



SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320(J&K)
(A State University recognized by UGC/s2(f)&12(B))

SHORT TERM TENDER NOTICE

SMVD University invites sealed tenders from reputed and registered firms for providing Flower Decoration Services at various locations at Shri Mata Vaishno Devi University in connection with 9th Convocation, 2023 scheduled on 28th December, 2023

The rates quoted should be inclusive of all taxes and charges at the above mentioned venue.

Conditional tenders/offers shall not be accepted.

The tenders in sealed envelopes addressed to **Registrar, SMVDU** with subject as "**Campus Decoration**" must reach SMVDU Campus Kakryal (Katra) by or before 2:30 pm 24th December, 2023.

The University reserves the right to accept or reject any tender/all tenders without assigning any reasons thereof.

The details are attached as Annexure. For any enquiries, please contact us at Mob. No. 9419103492, 9419144261

No:SMVDU/Engg/Conv/2023-24/06
Dated: 21/12/2023

Sd/-
Registrar

Su/mt



श्री माता वैष्णो देवी विश्वविद्यालय
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/2023-24/06

Date: 21/12, 2023

Notice Inviting Quotation

Sub: - Providing flower Decoration services at various location at SMVDU in connection with 9th

Convocation 2023.

Quotations in sealed cover are invited for the Providing flower Decoration services at various location at SMVDU in connection with 9th Convocation 2023 addressed to Registrar SMVDU; from reputed registered firms / Co-operative stores / Suppliers or Manufacturers having a valid GST Number and PAN Number, and for supplying rates for the bellow mentioned items/jobs;

S.No	Location	Material to be used
1.	Gate no 1 and 2	Marigold
2.	Auditorium VIP gate and General Public gate	Marigold, Panel Making With Flower Bouquet
3.	VIP Room Small Flower Basket (20), Big size basket	Lilies, Grade, Carnations, Alstroemeria
4.	VIP path near auditorium stage	Lily, Orchids, Rose, Gerbera, Gladiolus, Carnations
5.	Auditorium stage and dias// podium ,VIP sitting area on stage	Lily, Orchids, Rose, Gerbera, Gladiolus,
6.	Change Room (2 nos)	Lily, Orchids, Rose, Gerbera, Gladiolus,
7.	Central Fountain area near auditorium	Marigold, Carnations, Orchids
8.	Collapsible Gate (1 no.)	Marigold, Carnations,
9.	Adm porch structure	Marigold
10.	10 bouquets required	
11.	White shade Table cloth along with Table frill as per direction	

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by 24-12-2023, Sunday, 02:30 P.M. Any quotation received after the due date and time shall be summarily rejected. The sealed bids shall be opened on the same day at 3:30 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']**.

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2. The last date for receipt of sealed quotations in the Central Dispatch Section SMVDU is latest by 24-12-2023, Sunday, 02:30 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, superscribing 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 Engineering Wing at the following email id: ue@smvdu.ac.in

Signatures:.....

Registrar SMVD University

Date:



Annexure "A"

[To be provided on Firm/Company Letter Head]

Schedule of Quantities

**Name of the Job: Supply / Supply & Installation / Service / Repair of Flush valves (cistern) of
Level-II Qtrs. (16 Nos.)**

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

Sr. No.	Location	Material to be used	Qty	Amount in Rs.	GST rate	GST Amount in Rs.	Total Amount inclusive of GST in Rs.
1.	Gate no 1 and 2	Marigold					
2.	Auditorium VIP gate and General Public gate	Marigold, Panel Making With Flower Bouquet					
3.	VIP Room Small Flower Basket (20), Big size basket	Lilies, Grade, Carnations, Alstroemeria					
4.	VIP path near auditorium stage	Lily, Orchids, Rose, Gerbera, Gladiolus, Carnations					
5.	Auditorium stage and dias// podium ,VIP sitting area on stage	Lily, Orchids, Rose, Gerbera, Gladiolus,					
6.	Change Room (2 nos)	Lily, Orchids, Rose, Gerbera, Gladiolus,					
7.	Central Fountain area near auditorium	Marigold, Carnations, Orchids					
8.	Collapsible Gate (1 no.)	Marigold, Carnations,					
9.	Adm porch structure	Marigold					
10.	10 bouquets required						
11.	White shade Table cloth along with Table frill as per direction						
	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