



Ref: No. NIRT/Quot./SSK/Misc./2021-22

Date: 20.09.2021

To

**QUOTATION - ENQUIRY**

Sir,

Sealed quotations are invited so as to reach this office by 13<sup>th</sup> October 2021 till 3.00 pm with regard to **Designing ,Formatting & Printing & Supply of Annual Reports** as detailed below :-

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Sl. No..	Particulars of the Item	Qty.
1	<b>Designing , Formatting &amp; Printing and supply of "Annual Reports" for the year 20-21 for ICMR - NIRT with binding as booklet with wrapper covers in 130 GSM paper in colour</b>  Total pages approximately 225 out of which 25 pages should be colour pages.	50 Nos

The Quotation superscribed as "Quotation for **Designing, Formatting & Printing and supply of Annual Reports**" addressed to the " **The Director, ICMR-NIRT, Chetpet, Chennai -31 (Attention : Administrative Officer-Stores)** should be either dropped at the Stores Department of NIRT or sent through speed post / courier or E-mail (with signature & seal in company letter head) to [directornirt@nirt.res.in](mailto:directornirt@nirt.res.in) latest by **13.10.2021**

**TERMS & CONDITIONS.**

1. This is an enquiry & must not be treated as an order.
2. The NIRT office reserves the right to accept or reject any or all applicants without assigning any reason
3. NIRT Chennai do not bind itself to accept the lowest quote & reserves the right to accept the same in part or full. Any decision taken by the Director, NIRT at any point of time in connection with this process shall be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.
4. The payment will be made on receipt of original bill/ invoice in duplicate once the service availed by the firm concerned and satisfactory report of the end users.
5. No extra payment on account of transportation, and handling, charges etc. will be considered.

  
**ADMINISTRATIVE OFFICER**

Note : Specifications /Model of the above may be collected at NIRT, Stores section , Chetpet, Chennai -31