



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 ವೈಜ್ಞಾನ ಸಂಸ್ಥೆ, (ರಾಷ್ಟ್ರೀಯ ಪರಾಮರ್ಶೆಯ 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



PURCHASE SECTION

STR-D5/26/BOX FILE/PUR-STORES/2021-22 [22-23]

JANUARY 18, 2023

LIMITED TENDER ENQUIRY

Sub: Quotation towards supply of **"BOX FILE WITH PRINTING OF NIMHANS LOGO"**

Dear Sir/Madam,

With reference to the subject cited above, kindly make arrangements to submit your quotation [SINGLE BID SYSTEM] in a sealed cover for supply of the following items, as detailed below addressed to **"The ASSISTANT ADMINISTRATIVE OFFICER [Pur], Purchase Section, NIMHANS, Hosur Road, Bengaluru – 560 029"** before 4 pm on 24.01.2023 (due date). An early compliance is requested.

SL. NO.	ITEM DESCRIPTION	QTY	EMD AMOUNT
1	Supply of BOX FILE - With Printing of NIMHANS LOGO and details - Should be of Very Good Quality Material	2,000 Nos.	Rs. 2,000/-

ASST. ADMINISTRATIVE OFFICER [Pur]

Asst. Administrative Officer (Pur)

National Institute of Mental Health and
Neuro Sciences, Bengaluru-560 029

For Technical Clarifications contact:

Mrs. Radha P, Assistant Administrative Officer (Pur), NIMHANS, Bengaluru-560 029

Mr. Harish B. R, SSA, Purchase Section

Phone: +91-80-26995025/5023-24/5913/5923/5780/5090/ +91-09972231322

Email ID: aaos@nimhans.ac.in & har0511@nimhans.ac.in

TERMS & CONDITIONS

1. EMD amount of Rs. 2,000/- should be enclosed along with the 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 **SINGLE BID SYSTEM**, i.e. the Price Bid (Price quotation) should be valid for **four months** from the due date should be submitted in an envelope superscribing tender details. The tender bid 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.
3. Sealed tender bid 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.
4. If required, **BANK GUARANTEE** will be requested.
5. Tender Enquiry reference number along with date and due date should be superscribed on outer cover.
6. Quantity of items may be increased / decreased as per requirement.



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PURCHASE SECTION

7. Financial bid should be in **INR [Rs]** 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.
8. The cost of the **"BOX FILE WITH PRINTING OF NIMHANS LOGO & details"** will be freezed for **2 Years from the date of purchase order**; however Institute reserves the right to procure/reject the purchase of items with the successful tenderer on repeat order basis within 2 years from the date of purchase order.
9. 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 Rs. 10/-, Declaration, etc.). If not submitted quotation will be treated as incomplete and may be rejected.
10. 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.
11. Sealed Quotation [BID] shall be addressed to -
**THE ASSISTANT ADMINISTRATIVE OFFICER [Pur],
PURCHASE SECTION,
NIMHANS, HOSUR ROAD, BENGALURU – 560 029**
12. Quotation received after last date and time will not be considered under any circumstances.
13. However, the Institute reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.
14. **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.
15. If necessary the firm may be called for **presentation/demo/sample** of the articles.
16. 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.
