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**STR/D-5/ /NARC REG/NA/2019-20**

**Date: 04/10/19**

Dear Sir/Madam,

**Subject: Quotation for Printing & supply of Narcotic Register & Narcotic Prescription Book.**

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 Narcotic Register & Narcotic Prescription Book**, as detailed below on or before **Oct 24<sup>th</sup>, 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.	<b>Printing &amp; supply of Narcotic Register</b> <b>Specifications:</b> 400 pages back to back, Printing Specimen enclosed, Using Ledger Paper, 12 <sup>1/2</sup> X 7 <sup>3/4</sup> inches closed book, hard cover binding & paper GSM as per specimen.	10 Nos
2.	<b>Printing &amp; supply of Narcotic Prescription Book</b> <b>Specifications:</b> 200 pages carbonless triplicate (Pink -200 White – 200 Grey -200), perforation is required for Pink & White, Printing Specimen enclosed, sheet size 8 <sup>1/2</sup> X 5 <sup>3/4</sup> inches, Padding of 600 sheets of 3 sets, paper GSM as per specimen.	30 books

**For any clarification please contact Dr M Radhakrishnan, Professor & Head, Department of Neuroanaesthesia & Neurocritical Care, Contact No: 080-26995830/5415.**

**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 15 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)**

**Special Officer (S)**  
राष्ट्रीय मानसिक स्वास्थ्य और स्नायु विज्ञान संस्थान  
National Institute of Mental Health & Neuro Sciences  
Bangalore-560 029.