



P.B. No. 2900, Hosur road, Bangalore-560029

Ph.26995023to25/26995780

Email: aaos@nimhans.ac.in

STR/D-5/ /NHC/STAT/2019-20

Date: 14/06/2019

Dear Sir/Madam,

Subject: Quotation for Supply of Stationary Items.

With reference to subject cited above, kindly make arrangements to send your Quotation/Proforma Invoice in a sealed cover to the undersigned for **Supply of Stationary Items** as detailed below on or before **Jun 28th, 2019** positively by **post/courier/Hand**. **Quotation sent by mail/Fax will not be accepted**. Please enclose the copies of your Tin Number, Pan Number, GST number.

SI No	Item	Qty
1	Double Side Carbon Sheet Specifications: 210X330mm(as per the specimen)	10,000 sheets /100 packs.
2	Brown Medicine Cover Specifications: Medium size: 8 ^{1/4} x 7inch Large size: 11X9inch (as per the specimen)	10,000 covers 10,000 covers
3	Rubber Band (Nylon) (as per the specimen)	1 Kg

For any clarification please contact Mrs. Indira Ramana Babu, I/c NHC – NHC Staff Clinic, Contact No: 080-26995280

Note:

1. Before sending quotation, please confirm with the End User.
2. Mention our Reference No. and due date on the envelope cover.
3. Specify the percentage of tax claiming.
4. Payment terms: No advance payment will be made. Payment will be released only after successful supply.
5. Enclose the copies of your Tin Number, Pan Number & GST Number.
6. Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
7. **National Institute of Mental Health & Neuro Sciences, Bangalore**, reserves the right to reject, accept any or whole or part of any of the tender without assigning any reason thereof and no claim will be heard. In case of dispute, the decision of **The Director, National Institute of Mental Health & Neuro Sciences, Bangalore** will be final and binding.
8. If the successful bidder is not able to supply the goods items within the delivery date specified in the purchase order, the purchase order will be automatically treated as cancelled.
9. Delivery of the items and bills should be produced within 20 days from the date of receipt of our order otherwise penalty will be levied as per the institute rules.
10. Quotation should be addressed to **Special Officer (E), NIMHANS Purchase section, Bangalore-560029**.

Yours faithfully

Special Officer (E)

विशेष अधिकारी (ई) Special Officer (E)

राष्ट्रीय मानसिक स्वास्थ्य और तंत्रिका विज्ञान संस्थान, बंगलूर

National Institute of Mental Health & Neuro Sciences

Bangalore-560 029,