



National Institute of Mental Health and Neurosciences
राष्ट्रीय मानसिक स्वास्थ्य और स्नायु विज्ञान संस्थान
ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ

NIMHANS
An Institute of National Importance



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STR/D-5/ /FF/PER/2020-21

Date: 19/09/2020

Dear Sir/Madam,

Subject: Inviting Quotations for Supply of Plastic File Folders (Cabinet folders).

With reference to subject cited above, kindly make arrangements to send your Quotation/Proforma Invoice in a sealed cover to the undersigned for **Supply of Plastic File Folders (Cabinet folders)** as detailed below on or before **Oct 5th, 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.

Sl No	Item	Qty
1	Plastic File Folders (Cabinet folders) Specifications: Folder size: 36X26 cms, Category: Continuous Leaf (25 Leaf), Polypropylene material of 0.4 microns and untearable material, Folder shall be provided with necessary hangers to hang the file inside cabinet tray, Name sheet should be provided for the Identification of the File, NOTE: Compulsorily Submit the sample by Oct 5th else quotation may be rejected.	30 Sets (each sets 25 leaf)
For any clarification please contact: Mr Avinash S, JSA, Personnel Section, Contact No: 080-26995198.		

Note:

- Before sending quotation, please confirm with the End User.
- Mention our Reference No. and due date on the envelope cover. Specify the percentage of tax claiming.
- Payment terms: No advance payment will be made. Payment will be released only after successful supply.
- Enclose the copies of your Tin Number, Pan Number & GST Number.
- 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.
- Submit **single Quote** and **single sample** else quotation may be rejected.
- 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.
- 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.
- 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.
- 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.
- Quotation should be addressed to **Manager (S), NIMHANS Purchase section, Bangalore-560029**.

Yours faithfully

Manager (S)
Purchase Section
National Institute of Mental Health & Neuro Sciences
Bengaluru - 560 029.

19/9/2020