

NATIONAL INSTITUTE OF UNANI MEDICINE

कोट्टिगेपाल्या, मागडी मेन रोड, बंगलुरु - 560 091

Kottigepalya, Magadi Main Road, Bangalore - 560 091.

(भारत सरकार के आयुष मंत्रालय के तहत एक स्वायत्त निकाय)

(An autonomous body under Ministry of Ayush, Govt. of India)



Tel: 080- 2358 4260

Dated: 19.11.2024

File No. Annual Report 2023-24

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**Subject: Submission of Quotations for Print and Supply of NIUM Annual report - 2023-24 – Reg**

With reference to the subject cited quotations are invited from the reputed firms for the print and supply of Annual Report of NIUM for the year 2023-24 with the following specification.

S.No	Particulars / Specification	No. of copies	Total no. of pages	Price / Unit	GST	Total Amount
	<ul style="list-style-type: none"> <li>• DTP and Designing of both Hindi and English</li> <li>• <b>Paper inside:</b> 130GSM Art paper multi colour</li> <li>• <b>Paper Brand:</b> Balapur built Cinar Max/nivya / JK</li> <li>• <b>Outer Cover:</b> 300 GSM Board with Mate Lamination &amp; Multi colour</li> <li>• <b>Binding:</b> Perfect binding</li> <li>• <b>Printing:</b> Single colour – Black (Back to back)</li> <li>• At least 06-08 pages coloured photos (both English &amp; Hindi side)</li> <li>• <b>Size:</b> 215mm X 290.5mm</li> </ul>	100	Upto 162 pages 80 -English 80 Hindi 02 pages -Outside cover			
			Upto 172 pages 85 -English 85 Hindi 02 pages -Outside cover			
			Upto 192 pages 95 -English 95 Hindi 02 pages -Outside cover			

**Quotation Submission:**

The quotation should be submitted in a sealed cover.

**Deadline for submission:** On or before 25.11.2024 (Monday) by 5:00 PM.

**Submission method:** By hand or post.

Quotation should include details of price, taxes, and any other applicable charges.

**Sealed Cover Label:**

The sealed quotation cover must be superscribed with:

**“QUOTATION FOR PRINT AND SUPPLY OF ANNUAL REPORT OF NIUM FOR THE YEAR 2023-24.”**

**Specifications:** The provided specifications are final.

However, if minor changes may be made during the printing process, no extra amount will be paid as per the Director of NIUM discretion, and this decision will be binding.

**Penalties for Delayed Supply:**

Delay up to 15 days: 5% of the billed amount will be deducted.

Delay up to 30 days: 10% of the billed amount will be deducted.

Delay beyond 30 days: No payment will be made.

**Delivery Timeline:**

Materials should be supplied within 15 days from the date of final proof approval.

**Additional Conditions:**

Any condition, the firm wants to mention should be included in the quotation.

No changes to the quotation will be accepted once submitted to the office.

Firm should have valid GST.

[Accounts Officer]