



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/Training-DQA/ PM-USHA/2024-25/**3736**

Date: **13**.March, 2025

Notice Inviting Quotation

Sub:- Providing Catering facility for One day Workshop for Record Keeping

Quotations in sealed cover are invited for providing catering facility for the participants of **One day Workshop for Record Keeping** scheduled to be held on **19-03-2025**, on behalf of Registrar SMVDU from reputed caterers having a valid GST Number, PAN Number and having their offices in Jammu/Udhampur/Katra for supplying rates for the below mentioned job;

Sr.No.	Description of the Job	Pax
1.	Tea with Refreshments	100
2.	Lunch	
3.	Tea with Biscuits	

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by **Monday, 17th March 2025, by 12 noon**. Only caterers having their offices in Jammu/Udhampur/Katra 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 1:00 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, 17th March 2025, 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 Coordinator of the Workshop, 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 per unit/pax.
7. Documents in support of valid GST and PAN Number also need to be enclosed with the quotation.
8. The payment will be released after the event and successful delivery of the Job in question as per University rules.
9. SMVDU shall not be responsible for delays in postal transit.
10. All taxes / duties should be clearly mentioned in the Quotation.
11. 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.
12. 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 **Dr. Jyoti Sharma, Professor & Head SoB and Coordinator "One day Workshop for Record Keeping"** at the following email id: hod.business@smvdu.ac.in.

Signatures:.....13.3.25

Coordinator, Workshop

Date: 13-03-2025

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[To be provided on Firm/Company Letter Head]

Schedule of Quantities

Name of the Product: **Sub:- Providing Catering facility for One day Workshop for Record Keeping**

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