



No. NCDIR/DHR/DIAMOND/3/2020

29 June 2020

NOTICE INVITING SEALED QUOTATIONS

Sir / Madam,

Sub: Sealed quotation for designing printing and suppling of "4 Pages Laboratory Requisition Form for DHR DIAMOnDS Project" for National Centre for Disease Informatics and Research, Bengaluru.

With reference to the above, sealed quotations are invited for designing printing and supply of "4 Pages Laboratory Requisition Form for DHR DIAMOnDS Project" for National Centre for Disease Informatics and Research, Bengaluru. with the following specifications:

Sl. No.	Specifications	Quantity
1	Laboratory Requisition Form for DHR DIAMOnDS Project. Page: A4 Colour: Multi Colour Printed on 90 GSM Maplitho paper (demmy ¼) Printing : Back to Back (Specimens form is enclosed)	20000


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 20,000 – 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. The quotation should be valid at least for period for one year from the date of Closing of quotation.
4. **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 rates once quoted should not be altered for any reasons during the period.
5. **Time limit:** Within three weeks from the date of issue of work order for printing.
6. **Taxes:** Government taxes as applicable e.g. GST etc. should be clearly mentioned in your quotations.
7. **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
8. The final soft copy with DTP work may be done at your end. Hence, rates should be quoted for designing printing and supply.
9. Color proof should be provided for verification before printing. The rates to be quoted should include color proof charges, if any.
10. The printing work will be entrusted to the lowest Quotation.

The quotation should be submitted in sealed cover and so as to reach this office on or before **17th July 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 or may be dropped in the tender box available in 2nd floor.

Yours sincerely,


Administrative Officer
For Director

Copy to:

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