



परमाणु ऊर्जा शिक्षण संस्था

(भारत सरकार के परमाणु ऊर्जा विभाग का स्वायत्त निकाय)

ATOMIC ENERGY EDUCATION SOCIETY

(An Autonomous Body under Department of Atomic Energy, Govt. of India)

केंद्रीय कार्यालय, वेस्टर्न सेक्टर, पऊशिस-6, अणुशक्तिनगर, मुंबई-400094

CENTRAL OFFICE, Western Sector, AECS-6, Anushaktinagar, Mumbai-400094

दूरभाष / Telephone : 2556 5049 / 2557 1501 / 2550 3310 Ext. 222/225

वेबसाइट / website : aees.gov.in ईमेल आय. डी. /email id : pc@aees.gov.in



Last date for receipt of
Quotation 25/09/2020
Time : before 4.00 p.m.

AEES/PC/Printing/TE.No.25/2020-21/ 887

September, 4th, 2020

M/s. _____

Sub: Printing and supply of Registers and Forms for use in various sections of Central Office, AEES, Mumbai

Sirs,

For and behalf of Atomic Energy Education Society, quotations are invited for printing and supply of registers & Forms for use in various sections of Central Office, AEES, Mumbai as per the specifications and quantity detailed in Annexure – II.

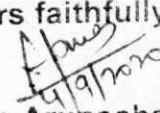
TERMS AND CONDITIONS	:	Annexure – I
SPECIFICATIONS AND QUANTITY	:	Annexure – II

Specimen copy/sample of the Registers and Forms are available in Purchase Cell, Central Office, AEES. You may visit Central Office and see the sample before submitting the quotation between 10.00 a.m. to 5.00 p.m. on all working days (Monday to Friday), within the due date of tender enquiry.

AEES reserves the right to accept and reject any of the quotation irrespective of the status without assigning any reason.

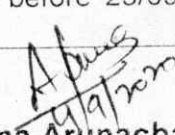
Please note that the sealed quotation should be on your letter head as per the format provided to you. It should be clear and without ambiguity. Overwriting will not be permissible. Any incomplete offer or offer with insufficient details will not be considered. Bidder can send his person while opening of quotation.

Yours faithfully,


(Prema Arunachalam)
AAO (PC)

TERMS AND CONDITIONS

01	Paper	Sample of Card/paper should be furnished alongwith the offer indicating brand, make and thickness in particular, duly signed by you.
02	Price	The rate quoted by you should be inclusive of processing, bilingual printing (Hindi/English) cost of paper, forwarding, delivery, sketch work, artwork, design work etc.
03	Proof	First proof should be presented and got approved within four days from the date of receipt of the Order, Second proof carrying all the corrections should be presented two days from the date of receipt of first proof. Third and final proof should also be produced next day from the date of receipt of second proof to: Assistant Administrative Officer (PC) Atomic Energy Education Society, Central Office, Western Sector, Anushaktinagar, Mumbai- 400 094
04	Consignee & Delivery	The delivery of the Registers & Forms should be made free within 20 days from the date of placement of Work Order thereof to. Assistant Administrative Officer (PC) Atomic Energy Education Society, Central Office, Western Sector, Anushaktinagar, Mumbai- 400 094
05	Bill	The GST compliant Invoice addressed to Accounts Officer should be submitted to Chief Administrative Officer, Atomic Energy Education Society, Western Sector, Anushaktinagar, Mumbai – 400 094 alongwith : 1 Delivery challan duly signed by consignee 2 Pre stamped receipt 3 Final Acceptance certificate 4 Bank Details a) Name of the Account holder b) Account Number c) Name of the Bank d) Branch Name e) Branch Code f) Branch IFSC code 5 GST Registration No. 6 PAN Registration No.
06	Payment	Full payment will be made by e-transfer within 20 days from the receipt of your bill and final acceptance of the stationery material No advance payment will be made. The payment will be made on the actual quantity of registers / Forms received after printing.
07	Income Tax	The income tax will be deducted at source at applicable rates.
08	Validity	The offer should remain valid at least for 60 days from tender enquiry date.
09	A good quality ink should be used for printing.	
10	Your quotation in a sealed envelope super scribing " Quotation for printing and supply of Registers and Forms for AEES " should reach the Chief Administrative Officer, Atomic Energy Education Society, Anushaktinagar, Mumbai-400 094 on or before 25/09/2020 by 4.00 p.m. No Fax/Telefax quotation will be accepted.	


 (Prema Arunachalam)
 AAO (PC)

Note: Format to be printed in the letterhead of your company/firm.
QUOTATION FOR PRINTING AND SUPPLY OF REGISTERS & FORMS.

Sr. No.	Specification	Quantity. (In Nos.)	Rate (In Rs.)	Amount (In Rs.)
01	Non Plan Ledger Book Size : 32 cms x 42 cms Folio : 250 Paper : Ledger Thickness : 90 GSM Index : Alphabetically (A to Z) Corner Patti (Leather) with bilingual labeling	04 Nos.		
02	Size : 32 cms x 42 cms Folio : 200 Paper : Ledger Thickness : 90 GSM Index : 4 Pages Corner Patti (Leather) with bilingual labeling			
	A) Cash Book (Common Pupil Fund)	03 Nos.		
	B) PF Ledger Book	05 Nos.		
	C) PF Individual Ledger card Register	25 Nos.		
	D) PF Cash Book	05 Nos.		
	E) Ledger (Common Pupil Fund)	03 Nos.		
03	Stock Register for Stationery Materials (Bilingual) Size : 32 cms x 42 cms Folio : 180 Paper : Ledger Thickness : 90 GSM Index : 4 Pages Corner Patti (Leather) with bilingual labeling	05 Nos.		
04	Size : 32 cms x 42 cms Folio : 100 Paper : Ledger Thickness : 90 GSM Index : 4 Pages Corner Patti (Leather) with bilingual labeling			
	A) HRA Register	02 Nos.		
	B) Register for Payment of Retirement Benefits	02 Nos.		
	C) Cash Book for Salary Section	04 Nos.		
	D) Final Payment Register (GSLIS)	02 Nos.		
	E) Final Payment Register (FRS)	02 Nos.		
	F) Ledger	02 Nos.		
	G) Children Education allowance Register	02 Nos.		
	H) Temporary Advance Register	03 Nos.		
	I) Bill Register	03 Nos.		
	J) Telephone Register	03 Nos.		

	K) Imprest Register	03 Nos.		
	L) PF Investment Register	02 Nos.		
	M) PF final payment Register	02 Nos.		
	N) PF Valuable Register	01 No.		
	O) PF Inward/Outward Register	05 Nos.		
	P) Purchase order cum Bill Register	03 Nos.		
	Q) Valuable Register	01 No.		
05	Plan Ledger Book Size : 32 cms x 42 cms Folio : 100 Paper : Ledger Thickness : 90 GSM Index : Alphabetically (A to Z) Corner Patti (Leather) with bilingual labeling	03 Nos.		
06	Size : 32 cms x 42 cms Folio : 75 Paper : Ledger Thickness : 90 GSM Index : 4 Pages+ Corner Patti (Leather) with bilingual labeling			
	A) Stock Register for Cleaning Materials (Bilingual)	05 Nos.		
	B) Stock Register for Computer Consumable (Bilingual)	05 Nos.		
	C) Stock Register for Printing & stationery (Bilingual)	05 Nos.		
	D) Stock register for Misc. Purchase (bilingual)	05 Nos.		
07	LTC settlement forms Size : 44 cms x 29 cms Folio : 100 Paper : Ledger Thickness : 90 GSM	05 Pads		
08	Total			
09	GST %			
10	Grand Total			
11	Delivery Period			
12	Delivery : Free at site			
13	Payment terms			
14	Validity : 60 days			
15	GST No.			
16	Pan No.			

Date:

Signature with sea

Stamp: