



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

Ph.26995023to25/26995780

Email: aaos@nimhans.ac.in

STR/D-5/016/FILES/DIFDEPT/2020-21

Date: 04/05/2020

Dear Sir/Madam,

Subject: Inviting Quotations for Printing & Supply of Clip Files.

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 Clip Files** as detailed below on or before **MAY 26th, 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.

| SI No | Item | Qty |
|-------|---|---------------------|
| 1 | Clip File Pink Colour: <u>Specification:</u> 400 GSM single colour front side Black Colour Printing, open File Size 20X14 inch with 3 Creasing & Folding with 6 inch Plastic clips with Buffers. Weight: 105gm/ each File NOTE: Compulsorily Submit the sample by May 20th else quotation may be rejected. | 2,000 Files. |
| 2. | Clip File Orange Colour: <u>Specification:</u> 400 GSM single colour front side Black Colour Printing, open File Size 20X14 inch with 3 Creasing & Folding with 6 inch Plastic clips with Buffers. Weight: 105gm/ each File NOTE: Compulsorily Submit the sample by May 20th else quotation may be rejected. | 300 Files |
| 3. | Clip File Green Colour: <u>Specification:</u> 550 GSM single colour front side Black Colour Printing, open File Size 22X14 inch with 3 Creasing & Folding with 6 inch Metal clips with Buffers. & Eco fastner Clips on left inner side of the File. Weight: 105gm/ each File. NOTE: Compulsorily Submit the sample by May 20th else quotation may be rejected. | 2,000 Files |

For any clarification SI No 1 & 2 please contact Indira Ramana Babu, Ward Supervisor, NHC (Staff Clinic), Contact No: 080-26995280.

For any clarification SI No 3 please contact Mr Praveen S,SSA, Purchase Section, Contact No: 080-26995025.

Note:

1. Before sending quotation, please confirm with the End User. Mention our Reference No. and due date on the envelope cover.
2. Specify the percentage of tax claiming. Enclose the copies of your Tin Number, Pan Number & GST Number.
3. Payment terms: No advance payment will be made. Payment will be released only after successful supply of the items.
4. Compulsorily submit the sample else quotation may be rejected Further the sample has to be delivered before the sample submission 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.**
5. Sample must match our specimen File colour (Pink, Orange & Green).
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 **Assistant Administrative Officer (S), NIMHANS Purchase section, Bangalore-560029.**

Yours faithfully

Assistant Administrative Officer (S)
National Institute of Mental Health
and Neuro Sciences,
Bangalore - 560 029



ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ
(ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತಾ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು - 29.
ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಸ್ವಾಸ್ಥ್ಯ एवं ಸ್ನಾಯು ವಿಜ್ಞಾನ ಸಂಸ್ಥಾನ
(ರಾಷ್ಟ್ರೀಯ ಮಹತ್ವ का संस्थान) बेंगलूरु - 29.
NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES
(INSTITUTE OF NATIONAL IMPORTANCE) BENGALURU - 29.

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ಫाइल संख्या
File No. _____

ವಿಷಯ
विषय
Subject _____

ಪ್ರಾರಂಭವಾದುದು
प्रारंभ
Commenced on _____

ಮುಕ್ತಾಯವಾದುದು
बंद
Closed on _____



ರಾಷ್ಟ್ರೀಯ ಮನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ
(ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತಾ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು - 29.

राष्ट्रीय मानसिक स्वास्थ्य एवं स्नायु विज्ञान संस्थान
(राष्ट्रीय महत्व का संस्थान) बेंगलूरु - 29.

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(INSTITUTE OF NATIONAL IMPORTANCE) BENGALURU - 29.

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फाइल संख्या

File No.

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Subject

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बंद

Closed on



ರಾಷ್ಟ್ರೀಯ ಮನನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ
ಬೆಂಗಳೂರು-560 029

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಸ್ವಾಸ್ಥ್ಯ और स्नायु विज्ञान संस्थान
ಬೆಂಗಳೂರು-560 029

NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES
BANGALORE-560 029

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NHSC

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फाइल नं.

File No. _____

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विषय

Subject _____

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प्रारंभ

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बंद

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