

प्रो. पी. क्रिस्टोफर सेल्विन
कुलसचिव

Prof. P. Christopher Selvin
Registrar



होमी भाभा राष्ट्रीय संस्थान
प्रशिक्षण विद्यालय परिसर, अणुशक्तिनगर, मुंबई-400 094, भारत
Homi Bhabha National Institute
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Ref:- HBNI/BTA(F-2776)/9(16)/2023/ 1017

Date:- 03/08/2023

To

**Subject : :- Invitation of quotation to Prepare, Submit and
Liasioning for Change of Trustees Names for HBNI**

Sealed quotations are invited by Registrar, HBNI, Anushaktinagar, Mumbai, as per enclosed scope of the work from parties having adequate experience in similar works.

The scope of work includes

- 1) Preparation of the documents (for change in the name of trustees and Society of HBNI) , filing of the change report to Charity Commissioner, attending and representing the HBNI before the hearing at the charity commissioner's office, delivery of the certified copies of the order passed by the Charity commissioner in the matter.
- 2) Submission of Annual Accounts to Charity Commission within the prescribed time

Bidder shall quote to complete the work as per scope of the work in Annexure-I

The quotation must reach Registrar, HBNI, Anushaktinagar, Mumbai by 10/08/2023 by 16.00 hrs and must be sent in a sealed envelop. Sealed envelop should clearly indicate Name of work, Reference number & due date of submission. The address on the envelop should read as

**Registrar, HBNI,
Kind Attention-Smt. Bharati Suvarna
Homi Bhabha National Institute,
2nd Floor, Training School Complex,
Anushaktinagar, Mumbai-400094**



The offer should be valid for at one year from the due date of the tender and quoted price shall remain firm during the period of execution of the work

The quotation should be submitted on printed letter head indicating GST No., PAN number of the firm, whichever is applicable.

Deduction of taxes and surcharges: TDS as applicable will be deducted from the payment.

Sealed quotation should be submitted only through **registered post/speed post through Indian Postal Service**. Hand delivery or courier of tender's quotation will not be accepted.

Taxes, duties and other charges if any shall be quoted separately.

The contract will be valid for one year. However the payment will be released as per the work is completed.

Registrar, HBNI, reserves the right to accept/reject any or all quotation without assigning any reason.

TERMS AND CONDITIONS:

The acceptance of tender shall rest with HBNI which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received, without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the parties who resort to canvassing will be liable for rejection.



(Handwritten signature in green ink)

(P. C. Selvin)