



परमाणु ऊर्जा शिक्षण संस्था (पंजीकृत)

(भारत सरकार के परमाणु ऊर्जा विभाग का स्वायत्त निकाय)

ATOMIC ENERGY EDUCATION SOCIETY (Regd.)
(Autonomous Body Under Department of Atomic Energy, Govt. of India)
केंद्रीय कार्यालय, वेस्टर्न सेक्टर, पऊशिस-6, अणुशक्तिनगर, मुंबई-400 094



By Regd. A/d

AEES/PC/Annual Report/2019-2020/2022

24th December, 2020

**Last date for receipt of quotation
14/01/2021 upto 1600 hours**

M/s.-----

Sub: Printing and supply of Annual Report 2019-2020.

Sir,

For and on behalf of Atomic Energy Education Society, sealed quotation is invited for printing and supply of Annual Report 2019-20 for Atomic Energy Education Society, Anushaktinagar, Mumbai as per the details given below.

TERMS AND CONDITIONS : Annexure – I

SPECIFICATION AND QUANTITY : Annexure – II

The soft copy/hard copy of the contents of the Annual Report to be printed is available with the Principal & Head, Academic Unit and Accounts Officer, AEES. The same can be checked on any working day (Monday to Friday) between 10.00 a.m. to 6.00 p.m.

AEES reserves the right to accept or reject any of the quotations irrespective of the status without assigning any reason.

Please note that the sealed quotation should be submitted in clear terms and without ambiguity. Overwriting is not permissible. Any incomplete offer or offer with insufficient details will not be considered. The bidders submitting quotations are requested to be present at the time of opening of quotations.

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24/12/2020

(PREMA ARUNACHALAM)
Asstt. Administrative Officer (PC)

TERMS AND CONDITIONS

01	Paper	:	Sample of paper (cover page and back page) should be furnished along with the offer indicating the brand make and thickness in particular duly signed by you.
02	Price	:	The rate quoted by you should be inclusive of DTP work, processing, printing, cost of paper, forwarding, delivery, sketch work, artwork and design work etc.
03	Proof	:	<p>First proof should be presented and got approved within two days from the date of receipt of the work order. Second proof carrying out all the corrections should be presented next day from the date of receipt of first proof. Third / final proof should also be produced to :</p> <p>(A) <u>Textual matter</u> (Annual Report)</p> <p>Principal & Head, Academic Unit Central Office, Atomic Energy Education Society Anushaktinagar, Mumbai – 400 094 e-mail id : hau@aees.gov.in</p> <p>(B) <u>Accounts Matter</u> (Audited Statements of Accounts)</p> <p>Accounts Officer Central Office, Atomic Energy Education Society Anushaktinagar, Mumbai – 400 094 e-mail id : ao@aees.gov.in</p>
04	Delivery & Consignee	:	<p>The delivery of the annual report should be made free within 07 days from the date of the order to</p> <p>Principal & Head, Academic Unit, AEES Central Office, Atomic Energy Education Society Western Sector, Anushaktinagar, Mumbai – 400 094 e-mail id : hau@aees.gov.in</p>
05	Bill	:	<p>The bill addressed to Accounts Officer, AEES should be submitted to Assistant Administrative Officer, Purchase Cell, Atomic Energy Education Society, Western Sector, Anushaktinagar, Mumbai - 400 094 along with following documents:</p> <ol style="list-style-type: none"> 1) Delivery challan duly signed by consignee 2) Pre-stamped receipt 3) Final Acceptance Certificate

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		<p>4) Bank details : a) Name of the Bank b) Branch c) Branch Code d) IFSC Code e) Account Number f) Account Holder's Name</p> <p>5) GST Registration No. 6) PAN</p>
06	Payment	: Full payment will be made by e-transfer within 20 days from the date of receipt of final acceptance of the annual reports and your bill. No advance payment will be made. The payment will be made on the actual quantity of annual reports received.
07	GST	: GST shall be paid extra at actuals.
08	Income Tax	: The Income Tax will be deducted at source at applicable rates.
09	Validity	: The offer should remain valid at least for 60 days from the date of opening of the sealed quotations.
10	A good quality ink should be used for printing.	
11	If there is any change in the no. of pages (multiple of four/ four pages form) in the Annual Report, cost will be calculated on pro-rata basis.	
12	Your quotations in sealed envelope superscribing " Quotation for printing and supply of Annual report 2019-2020 " should reach the Chief Administrative Officer, Atomic Energy Education Society, Anushaktinagar, Western Sector, Mumbai 400 094 on or before 14.01.2021 by 1600 hours. No fax/Telex operation will be accepted.	


(PREMA ARUNACHALAM)
Asst. Administrative Officer (PC)

SPECIFICATION AND QUANTITY

Note : Below Mentioned format is to be typed on your letter head.

Sr. No	Specification	Quantity (in Nos.)	Rate Per copy (in Rs.) (A)	Amount (in Rs.) (B)
01	<p>Printing and supply of Annual report 2019-2020</p> <p>Size : 21 X 30 cm</p> <p>Cover page: 4 colour pages on Art paper of 300 GSM or better.</p> <p>1. Inside colour page: Four colour printing of 05 pages on Art paper 130 GSM (04 pages in Academic matter & 1 page in Accounts matter).</p> <p>2. Inside pages: Andhra Maplitho (Milk white) paper of 80 GSM. Textual matter of 160 pages (approx.) in Hindi and English on both sides and Accounts matter of 231 pages (approx) in English. All matters in one colour printing total 391 pages (approx.).</p> <p>Note : 1. DTP & Art work is to done by the printer and cost should be calculated accordingly. 2. Quotation may be given in four page forme</p>	<p>150 copies</p> <p>150 copies of 05 pages</p> <p>150 copies (Rate quoted should be 4 page forme)</p>		
02	Total			
03	GST : @-----% if any			
04	Grand Total (SR. No. 2 and 3)			
05	Delivery (free within 07 days)			
06	Payment (within 20 days)			
07	Validity (60 days)			
08	Sample			
09	GST No.			
10	PAN .			
11	Any other information			

Date : -----

Signature with Seal