



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

Ph.26995023to25/26995780

Email: aaos@nimhans.ac.in

STR/D-5/ /SL/NUR/2019-20

Date: 30/08/19

Dear Sir/Madam,

Subject: Quotation for Printing & supply of Leather Bounded Register.

With reference to subject cited above, kindly make arrangements to send your Quotation/Proforma Invoice in a sealed cover to the undersigned for **Printing & supply of Leather Bounded Register**, as detailed below on or before **Sep 19th, 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	Printing & supply of Leather Bounded Register Specifications: 6QR using Ledger Paper, 13X81/2 inch closed book size.	8 Nos

For any clarification please contact Glory Joshep, Nursing Tutor, Clinical Nursing – Sub Speciality Block (SSB), Contact No: 080-26995225.

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. The vendor will have to submit an undertaking in this regard that this condition is acceptable to him. In case of extra ordinary circumstances the vendors must send a request for extension of validity of purchase orders, with proper justification prior to the expiry of validity date for consideration.
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 (S), NIMHANS Purchase section, Bangalore-560029**.

Yours faithfully

Special Officer (S)

विशेष अधिकारी (ई) Special Officer (S)
राष्ट्रीय मानसिक स्वास्थ्य और तंत्रिका विज्ञान संस्थान, बंगलूरु
National Institute of Mental Health & Neuro Sciences
Bangalore - 560 029.

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Stock Register layout

Date	Present Stock	Specification	Particular of supplier Name and address	Voucher No and Date	Location	condemnation		Balance	Ward Supervisor Sign	Remarks	Auditor sign
						Date	Quantity				
3cm	3 cm	8 cm	6 cm	4 cm	3.5 cm	3 cm	2.5 cm	3 cm	3 cm	5 cm	4cm

Mr. J. W. T. M.