



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University
Sub Post Office, Katra -182320, J&K
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e-mail:- hindi.cell@smvdu.ac.in

NIQ. No: SMVDU/S&P/2024-25/ २०३६

Dated : ०२' Dec' 2024

Sub:- Printing & Supply of Printing & Supply of Wall Calendars, Table Calendars & Diaries for the Year 2025 at SMVDU

Quotations in sealed cover are invited for the Printing & Supply of Newsletter & Magazine in Hindi on behalf of Registrar SMVDU for Hindi 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/jobs;

S. No.	Item Details	Quantity (in nos.)
1	New Year Calendar (Wall Calendar) (size 13x19 inches. finished, 6+1 sheets, Multi colour wire-o-binding, 170 GSM, imported Matt Art Paper with imager, two sided printing) as per standard specifications and machine size available with Our office.	500
2	Table Calendar (size 9x7 inches, finished, 7 sheets, Multi colour wire-o-binding, 300 GSM, imported mat art card with imager, two sided printing) as per standard specifications & machine size available with Our office	500
3	New Year Diary Size 9.5"x7.5", additional 12 months sheet + front sheet, Paper 60 GSM, Month cut, + Cover pages with University Logo, all digital printed & colored with leatherite cover, duly stitched at seams, with cushioned cover.	500

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by **11-12-2024, Wednesday 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. GST Rates or any other rates / charges, as applicable, and discount if any, should be clearly mentioned in the **Schedule of Quantities [Format at Annexure 'A']**.
2. The last date for receipt of sealed quotations in the Central Dispatch Section SMVDU is latest by **11-12-2024, Wednesday 2:30 P.M.**
3. The **Quotation / Schedule of Quantities** should be on the **Letter Head of the Company with reference No. & Date on it**, duly signed and stamped.
4. The quotations should be submitted in sealed cover, addressed to the Registrar, SMVDU, super-scribing NIQ issue no. & 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 03 months.
6. Quotation without the authorization from the Company will not be accepted.
7. Delivery of material mentioned in this quotation will be supplied by the supplier at SMVDU Stores & Procurement wing at Kakryal, Katra-182320 (J&K).
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.

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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. 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.
13. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in postal transit.
14. All taxes / duties should be clearly mentioned in the Quotation.
15. 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.
16. AFTER SALES SERVICE, IF ANY : The offer shall clearly state full details of the after sales service facility available for the equipment.
17. 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.
18. 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 Nodal Officer, Hindi Cell, SMVDU at the following email id : purchase@smvdu.ac.in.

Signatures: 

Registrar, SMVDU

Dated:.....

[To be provided on Firm/Company Letter Head]

Schedule of Quantities

Name of the Job: Printing & Supply of Wall Calendars, Table Calendars & Diaries for the Year 2025 at SMVDU

Ref: NIQ Number : Date:

S. No.	Details of the Item	Quantity (in nos.)	Rate per item	Amount (in Rs.)	GST Rate	GST Amount (in Rs.)	Total Amount inclusive of GST (in Rs.)
1	<u>New Year Calendar (Wall Calendar)</u> (size 13x19 inches, finished, 6+1 sheets, Multi colour wire-o-binding, 170 GSM, imported Matt Art Paper with imager, two sided printing) as per standard specifications and machine size available with Our office.	500					
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	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