



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

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STR-D2/Pots & Manure/Horticulture/18-19

23.01.2020

Sir,

Subject: Quotation for the supply of Plastic Pots.

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 **10th February 2020** positively by post/ courier/Hand. Quotation sent by Fax will not be accepted. Please enclose the copies of your Tin Number, Pan Number.

| SI No | Item Name & Specification | Qty |
|-------|--|----------|
| 1 | Brown Colour Plastic Pots with Bottom plates 12" Size | 200 Nos. |
| 2 | Brown Colour Plastic Pots with Bottom plates 14" Size | 200 Nos. |

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|---|--|
| Downloading of Tender documents from website | www.nimhans.ac.in |
| Last date for Enquiry (If required) Contact: Public Relation Officer Phone No.-26995010 | 07.02.2020 |
| Quotation submission last date | 10.02.2020 |

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. Price quoted, should be valid for **1 year**.
5. Mention our Reference No. and due date on envelope cover.
6. 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.
7. Enclose the copies of your GST Number & PAN Number, Bank details, without these your quotation will be rejected.
8. Mention the warranty period and delivery period of the item.

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9. 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.
10. 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.
11. Sealed quotation shall be addressed to **THE SPECIAL OFFICER(E), PURCHASE SECTION, NIMHANS, HOSUR ROAD, BENGALURU – 560 029**
12. Quotation received after last date and time will not be considered under any circumstances.
13. However, the institute reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.
14. If necessary the firm may be called for **demo or supply of samples of the articles**.
15. 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


Special Officer