Sub: Quotation for printing of Office Stationery.

Dear Sir,

Sealed quotation are invited from local Vendors of Bhopal for printing of Office stationery as shown in the enclosed bid form so as to reach the Stores Officer, Central Stores, 1st floor-Medical college Building AIIMS Bhopal by 14:00 Hrs. of 25/08/2016.

Terms & Conditions:

1. The quotation is to be submitted only in the format enclosed; otherwise it will not be entertained and treated as disqualified.
2. The quotation must be submitted in sealed envelope to the office of the Stores Officer (Central Stores Medical College) AIIMS Bhopal.
3. Each Page of the quotation must be printed on Letter head of the participants duly numbered.
4. Failure to comply with any of these conditions will lead to rejection of the quotation and responsibility for the same will lie with the participants submitting the quotations.
5. F.O.R.: Rate quoted shall be fixed and on F.O.R. destination basis.
6. Tax: (I) Quotation must contain VAT/TAN/PAN number otherwise it will not be considered. (II) Rate of applicable Tax should be shown separately.
7. Delivery Period: Supply is required immediately maximum within a period of 15 days.
8. Payment: Payment will be made within a reasonable time from the date of acceptance of supply.
9. Penalty: If the supply is not received within the scheduled delivery period, a penalty @0.5% per week or part thereof subject a maximum of 5% shall be imposed which will be deducted from the Invoice.
10. Right of rejection: The Competent authority reserved all right to reject any or all quotation without assigning any reason.

Enclosed Copy of :

1. Scanned copy of Note Sheet.
2. Scanned Copy of Letter Head.
4. Financial Bid Format
2. Page
3. Page
Financial Bid on (Letter Head)

Name of Bidder:  

Full Address of the Company:  

E-Mail Id:  

Date:........../08/2016

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Description</th>
<th>Specification</th>
<th>Req. Qty.</th>
<th>Unit Rate in Rs.</th>
<th>Discount if Any.</th>
<th>Net Unit Cost After Discount</th>
<th>VAT applicable Any.</th>
<th>Net Unit Cost including VAT</th>
<th>Total Cost in Rs. F.O.R Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Letter Head</td>
<td>A4 Size Executive Bond Paper, with Multi color of set printing, 100 sheets per pad</td>
<td>100 (Pads)</td>
<td></td>
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<tr>
<td>2</td>
<td>Note Sheet</td>
<td>Ledger paper, 70 GSM, Size 17x 24/4, 100 Sheets per pad Both side printing</td>
<td>200 (Pads)</td>
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<tr>
<td>3</td>
<td>Money Receipt Book (1+2 copy)</td>
<td>First copy in white + two copy on color page 100 Sheets per book, Size18 x 22/8, Page Numbering from 2001 Onwards</td>
<td>30 Books (In Triplicate.)</td>
<td></td>
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</tr>
</tbody>
</table>

Signature with seal and stamp.

Date:  

Place: