



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

Ph.26995023to25/26995780

Email: aaos@nimhans.ac.in

STR/D-5/ /STAT/A&E/2019-20

Date: 19/02/20

Dear Sir/Madam,

Subject: Quotation for Printing & Supply of various Examination Stationery Items.

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 various Examination Stationery Items** as detailed at Annexure - 1 on or before **MARCH 6th, 2020** 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.

Note:

1. Please check Annexure for the Items Description & Quantity.
2. Before sending quotation, please confirm with the End User.
3. Mention our Reference No. and due date on the envelope cover.
4. Specify the percentage of tax claiming.
5. Payment terms: No advance payment will be made. Payment will be released only after successful supply.
6. Enclose the copies of your Tin Number, Pan Number & GST Number.
7. Compulsorily submit the sample else quotation may be rejected Further the sample has to be delivered before the due period to Mr. Praveen S, SSA, Purchase section by duly mentioning the tenderer name and details on the sample. **Don't Insert the sample with Quotation Cover submit it separately.**
8. 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.
9. **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.
10. 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.
11. 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.
12. Quotation should be addressed to **Special Officer (S), NIMHANS Purchase section, Bangalore-560029.**

Yours faithfully

Special Officer (S)

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

Sl No	Description	Quantity
1.	Practical Answer Booklets Specification: <i>Each Booklet containing 8 pages, using maplitho Paper & multicolor Printing, A4 Size with Stitching</i>	1,000 Booklets
2.	Additional Answer Booklets Specification: <i>Each Booklet containing 8 pages, using maplitho Paper & multicolor Printing, A4 Size with Stitching</i>	3,000 Booklets
3.	Invigilator Diary Specification: <i>Each Booklet containing 6 pages, using maplitho Paper, with Printing, A4 Size with Stitching</i>	300 Booklets
4.	PG Non Medical & MPH Mark list Theory Specification: <i>100 pages both side printing & multicolor, using 120 GSM maplitho Paper, Stiff Binding, 390mmX297mm size</i>	5 Nos.
5.	PG Non Medical & MPH Mark list – Practical/ Viva-vice/Case Reports Specification: <i>100 pages both side printing & multicolor, using 120 GSM maplitho Paper, Stiff Binding, 390mmX297mm size</i>	5 Nos.
6.	PG Non Medical & MPH Mark list Dissertation Specification: <i>100 pages both side printing & multicolor, using 120 GSM maplitho Paper, Stiff Binding, 390mmX297mm size</i>	5 Nos.
7.	UG Mark list Theory Specification: <i>100 pages both side printing & multicolor, using 120 GSM maplitho Paper, Stiff Binding, 390mmX297mm size</i>	5 Nos.
8.	UG Mark list Practical/Viva-vice Specification: <i>100 pages both side printing & multicolor, using 120 GSM maplitho Paper, Stiff Binding, 390mmX297mm size</i>	5 Nos.
9.	Result Sheet (Medical) MD/DM/M.Ch Specification: <i>100 pages both side printing & multicolor, using 120 GSM maplitho Paper, Stiff Binding, 390mmX297mm size</i>	5 Nos.
10.	Pre Ph.D Theory Mark list (Internal Examiner) Specification: <i>100 pages both side printing & multicolor, using 120 GSM maplitho Paper, Stiff Binding, 390mmX297mm size</i>	2 Nos.
11.	Pre Ph.D Theory Mark list (External Examiner) Specification: <i>100 pages both side printing & multicolor, using 120 GSM maplitho Paper, Stiff Binding, 390mmX297mm size</i>	2 Nos.

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Sl No	Description	Quantity
12.	Pre Ph.D Mark list Viva-voce <u>Specification:</u> 100 pages both side printing & multicolor, using 120 GSM maplitho Paper, Stiff Binding, 390mmX297mm size	2 Nos.
13.	A4 Size Award Certificates (Landscape) with NIMHANS Logo <u>Specification:</u> Board for Printing Award Certificate with NIMHANS Logo, 300 GSM Board, 22X30 cm with Double Colour & Grey Colour Border Line Printing.	100 Nos.
14.	Convocation Certificate Degree Folders <u>Specification:</u> Rexine Bound Folders.	800 Nos.
15.	ID Card Holder with Green Tag As per the specimen.	2,500 Nos.
16.	ID Card Holder with Yellow Tag As per the specimen.	500 Nos.
17.	ID Card with Plastic Pouch (External Trainees) <u>Specification:</u> 7X10 cm Green singles side printing, Cover 7.2X11.2cm cover one side open	5,000 Nos.