

CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous Society under Ministry of Health & Family Welfare, Govt. of India)

2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg,
Chanakyapuri, New Delhi-110021.

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

Ref. No. CMSS/AN/22 (VOL.II)

NOTICE INVITING QUOTATION

FOR

HARD CARDBOARD BINDING OF RECORD

(ACCOUNTS FILE, BILL VOUCHERS AND OTHER RECORD FILES)

Central Medical Services Society (CMSS), an autonomous body under Ministry of Health and Family Welfare intend to invite quotation(s) for hard cardboard binding of records (accounts file, bill-vouchers and other important record files) as per the Specifications appended in tabular form below:-

SCOPE & DESCRIPTION OF THE REQUISITE ITEM	TENTATIVE QUANTITY
Hard Cardboard Binding of Records (accounts file, bill-vouchers and other important record files) Cover Board Materials: Cardboard & Cotton Cloth	3000 Nos.
CRITICAL DATE SHEET	
Published Date & Time	03-06-2024
Quotation Submission Start Date & Time	03-06-2024
Quotation Submission End Date & Time	09-06-2024 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 **Administrative Officer** of CMSS duly superscripted "Quotation for Hard Cardboard Binding of Records at CMSS" in a single sealed envelope by post/by hand before the last date **June, 09, 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.
- 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.
Actual requirement of work (i.e. quantity) may vary and payment will be made on satisfactorily completion of actual requirement of work and within 30 working days from invoice date.
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 for one unit and actual requirement of work (i.e. quantity) may vary (tentative quantity would be around 3000). Quotation has to be submitted in the format given at Annexure-I and Annexure-II. Also, quoted rates will be valid for a period of one year from the date of award letter.
12. If you have any further queries, please write us at adminofficer@cmss.gov.in

Sd/-
(Kehar Singh)
Administrative Officer



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) (in Rs.)	GST/Govt. Taxes (in percentage)	GST/Govt. Taxes (in figure) (d)	TOTAL (b)+(d)
1.	Hard Cardboard Binding of Record (accounts file, bill-vouchers and other important record files) Cover Board Materials: Cardboard & Cotton Cloth	01	Rs..... <i>(to be filled by firm)</i>	Rs..... (As applicable) <i>(to be filled by firm)</i>	Rs..... (As applicable) <i>(to be filled by firm)</i>	Rs..... <i>(to be filled by firm)</i>
Total (In Figures)						
(INR).....						
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 details and supporting 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 one, in Binding of books, Hard cardboard binding of books & PVC binding of books etc. and supplied in any government entity/department/office (central/ state/ autonomous /semi-government/PSU/bank etc.) & Private Organization.	
5.	Sample copy of binding Hard Cardboard	

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 (Signature of the firm representative with office seal)

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(Name & Address of the firm)

