

Sub: **Submission of sealed Quotation for supplying of printed items.**

Sir,

You are requested to participate by submitting the sealed quotation for supplying of the below mentioned items. Quotation should be **submitted on or before 08/05/2018**, duly superscribing the envelope with tender no. and date of opening. Quotation will be opened on 09/05/2018. Quotation received after last date & time of submission will neither be entertained nor be returned. Further for query, if any, may be clarified from this office on Monday to Friday between 11:00 hrs to 16:00 hrs. Sample of the items must be collected from User Department/Store Section.

The bids must remain valid for the period of 90 days and the bidders are required to submit 2% of total quoted amount towards 'BID SECURITY' as Earnest Money Deposit (EMD). Unsuccessful bidder's EMD will be returned to them without any interest, after 30 days of opening of bid. Successful bidder's EMD will be returned without any interest, after receipt of performance security money (PSM). Successful bidder has to deposit 5% of total order amount towards 'SECURITY DEPOSIT' as PSM and the same will be returned without interest after 30 days from the successfully supplying of items. Both EMD & PSM are to be submitted in the form of Demand Draft(S) (DD) in favour of **Director, National Institute of Homoeopathy** payable at Kolkata drawn on any nationalised bank. Unsuccessful bidder's EMD and successful bidder's PSM will be returned on the basis of request letter for returning.

Sl. No.	Name of the items	Unit	Qty.
1.	OPD Registration Card as per sample	Pcs	1,00,000
2.	USG Form (100 pages) as per sample	Book	200
3.	IPD Medicine Card as per sample	Pcs	1000

***Firm has to approve sample before supply.**

Your offer should contain the following information

- *GST should be mentioned separately and clearly and not as per Govt. Tax Rules.*
- *Quantity/Trade Discount if any.*
- *Delivery Period.*
- *Terms of Payment.*
- *Mode of Dispatch.*

Sd/-
Director I/c.