



No. NCDIR/eMor-MCCD/23/2020

12-05-2020

**NOTICE INVITING SEALED QUOTATIONS**

Sir/Madam,

Sub: Sealed quotation for printing and supply of four page e-Mor core form for ICMR-NCDIR, Bengaluru

Sealed quotations are invited for printing and supply of four page e-Mor core form for National Centre for Disease Informatics and Research (ICMR), Bengaluru with the following specifications:

Sl. No.	Type of form	Specification	Quantity
1	NCDIR e-Mor	e-Mor core form Size: A4, Pages: 4 pages, Color: multicolour Paper: 90 GSM Maplitho paper (demmy ¼) Printing: Back to back (specimen form is enclosed)	30,000

The terms and conditions are as follows:

1. Approximate estimated copies 30,000 –plus or minus 10%
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 copies.
3. The quotation should be valid at least for a period of one year from the date of closing of quotation.
4. **Validity:** The rates quoted should be valid for a minimum period of one year and shall be held good for repeat orders during the period. The rates once quoted should not be altered for any reasons during the period.
5. **Time limit:** Within 15 days from the date of issue of work order for printing.
6. **Taxes:** Government taxes as applicable eg., GST etc., should be clearly mentioned in your quotations.
7. The final soft copy with DTP work done at our end will be given. Hence, rates should be quoted only for printing and supply.
8. Color proof should be provided for verification before printing. The rates to be quoted should include color proof charges, if any.

The quotation should be submitted in sealed cover so as to reach this office on or before **29.05.2020** by 1.00 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 NH-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 or may be dropped in the tender box available in 2<sup>nd</sup> floor.

Yours faithfully

  
Administrative Officer  
For Director

To:

1. Scientist – E (FSR) – For uploading in website
2. Office Copy