



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/10th Conv./ NIQ/2024-25/3013

Dated: 10/12/2024

Notice Inviting Quotation

Sub:- Printing Service during the 10th Convocation of the University scheduled to be held in the last week of December,2024 at SMVDU.

Quotations in sealed cover are invited for the Printing Service during the 10th Convocation of the University scheduled to be held in the last week of December,2024 at SMVD University from reputed registered printers having a valid GST Number and PAN Number, and for supplying rates for the bellow mentioned items;

S. No	Item Description	Unit	Qty
1	Convocation Brochure with digital color printing on all pages including cover pages (4) color section (front page, inner front page, back page inner back page) with perfect binding. Cover Page 300 GSM with Imported Matt Art Card paper and Inner pages of 170 GSM on Imported Matt Art paper. Tentative number of pages 50 (In case of number of pages increases payment shall be made on pro-rata basis)	No	750
2.	Invitation cards with envelopes, size 5x8 (on 250gsm Art Card paper with color digital printing. (Multi-color Envelope with University Logo on 100 GSM paper with color digital printing.)	No	1500
3	Security Pass	No	500
4	Parking Slips/Car Pass [Fluorescent Gummed stickers in three colors (Blue/Red/Green) no may vary 1-Col offset printed Black) (Red-200, Green Colour-200, Blue-1100, guest)	No	1500
5	Cloak Room Slip (100 pages per slip) as per sample.	Book	20

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by **13-12-2024, Friday, 12:30 P.M.** 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. 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 - **13-12-2024, Friday, 12:30 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 quotation must be accompanied by a declaration certificate of the vendor/firm running a printing press issued by the District Magistrate. No quote of any vendor shall be accepted**

if the said declaration in the firm's name is not enclosed with quote.

5. 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.
6. Price quoted for the material / equipment shall be final and valid for 3 months.
7. **Having a printing press in Jammu is a must. Kindly attached proof of the same.**
8. Delivery of material /equipment / stores mentioned in this quotation will be supplied by the supplier at SMVDU Stores at Kakryal, Katra-182320 (J&K).
9. Rates 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. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in postal transit.
15. All taxes / duties should be clearly mentioned in the Quotation.
16. 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.
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 Deputy Registrar (S&P), SMVDU at the following email id: purchase@smvdu.ac.in.


Signatures:.....

Registrar, SMVDU

Dated:.....

Annexure "A"

[To be provided on Firm/Company Letter Head]

Schedule of Quantities

Name of the Job: Printing Service during the 10th Convocation of the University
scheduled to be held in the last week of December, 2024 at 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							
5							
	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