



परमाणु ऊर्जा शिक्षण संस्था (पंजीकृत)  
(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, पऊशिसं-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@nic.in](mailto:pc-aees@nic.in)



**Last date for receipt of  
Quotation 29/11/2021  
Time : before 4.00 p.m.**

AEES/PC/Printing/TE.No.03/2021-22/ 1087

November, 11, 2021

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Printing and supply of Registers for use in AECS/JC & 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 AECS/JC & Central Office, AEES, Mumbai as per the specifications and quantity detailed in Annexure – II.


<b>TERMS AND CONDITIONS</b>	<b>:</b>	<b>Annexure – I</b>
<b>SPECIFICATIONS AND QUANTITY</b>	<b>:</b>	<b>Annexure – II</b>

Sample of the registers and Forms, to be printed can be seen in Purchase Cell Section on any working day (Monday to Friday) between 10.00 am to 5.00 pm.

The 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.

Yours faithfully,

  
(Meena H Hingorani)  
AO - III

**TERMS AND CONDITIONS**

01	<b>Paper</b>	:	Sample of card/paper should be furnished along with the offer indicating brand, make and thickness in particular, duly signed by you.
02	<b>Price</b>	:	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	<b>Proof</b>	:	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 : <b>AO - III</b> <b>Atomic Energy Education Society,</b> <b>Central Office, Western Sector,</b> <b>Anushaktinagar, Mumbai- 400 094</b>
04	<b>Consignee &amp; Delivery</b>	:	The delivery of the Registers & Forms should be made free within 20 days from the date of placement of Work Order thereof. <b>AO - III</b> <b>Atomic Energy Education Society,</b> <b>Central Office, Western Sector,</b> <b>Anushaktinagar, Mumbai- 400 094</b>
05	<b>Bill</b>	:	The GST compliant Invoice addressed to Accounts Officer, AEES 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 Bank b) Branch c) Branch code d) IFSC Code e) Account Number f) Account Holder's Name 5 PAN No. 6 GST Registration No.
06	<b>Payment</b>	:	Full payment will be made by e-transfer within 20 days from the date of receipt of final acceptance of the printed material and your bill. No advance payment will be made. The payment will be made on the actual quantity of registers & forms received after printing.
07	<b>Income Tax</b>	:	Income Tax will be deducted at source at applicable rates.
08	<b>Validity</b>	:	The offer should remain valid at least for <b>60 days</b> from the date of opening of the sealed quotations.
09	A good quality ink should be used for printing		
10	Your quotation in sealed envelope super scribing "Quotation for printing and supply of Register & Forms for AEES" should reach Chief Administrative Officer, Atomic Energy Education Society, Anushaktinagar, Mumbai – 400 094 on or before 29 /11/ 2021 by 1600 hrs.		

  
**(Meena H Hingorani)**  
**AO - III**

## SPECIFICATION AND QUANTITY

Sr.No	Specification	Qty	Rate (Rs.)	Amount (Rs.)
01	<b>Casual Leave Register ( with index )</b> Size: 32 cms X 21 cms With 100 folio leather bound	10 Nos.		
02	<b>Stock Register ( Consumable)</b> Size: 32 cms X 42 Cms. Folio : 100 Paper : Ledger Thickness : 90 GSM Index : 4 pages Corner Patti with labeling ( Bi-lingual)	50 Nos.		
03	<b>Stock Register ( Non – Consumable )</b> Size : 32 cms X 42 Cms. Folio : 100 Paper : Ledger Thickness : 90 GSM Index : 4 pages Corner patti with labeling ( Bi-lingual)	50 Nos.		
04	<b>Movement Register ( with index )</b> Size: 32 cms X 21 cms With 100 folio leather bound	10 Nos.		
05	<b>LTC Register (with index)</b> Size: 32 cms X 21 cms With 150 folio leather bound	20 Nos.		
06	<b>TA/DA Register (with index)</b> Size: 32 cms X 21 cms With 150 folio leather bound	20 Nos.		
07	<b>Date/Class wise summary of Fees (with index)</b> Size: 32 cms X 21 cms With 150 folio leather bound	20 Nos.		
08	<b>Cash Book</b> Size : 32 cms X 21 Cms Folio : 150 Paper : Ledger Thickness : 90 GSM Leather bound with labeling ( Bi-lingual)	30 Nos.		
09	<b>Petty Cash Book (Imprest Register)</b> Size: 32 cms X 42 Cms. Folio : 100 Paper : Ledger Thickness : 90 GSM Leather bound with labeling ( Bi-lingual)	10 Nos.		

10	Total	
11	GST : @ _____ % if any	
12	<b>Grand Total (Sr. No. 1 to 11 )</b>	
13	Delivery Period ( within 20 days)	
14	Payment terms	
15	Validity : 60 days	
16	Sample: Enclosed with the quotation	
17	GST No.	
18	Pan No.	
19	Any other Information: -	

Date:

Signature:

Seal :