

# CENTRAL MEDICAL SERVICES SOCIETY

(An autonomous society under Ministry of Health & Family Welfare, Govt. of India)

2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg,

Chankyapuri, New Delhi-110021.

Website: cmss.gov.in, Tel. 011-21410905/6

Ref. No. CMSS/AN/052

## NOTICE INVITING QUOTATION

FOR

DESIGNING, PRINTING AND SUPPLYING OF

INTEGRATED ANNUAL REPORT

& ANNUAL ACCOUNTS OF

CMSS FOR THE YEAR 2021-2022

Central Medical Services Society (CMSS), an autonomous body under Ministry of Health and Family Welfare intend to invite quotation(s) for designing (ON-SITE), printing and supplying of the Integrated Annual Report & Annual Accounts of CMSS for the year 2021-2022, bilingual (English and Hindi) as per the Specifications appended in tabular form below:-

SCOPE & DESCRIPTION OF THE REQUISITE ITEM	QUANTITY
Mat & Multi Colour printing of the Integrated Annual report bilingual (Hindi & English), Cover 300 GSM, Back to Back Printing, Gloss Lamination, Stitching/Binding. Each paper 170 GSM, No. of Page approx.120+cover pages, Translation English to Hindi	50 Nos. (Fifty Only)
<b>CRITICAL DATE SHEET</b>	
Published Date & Time	22-06-2022
Quotation Submission Start Date & Time	22-06-2022 from 00:00 hrs
Quotation Submission End Date & Time	02-07-2022 till 15:00 hrs

### GENERAL TERMS AND CONDITIONS

- Interested Companies/Firms/Agencies are requested to send their quotation, along with **Annexure - I and II**, duly completed, signed & stamped in all respect to the **General Manager (Administration)** of CMSS duly superscripted "Quotation for Designing, Printing & Supplying of Integrated Annual Report 2021-22" in a sealed envelope by post/by hand before the last date **July 02, 2022** and time **15:00 hrs.**
- The quotations received after aforementioned deadline shall not be entertained under any circumstances whatsoever. In case of any postal delay, CMSS will not be responsible.
- CMSS reserves the right to amend or withdraw or to reject any or all quotations without giving any notice or assigning any reason. The decision of the Competent Authority of CMSS, in this regard shall be final.
- The quality and standard of required services for the aforementioned work has to be decided by the competent authority of CMSS only.



5. The services offered by the firm shall conform to the quality and standard considered and decided by the CMSS, failing which the contract will be terminated immediately by the CMSS without any prior notice and payment.
6. **Effective Date of The Contract:** The contract shall come into effect on the date of award letter issued to the firm/agency and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
7. All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. The decision of CMSS's Administration shall remain final for any dispute, disagreement or question arising out of or relating to the Contract or performance, which cannot be settled amicably.
8. The firms are required to quote the prices on 'All Inclusive' basis i.e. the quoted prices shall be inclusive of all Govt., taxes & levies applicable, freight charges, insurance charges, packing charges etc. The rate and the nature of Tax applicable at the time of supply and included in the quoted prices should be shown separately.
9. No advance payment(s) will be made.  
The complete payment will be made within 30 working days after successful completion of the work by the assigned firm.
10. In case of any untoward incident/ fire/death/ injury of any employee of the contractor/assigned firm, CMSS will not be liable to pay any damages.
11. Quotation has to be submitted in the following given format.

QUOTATION BY: .....(Name of firm)						
Sr.	Item/Service Description	Qty. (a)	Unit Cost (b)	Amount (a)X(b)= (c)	GST/Govt. Taxes (As applicable) (d)	GROSS TOTAL (c)+(d)
1.	<b>DESIGNING, PRINTING AND SUPPLYING OF INTEGRATED ANNUAL REPORT &amp; ANNUAL ACCOUNTS OF CMSS FOR THE YEAR 2021-2022</b>	<b>50</b>	Rs..... (to be filled by firm)	Rs..... (to be filled by firm)	Rs..... (in figure)  Percentage.....% (to be filled by firm)	Rs.....  (to be filled by firm)
<b>Gross Total (In Figures)</b>						
(INR).....						
<b>Gross Total (In Words)</b>						
(INR).....						

12. If you have any further queries, please write us at [admnm.cmss@gmail.com](mailto:admnm.cmss@gmail.com)



**(R. C. Nayak)**  
General Manager (Administration)

**QUOTATION**

Quotation has to be submitted in the following given format.

QUOTATION BY: .....(Name of firm)						
Sr.	Item/Service Description	Qty. (a)	Unit Cost (b)	Amount (a)X(b)= (c)	GST/Govt. Taxes (As applicable) (d)	GROSS TOTAL (c)+(d)
1.	DESIGNING, PRINTING AND SUPPLYING OF INTEGRATED ANNUAL REPORT & ANNUAL ACCOUNTS OF CMSS FOR THE YEAR 2021-2022	50	Rs..... <i>(to be filled by firm)</i>	Rs..... <i>(to be filled by firm)</i>	Rs..... (in figure) Percentage.....% <i>(to be filled by firm)</i>	Rs..... <i>(to be filled by firm)</i>
Gross Total (In Figures)						
(INR).....						
Gross Total (In Words)						
(INR).....						

- Rate should be quoted in Indian Rupees (INR).
- GST/Govt. Taxes be indicated in both figures & percentage separately.

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(Signature of the firm representative with office seal)

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(Name & Address of the firm)





**DOCUMENTS REQUIRED**

**Details of Enclosures:** Following documents are mandatory to be submitted with the Annexure-I, duly signed & stamped.

Sr. No.	Documents (Documentary Proof)	Page No.
1.	Name of Firm	
2.	Address of Firm	
3.	GST Number of Firm	
4.	Proof (Purchase/Supply order) of previous experience at least 2, in printing catalogues/brochures/reports etc. and supplied in any government entity/department/office (central/state/autonomous/semi-government/PSU etc.).	
5.	Sample copy of Previously Printed Catalogues/Brochures/Reports	

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(Signature of the firm representative with office seal)

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.....  
(Name & Address of the firm)

