



No. NCDIR/HBSR/4/2019/

02 September 2020

**NOTICE INVITING SEALED QUOTATIONS**

Sir / Madam,

Sub: Sealed quotation for designing, printing and supply of 10-page Core Proforma of "HTA of National Stroke Care Registry Programme: Development of Hospital Based Stroke Registries in different regions of India" for ICMR-NCDIR, Bengaluru.

With reference to the above, sealed quotations are invited for designing, printing and supply of 10-page Core Proforma of "HTA of National Stroke Care Registry Programme: Development of Hospital Based Stroke Registries in different regions of India" for ICMR-NCDIR, Bengaluru. With the following specifications:

| SI No. | Specifications   | Quantity |
|--------|--|----------|
| 1      | 10 Pages Proforma on HTA of National Stroke Care Registry Programme: Development of Hospital Based Stroke Registries in different regions of India. Size: A4, Pages: 10 pages, Colour: Multi colour Paper: 90 GSM Maplitho paper (demmy ¼), back to back | 10,000   |


Note: Core Proforma printed on Multi-colour on 90 GSM Maplitho paper (demmy ¼) printing back to back.

The terms and conditions are as follows:-

1. Approximate estimated copies 10,000 – plus or minus 20%
2. Specific rate with reference to less/more copies, if any, should be quoted. Such prorated rate is also applicable for less or more copies, if any, than estimated pages.
3. **Validity:** The rates quoted are valid for minimum period of one year and any further orders during the period holds good for repeat orders. The rate once quoted should not be altered for any reasons during the period.
4. **Time limit:** Within three weeks from the date of issue of work order for printing & supply.
5. **Taxes:** Government taxes as applicable e.g. GST etc. should be clearly mentioned in your quotations.
6. **Payment** will be made after the satisfactory printing and supply of the reports as per order and on receipt of the tax invoice. Payment will be made as per actuals depending upon the number of pages printed.
7. The soft copy with DTP work done at our end will be given. (Only small modification will be done at your end) Hence, rate should be quoted for small modification, printing and supply. The changes suggested by ICMR-NCDIR need to be incorporated without any additional charges.
8. Colour proof should be provided for verification before printing. The rates to be quoted should include colour proof charges, if any.
9. The printing work will be entrusted to the lowest Quotation.
10. Final DTP work (soft copy files) should be shared with ICMR-NCDIR.
11. Any deviation from above specification will lead to cancellation/rejection of the quotation.

The quotation should be submitted in sealed cover and so to as to reach this office on or before **22<sup>nd</sup> September 2020 by 5:00 PM** by speed post / registered post / Courier and addressed to **The Director, National Centre for Disease Informatics and Research, Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, Off N.H.-7, Adjacent to Trumpet Flyover of BIAL, Kannamangala post, Bangalore -562 110.** Please mention the enquiry number and due date on the left hand side top corner of the envelope.

Yours sincerely,

  
Administrative Officer 2/9/2020  
For Director

Copy to:

1. Scientist – E – For uploading in NCDIR website
2. Office Copy