

**DEPARTMENT OF NEUROLOGY  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI-110029**

**References: Short Rate Enquiry No.43/Neuro/KP/14-15/N-1481**

**Subject: Short Rate Enquiry for Designing and Printing of Brochures with Envelopes and Pamphlets under Department of Neurology, AIIMS, New Delhi.**

A Short rate enquiry is hereby floated/invited for **Designing and Printing of Brochures with envelopes and Pamphlets** in Department of Neurology, AIIMS, New Delhi.

Kindly supply the rates with full terms and conditions.

- Four Colour Printing on 130 GSM Glossy Paper/Matt Paper.
- Back to back printing on A4 size sheet
- Approx Quantity: 5000 Brochures with envelopes and 5000 Pamphlets
- Prices should be quoted under three categories
  1. Price for back to back printing on one A4 size sheet.
  2. Designing cost should be quoted on man hour basis separately
  3. Price for one extra A4 size sheet one sided printing
- The combined price quoted under above mentioned categories will be considered as the Final Quote for price comparison purposes.

The Quotations should be addressed to Prof. Kameshwar Prasad, Prof. & Head, Department of Neurology, Room No:- 91, Clinical Epidemiology Unit, Near Examination section, AIIMS, New Delhi-110029 and reach on or before **Saturday,21/03/2015 – 12:00 noon** by post/courier.

**Last Date of submitting of quotation : Saturday, 21/03/2015 – 12:00 noon.**

**Date of Opening of quotation : Monday, 23/03/2015**

## **TERMS AND CONDITIONS:**

1. The quantity can be increased or decreased as per requirement.
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. The make/model of the article offered should invariably be quoted. Quotation should be typed/ written in ink. No overwriting or erased entries should be there in the quotation. The rate should be valid at least One Month from the date of opening of quotations.
4. 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.
5. The under signed has reserves 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.
6. The firm should be competent to supply the item at the mentioned place/ location within seven days after issuing the Supply Order
7. 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:
8. At any time, any part of the rate enquiry which generally does not fulfill the conditions stipulated in the rate enquiry can be cancelled/ rejected.