

No. NCDIR/BEU/64/Printing/2019

29 November 2021

NOTICE INVITING SEALED QUOTATIONS

Sir / Madam,

Sub: Sealed quotation for printing and supply following guidelines for ICMR-NCDIR, Bengaluru.

With reference to the above, sealed quotations are invited for printing and supply of following guidelines with the following specifications for ICMR-NCDIR, Bengaluru.

S N	Name of guideline	Specification	Pages	Quantity
1	The Handbook on ICMR National Ethical Guidelines	Finishing Size: 7.25" X 9.5" printed on 100 GSM imported mat art paper in multi colours for inner pages.	32	1000
2	National Guidelines for Ethics Committees Reviewing Biomedical & Health Research during COVID-19 Pandemic	Cover page: printed on 300 GSM imported mat art card in multi colour with glossy lamination. Binding: Centre pinning	20	1000

Sample copy of the above guidelines printed earlier are enclosed for ready reference as mark of quality.

The terms and conditions are as follows: -

1. Approximate estimated copies 1,000 each of the above guidelines - plus or minus 10%.
2. Specific rate with reference to less or more copies, if any, should be quoted. Such prorata is also applicable for lesser or more copies, if any, than estimated.
3. Proof of text, boxes and strips including colour proofs should be provided for verification before printing. The rates to be quoted should include colour proof charges, if any.
4. No extra charge will be paid for the proof.
5. **Validity:** The rates to be quoted are valid for minimum period of one year and any further orders during the period holds good for repeat orders. The rates once quoted should not be altered for any reasons during the period.
6. **Time limit:** Within one week time from the date of issue of work / purchase order for printing.
7. **Taxes:** Government taxes as applicable should be clearly mentioned in your quotations.
8. The printing work will be entrusted to the lowest tenderer.

The quotation should be submitted in sealed cover and so as to reach this office on or before **06-12-2021 till 02:00 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 faithfully,


Administrative Officer 29/11/21

Copy to: Scientist-E - For uploading in institute website.