cost per pc.	Tax	Total Cost
01	OPD Registration Slip (Sample attached at Annexure-III)	20 Books (50 slips per Book)			
02	Prescription Slip (Campus-Specific) (Sample attached at Annexure-IV)	1000			
03	Investigation Advice Slip (Sample attached at Annexure-V)	20 Books (50 slips per book)			
04	Referral Slip (Sample attached at Annexure-VI)	20 Books (50 slips per book)			
05	Letter Head (Sample attached at Annexure-VII)	1000			
06	OPD Register (Sample attached at Annexure-VIII)	5			
07	Medicine Stock Register(A-4 Size) ((Sample attached at Annexure-IX)	10			
08	Cash/Receipt Register (A-4 Size) (Sample attached at Annexure-X)	5			
09	Payment Receipt Book (Sample attached at Annexure-XI)	20			
	TOTAL				

Work Completion Period: _____

Signature of Quotationer/Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Date

Serial no.

Book no.



GURUGRAM UNIVERSITY

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University Health Center

(Sec 87 Campus)

O.P.D Registration Slip

Patient Reg. No. GUG/UHC/87/ _____

Date: _____

Time: _____

Category: ☐ Student ☐ Staff ☐ Faculty ☐ Other

Patient Name _____	Age & Gender _____
Address _____	Fee Details _____
Contact _____	

Sign & Stamp

Notes for printer- Must Print in Triplicate (white, pink, yellow), must write Serial no. in left top and in series from 1 to last in all three pages book no in right. this page made in small book late type DL size 3.9"x 8.3" (A4/3)



GURUGRAM UNIVERSITY

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University Health Center

(Sec 87 Campus)

Prescription Slip

Patient Reg. No. GUG/UHC/87 _____

Date _____

Patient Name _____

Age & Gender _____

Address _____

Contact _____

Occupation _____

Chief Complaints :-

Medical History:-

Clinical Examination:-

General:-

Systemic:-

Investigations :-

Blood Test:- _____

X-Ray/CT/MRI _____

Others: _____

1

[Signature]

Ans

ANNEXURE - V

Serial no.

Book no.



GURUGRAM UNIVERSITY

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University Health Center

(Sec 87 Campus)

Investigation Advice Slip

Patient Reg. No GUG/UHC/87/_____

Date:-_____

Patient Name_____

Age & Gender_____

Address_____

Contact_____

Investigations Advised

Signature

Notes for printer- Must Print in duplicate (white , yellow) , must write Serial no. in left top and in series from 1 to last in all three pages & book no. in right .this page made in small book late type DL size 3.9"x 8.3"

Aug 2018 Aug 13

Serial no.

Book no.



GURUGRAM UNIVERSITY

(A state govt. University Established Under Haryana Act 17 of 2017)

University Health Center

(Sec 87 Campus)

Referral Slip

Patient Reg. No. GUG/UHC/87/ _____

Date:- _____

Patient Name _____

Age & Gender _____

Address _____

Contact _____

1. Chief Complaint

2. Diagnosis

3. Clinical Finding

Reason for Referral

Signature

Notes for printer- Must Print in duplicate (white, pink), , must write Serial no. in left top and in series from 1 to last in all three pages book no in right. this page made in small book late type A5

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University Health Center

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Not for medico legal Purpose

2

[Signature]



GURUGRAM UNIVERSITY

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University Health Center

(Sec 87 Campus)

OPD Daily Entry Register

Date.....

[illegible]

For printer:- must write page no. on right from 1 in full register make A4 print on both side					

