



GOVT. OF NCT OF DELHI  
**SANJAY GANDHI MEMORIAL HOSPITAL**  
MANGOLPURI: DELHI 110 083  
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No. F.1(01)/DNB/MISC/SGMH/2018-IEC pt i/ 5485

Dated: 14/05/2024

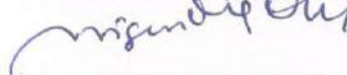
**Notice for inviting sealed quotations for Registration of Institutional Ethics Committee (IEC) of SGM Hospital with Department of Health & Research(DHR).**

1. Sanjay Gandhi Memorial Hospital, Mangol Puri, Delhi invites sealed quotations for Registration of Institutional Ethics Committee (IEC) of SGM Hospital with Department of Health & Research(DHR).
2. You are requested to submit your offer in sealed envelope for the aforesaid work as per details specifications and other requirement as mentioned in the Quotation Form as format of sealed quotation.
3. This Notice can be downloaded from our website at <https://sgmh.delhi.gov.in>.
4. The sealed quotation shall be submitted in a sealed envelope clearly labeled as Quotation for Registration of Institutional Ethics Committee (IEC) and Addressed to The Medical Superintendent, Sanjay Gandhi Hospital, Mangol Puri, Delhi-110083.
5. The envelope super scribed with the name of tender should be Submitted in-person in the Office of Deputy Medical Superintendent on the 3rd floor of the Administrative Block of SGM Hospital office between **14.05.2024 to 27.05.2024**. The Quotation/Bid shall be opened on **30.05.2024** at 2:30 PM onwards.
6. SGMH reserves the right to reject or accept any quotation without assigning any reason and SGMH's decision in all such matters shall be final and binding on all bidders.
7. The quotation shall not include any conditions whatsoever. In case any conditions are included in the tender, the same shall not be taken into consideration and the tender in such cases is liable to be rejected.
8. The agency must be registered and complying with all statutory requirements.

Dy. Medical Superintendent  
Sanjay Gandhi Memorial Hospital  
Mangol Puri, Delhi 110 083

9. No advance will be given for the work and payment will only be made after receiving satisfactory report from DMS/HOO from SGMH.
10. Tenders received after the above time and date will not be accepted.
11. SGMH does not bind itself to accept the lowest or any tender and reserve the right to reject, negotiate any or all the tenders received and also to split the work without assigning any reason.
12. The tenders shall be valid for at least 06 months from the date of opening of the tenders.
13. Rates in the price bid must be quoted both in the words and figures and in case of discrepancy; rates quoted in words will prevail.
14. The quotation should be signed on each page by the bidder or his duly authorized representative. Any overwriting, correction or cancellations should be duly authenticated with seal. Tender documents should be accompanied by a certified true copy of an absolute power of attorney in favor of signatory to the documents.
15. Any discrepancies, omissions, ambiguities or conflicts in contract document or any doubts as to its meaning should be brought to the notice of the bank. The bank will review these and where information sought is not clearly indicated or specific, will issue a clarifying bulletin to all bidders which will form part of the contract documents.

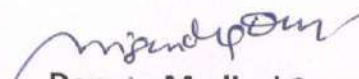
**Deputy Medical Superintendent,**



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Dy. Medical Superintendent  
Sanjay Gandhi Memorial Hospital  
Govt. of NCT of Delhi  
Mangol Puri, Delhi-110083

Dated: 14/05/2024



**Deputy Medical Superintendent**

Dy. Medical Superintendent  
Sanjay Gandhi Memorial Hospital  
Govt. of NCT of Delhi  
Mangol Puri, Delhi-110083



### **Form of Quotation**

To  
The Medical Superintendent  
Sanjay Gandhi Memorial Hospital  
S-Block ,Mangol Puri, Delhi-110083

**Subject: Sealed quotations for Registration of Institutional Ethics Committee (IEC) of SGM Hospital with Department of Health & Research(DHR).**

Dear Sir,

I /we, the undersigned have carefully gone through and clearly understood the work, specification and guidelines relating to the aforesaid work as specified in the document.

I/We hereby offer to execute the work/s specified in the said Tender within the time specified at the best possible rates and in accordance in all respects of the tender with the specifications and instructions in writing referred to in the conditions of the tender, the articles of the agreement, special terms and conditions and in all other respects in accordance with such conditions so far as they may be applicable.

I/We further agree to complete the work within stipulated time from the date of issuance of the work order by SGMH. I/We agree not to employ Sub-Contractors other than those that may be approved by SGMH. ;

I/We agree to pay GST and any other tax levied by the government, as prevailing from time to time, on supply of services laid out in the invoice as per requirement, for which the same are leviable and the rates quoted by me/us are inclusive of the same.

1	Description of the Work	<b>Registration of Institutional Ethics Committee (IEC) of SGM Hospital with Department of Health &amp; Research(DHR).</b> 1. Registration/re-registration of Ethics Committee with Licensing Authority (CDSCO) and DHR  2. Preparation of Standard Operating Procedures for Ethics Committees.  3. Trainings of Ethics Committee members.  4. QCI/NABH accreditation of Ethics Committee  5. Independent Audits of Ethics Committee & sites on behalf of Ethics Committee.  6. Preparation and submission of dossiers for re-registration
2	Name of the Firm/Consultant	
3	Complete Address & Telephone No.	
4	Name of Consultant/Proprietor/Director/Partner	
5	Contact number of Consultant/Proprietor	
6	Name and Address of places/Offices where the consultant/Proprietor/Firm has maintenance contract.	
7	Whether the Firm is Registered Firm?(Pls Attach Copy of Certificate)	
8	PAN No.	
9	GST No.	
10	Details of Experience in the Field.	
11	Name of the Authorised Signatory	

Signature of Authorised Signatory

Full name:

Designation

Seal