



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

Sub Post Office, Katra -182320, J&K

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Email: purchase@smvdu.ac.in

NIQ. No: SMVDU/S&P/Exam/10th Conv./ 2024-25/2014

Date: 27 Nov, 2024

Notice Inviting Quotation

Sub:- Printing and Supply of Degree Folders

Quotations in sealed cover are invited for Printing and Supply of Degree Folders on behalf of Faculty I/c. Examinations SMVDU from reputed Printers having a valid GST Number, PAN Number and registered printing press in Jammu for supplying rates for the below mentioned job;

Sr.No.	Description of the item	Qty
1.	Degree Folders Black PU leather Folders, with cushioned cover, duly stitched at the seams. Screen printing of University Logo & Name on PU Leather on top and full size transparent pockets in both internal sides, with approx. folder size of 51 cm x 32.5 cm. [as per sample]	1000

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by **Tuesday, 3rd December 2024, by 11:00 A.M.** Only registered Printers should submit their sealed quotations. 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 12 noon 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 **Tuesday, 3rd December 2024, by 11:00 A.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. Delivery of material /equipment / stores mentioned in this quotation will be supplied by the

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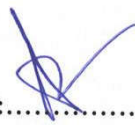
supplier at SMVDU Stores at Kakryal, Katra-182320 (J&K).

6. Rate offered must be for per unit folder.
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. PACKING: The goods shall be packed suitably for dispatch directly to SMVDU at supplier's expense and supplier shall be responsible for any damage during transit.
13. 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.
14. 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 I/c. Examinations at the following email id: fic.exams@smvdu.ac.in.

Signatures:.....




Registrar, SMVDU

Date: 27th November, 2024

Annexure "A"

[To be provided on Firm/Company Letter Head]

Schedule of Quantities

Name of the Product: **Printing and Supply of Degree Folders**

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]:

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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