



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES
(Institute of National Importance), Bengaluru- 560 029

राष्ट्रीय मानसिक स्वास्थ्य और तंत्रिका विज्ञान संस्थान, (राष्ट्रीय महत्व संस्थान), बेंगलूरु - 560 029

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರ ವಿಜ್ಞಾನ ಸಂಸ್ಥೆ, (ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತಾ ಸಂಸ್ಥೆ), ಬೆಂಗಳೂರು - 560 029

Phone 26995923/5913/5023-25/5780

Website <http://www.nimhans.ac.in/tender>

Fax 080-26571563/26564830/2121/6811

E-mail aaos@nimhans.ac.in



सत्यमेव जयते

PURCHASE SECTION

STR-3S/101/PAPER/PS/DPNR/2021-22

AUGUST 10, 2021

LIMITED TENDER ENQUIRY

Sub: Quotation towards supply of "**PAPERS**"

Dear Sir/Madam,

With reference to the subject cited above, kindly make arrangements to submit your quotation [TWO BID SYSTEM] in a sealed cover for supply of the following item, as detailed below addressed to "**The ADMINISTRATIVE OFFICER [S], Purchase Section, NIMHANS, Hosur Road, Bengaluru – 560 029**" before 4 pm on 21.08.2021 (due date). An early compliance is requested.

SL. NO.	ITEM DESCRIPTION	QTY	EMD AMOUNT
1	GREEN COLOR LEDGER PAPER 90GSM SINGLE DEMY	40 REAMS	₹ 20,000.00
2	WHITE MAPLITHO PAPER 80GSM FS SIZE	1500 REAMS	
3	YELLOW PAPER 70GSM	20 REAMS	
4	PINK PAPER 70GSM	20 REAMS	

ADMINISTRATIVE OFFICER [S]

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

For Technical Clarifications contact:

Mr. R. Sridhar Murthy, Senior Instructor, Printing Section
Dept of Psychiatry and Neuro Rehabilitation (DPNR), NIMHANS, Bengaluru
Phone: +91-80-26995284/5292/5295/+91-09019804426
Email ID: aaos.dpnroffice@gmail.com, srini2010nimhans@gmail.com

TERMS & CONDITIONS

1. An EMD amount of ₹ 20,000/- should be enclosed along with the technical bid. EMD should be in favour of "**The Director, NIMHANS**", payable at Bengaluru. (EMD amount is exempted, if valid NSIC/MSME Certificate is enclosed.) **Kindly mention the quoted item Sl. No., item name and Bidder's name behind the DD without fail.**
2. The tender is of **TWO BID SYSTEM**, i.e. **Technical Bid** (EMD, Technical details, delivery period and other relevant documents **except Price bid**) and **Price Bid** (Price quotation) valid for **four months** from the due date should be submitted separately in different envelopes superscribing Technical Bid & Price Bid. The tender bids received after the due date and time will be rejected. **NIMHANS, Bengaluru will not take any responsibility for delay, loss or non-receipt of the tender documents sent by post or under any other circumstances. Mandatorily, the Technical Bid should comprise Sample Copy of each paper.**
3. The cost of the "**PAPERS**" will be freezed for 1 Year from the date of purchase order; however Institute reserves the right to procure/reject the purchase of papers with the successful tenderer on repeat order basis within 1 year from the date of purchase order.
4. Sealed tender bids (both technical & price) should 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.



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5. Validity of both the tender bids should be for 120 days from the due date.
6. If required, the **BANK GUARANTEE** will be requested.
7. Tender Enquiry reference number along with date and due date should be superscribed on outer cover.
8. Quantity of item may be increased / decreased as per requirement.
9. **Financial bid should be in INR [₹] only for NIMHANS door delivery price** and total cost with detailed breakup of cost towards Item wise price, taxes, any surcharges (such as transportation, installation, customs duty, etc.), warranty/expiry period, delivery period, contact person details (such as Mobile No., E-mail, local supplier address) should be clearly mentioned.
10. **Quotation must be submitted along with relevant documents counter signed along with seal by the bidder (such as Authorization certificates, Purchase order related to previous supply to Institutes/Hospitals, Catalogues, Data Sheet, PAN number, GST Registration copy, Bank details, Technical Compliance Statement, Proprietary certificate from the manufacturer (if applicable), Pre requirements required for using chemicals, Non – blacklisting certification that the firm has not been blacklisted in the past by any Government / Private institution and certification for No Vigilance/CBI case pending against the firm/supplier by making an affidavit on non – judicial stamp paper of ₹10/-, Declaration, etc.). If not submitted quotation will be treated as incomplete and may be rejected.**
11. 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.
12. Sealed quotation [Two Bids] shall be addressed to -
**THE ADMINISTRATIVE OFFICER [S], PURCHASE SECTION, NIMHANS,
HOSUR ROAD, BENGALURU – 560 029**
13. **Quotation received after last date and time will not be considered under any circumstances.**
14. However, the Institute reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.
15. **NO ADVANCE PAYMENT.** Bill will be passed for payment to accounts section only after satisfactory supply/installation certification of the articles from the concerned Head of the Department/Section. Further payment will be made by accounts section.
16. If necessary the firm may be called for presentation/demo of the articles.
17. None of the terms and conditions of the supplier shall be applicable to the purchase contemplated hereunder, irrespective of it being attached to any documents to be provided to NIMHANS. Such exercise shall have no meaning and binding effect unless the same is accepted by NIMHANS in writing.
