



Department of Health and Medical Education
Government Medical College Baramulla.
Procurement Section

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Ø 01952-238140



*****Short Term Quotations*****

Subject: Invitation of Quotations for RSO Renewal, Employee Addition in AERB Portal and Employer Change in Ellora Portal.

Sealed quotations are invited submitted on a ₹ 2/- (*Rupees Two Only*) Stamp Paper from eligible, experienced, and technically competent service agencies for carrying out regulatory facilitation work related to AERB compliance at Associated Hospital, GMC Baramulla. The work involves Renewal of Radiation Safety Officer details, Addition of Employees on AERB Portal, and Employer Change on Ellora Portal, as per the scope of work outlined below.

1. Scope of Work

a) Renewal of RSO Details in AERB Portal

- Verification and preparation of documents required for RSO renewal.
- Submission of renewal application as per AERB norms.
- Coordination with AERB until approval is granted.

b) Addition of Employees in AERB Portal

- Checking and verification of employee radiation documents.
- Uploading details and submitting the application for AERB approval.
- Follow-up with authorities until completion.

c) Employer Change in Ellora Portal

- Preparation of documentation for change of employer.
- Submission on Ellora Portal as per procedural guidelines.
- Liaison with AERB/Ellora Portal authorities for approval.

2. Submission of Quotations

1. Interested agencies shall submit sealed quotations superscribed "Quotation for AERB & Ellora Portal Regulatory Services – GMC Baramulla".
2. The quotation shall be addressed to:
The Procurement office, Government Medical College Baramulla,
and deposited in the said office on or before 15/12/2025 up to 4:00 PM.
3. Quotations received after the stipulated time shall not be considered.

(Signature)

3. Financial Bid Format

Agencies shall quote rates strictly in the following format:

| S. No. | Description of Service | Rate (₹) | Taxes (if any) | Total (₹) |
|---------------|---|---------------------|---------------------------|----------------------|
| 1. | Renewal of RSO in AERB Portal | | | |
| 2. | Addition of Employee in AERB Portal (per employee) | | | |
| 3. | Employer Change in Ellora Portal (per case) | | | |
| Grand Total | | | | |

Rates shall be quoted clearly and without overwriting.

4. Earnest Money Deposit (EMD)

1. Each bidder shall submit an EMD of ₹5,000 (Rupees Five Thousand Only) in the form of CDR/FDR/BG pledged to Chief Accounts Officer GMC Baramulla.
2. Quotations submitted without the requisite EMD shall be summarily rejected.
3. EMD of unsuccessful bidders shall be released after finalization of the contract.

5. Eligibility Criteria

Bidders must submit the following documents along with the quotation:

1. Valid Registration Certificate of the firm/agency.
2. PAN and GST Registration.
3. EMD of ₹ 5,000 in favor of Chief Accounts Officer GMC Baramulla.
4. Proof of experience in AERB Portal / Ellora Portal / RAIS regulatory work.
5. Work experience certificate(s) from Government institutions or recognized medical establishments (if available).
6. Undertaking that the bidder has not been blacklisted by any organisation.

R. V. J.

6. Terms & Conditions

1. The quoted rates shall remain valid for one year from the date of finalization.
2. The agency shall ensure strict adherence to AERB guidelines and regulatory procedures.
3. Any deficiency in documentation requiring re-submission due to agency error shall be rectified without additional cost.
4. Taxes shall be charged as per applicable Government norms.
5. Payment shall be made only upon successful completion of assigned work and verification by the concerned department.
6. The agency shall maintain confidentiality of all institutional documents, employee data, and regulatory submissions.
7. The competent Authority reserves the right to reject or accept any quotation, wholly or partially, without assigning any reason.
8. In case of any dispute, the matter shall fall under the jurisdiction of competent courts within the UT of Jammu & Kashmir.
9. Work shall commence immediately after issuance of the Work Order.
10. The bidder shall be responsible for timely follow-up with AERB/Ellora authorities; delays due to portal issues or external verification will not be attributed to GMC Baramulla.

7. Opening of Quotations

The quotations shall be opened in the office of the undersigned on 16/12/2025 at 11:00 AM, in the chamber of the Principal GMC Baramulla.



12/12/2025

Dr. (Prof) Majid Jahangir
Principal/Dean
Govt. Medical College
Baramulla
Dated: - 12-12-2025

No: GMCB/PO/2025-26/2949-S3

Copy to:

1. Joint Director, Information Department Kashmir, Srinagar with the request to publish this Quotation notice in three leading dailies of the UT.
2. Chief Accounts Officer GMC Baramulla for information.
3. Medical Superintendent AH-GMC Baramulla for information.
4. In-Charge Website GMC Baramulla to upload this notice on official website of GMC Baramulla.