WEB PUBLICATION

FN.10-6/NIH/PRINT/PART-5/2011-12/ 360   01/06/2018

Sub: **Submission of sealed Quotation.**

Sir,

You are requested to participate by submitting the sealed quotation for supplying of the below mentioned printed items. Quotation should be **submitted on or before   22/06/2018**, duly superscribing the envelope with tender no. and last date of submission of quotation. Quotation will be opened on next working day. 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. 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 successfully supplying of the 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	Bed Ticket File (As per sample)	Pc.	100
2	Money Receipt (100 pages per book) M.R.T. No. 00001 to 50000 (As per sample)	Book	500
3	Flat File (As per sample)	Pc.	3,500
4	Cover File (As per sample)	Pc.	3,500

__Firm must approve the sample from user dept. before supplying the items.__

Your offer should contain the following information:
- *GST should be mentioned separately and clearly.*
- *Quantity.*
- *Discount if any.*
- *Delivery Period.*
- *Terms of Payment.*
- *Mode of Dispatch.*

Sd/-
Director