



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

Ph.26995023to25/26995780

Email: aaos@nimhans.ac.in

STR/D-5/397/DR/PUR/2019-20

Date: 07/09/2020

Dear Sir/Madam,

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

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 **Files & Registers** as detailed below on or before **Sep 28th, 2020** positively by **post/ courier/Hand**. **Quotation sent by mail/Fax will not be accepted**. Please enclose the copies of your PAN Number, GST number, Vendor mandate Forms.

Sl No	Item	Qty
1.	Drug Stock Maintenance Registers Specifications: 13X16 ½ inch (closed Book) with Printing using 80 GSM Ledger Paper, 100 Sheets (with Page No 200) Half Calico Binding.	50 Nos.
2.	Clip/Flat Files Specifications: Brown Colour Files with printing single color front side only, Files of 32 KG Board (550 GSM) with Metal Clip at the centre.	6,000 Nos.
3.	Folders Files Specifications: Brown Colour Office Folder Files of 32 KG Board (550 GSM) with Eyelets, calico cloth inside at the centre, printing at front side of the file with single color.	3,000 Nos.

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

Note:

1. Before sending quotation, please confirm with the End User.
2. Mention our Reference No. and due date on the envelope cover. Specify the percentage of tax claiming.
3. Payment terms: No advance payment will be made. Payment will be released only after successful supply.
4. Enclose the copies of your PAN Number, GST number, Vendor mandate Forms.
5. 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.
6. Compulsorily submit the samples for Files & Folders (sample which matches our specimen) 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.
7. Submit **single Quote** and **single sample** else quotation may be rejected.
8. **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.
9. 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.
10. 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.
11. Quotation should be addressed to **I/c Administrative Officer (S), NIMHANS Purchase section, Bangalore-560029.**

Yours faithfully

I/c Administrative Officer (S)

प्रशासनिक अधिकारी (एस)
National Institute of Mental Health & Neuro Sciences
Bengaluru - 560 029.

राष्ट्रीय मानसिक स्वास्थ्य एवं स्नायु विज्ञान संस्थान
बंगलूरु - ५६० ०२९



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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Annexure 1 (SL No 2 Clip Files/ Folder Files Specimen)

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ
(ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತಾ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು - 29.
राष्ट्रीय मानसिक स्वास्थ्य एवं स्नायु विज्ञान संस्थान
(राष्ट्रीय महत्व का संस्थान) बेंगलूरु - 29.
NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES
(INSTITUTE OF NATIONAL IMPORTANCE) BENGALURU - 29.

**SPECIMEN FOR CLIP/Folders
SLN.2R2**

ಫೈಲ್ ಸಂಖ್ಯೆ
फाइल संख्या
File No. _____

ವಿಷಯ
विषय
Subject _____

ಪ್ರಾರಂಭವಾದುದು
प्रारभ
Commenced on _____

ಮುಕ್ತಾಯವಾದುದು
बंद
Closed on _____