

AIIMS COHORT STUDY

Short Rate Inquiry no. 62 /Neuro/KP/15-16/N-1481

Subject: Rate Inquiry for Printing of Stationary

A Short Rate Inquiry is hereby floated/invited for **Printing of Stationary**

Kindly supply the rates for the following with full terms and conditions:

S.No	Item	Quantity	Specifications
1.	Letter Head	5000	A4 size Bond Paper Two colour Printing
2.	Envelopes (A4 size)	5000	Two colour Printing 80 GSM Paper
3.	Envelopes	5000	Small Envelope for postal purposes Two colour Printing 80 GSM Paper
4.	Pamphlets	5000	Four Colour Printing on 130 GSM Glossy /Matt Paper Printing on both sides
5.	Brochures	5000	Printing on A4 size sheet Single colour printing on both sides
6.	Questionnaires	5000	Back to back printing on A4 size sheet (with binding) Single colour printing One ste will contain approx.70-80page each.

Vendors are invited to discuss the specifications before quoting their final price with the Program Manager, AIIMS Cohort Study, Room No 91, CEU, with prior appointment at 26594436

The quotation should be submitted in a sealed envelop containing the price offered. The quotations may please be addressed to The Principal Investigator, AIIMS Cohort Study, Clinical Epidemiology Unit (C.E.U.), Room No.91, Near Examination Section, Ground floor, AIIMS, Ansari Nagar, New Delhi-110029. The quotation should be sent by post /courier only so as to reach by 29/10/2015, 5:00 P.M. Please mention on the envelop **“Quotation for Printing of Stationary”**

The quotation shall open on 30/10/2015 at Room No.91, Clinical Epidemiology Unit, Near Examination Section, Ground floor, AIIMS, Ansari Nagar, New Delhi-110029.

Firm should submit the following:

1. Firm should submit Price Reasonable Certificate.
2. Firm should submit the under taking on the letter that the firm has not been black listed and has no vigilance case pending against them.

Terms and condition:

1. Payment will be made after receiving the items in good conditions
2. The firm must be registered and having TIN no./Registration no. Please mentioned TIN/ registration no. on the bid or else the quotation will be treated as cancelled.
3. VAT/ Sales tax or any other kind of tax(s) must be mentioned separately as applicable on the item. In case no sales tax is chargeable, prices must be quoted as NET price.
4. The firm must supply the items within the date mentioned on the supply order copy.
5. No extra transportation charges will be given to the firm.
6. We reserve the right to call the firm for physical demonstration of item to verify the quality of the offered item. The firm must have to demonstrate the product within 2 days of requisition, failing which the bid will be rejected.
7. The firm should be competent to supply the item at the mentioned place/ location within seven days after issuing the Supply Order
8. The payment will be made electronically viz RTGS/NEFT after delivery of the item as per rules of the AIIMS Research Section in the name of the firm only. The following information should be also mentioned in the invoice:
 - a) Name of the beneficiary:
 - b)Type of Account :
 - c)Account No. of the beneficiary:
 - d)IFSC code of the bank/ branch:
9. The total/ combined prices of all the items listed above will be considered as the final price quote for price comparison purposes.
10. We reserve the right to cancel the rate enquiry, at any time, without specifying any reason.

