



**SIR GANGA RAM HOSPITAL**

*Trust of Generations*

Supply of various hospital items under tender  
Group: II- Surgical stores (Surgical & Consumables)

September 2025- August 2027

# Announcement



Sir Ganga Ram Hospital, invites Online Bids for Surgical stores (Surgical & Consumables) items from established & reliable tenderer, manufacturers, marketing firms, companies and bidders.

**The contract period for Tender: September 2025- August 2027**

**Non-refundable Registration Fee: Rs. 11,800 (Inclusive of 18% GST)**

**Refundable EMD Fee: Rs. 3,00,000**

# URL to Register and Quote



The interested manufactures / companies can visit our website to participate in the Stationary & Printing tender. The links are:

<https://tender.sgrh.com>

[www.sgrh.com](http://www.sgrh.com)

# Assistance



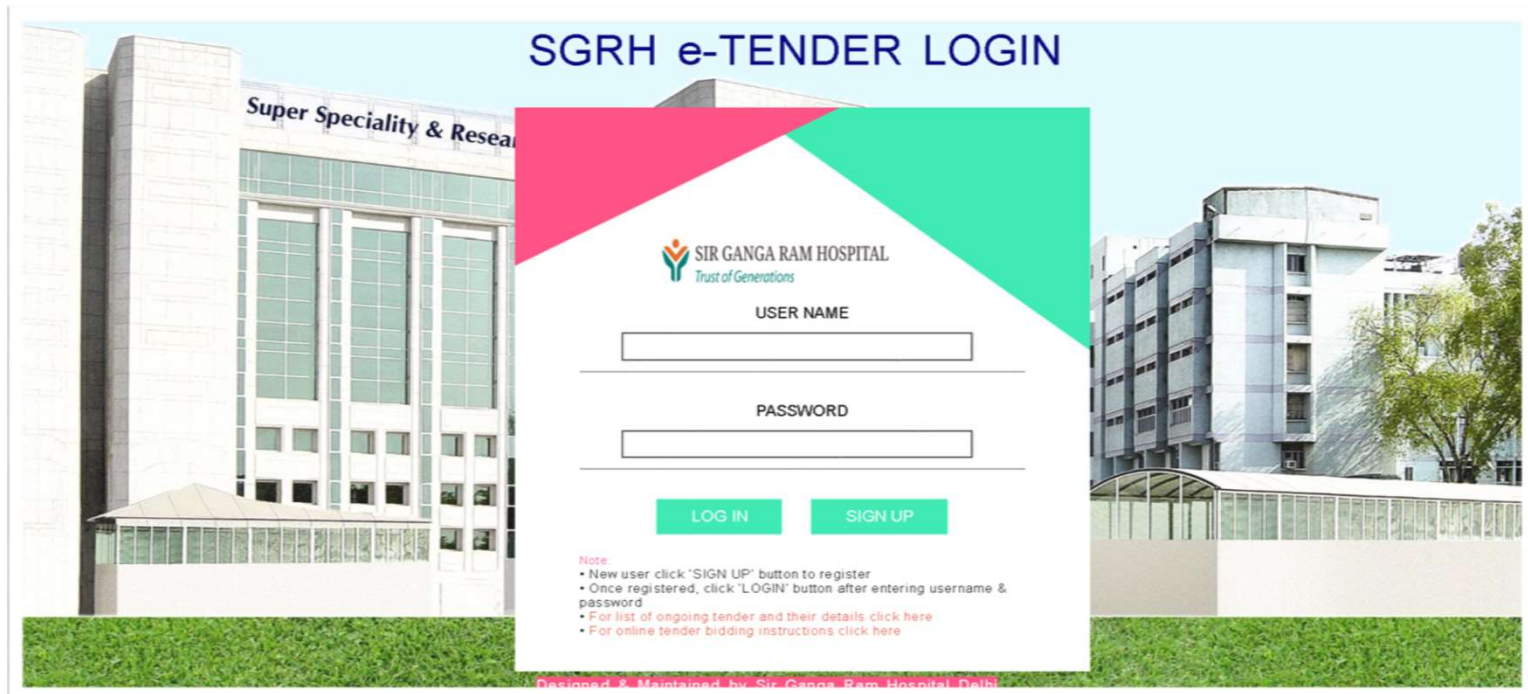
The participants can use the following channels to get answers to their queries from Tender Committee:

- After successful registration, you can raise a query in the tender portal
- Call at Tender help desk phone numbers 011-42252812, 42252814, 42252827 and 011-42252832 on working days between 9:00 AM to 5:00 PM
- Email at [tendersurgicalpurchase@sgrh.com](mailto:tendersurgicalpurchase@sgrh.com)

# Tender Login Page



- The participants can access Tender Portal <https://tender.sgrh.com> from 27th Feb 2025 (Thursday) 10:00 am onwards
- Tender manual can be downloaded and checked by clicking “List of ongoing tender” link
- Eligible manufacturers can register by clicking “Signup” button



# Signup / Registration



- Read the Tender Manual carefully, before initiating registration
- The last date of registration is 15th March 2025 (Saturday) 11:59 PM

## Register to participate in SGRH e-Tender

Tender Name *	<input type="text" value="Group II -Surgical"/>	Registration Last Date	<b>2025-Mar-15</b>
Payment Mode	<input type="text" value="-Select-"/>	Tender Fee Amount *	<input type="text" value="11800"/> <small>Incl. of GST 18%</small>
Vendor Name *	<input type="text"/>	Vendor Address *	<input type="text"/>
City *	<input type="text"/>	State *	<input type="text" value="-Select-"/>
Pin Code *	<input type="text"/>	Country *	<input type="text" value="India"/>
Contact Person *	<input type="text"/>	Email *	<input type="text"/>
Mobile No. *	<input type="text"/>	Phone No.	<input type="text"/>
GST No. *	<input type="text"/>	GST State *	<input type="text" value="-Select-"/>
Remark	<input type="text"/>		

Save

Clear

For detailed terms & conditions and tender procedure click [Tender Information Manual \(.pdf file\)](#)

### Note:

- Please register only once.
- Tender registration fee is mandatory. Please refer T&C documents for payment details.
- Select appropriate payment method for tender registration fee
- After registration you will get an email for successfully registration.
- Login and password will be sent to you through email.
- After receiving login and password, you can upload Tender documents and enter quotation.
- All \* marked fields are mandatory.

# Online Registration Fee Payment Mode



- Non refundable, registration fee of Rs. 11,800 is to be paid online. No other mode of payment is accepted.
- For online payment, following “EazyPay” window will appear
- You can pay online via Credit Card, Debit Card, Net Banking or RTGS/NEFT etc.

## Payment using Credit Card

The screenshot shows the EazyPay payment interface for Credit Card. The page title is "Search, View & Pay" with a sub-header "Pay bills and invoices from any bank account or any card". The breadcrumb trail is "eazypay > Make Payments > Search by Institution Name > View Bills". A progress bar at the top indicates steps: 1 SEARCH, 2 VIEW, 3 PAY.

**Select Payment Mode**

RTGS / NEFT	Transaction ID: 19111358616087
Net Banking	Merchant Name: SIR GANGA RAM HOSPITAL
Debit Card	Amount: Rs. 11800
Credit Card	Convenience Fee: Rs. 230.00
	GST: Rs. 41.40
	Total Bill Amount: <b>Rs. 12071.40</b>

Mobile No :  Optional    Email ID :  Optional

Payer Name :  Optional

*\*Please provide the mobile number for transaction communication & viewing transaction history.*

Domestic Credit Card     Corporate Credit Card

**Notes:**

- All details shown on screen will be deemed as verified by you for its accuracy prior to register for the payment to Merchant / Institution.
- If you select Credit Cards as payment option, other modes of payment will be disabled.
- You must be having valid Credit Card available with you for payment through this mode.
- Any refund /claim will not be possible post successful payment and receipt generation. In case if you want, please contact to your merchant / institution.
- Please generate the receipt from portal post successful payment and keep with yourself.

## Payment using Debit Card

The screenshot shows the EazyPay payment interface for Debit Card. The page title is "Search, View & Pay" with a sub-header "Pay bills and invoices from any bank account or any card". The breadcrumb trail is "eazypay > Make Payments > Search by Institution Name > View Bills". A progress bar at the top indicates steps: 1 SEARCH, 2 VIEW, 3 PAY.

**Select Payment Mode**

RTGS / NEFT	Transaction ID: 19111358616087
Net Banking	Merchant Name: SIR GANGA RAM HOSPITAL
Debit Card	Amount: Rs. 11800
Credit Card	Convenience Fee: Rs. 118.00
	GST: Rs. 21.24
	Total Bill Amount: <b>Rs. 11939.24</b>

Mobile No :  Optional    Email ID :  Optional

Payer Name :  Optional

*\*Please provide the mobile number for transaction communication & viewing transaction history.*

Domestic Debit Card

**Notes:**

- Please check the details of bill displayed prior to proceeding with payment.
- If you select Debit Cards as payment option, other modes of payment will be disabled.
- You should have valid debit card available with you for payment through this mode.
- For refund / claim if any, please contact Merchant.
- Please generate a receipt post successful payment and save/print same for future reference.

## Payment using Net Banking

The screenshot shows the EazyPay payment interface for Net Banking. The page title is "Search, View & Pay" with a sub-header "Pay bills and invoices from any bank account or any card". The breadcrumb trail is "eazypay > Make Payments > Search by Institution Name > View Bills". A progress bar at the top indicates steps: 1 SEARCH, 2 VIEW, 3 PAY.

**Select Payment Mode**

RTGS / NEFT	Transaction ID: 19111358616087
Net Banking	Merchant Name: SIR GANGA RAM HOSPITAL
Debit Card	Amount: Rs. 11800
Credit Card	Convenience Fee: Rs. 20.34
	GST: Rs. 3.66
	Total Bill Amount: <b>Rs. 11824.00</b>

Mobile No :  Optional    Email ID :  Optional

Payer Name :  Optional

*\*Please provide the mobile number for transaction communication & viewing transaction history.*

ICICI Bank (Retail)     Other Bank

**Notes:**

- Please check the bill displayed for accuracy prior to proceeding with payment.
- Selecting of Net Banking will disable other modes of payment.
- You need to be registered with your bank for net banking facility prior to choosing Net Banking as option.
- For any refund /claim, please contact your Merchant.
- Post successful payment, you can generate e-receipt and keep for future reference.



# Tender Fee Payment using RTGS/NEFT

In case you want to pay, tender fee / EMD using RTGS/NEFT, follow below steps:

- On clicking, Generate Challan button, system will download a PDF document containing the challan.
- Print the challan and read all notes carefully. **Note:** do not generate challan multiple times
- Visit your bank for remitting the fund through RTGS/NEFT within 2 days of challan generation

## Payment using RTGS / NEFT

The screenshot shows the EazyPay website interface for generating a challan. The page title is "Search, View & Pay" and the breadcrumb is "eazypay > Make Payments > Search by Institution Name > View Bills". The "Select Payment Mode" section has "RTGS / NEFT" selected. The transaction details are as follows:

Transaction ID	19111358616087
Account Number	Generate Challan
IFSC Code	Generate Challan
Merchant Name	SIR GANGA RAM HOSPITAL
Amount	Rs. 11800
Convenience Fee	Rs. 5.08
GST	Rs. 0.92
Total Bill Amount	Rs. 11806.00

Below the details, there are input fields for "Mobile No" (Optional), "Email ID" (Optional), and "Payer Name" (Optional). A "Generate Challan" button is visible. A note at the bottom states: "Please provide the mobile number for transaction communication & viewing transaction history."

## Sample copy of RTGS / NEFT Challan

The sample copy of the NEFT/RTGS Challan is as follows:

**eazypay**  
**NEFT/RTGS Challan**  
SIR GANGA RAM HOSPITAL  
Account Number : ICL9111358616087  
IFSC Code : ICIC0000103

**Total amount payable Rs : 11806.00**

Payment Details		Payer Details	
PGAmount	11800.00	Reference No	2212
Convenience Fee	5.08	SubMerchant Id	1851
GST	0.92		

**Notes:**

1. Please verify content of RTGS/NEFT instruction slip generated for accuracy.
2. Post taking print out of RTGS/NEFT instruction slip, visit to your bank for remitting the fund through RTGS/NEFT.
3. You may also add Account Number as payee in your Internet Banking for remitting the fund through RTGS/NEFT.
4. Please do not change any of the contents on slip manually. ICICI Bank reserves right to refuse payment if same is different from content of instruction slip generated from portal.
5. The instruction slip will become invalid post expiry of last payment date or generation of fresh instruction slip or selection of option to change channel of payment.
6. For refund claim, please contact the Merchant.

**Contact Us**  
[corporatecare@icicibank.com](mailto:corporatecare@icicibank.com)



# Tender Dashboard



- User ID and Password will be shared through email to successfully registered bidder
- After login, the bidder can see following Tender dashboard
- On the left hand side all menus are available and on top right hand side Logout button is available

## E-TENDER FOR SUPPLY OF Group: II- Surgical stores (Surgical & Consumables): Sep 2025 – Aug 2027

### OVERVIEW

Sir Ganga Ram Hospital, New Delhi, (hereinafter referred as Tenders Inviting Authority) invites Online Bids for Tender Group: II- Surgical stores (Surgical & Consumables) from established & reliable Manufacturers / Marketing firms / Companies: as enclosed in Schedule of Requirements through e-procurement portal <https://tender.sgrh.com> for Supply of Group: II- Surgical stores (Surgical & Consumables) for a period of two years from the date of conclusion of Rate contract.

Bidders are advised to participate online. The Tender Group: II- Surgical stores (Surgical & Consumables) manual can be downloaded from website <https://tender.sgrh.com>

Tender Group
Tender Group: II- Surgical stores (Surgical & Consumables)

**Tender Period: September 2025 to August 2027**

#### Tender cost & EMD details

**Cost of tender:** Rs. 11,800/- Inclusive of GST@18% (Non-refundable)

**EMD Amount:** Rs. 3,00,000/- (Refundable)

**Mode:** Payment to be submitted ONLINE through tender portal: <https://tender.sgrh.com> (NO other mode of payment accepted)

For detailed terms & conditions and tender procedure click [Tender Information Manual \(.pdf file\)](#)

To view online Tender Quotation Steps click [Online Tender Quotation Instructions \(.pdf file\)](#)

Tender Schedule	Date
Date of Issue/Publishing of Tender	23th Feb 2025 Sunday
Start Date and time for registration and filing of tender documents & financial bid.	27th Feb 2025 (Thursday) 10:00 AM
Last date and time for registration	15th March 2025 (Saturday) 11:59 PM
Last date for submission of Tender documents (Technical bid submission closure)	21st Mar 2025 (Friday) 11:59 PM
Last date and time for submission of financial bid (Commercial bid submission closure)	21st April 2025 (Monday) 5:00 PM

Activate Windows  
Go to Settings to activate Window



# View Profile

- You can view the details entered during registration on this screen along with details of payment
- All menus are available, on the top of the screen

## Vender Profile (Registration Details)

### Registration details of Vender

<b>Tender</b>	Group II -Surgical
<b>Vendor Code</b>	ST125
<b>Vendor Name</b>	Rejesh
<b>Vendor Address</b>	Test Rajesh Delhi Delhi India 110065
<b>Contact Person</b>	Rajesh
<b>Email ID</b>	rajesh.garg@sgrh.com
<b>Phone Number</b>	124578351
<b>Mobile Number</b>	7796459823
<b>GSTNumber</b>	4676465465467
<b>GST State Name</b>	Delhi
<b>Remarks</b>	Test

### Tender Registration Fee Details

Amount	10
Payment Method	Online Payment Gateway
Transaction No.	250221220316606
Payment Date	21-Feb-2025
Payment Status	APPROVED

### Tender EMD Details

Amount	
Payment Method	
Transaction No.	
Payment Date	
Payment Status	

# Tender Documents Upload



- Participants must upload all **18** documents on Tender Portal on or before 21 March 2025 ,Friday 11:59 PM.
- Only PDF files can be uploaded in the Portal. Take extra care while uploading documents and do not upload invalid / Incomplete / Expired / Unclear / Illegible / unsigned / unstamped document.
- To avoid any challenge/difficulty due to reasons like technical issues, internet connectivity, network congestion etc., you are advised to upload Tender Documents well before the last date.

**SGRH e-TENDER**

**SIR GANGA RAM HOSPITAL**  
 Welcome **REJESH (ST125)** | [Logout](#)

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eTender Dashboard
View Profile
T&C document Upload / View
EMD Payment
Manufacturers
Authorized Distributors
Items Detail
Quotation Entry
View/Edit/Delete/Print Quotation
Raise Query / View Reply
Submit e-Tender
Change Password

T&C document Upload / View

**Note:** • Please upload all Tender Documents on or before 2025-03-21 11:59 PM

• **PLEASE ENSURE THAT ALL TENDER DOCUMENTS ARE THOROUGHLY CHECKED BEFORE UPLOADING AND SUBMISSION.**

• **PLEASE ENSURE THAT ALL TENDER DOCUMENTS ARE SIGNED AND STAMPED BY TENDERER BEFORE UPLOADING AND SUBMISSION.**

• Partial submission of the tender documents may lead to the rejection of the tender.

• EMD amount shall be submitted online on or before 2025-03-21 11:59 PM

• PDF documents should only be uploaded.

• Maximum size of PDF file can be 20 MB.

• To upload a Tender document, click on select button, it will display Browse and Upload buttons at the bottom of the page. Browse the PDF document of relevant document and click on Upload button to save. Repeat this process for all documents.

• After uploading all tender documents, a button "Submit tender Documents" will appear. Click on it to submit tender documents.

Vender Name	Rejesh	T&C Upload Last date	2025-03-21 11:59 PM
List of T&C Document To be Uploaded			
SNo.	Select	T&C Document To be Uploaded	No of PDF Allowed
1	<input type="radio"/>	Tenderer information form (Specimen-1)	1
2	<input type="radio"/>	Copies of partnership deed / certificate of registration / Memorandum of association in case of corporate As per constitution of firm	1
3	<input type="radio"/>	EMD Submission details Copy of acknowledgement to be uploaded.	1
4	<input type="radio"/>	Copies of the applicable quality certificates like CE/ISO/FDA or Licenses by competent Authorities / proof of registration fee paid in case of renewal applied. Stamped and signed copies	1
5	<input type="radio"/>	Market standing certificate for last 2 years for products / firms. Stamped and signed copies	1
6	<input type="radio"/>	List of institutions where quoted items are being supplied. Other hospitals / Govt. procurement agencies / organizations.	1
7	<input type="radio"/>	Performance report for last 2 years Any 2 organizations.	1
8	<input type="radio"/>	Profit & Loss statement for the last two financial years: 2022-2023 & 2023-2024. Stamped and signed copies	1
9	<input type="radio"/>	Copies of Income tax return filed for the assessment years: 2023-2024 & 2024-2025. Copies of acknowledgement	1
10	<input type="radio"/>	Copy of GST registration certificate. issued by Government of India	1
11	<input type="radio"/>	Copies of GST return filed: GSTR9 2023-2024 & GSTR3B – Aug 24 , Sep 24 & Oct 24. Copies of acknowledgements	1
12	<input type="radio"/>	Copy of PANCARD of firm/proprietors issued by income tax department.	1
13	<input type="radio"/>	Micro Enterprise, Small Enterprises or Medium Enterprise registered under the Micro, Small and Medium Enterprise Development Act 2006 (if applicable) MSME Declaration along with certificate of Registration.	1
14	<input type="radio"/>	Banker details of tenderer Complete name, address with details.	1
15	<input type="radio"/>	Affidavit on non-judicial stamp paper of Rs 10/- duly notarized stating that the firm has not been blacklisted/disqualified in past by any govt. and/or Private organization and there is no vigilance/CBI case pending against the firm. No case has been filed against the firm/company in National Company Law Tribunal (NCLT) / no notice has been received by the tenderer from NCLT. Specimen-2	1
16	<input type="radio"/>	Affidavit on non-judicial stamp paper of Rs 10/- duly notarized stating that the rates quoted by the firm in no event exceeds the lowest price for which the firm sells/proposes to sell the items / or items of identical nature to other hospital / organization or person. Specimen-3	1
17	<input type="radio"/>	Authorized distributor certificate in case, the tenderer is a distributor / Marketing firm / Sole Importer. Company's certificate	1
18	<input type="radio"/>	Acceptance cum acknowledgement of Terms & Conditions Specimen-4	1

Activate Windows  
Go to Settings to activate Windows.

# Manufacturer(s)



- Enter the names of the manufacturers of the items that you intend to quote

## List of Manufactures

**Note:**

- Manufacturer(s) name must be added for items, tenderer wish to quote.
- While quoting, it is mandatory to select the manufacturer name against each item from dropdown.
- All \* Marks fields are Mandatory.

Manufacturer Name \*

Save

Clear

List of Manufacturer

SNo.	Manufacturer Name	Created Date	Edit
1	Test	21/02/2025	



# Authorized Distributor(s)

- Enter the details of the authorized distributors for the items that you intend to quote. If the item is selected, it will be supplied by the designated distributor.

SGRH e-TENDER

SIR GANGA RAM HOSPITAL  
Welcome **REJESH (ST125)** | [Logout](#)

eTender Dashboard
View Profile
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Authorized Distributors
Items Detail
Quotation Entry
View/Edit/Delete/Print Quotation
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Submit e-Tender

[Change Password](#)

**Authorized Distributors**

**Note:**

- Supplier detail to be added for all the items to be quoted
- While quoting, it is mandatory to select the supplier against each item from the dropdown
- All \* Marks fields are Mandatory.

Tender Group \*

Distributor Name \*

City \*

Pin Code \*

Contact Person \*

Email \*

GST No. \*

Remark

Distributor Address \*

State \*

Country \*

Mobile No. \*

Phone No. \*

GST State \*

List of Authorized Distributors

SNo.	Vendor Code	Supplier Name	Supplier Address	Contact Person	Phone No.	Mobile No.	Email Id	GST No.	GST State	Remarks	Edit
1	ST125	Test	test delhi Delhi India 110065	test	12457825	7895412587	test@gmail.com	1234785236	Delhi	test	

# Brand / Item Details



- List of items uploaded by SGRH can be viewed on this screen
- In case, you are not able to find the brand name you wish to quote, you may add new brand name by clicking "Add Brand / Name" Button.

## Items Detail

**Note:**

- SGRH has provided list of Items name based on the past procurement of the hospital.
- Tenderer can view the complete list of hospital requirements under the mentioned tender group.
- To find a Items in database enter few characters of Items name and click search button.
- To view all Items available in the database, click clear button and then on search button.
- In case tenderer do not find their brand name of the item they wish to quote, Item name can be added by 'Add Item' button on this form.
- Items should be quoted individually for different sizes and packing etc.
- In case tenderer is not able to find the item name they wish to quote, They can raise query in raise query option.
- Vendor can edit their added brand details. Description of Items provided by SGRH cannot be edited.
- Complete details of the Items must be mentioned while adding new item.
- All \* Marks fields are Mandatory.

Category  Sub Category   
 Item Name  Specification

Search Item

Clear

New Created Items

Export to Excel

List of Brands/Items


SNo.	Category Sub Category	Item Desc	Specification	Added Date
1	Surgical	Pressure Syringe - CT & MRI Consumables	150 cm Coiled Patient T Tubing with 2 Check Valve for Dual Head Procedures ( 92150-6 ) - Apollo RT	
2	Surgical	Channel Anorectal Manometry Catheter - Endoscopy	16 Channel Anorectal Manometry Catheter	
3	Surgical	Channel Esophageal Manometry Catheter - Endoscopy	16 Channel Esophageal Manometry Catheter	
4	Surgical	Disposable Dressings - All Types	1P Ileo Max Tran 12 x 75 mm U ( Old Code - 13860 ) - 17501	
5	Surgical	Synthes / AO Kirschner Wire	219.990 - Synthes / AO Washer, 13.0/6.6 mm diameter, for screws 4.5 to 7.3 mm diameter Stainless steel	
6	Surgical	Eye Consumable	23 CURVED MEMBRANE SCRAPER DSP - 338.23 (ALCON)	
7	Surgical	Eye Consumable	23G Total Plus Pak ( 7.5 ) Valve 8065751613	
8	Surgical	Eye Consumable	25 GA Chandelier W/RFID125 8065751577 - Alcon	
9	Surgical	Eye Consumable	25+ CMB PAK 10K CPM V STD 0.9 ( 8065752450 ) - Alcon	
10	Surgical	Eye Consumable	25GA Directional Laser Probe - 95-26-25L	
11	Surgical	Synthes / AO Kirschner Wire	29101 - Synthes / AO Cerclage Wire, 1.0 mm diameter, with eye length 280 mm ( Packet of 10 ) Stainless steel	
12	Surgical	Synthes / AO Kirschner Wire	29102 - Synthes / AO Cerclage Wire, 1.25 mm diameter, with eye length 280 mm ( Packet of 10 ) Stainless steel	
13	Surgical	Synthes / AO Kirschner Wire	29111 - Synthes / AO Cerclage Wire, 1.5 mm diameter, with eye length 280 mm ( Packet of 10 ) Stainless steel	
14	Surgical	Synthes / AO Kirschner Wire	292.460.10 - Synthes / AO Kirschner Wire, 0.6 mm diameter, with double tip, length 70 mm Stainless steel	
15	Surgical	Synthes / AO Kirschner Wire	292.480.10 - Synthes / AO Kirschner Wire, 0.6 mm diameter, with double tip, length 70 mm Stainless steel	
16	Surgical	Synthes / AO Kirschner Wire	292.540.10 - Synthes / AO Kirschner Wire, 1.4 mm diameter, with double tip, length 150 mm Stainless steel	
17	Surgical	Synthes / AO Kirschner Wire	292050 / 292.500.10 - Synthes / AO Kirschner Wire, 1.0 mm diameter, with double tip, length 150 mm Stainless steel	
18	Surgical	Synthes / AO Kirschner Wire	292052 / 292.520.10 - Synthes / AO Kirschner Wire, 1.25 mm diameter, with double tip, length 150 mm Stainless steel	
19	Surgical	Synthes / AO Kirschner Wire	292056 / 292.560.10 - Synthes / AO Kirschner Wire, 1.6 mm diameter, with double tip, length 150 mm Stainless steel	
20	Surgical	Synthes / AO Kirschner Wire	292057 / 292.570.10 - Synthes / AO Kirschner Wire, 1.8 mm diameter, with double tip, length 150 mm Stainless steel	
21	Surgical	Synthes / AO Kirschner Wire	292058 / 292.580.10 - Synthes / AO Kirschner Wire, 2.0 mm diameter, with double tip, length 150 mm Stainless steel	
22	Surgical	Synthes / AO Kirschner Wire	29212 / 292.520.10 - Synthes / AO Kirschner Wire, 1.25 mm diameter, with trocar tip, L150 mm Stainless steel	
23	Surgical	Neurosurgery Consumables	2MM DIAMOND BALL 15CM CAT NO - MA 15 - 25D	
24	Surgical	Neurosurgery Consumables	2mm Diamond Ball STANDARD Cat No M -25D	

Activate Windows  
Go to Settings to activate Windows.



# Adding a new Brand / Item

- Before creating any item, make sure it does not exist in the list of items floated by SGRH.
- To create a new item fill the form with the appropriate details.
- Review the Final Item / Brand Description field carefully. If approved the Purchase Order would be released with this description.

 SIR GANGA RAM HOSPITAL  
Trust of Generations

SGRH e-TENDER

SIR GANGA RAM HOSPITAL  
Welcome **REJESH (ST125)** | [Logout](#)

eTender Dashboard   View Profile   T&C document Upload / View   EMD Payment   Manufacturers   Authorized Distributors   Items Detail   Quotation Entry   View/Edit/Delete/Print Quotation   Raise Query / View Reply   Submit e-Tender

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**Item Detail Add/Edit**

**Note:**

- Addition of Item by companies/vendors to be done using this form.
- Items should be quoted individually for different sizes, specification.
- In case, companies/vendors do not find accurate details of items they wish to quote like specification, query to be raised requesting addition of the same to SGRH Tender Committee.
- Complete details of the item must be mentioned while adding new item.
- To see items added by you, select the category
- All\* marked fields are mandatory.

Category \*      Sub Category \*      Item Name \*  

Specification      Manufacturer \*      HSN Code  

**Final Item description**  
(If approved, PO will be released with this description. You can correct the description here.)

---

List of Brands/Items

SNo.	Category	Sub Category	Item Desc	Manufacturer	Item Specification	Added By	Added Date	Delete
No Data Found!								

# Search Item for Quotation Entry



## Search and select the item to initiate the Quotation

### Quotation Entry for Group II -Surgical

- Note:**
- Search the item, you wish to quote.
  - On selecting the item, you wish to quote; system will ask you to enter Manufacturer, HSN Code, Authorized Distributor/Supplier, Packing, Cost Price, Tax and MRP.
  - In case, the item you wish to quote is not available in SGRH list, please raise a query in raise query option to request SGRH Tender Committee for consideration.
  - Before saving check your quote carefully. If quoted item is approved, Purchase Order will be made with details you have entered while quoting.
  - New item addition will be solely at discretion of tender committee approval.
  - It is mandatory to click sample submitted checkbox for items where sample is required. For details: Refer sample requirement section in Tender Manual.
  - All \* Marks fields are Mandatory.

Search Item

Category  Sub Category  Item

Legends:  Items uploaded by SGRH  Items added by you  Items Quoted by you

SNo.	Select Category	Sub Category	Item Desc	Specification	Added By
1	<input checked="" type="radio"/> Surgical	Balloon Dilator All Types / Sizes	Ureteral Balloon Dilation Catheter 5 Fr 65 cm ( UUBDC5065 ) - Manish Medi		



# Quotation Entry/ Price Bid



- Enter correct details like cost, MRP, tax, HSN, manufacturer, and supplier etc.
- Enter cost and MRP .

**Quotation Entry for Group II -Surgical**

**Note:** • Search the item, you wish to quote.  
 • On selecting the item, you wish to quote; system will ask you to enter Manufacturer, HSN Code, Authorized Distributor/Supplier, Packing, Cost Price, Tax and MRP.  
 • In case, the item you wish to quote is not available in SGRH list, please raise a query in raise query option to request SGRH Tender Committee for consideration.  
 • Before saving check your quote carefully. If quoted item is approved, Purchase Order will be made with details you have entered while quoting.  
 • New item addition will be solely at discretion of tender committee approval.  
 • It is mandatory to click sample submitted checkbox for items where sample is required. For details: Refer sample requirement section in Tender Manual.  
 • All \* Marks fields are Mandatory.

Search Item

Category	Surgical	Sub Category	Balloon Dilator All Types / Sizes	Item	Ureteral Balloon Dilation Catheter 5 Fr 65 cm ( UUBDC:)	<a href="#">View</a> <a href="#">Clear</a>
----------	----------	--------------	-----------------------------------	------	---	--

Enter Manufacturer, HSN Code, Authorized Distributor, Packing, Cost Price, Tax and MRP

Category	Surgical	Sub Category	Balloon Dilator All Types / Sizes	Item	Ureteral Balloon Dilation Catheter 5 Fr 65 cm ( UUBDC5065 ) - Manish Medi	
Specification		Packing *	Piece	Piece of 1	HSN Code *	0000
Manufacturer *	Test	Distributor *	Test			

**Cost of Item**

Cost of Piece of 1 *	30	Disc. % *	50
Tax Type	<input checked="" type="radio"/> Exclusive Tax <input type="radio"/> Inclusive Tax	Tax % *	GST 12.00

**Cost as per selected packing**

Cost of <b>Piece of 1</b>	30
Discount Amount of <b>Piece of 1</b>	15
Cost after Discount without Tax of <b>Piece of 1</b>	15
Tax Amount of <b>Piece of 1</b>	1.8
Cost after Discount with Tax of <b>Piece of 1</b>	16.8

**MRP of Item**

MRP of Piece of 1 *	50
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**MRP as per selected packing**

MRP of <b>Piece of 1</b>	50
Tax Amount of <b>Piece of 1</b>	5.3571
MRP with out Tax of <b>Piece of 1</b>	44.6429

Free of Cost Offer /Scheme	Remarks	<a href="#">Save</a> <a href="#">Clear</a>
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Activate windows  
Go to Settings to activate Windows.



# Edit / Delete / Print Quote

- After quoting items, you can perform following:
  - View quoted items
  - Edit details of quoted item e.g. cost, MRP and tax
  - Delete a wrongly quoted item
  - Print price bid
- **Note:** The price bid printout is allowed till 21st April 2025 , 5 PM

## View/Edit/Delete/Print Quotation

- **Note:** Quoted item details can be edited using Edit button only before final submission.
- To delete a quoted item select it in the list and click on Delete button.
- Printout of quoted items to be retained by vendors for their record. For printout, click on Print button, quote will be downloaded in PDF format.
- While submitting sample, tenderer is advised to retain ID mentioned in column next to Sno. and mention it on the physical sample at the time of sample submission.
- Download Excel file for sample submission, click on Export to Excel button, It is advised to take a print out of quoted items and retain for future reference.

Search Item

Select Category:  Select Sub Category:  Item name:

SNo.	ID	Vendor Code	Category	Sub Category	Item Desc	Manufacturer	Supplier Name	HSN Code	Packing	Cost Per Pack	Tax %	Tax Amt	Discount %	MRP Per Pack	Edit	Delete
1	2	ST125	Surgical	Abdominal Blue Plus Gauze Sponge ( 10 x 10 cm x 8 ply ) - Xray	Gauze Sponge ( 10 x 10 cm x 8 ply ) with Xray Detectable ( Cardiac )- VELSWAB	Test	Test	1234	Packet of 100	100.0000	GST 12.00	12.0000	0.0000	200.0000	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	11	ST125	Surgical	Abdominal drain kit ( 20F )	Abdominal drain kit ( 20F ) - Polymed	Test	Test	0000	Piece of 1	20.0000	GST 12.00	2.3520	2.0000	50.0000	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

# Submit Tender



- After entering quotes, it is mandatory to click "SUBMIT e-Tender" button to indicate the final submission of Price Bid
- In case, you do not click submit button before 21st April 2025 , 5 PM, bid will be considered as incomplete and rejected
- After tender submission, you will not be allowed to add, modify or delete any quoted items
- The Tender portal will **NOT** be accessible after 21st April 2025 , 5 PM

## Submit e-Tender

### Note:

- The last date of submitting Tender 21-Apr-2025.
- It is advised to take a print out of quoted items and retain for future reference.
- Please make sure to click submit e-Tender button after accepting disclaimer checkbox for final submission of tender.
- You cannot quote any new item or edit any quoted item after clicking submit button.
- In case you do not click submit button by 21-Apr-2025 5 PM, Bid will not considered.
- All \* Marks fields are Mandatory.

Total number of items quoted by you are: 2

### Disclaimer: \*

#### By Clicking submit, you are accepting the followings:

- a. We undertake that all the information submitted online is fully accurate and as per compliance with tender conditions.
- b. If anything found false, bid will be liable to be rejected.
- c. This tender is not an offer by the Sir Ganga Ram Hospital, Delhi, but an invitation to receive offer from Tenderer. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorised officers of SGRH, Delhi with the selected Tenderer.
- d. Manual bid shall not be accepted in any circumstance.
- e. The complete bidding process in online bidding, Bidder's submission of all kind of document through SGRH web portal and all kind of e-communication with SGRH will be treated as digitally signed by the bidders.

I agree to the Terms and Conditions

Clear

Submit e-Tender

# Importance of Accuracy in Bidding



In previous tenders, we have observed that some manufacturers quote carelessly, leading to numerous mistakes.

This negligence by just 5-10% of bidders delays the entire process of compiling comparative documents and selecting items. To improve efficiency, we kindly ask all participants to exercise diligence when quoting items. Please double-check your quote to ensure accuracy before submitting your tender.

Following slides shows few example of common mistakes made by bidders!

# Common Mistakes – Email



Many bidders provide incorrect official email addresses of their organization, causing important tender communications to go undelivered.

Sometimes, the individual submitting the bid uses their personal email, which leads to issues when that person departs the organization during the tender period, leaving emails unattended.

# Common Mistakes – Last minute Payment



Few bidders attempt to pay the registration fee and EMD on the last day. Sometimes, their last minute attempt fails and leads to rejection.

To avoid challenges such as technical issues, internet connectivity problems, network congestion, or bank holidays, we advise submitting payments well before the deadline.

# Common Mistakes – Last minute upload and submission of Tender Documents



Bidders often attempt to upload / submit the tender documents on the last day. In the rush to meet the deadline, they often submit invalid, incomplete, expired, unclear, illegible, unsigned, or unstamped documents, resulting in rejection.

To avoid potential challenges such as technical issues, internet connectivity problems, or network congestion, we strongly advise uploading tender documents well before the deadline.

# Common Mistakes – Wrong Distributor



When quoting an item, bidders must select the name of the authorized distributor. If the item is selected and approved, it will be supplied by the designated distributor. However, bidders sometimes choose the wrong distributor in their quotes, which delays the creation of the rate contract.



# Common Mistakes – Wrong Item Remarks and Free of Cost Remarks



The item remarks and free of cost remarks are non-mandatory. However, many bidder unknowingly enter irrelevant remarks. Do not enter junk information. Following are few examples of irrelevant remarks:

- NA
- OK
- NILL
- FOC not applicable
- Best price
- Special rate
- MRP is inclusive of GST
- Supplying from past 3 years



Thanks