



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/Exam/ 2024-25/ 1820

Date: 17th October 2024

Notice Inviting Quotation

Sub:- Printing of Course of Study Booklet for the Examination Wing at SMVDU

Quotations in sealed cover are invited on behalf of Registrar SMVDU for the Faculty Incharge Examinations; for printing of Course of Study; from reputed registered firms/printers having a valid GST Number and PAN Number; and for supplying rates for executing the above job;

Sr.No.	Description	Qty.
1.	Course of Study Booklet A4 Size, having 222 pages or 111 leaves including the title page, all black and white printing, double sided printing, cover page of 300 gsm on imported matt art card paper and inner pages on map litho paper of 70 gsm.	1200

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by **Monday, 21st October 2024, by 12 noon**. Any quotation received after the due date and time shall be summarily rejected. The sealed bids shall be opened on the same 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 **Monday, 21st October 2024, by 12 noon**.
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. Delivery of material /equipment / stores mentioned in this quotation will be supplied by the supplier at SMVDU Stores at Kakryal, Katra-182320 (J&K).
6. Rate offered must be for metric system of unit lengths or volume or weight.

2

7. Documents in support of valid GST and PAN Number also need to be enclosed with the quotation.
8. 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.
9. 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.
10. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in postal transit.
11. All taxes / duties should be clearly mentioned in the Quotation.
12. 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.
13. 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 Faculty Incharge Examinations at the following email id: fic.exams@smvdu.ac.in

Signatures:.....

Registrar, SMVDU

 Date: 17th October 2024

[To be provided on Firm/Company Letter Head]

Schedule of Quantities

Name of the Job: Printing of

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							
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]:

.....

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