



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/S&P/2024-25/ 206

Date: 8-5-2024

Notice Inviting Quotation

Sub:- Printing & Supply of Stationery Items at SMVD University

Quotations in sealed cover are invited for the printing & supply of Stationery Items at SMVD University from reputed registered printers having a valid GST Number and PAN Number, and for supplying rates for the bellow mentioned items/jobs;

S. No.	Item Description	Qty (in Nos.)
1	Zip Type Leatherette Folders (having Slot for Documents, Notepad, Pen, Phone, Cards) in Black with Golden Screen printing of Logo & University name in front.	100
2	A4 Size L Shaped Transparent Pouch with printed University Logo, name and address in colour	1500
3	Note Pad A5 Size with University Logo in colour on the front page and University Logo as water mark on all inner pages. Further cover page in white. All inner pages to have perforation at the top. No. of pages 50.	100

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by 20th May 2024, Monday , 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. 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 20th May 2024 , Monday , 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 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. The Vendor must ensure the Items supplied are of good quality. In case of any variations or the item supplied are of inferior quality, these will be summarily rejected.
9. Rate offered must be for metric system of unit lengths or volume or weight.

10. Documents in support of valid GST and PAN Number also need to be enclosed with the quotation.
11. 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.
12. 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.
13. 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.
14. PENALTY FOR DELAY: In a situation when the delivery of stores/ items ordered above is delayed, SMVDU reserves the right to impose the penalty of 0.5% of the Supply Order amount per week subject to a maximum of 5% of the value of the order.
15. 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.
16. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in postal transit.
17. All taxes / duties should be clearly mentioned in the Quotation.
18. 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.
19. AFTER SALES SERVICE: The offer shall clearly state full details of the after sales service facility available for the equipment.
20. 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.
21. 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 Store & Procurement Section at the following email id: purchase@smvdu.ac.in

Signatures:.....


Registrar, SMVD University

Date: 8th May 2024.....

[To be provided on Firm/Company Letter Head]

Schedule of QuantitiesName of the Job: **Printing & Supply of Stationery Items at SMVD University**

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

S. No.	Details of the Item	Qty (in Nos.)	Rate per item	Amount (in Rs.)	GST rate	GST Amount (in Rs.)	Total Amount inclusive of GST (in Rs.)
1	Zip Type Leatherette Folders (having Slot for Documents, Notepad, Pen, Phone, Cards) in Black with Golden Screen printing of Logo & University name in front.	100					
2	A4 Size L Shaped Transparent Pouch with printed University Logo, name and address in colour	1500					
3	Note Pad A5 Size with University Logo in colour on the front page and University Logo as water mark on all inner pages. Further cover page in white. All inner pages to have perforation at the top. No. of pages 50.	100					
	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