



NATIONAL INSTITUTE OF MENTAL HEALTH & NEURO SCIENCES
(Institute of National Importance), Hosur Road, Bengaluru – 560 029

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STR-D2/283/Filing Cabinet/AAO(H)/19-20

24.09.2019

Sir,

Subject: Quotation for the supply of Filing Cabinet.

With reference to subject cited above, kindly make arrangements to send your Quotation/Proforma Invoice in a sealed cover to the undersigned for the supply of the following item/s as detailed below on or before **14th October 2019** positively by post/ courier/Hand. Quotation sent by Fax/mail will not be accepted. Please enclose the copies of your GST Number, PAN Number.

SI No.	Description	Qty
1	Filing cabinet Specification: FILING CABINET WITH 4 DRAWERS: of size – 4.5' H X 1.5' W X 2.5' D with four drawers fitted slides having free floating bearing so that there shall be simultaneous movement of the drawers and the slide. A single lock shall be fixed with at the top with a push button arrangement for automatic of all the drawers, The cabinet shall be provided with necessary cradles and compressor plage, suitable handle should be fixed and each drawer shall be painted in dual colour or single colour with enamel paint. All compartments shall be made out of MS sheet with 18 guage Warranty: 1 year	20 Nos.

Downloading of Tender documents from website	www.nimhans.ac.in
Last date for Enquiry (If required) Contact: Mrs. Sindhu M G, BME Phone No.-26995700	04.10.2019
Last date for submission of Sample (Mandatory) Sample should be submitted at Mrs. Sindhu M G, BME Contact: Mrs. Sindhu M G, BME Contact No. 26995700/5221 Delivery challan of the sample submitted at BME should be enclose in the Tender Document . Without sample bid will be rejected.	11.10.2019
Quotation submission last date	14.10.2019

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Note:

1. Sealed quotation has to be submitted only by either manufacturer of the articles or the authorized local supplier of the manufacturer. Copy of authorization letter has to be enclosed.
2. Quantity of items may be increased/decreased as per requirement
3. Item wise price, taxes, any surcharges (such as transportation, installation, customs duty, etc.), grand total, warranty, delivery period, contact person details (such as Mobile No., E-mail, local supplier address) should be clearly mentioned and the price mentioned should be door delivery price.
4. The Price quoted should to be valid for 1 year with 1 year warranty.
5. **The rates of the “Filing cabinet” will be freezed for 1 Year from the date of purchase order; however Institute reserves the right to procure/reject the purchase of goods with the successful tenderer on repeat order basis within 1 year from the date of purchase order.**
6. Mention our Reference No. and due date on envelope cover for tender No. **STD2/283/Filing Cabinet/AAO(H)/19-20**. The tender bid received after the due date and time will be rejected. **NIMHANS, Bengaluru will not take any responsibility for delay, loss or non-receipt of the tender documents sent by post or under any other circumstances..**
7. Payment terms: No advance payment will be made. Payment will be released only after successful installation & commissioning in all formats and handing over the furniture/equipment to the End-user.
8. Enclose the copies of your GST Number & PAN Number, Bank details, without these your quotation will be rejected.
9. Mention the warranty period and delivery period of the item.
10. Quotation must be submitted along with relevant documents counter signed along with seal by the bidder (if applicable such as authorization certificates, Item supplied list of Institutes/Hospitals, catalogues etc.). If not submitted quotation will be treated as incomplete and may be rejected.
11. If the purchase of article is approved by the institute, the article should be supplied/installed within the delivery period quoted else penalty will be levied as per institute rules.
12. Sealed quotation shall be addressed to **THE SPECIAL OFFICER(E),PURCHASE SECTION, NIMHANS, HOSUR ROAD, BENGALURU – 560 029**
13. Quotation received after last date and time will not be considered under any circumstances.
14. However, the institute reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.
15. If necessary the firm may be called for **demo or supply of samples** of the articles.
16. For equipments worth Rs. 2,00,000/- and above, Agreement has to be executed on Rs. 200/- stamp paper (Specimen will be provided with purchase order) and Bank Guarantee has to be executed from a Nationalized Bank for 10% of total value valid for a period of 60 days beyond the warranty period, else payment will not be processed.

Yours faithfully

Sd/-

Special Officer(E)