



P.B. No. 2900, Hosur road, Bangalore-560029  
Ph.26995023to25/26995780  
Email: aaos@nimhans.ac.in

STR/D5/ /TID/PER/19-20

Date: 14/11/19

Dear Sir/Madam,

**Subject: Quotation for Printing & Supply of Temporary Id Cards.**

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 Temporary Id Cards** as detailed below on or before **Dec 5<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>Temporary Id Cards Blue (Printing &amp; Supply)</b> <b>Specification:</b> 5.1X9.1 cm colour printing on both sides, As per the specimen (Printing Specimen Front & Back as per Annexure 1)	500 Cards
2	<b>Temporary Id Cards Yellow (Printing &amp; Supply)</b> <b>Specification:</b> 5.1X9.1 cm colour printing on both sides, As per the specimen (Printing Specimen Front & Back as per Annexure 1)	500 Cards

**For any clarification please contact Mr Avinash S, JSA, Personnel Section, for more details Contact No: 080-26995198.**

**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 (E)  
राष्ट्रीय मानसिक स्वास्थ्य और तंत्रिका विज्ञान संस्थान, बंगलूर  
National Institute of Mental Health & Neuro Sciences  
Bangalore -560 029.



**NIMHANS**  
**TEMPORARY IDENTITY CARD**

NAME \_\_\_\_\_

EMP NO. \_\_\_\_\_

DESIGNATION \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

ISSUING AUTHORITY  
REGISTRAR

BLOOD GROUP

PH:

IN CASE OF EMERGENCY PLEASE CONTACT

**NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES**

(AN INSTITUTE OF NATIONAL IMPORTANCE)

Hosur Road, Bengaluru-560 029. Tel : 26995198 / 99

FOR IDENTIFICATION PURPOSE ONLY