



Ref No. NIRT/STORES/SSK/Binding Work/2021-22

Date: 03.08.2021

QUOTATION ENQUIRY

Quotations are invited so as to reach this office by 16th August 2021 with regard to procurement of below mentioned item.

SI.No.	Item Description	Qty.
1.	Printing and binding of books at Library Library books / journals - Half (good quality) leather binding spine and corner - A) Quality (Diamond) Rexene on the front and back center cover - Gold letter printing on the spine The rate quoted should be valid for a period of one year from the date of issue of the work order.	200 approx

The quotation super scribed as “Printing / binding of books addressed to Director, ICMR-NIRT, Chetpet, Chennai (Attention: Administrative Officer – Stores) should be either dropped at the Stores division at NIRT or sent through Speed Post / Courier or by E-mail (with signature & seal in company letterhead to be sent to directornirt@nirt.res.in) latest by 16th August 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 quotations without assigning any reasons.
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. No advance payment will be made. The payment will be made on receipt of services availed and satisfactory report of the end users received.
5. No extra payment on account of transportation, handling, loading, unloading, labour charges etc. will be made separately.


ADMINISTRATIVE OFFICER

Note : Specifications /details may be collected at our office during working hours from Monday - Friday at 9.00 AM to 5.30 PM from NIRT - Library / Stores section for clarifications before submitting the quotation.