



No.: Stores/2016-17/LPC/.....

Dated: 3/02/2017

Subject: Quotation for printing of Diaries for calender Year 2017

Dear Sir,

Sealed quotation are invited, for **printing of Diaries** as shown in enclosed financial bid form so as to reach the Stores Officer, Central Store, First Floor Medical College Building AIIMS Bhopal **by 14:00 Hrs of 07/02/2017**

Terms & Conditions:-

The quotation is to be submitted only in the format enclosed. Not acceptable in any other form.

The quotation must be submitted in sealed envelope to the **office of the Store officer (Central Stores Medical College) AIIMS Bhopal.**

Each page of the quotation must be printed on letter head of the Participants duly numbered.

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.

F.O.R.: Rate quoted shall be fixed and on FOR destination Basis.

Tax: Quotation must contain **VAT/TIN/PAN Number otherwise the quotation will not be considered.**

Rate of applicable Tax should be shown separately. The applicable MP VAT/Taxes shall be deducted from the Suppliers Agency's Bill and shall be deposited to the respective Statutory Authority by AIIMS Bhopal.

Delivery Period: Supply is required immediately from ready stock but Maximum Within a period of **7 Days**

Repeat Order: The rates quoted shall remain valid for **8 Months**, for the purpose of Repeat Order:

Payment: Payment will be made within reasonable time from the date of acceptance of supply.

Penalty: If the supply is not received within the Scheduled delivery period, a Penalty@ 0.5% per week or part there of subject to a maximum of 5% shall be imposed which will be deducted from the Invoice.

Right of rejection: The Competent authority reserves all rights to reject any or all quotation without assigning any reason.

FINANCIAL BID ON LETTER HEAD

Quotation Ref No:.....

Date:...../02/2017

Name of Bidder:

Address of Bidder:

Contact No:

E Mail ID:

Tin No :

| Sr.No | Item Name | Description | Req Qty . | Unit rate in Rs . | Discount % | Net Unit Cost after Discount | Total Cost In Rs . |
|---|-----------|---|-------------|-------------------|------------|------------------------------|--------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | Diary | <ul style="list-style-type: none"> • Preferred Diary Size should be 23 cm x 17.5 cm • Outer Cover/Title Page:- <ul style="list-style-type: none"> a) Printing : in Golden Embossed 2017 b) Logo of the AIIMS Bhopal c) Tag Line of the Institute d) Paper Quality:: PU Foam Sheet (Colour as approved by the Director AIIMS Bhopal) • Binding: <ul style="list-style-type: none"> a) Stitching with perfect hard board binding with machine b) Golden Colour clips edges perfectly fixed on top right and bottom right of front cover only • Information Pages:0 Pages (Front & Back) i.e. 10 Single Pages <ul style="list-style-type: none"> a) Printing in Multi-colour b) Inside Diary Paper Quality should be 100 GSM SSP Paper c) Text Size may vary as per the Content • Phone & Notes Pages & year planner: 8 Pages (Front & Back) i.e. 4 Single Pages <ul style="list-style-type: none"> a) Printed in 2 Colours (1 Special Colour and other Black) b) Paper Quality should be 80 GSM SSP Paper c) he design before printing should be submitted by the Printing Agency to AIIMS Bhopal • The Colour inset (Separators) for 12 Months should be in place <ul style="list-style-type: none"> a) Printing : Multicolor b) Paper 100 GSM SSP Paper b) Paper 100 GSM SSP Paper c) Content for the Separators as provided by AIIMS Bhopal and to be designed by the Printer • Inner Pages : 365 Front & back (one date in a page), i.e. 183 Single Page <ul style="list-style-type: none"> a) Printed in 2 Colours (1 Special Colour and Other Black) b) Paper 80 GSM SSP Paper c) Institute's Log in water mark and tagline of the Institute in all pages. d) Diary shall consist of sheet separator and short gaps/cuts that distinctly shows separation in months • Packaging Each Diary is to be supplied in individual transparent plastic cover, of size according to the size of the diary. • While all the diaries is to be supplied as 25 Diary x 1 carton | 200 No's | | | | |
| Sub Total (A) | | | | | | | |
| Service TAX/CST/Vat Extra @.....In Rs . | | | | | | | |
| Total (Inclusive of all) Taxes in Rs . | | | | | | | |

Place :.....

Dealer Seal with Signature