



**SRI JAYEWARDENEPURA GENERAL HOSPITAL
THALAPATHPITIYA
NUGEGODA.
Tel / Fax. 011-2778624**

QUOTATION FOR THE PRINTING OF HOSPITAL FORMS – A/E 2025

Closing 27/02/2025 10.00 a.m.

You are kindly requested to forward your quotation, Quotations are requested from all registered suppliers/printers at SJGH and Procument platform of the Government (promis.lk) for the supply of items listed overleaf. Your attention is drawn to the special instructions given below.

01. The quotations will be accepted at the Chairman's office up to **10.00 a.m. on 27/02/2025.**
02. All quotations should be in this form and sent by Registered Post using annexed envelope and sealed.
03. All quotations should be in the form issued by Supplies Officer, Sri Jayewardenepura General Hospital (if the space is insufficient please use the same format) and should be forwarded either by Registered Post or deposited in the Tender Box placed near the Chairman's Office at Sri Jayewardenepura General Hospital.
04. The prices quoted shall be valid for three months from the date of closing and printed materials should be supplied as instruction given in the Official Order, But order given supplier/printer should maintain the quoted price till complete the final installment.
05. If the items for which you have quoted cannot be supplied in one month time please state the date of delivery.
06. Proof should be submitted for approval within one week of the receipt of the order.
07. Quotation should only be in Sri Lanka Rupees.
08. No advance payment will be made by the Hospital.
09. Printer should provide 3 sets of paper samples 6" x 6" size on the sample, name, address, signature, frank, the type of paper with gauge, quotation No. and the S.J.G.H. form No. which you intend of printing should be mentioned. (Unless the samples are submitted as indicated above, quotations will be rejected).
10. Payment for the printed goods received will be made within one month of the acceptance of goods.
11. The representative of the Tender will be allowed to be present at the time of opening the tender.
12. The officer opening the tender will read the prices quoted in the Tender.
13. If you are unable to quote please send back this form indicating that fact.
14. If the ordered items are not supplied on or before the day a fine may be imposed and the supplier may be black listed.
15. Completed forms shall be signed and dated. Please affix your rubber seal under the signature.

**Supplies Officer
SJGH**