



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

e-mail: purchase@smvdu.ac.in

NIQ. No: SMVDU/S&P/Media Cell/ NIQ/2024-25/ 229

Dated: 15th May 2024

Notice Inviting Quotation

Sub:- Printing & Supply of University monthly Online E-newsletter (Times@SMVDU)

Quotations in sealed cover are invited for Printing & Supply of University monthly Online E-newsletter (Times@SMVDU) on behalf of Registrar SMVDU for Media Cell 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 bellow mentioned items;

S. No	Item Description	Qty per Month (in nos.)	Remarks
1	Printing of University's monthly Online E-newsletter (Times@SMVDU) Paper GSM: 130, Coloured Digital Printing with transparent sheet/envelope. Minimum no of pages 8 (with center Stitch & Transparent sheet/ envelope). (Note: No of pages shall vary from month to month depending upon requirement to vetted by the Media Cell.) (Rates to be quoted per page per side basis)	100	The Newsletter shall be printed every month and the rates quoted shall hold time for 01 year

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by **21-05-2024, Tuesday, 2:30 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. 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 **-21-05-2024, Tuesday 2:30 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 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 01 year.
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).

(Handwritten signatures and initials)

8. Documents in support of valid GST and PAN Number also need to be enclosed with the quotation.
9. 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.
10. 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.
11. 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.
12. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in postal transit.
13. All taxes / duties should be clearly mentioned in the Quotation.
14. 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.
15. 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.
16. 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 Deputy Registrar (S&P), SMVDU at the following email id: purchase@smvdu.ac.in.

Signatures:.....

Registrar, SMVDU

Dated:.....15th May 2024.

[To be provided on Firm/Company Letter Head]

Schedule of Quantities

Name of the Job: Printing & Supply of University monthly Online E-newsletter
(Times@SMVDU)

Ref: NIQ 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.)
1							
2							
3							
4							
	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