Shri Mata Vaishno Devi University
Sub Post Office, Katra -182320, J&K
Ph: 01991-285524, 096228-85588, **Fax:** 01991- 285687
Email: purchase@smvdu.ac.in

NIQ. No: SMVDU/Exam/9th Convocation/ 2023-24/ 600 Date: 27/09/2023

Notice Inviting Quotation

Sub:- Printing and Supply of Paper Bags

Quotations in sealed cover are invited for the Printing and Supply of Paper Bags on behalf of Registrar SMVDU for the Head of the Examination Wing; from reputed registered Printers having a valid GST Number and PAN Number, and for supplying rates for the bellow mentioned printing jobs;

Sr. No.	Details of the Item / job	Qty
1	Paper bags with University Logo Size: 40 cm[height] x 20 cm[width] x 12 cm[depth] Paper: 230 gsm white paper with grey inside and a paper handle. University Logo coloured [as per sample photo enclosed].	2000 nos

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by 05/10/2023, Thursday, by 1:00 P.M. Any quotation received after the due date and time shall be summarily rejected. The sealed bids shall be opened on the next working day at 2:30 P.M. in the presence of authorized representatives, should they wish to attend the same.

Terms & Conditions

1. Rates should be written in figures as well as words. Delivery duration, GST rates, Delivery charges, or any other rates/charges, as applicable, and discount if any, should be clearly mentioned in the **Schedule of Quantities [Format enclosed at Annexure 'A']**.
2. The last date for receipt of sealed quotations in the Central Dispatch Section SMVDU is latest by 05/10/2023, Thursday, by 1:00 P.M.
3. The quotation / **Schedule of Quantities** should be on the letter head of the Company with reference no. and date on it, duly signed and stamped.
4. The quotations should be submitted in sealed cover, addressed to the Head of School/Section, super-scribing the NIQ issue number & date and due date & time failing which the quotation is liable to be rejected.
5. Price quoted for the material / equipment shall be final and valid for 3 months.
6. Quotation without the authorization from the Company will not be accepted.
7. Delivery of material /equipment / stores mentioned in this quotation will be supplied by the supplier at SMVDU Stores at Kakryal, Katra-182320 (J&K).

8. Rate offered must be for metric system of unit lengths or volume or weight.
9. Documents in support of valid GST and PAN Number also need to be enclosed with the quotation.
10. SMVDU reserves the right to increase the quantity mentioned in this NIQ or to split this quotation and place order on one or more suppliers/ bidders; as well as. the right to reject partly or completely, the quotations without assigning any reasons thereof.
11. The quotation should be complete in all respects and the firms shall give the Make/ Brand name offered for the items in the quotations. Wherever applicable. technical literature may please be enclosed along with quotation.
12. The payment will be released after the receipt of all and complete material/equipment with complete accessories in good working condition and its inspection by a duly constituted Inspection Committee.
13. Material/ equipment shall be guaranteed for the minimum period of 01 / 02 / 03 [strike off whichever is not applicable] years on site for satisfactory performance, workmanship and for the quality of material/ equipment supplied by the firm from the date of delivery/ installation.
14. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in postal transit.
15. All taxes / duties should be clearly mentioned in the Quotation.
16. PACKING: The equipments shall be packed suitably for dispatch directly to SMVDU at Suppliers expenses and supplier shall be responsible for any damage during transit.
17. AFTER SALES SERVICE: The offer shall clearly state full details of the after sales service facility available for the equipment.
18. JURISDICTIONS FOR DISPUTES: In all disputes, the decision of the Registrar, SMVDU, shall be final, conclusive and binding on the supplier. All disputes shall be subject to the jurisdiction of the courts in the District. Jammu.
19. DEVIATIONS: Deviations. if any from the specifications given which provide for improvement in the functioning of the equipments will be accepted. Such deviations and their advantages shall be clearly brought out in the tender / quotation.

The NIQ shall be available on the University Website: www.smvdu.ac.in For any query contact Head of the Examination Wing or S&P Wing at the following email id: fic.exams@smvdu.ac.in or purchase@smvdu.ac.in

Signatures:.....22/09/23.....

Faculty In-charge Examination Wing

Date:.....

Faculty I/C Examination
SMVD University

Annexure "A"

[To be provided on Firm/Company Letter Head]

Schedule of Quantities

Name of the Job: **Printing and Supply of Paper Bags**

Ref: NIQ Number :..... Date: .....

Sr. No.	Details of the Item	Qty	Rate per item	Amount in Rs.	GST rate	GST Amount in Rs.	Total Amount inclusive of GST in Rs.
1	Paper bags with University Logo Size: 40 cm[height] x 20 cm[width] x 12 cm[depth] Paper: 230 gsm white paper with grey inside and a paper handle. University Logo coloured [as per sample photo enclosed].	2000					
	Less: Discount if any						
	Add: Delivery Charges if any						
	Net Amount to be paid in Rs.						
	Deliver Period						

Additional Terms and Conditions [if any]:

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Bank details for RTGS Transfer

Name of the Account:
Account No.:
Account Type:
Bank Name:
Branch name and Address:
IFSC Code:

Signature & Stamp of the Supplier

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www.smvdu.ac.in
विज्ञानं ब्रह्म
Shri Mata Vaishno Devi University
40CM
12CM
20CM