



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

Sub Post Office, Katra -182320, J&K

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NIQ. No: SMVDU/RP-127/2023-24/044

Dated : 11-03-2024

**Notice Inviting Quotation/Short Term Tender**

**Sub:- Supply of stationery items for RP-127,SMVDU**

Quotations in sealed cover are invited for the supply of stationery items for RP-127,SMVDU on behalf of Registrar SMVDU at SMVD University from reputed Registered Firms/Co-operative Stores/Suppliers or Manufacturers having a valid GST Number and PAN Number, and for supplying rates for the below mentioned items/jobs :

S. No.	Details of items	Qty.
1.	Paper ream	20 Nos.
2.	File cover	100 Nos.
3.	Tags (big)	10 Pkt.
4.	Tags (small)	10 Pkt.
5.	Stapler (small)	10 No.
6.	Stapler (big)	10 No.
7.	Stapler pins (small)	20 pkt
8.	Stapler pins (big)	20 pkt
9.	Puncher (double hole)	10 No.
10.	Permanent Marker pen	20 Nos.
11.	A1 Lining Register	20 Nos.
12.	Pencil	20 Nos.
13.	Eraser	20 Nos.
14.	Sharpener	20 Nos.
15.	Glue stick	10 Nos.
16.	Cello tape (big 2")	10 Nos.
17.	Brown tape (big 2")	10 Nos.
18.	Color flag (small)	10 pkt.
19.	Note sheet green	4 pkt.
20.	Pencil cell	20 Nos.
21.	Note pad	20 Nos.
22.	Colorful U pin	10 pkt.
23.	Push pin	10 pkt.
24.	Scissor (big)	10 Nos.
25.	Stamp pad	5 Nos.
26.	Slip pad (big)	20 Nos.
27.	Correction pen	20 Nos.
28.	Highlighter pen	4 Pkt.
29.	Sticky note pad (small)	20 Nos.
30.	Scale/Ruler (12")	20 Nos.
31.	Envelope A3 size	2 pkt.
32.	Envelope A4 size	2 pkt.
33.	Envelope white (big)	2 pkt.

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	Office bell	1 No.
36.	Extension board	10 Nos.
37.	Lock big	2 Nos.
38.	Paper weights	10 Nos.
39.	Tissue Napkin	10 pkt.
40.	Dustbin medium size	10 Nos.
41.	Binder clip	10 Pkt.
42.	Carbon paper	2 Pkt.
43.	Paper binding machine (big)	1 No.

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by 15-03-2024. 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 PM, in the presence of authorized representatives, should they wish to attend the same.

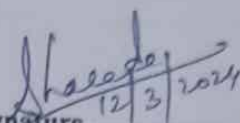
### Terms & Conditions

1. Rates should be written in figures as well as words. Repair Charges, GST rates, Visiting 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 .
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 Registrar, SMVDU, 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. Rates 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.

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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](http://www.smvdu.ac.in) For any query, contact Coordinator, RP-127, SMVDU at the following email id: [sharda.p@smvdu.ac.in](mailto:sharda.p@smvdu.ac.in).

  
Signature.....  
Coordinator, RP-127  
Dated: 12.02.2024

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**Annexure "A"**

[To be provided on Firm/Company Letter Head]

**Schedule of Quantities**

**Name of the Job:** Supply of stationery items for RP-127,SMVDU

**Ref:** NIQ / Short Term Tender Number:..... **Date:**  
.....

S. No.	Details of the Item	Quantity	Rate per item	Amount (in Rs.)	GST Rate	GST Amount (in Rs.)	Total Amount inclusive of GST (in Rs.)
	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**