

SANT GADGE BABA AMRAVATI UNIVERSITY
University Campus, Near Tapowan, Mardi Road, Amravati 444602
Phone No. (0721) 2668195, 2668206, 2668158 Ext. No. 237, 240 Fax No. : (0721) 268049, 26682135
Email - arstore@sgbau.ac.in GRAM-AMUNI Website : www.sgbau.ac.in

Outward No. ST- 178 Date : 06/09/2025

Quotation Notice

Quotation Notice No. SGBAU/2/Store/MCE/2025-2026 dated 06/09/2025 Due Date 17/09/2025

Sir,

Sealed quotation duly superscripting our Enquiry reference number and due date are invited for DTP & Offset printing of ~~Form 42~~ as per our terms mentioned. Quotation complete in all respect shall be received on or before 017/09/2025 upto 01.00 PM at Central Administrative Section (GAD) Main Administrative Building, University Campus, Near Tapowan, Amravati 444602

S N	Name of item and Description of Printing	Quantity Required. Approx.
1	2	3
1	DTP & Offset printing of cover for Book of Enclosure for Various Committees. Two leave format, First Format printing on 180 GSM Card sheets in various colour (White/Blue/Green/ yellow etc) in the size of ¼" x 17" x 27", Second Leave Blank in the size of ¼" x 17" x 27"	3000 Set

Note -1) The quotation (Rates) should be submitted only on the prescribed quotation format which is enclosed with the Quotation Notice

2) Specimen sample can be seen at our store

3) Delivery period for supply of this printing will be 07 to 12 days

4) The payment will be made only after satisfactory supply

5) Bidder should quote their rates including of all taxes, with paper, offset printing, binding, numbering, transportation Handling etc. complete.

6) Right to reject / accept quotation partially or fully is reserved by the University


Deputy Registrar (Store)
Sant Gadge Baba Amravati University



Quotation Form

To,
Registrar
Sant Gadge Baba Amravati University,
Amravati

Subject: DTP & Offset printing of Cover for Book of Enclosure

Ref.: Quotation Notice No. SGBAU/2/Store/MCE/2025-2026 dated 06/09/2025 Due Date 17/09/2025

R/Sir

With reference to above I / We M/s.....Cover
for Book of Enclosure I / We read & accepted all terms & conditions which is enclosed with this Tender Form. (The
Samples of the papers are attached with the Technical Bid & marked correctly if available)

Sr. No	Name of item and Description of Printing	Quantity Required.	Rate in Rs. Per Set including of all taxes.	Total Amount in Rs. & Including of all taxes.
1	2	3	4	5
1	DTP & Offset printing of cover for Book of Enclosure for Various Committees. Two leave format, First Format printing on 180 GSM Card sheets in various colour (White/Blue/Green/ yellow etc) in the size of ¼" x 17" x 27", Second Leave Blank in the size of ¼" x 17" x 27"	3000 Set		

Name of Firm

Address of the firm

GST Registration No.

PAN

Mobile Number

Land Line Number

Signature of Vender

Seal of the Firm

GENERAL TERMS & CONDITIONS

Subject : DTP & Offset printing of Cover for Book of Enclosure

Ref: Quotation Notice No. SGBAU/2 Store AC/E 2025-2026 dated 06/09/2025 Due Date 17/09/2025

- 1) Scaled Quotations are invited from the reputed experienced supplier for printing of cover for Book of Enclosure.
- 2) The completed quotations should be compulsorily submitted at Central Inward Section (GAD) (Main Administrative building at Sant Gadge Baba Amravati University on or before due date and time.
- 3) Quotation duly filled in will be accepted on or before 17/09/2025 upto 01.00 PM and will be opened on 17/09/2025 at 04.00 PM in the presence of bidders & tender opening committee if possible.
- 4) The University will not accept any quotation after 01.00 PM on 17/09/2025. Sant Gadge Baba Amravati University will not be responsible for postal delay, non-receipt, non-delivery of tender documents or loss of documents in transit.
- 5) The bidder should submit the quotation in single bid envelopes system. While submitting the quotation, bidder shall submit the following documents with price offer (rates) in sealed envelope as under with these terms and conditions. While opening the quotation, following documents are not found in envelope the quotation will be treated as cancelled.
 - a) Copy of GST Registration Certificate.
 - b) Copy of Shop Act Registration, if available
 - c) Experienced Certificate Order copy of another firm, if available
 - d) Price offer (rates) in enclosed prescribed quotation format
 - e) Copy PAN Card
- 6) a) After sanctioned of rates successful bidder shall have to deposit 5% of SD of approved Rates Total Amount within specific stipulated period prescribed by university after acceptance of their rates in the form of D.D-Pay Order Banker Cheque FDR in favour of Finance & Accounts Officer, Sant Gadge Baba Amravati University.
 b) The security Deposit of successful bidder will be refunded only after 3 months from the date of satisfactory supply.
 c) Failure of the successful bidder to deposit Security Deposit within prescribed time limit shall constitute sufficient grounds for the annulment of the award. In this event the University may make the award to the next lowest evaluated bidder or call for new bids.
- 7) Incomplete quotation not in conformity with our prescribed specifications, terms & conditions will be rejected. University has right to accept reject any or all quotation without assigning any reason s.
- 8) a) Rates should be valid upto 30.06.2025
 b) The suppliers should quote rates for each article quite independent of the rates of other articles, as it will be the right of the University to accept the offer partially or fully.
- 9) Rates to be mentioned F.O.R. Stores Dept. & including all taxes. Transportation, etc.
- 10) Packing Numbering etc:
 - a) **Standard Packing:** Each Bundle should contain 1000 sheets.
 - b) Quality and papers etc. should be as per approved sample specimen sample.
 - c) Size, Columns, matter, design, Colour combination etc. should be as per each Specimen.
- 11) The supplier shall supply the ordered goods within the delivery period mentioned in the purchase order. Failing which the penalty @ 0.5% per week shall be charged of order value and shall be deducted from the bill of supplier in case of emergency, University shall reduce the delivery period and the supplier shall have to deliver the goods within the reduced delivery period.
- 12) In case of substandard material, the supplier shall have to replace same within 7 days otherwise penalty @ 0.5% per week shall be charged of ordered value and 2% penalty at the cost of material due to substandard supply. In case of defects noticed during use of material supplied by the supplier within 4 months from the date of supply order the supplier will require to repair replace the materials etc failing which the material will be repaired purchased from another agency and the difference in cost. If any adjusted from the security deposit or other any pending bills of the supplier.
- 13) University has right to reject any part or full articles if the quality of material is disapproved & will be kept in stores Dept. At supplier's risk only. It should be replaced at suppliers own cost within seven days.
- 14) In the event of failure to comply with the supply order the EMD will be forfeited. As well as if suppliers fail to replace the rejected goods in time, we are at liberty to purchase the ordered good from the open market without giving any prior notice & if compelled to purchase at the higher price than your approved rates such losses shall be recovered from the S.D. or any outstanding payment of the bidder.
- 15) Weight Quality Quantity of the materials will be confirmed after our physical checking at our stores Dept. & if the shortage in any terms is found. Amount will be deducted from the invoice.
- 16) The terms of payment in advance or through bank will not be accepted
- 17) No negotiation will be done.
- 18) No person or organization submitting tender quotation should have a interest in any other organization participating in this quotation process. If such direct interest is found, it will be treated as conflict of interest and as result both or more quotations will be rejected. Example- If two are submitting quotation tender for the same project purchase the person who is the owner Director partner major shareholder of company 'X' should not be the same person as the owner director partner major Shareholder of company 'X' (Enclosed undertaking be submitted with quotation)
- 19) Terms of payment: Payment to be made to the supplier will subject to the deduction of taxes applicable at source at the rate in force from time to time and after satisfactory supply.
- 20) Any dispute arising out of or relating to this enquiry tender Quotation or during the period of contract the decision of Hon'ble Vice-Chancellor shall be final.
- 21) Right to reject accept quotation partially or fully is reserved by the University

Deputy Registrar (Store)

Sant Gadge Baba Amravati University

I We have read carefully and have understood the same in vernacular known to me us about all the standard Terms & Conditions and I we hereby agrees to the same and shall abide by them hence this verification

Date

Seal & Signature of the Vender

Note : This Certificate of authority should be on the letter head of the quoting firm and should be signed by the person competent and having the power of attorney to bind the same.

UNDERTAKING REGARDING OWNERSHIP/DIRECTORSHIP/PARTNERSHIP

I/We----- Owner / director / partner /
major shareholder of company of M/s.-----
hereby declare that myself as an owner/director/partner/major shareholder of company of any other firm
has not been participated in this quotation/tender process

Signature with Stamp

Name-----

Address :-----
