



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

Kakryal, Katra -182320, J&K

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Ref. No.: SMVDU/S&P/P&MC/2019-20/036

Date: 4th February 2020

M/s _____

Sub: Inviting Sealed Quotation for the Printing of University 15th Annual Report 2018-19, at SMVDU

Dear Sir/Madam,

Shri Mata Vaishno Devi University (SMVDU) intends to purchase of following items / equipments as per specification:

S.No.	Specification	Qty.
01	A4 Finished, 180pp including cover 4+4 colour, section sewan perfect binding outer cover matt, 170 gsm imp. Matt art paper for inside pages and 300 gsm imp, matt art card for cover	500 (Total no. Of copies to be printed)

In this regard, you are hereby requested to submit your sealed quotation with special discount to SMVDU for the supply of above item.

Terms & Conditions

1. Last date and time for receipt of quotation at Shri Mata Vaishno Devi University, Kakryal Katra - 182320 (J&K) is **18th February 2020 upto 3:00 p.m.**
2. The quotation should be on the letter head of the Company with reference no. and date on it.
3. The quotation should be accompanied with a security deposit of Rs.5000/- in the shape of Demand Draft in the name of Registrar SMVDU.
4. The delivery period of equipment /material / items should be clearly mentioned in the quotation.
5. Please submit your quotation in sealed cover superscribing the Quotation Enquiry number and due date 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. Quotation without the authorization from the Company and the security deposit will not be accepted.
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. Rate offered must be for metric system of unit lengths or volume or weight.
10. SMVDU reserves the right to increase the quantity mentioned in this enquiry and SMVDU reserves the right to split this quotation and place order on one or more suppliers/

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quotationers and the right to reject partly or completely quotations without assigning any reasons thereof.

11. The quotation shall be completed 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.
12. The payment will be released after the receipt of all and complete material/equipment with complete accessories in good working condition.
13. Material/ equipment shall be guaranteed for the minimum period one year for satisfactory performance, workmanship and for the quality of material/ equipment supplied by the firm from the date of delivery/ installation.
14. Quotation received after DUE DATE 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. **ELECTRICALS:** All electrical equipments should be suitable for operation on 230V, 50 Hz or 440V, 50 Hz, 3 phases as applicable and must be tropicalised for Indian conditions.
17. **AFTER SALES SERVICE:** The offer shall clearly state full details of the after sales service facility available for the equipment. The details shall include qualification of service personnel stationed at the service centre, response time in case emergency, availability of spares, etc. The offer shall also give the amount and other terms & conditions for annual service contracts of the equipments after the expiry of the guarantee / warranty period.
18. **PACKING:** The equipments shall be packed suitably for dispatch direct to SMVDU at Suppliers expenses and supplier shall be responsible for any damage during transit.
19. **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, Reasi.
20. **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.



Asstt. Registrar (S&P)