

SANT GADGE BABA AMRVATI UNIVERSITY
UNIVERSITY CAMPUS, NEAR TAPOWAN ,
AMRAVATI - 444 602 (MAHARASHTRA)
PHONE NO. (0721) 2664385, 2662358 (Ext No.. 240) Email. arstore@sgbau.ac.in GRAM - SGBAU

Quotation Notice No. SGBAU/2/Store/ **87** /2026-27

Date : **6** /08/2026

QUOTATION NOTICE

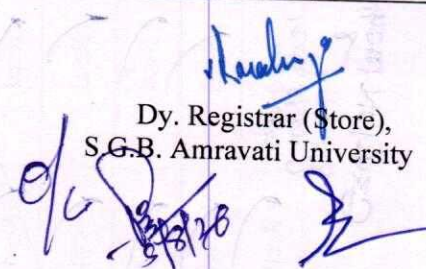
To,

- 1) M/s Novelty Stores,
Jawahar Road, AMRAVATI
- 2) M/s Sudarshan Paper Converting Work,
H.N. 18, Main Road, Azamshah Square, Old Mangalwari,
NAGPUR - 440 032
sudarshanpapercw@gmail.com
- 3) M/s Bhartiya Kagad Udyog Sahakari Sanstha Ltd.,
Soot Market, Gandhibag,
NAGPUR - 440 002
- 4) M/s Sakshi Products,
Mudholkar Peth, AMRAVATI

Sir,

Sealed quotations duly superscripting our Enquiry reference number and due date are invited for the following material as per our terms & conditions attached. Quotations complete in all respect shall be received on or before **20/08/2026 upto 13.00 hours at Central Inward Section (Main Administrative Building),** University Campus, Tapovan, Amravati.

S. No.	Description of Item	Qty
1	White envelope with lamination Adhesive Tape with good quality Paper 140 GSM Size 10" x 12" one side printing (As per our paper sample)	2000 Nos


Dy. Registrar (Store),
S.G.B. Amravati University

Copy for information and necessary action to :

- 1) Asstt. Registrar (Administration),
Sant Gadge Baba Amravati University
- 2) Tender Opening Committee e File, Store Section

QUOTATION FORM

To,

Registrar,
Sant Gadge Baba Amravati University,
Amravati

Sub : Supply of White Envelopes

Ref : Quotation Notice No. SGBAU/2/Store/87/2026-27, Date : 6 .08.2026

R/Sir,

With reference to above I / We M/s.....

quote herewith the rates for Supply of Compatible. Toner. I / We read & accepted all terms & conditions which is enclosed with this Quotation Form.

S. No	Name of Item	Qty	Rates including all taxes (Per Toner)
1	White envelope with lamination Adhesive Tape with good quality Paper 140 GSM Size 10" x 12" one side printing (As per our paper sample)	2000 Nos	

Name of Firm.....

Sales Tax / VAT No.....

Address

Phone NO.....

.....

Mobile NO.....

.....

E.mail.....

.....

Panno.....

Pin code No.....

TIN NO.....

DATE

Signature with Stamp of Firm

GENERAL TERMS & CONDITIONS

Quotation Notice No SGBAU /2/Store/ 87/2026-27 Date 6 .08.2026

- 1) Sealed Quotation are invited from experienced Authorized supplier of **White envelopes**.
- 2) The completed Quotation should be compulsorily submitted in Central Inward Section (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 (date) **20.08.2026** upto **13.00 hours** and will be opened on (date) **20.08.2026 at 16.00 hours** in the presence of Quotation & quotation opening committee if possible
- 4) The University will not accept any tender after **13.00 hours** on (date) **20.08.2026** 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 quotation in singal 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 if the following document are not found in envelope ,the quotation will be treated as cancelled.
 - a) Copy of GST Registration Certificate
 - b) Copy of Shop Act Registration Certificate
 - c) Experience Certificate order copy of the firm, (if available)
 - d) Copy of PAN Card
- 6) Incomplete Quotation not in conformity with our prescribed specifications, terms & condition will be rejected University has right to accept /reject or all Quotation without assigning any reason's.
- 7) **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/tenders will be rejected. Example : If two firms 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 owner/director/partner/major shareholder of company "Y". (Enclosed undertaking be submitted with quotation/tender.)**
- 8) 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. Rates to be mentioned F.O.R. Stores/Dept. & including all taxes.
- 9) University has right to reject any part or full articles if the quality of material is disapproved & will be kept in Stores / Dept./Section at supplier's risk only. It should be replaced at suppliers own cost within seven days.
- 10) Weight quality/Quantity of the materials will be confirmed after our Checking at our stores/Deptt. &the shortage in any terms is found, amount will be deducted form the invoice.
- 11) The terms of payment in advance or through bank will not be accepted.
- 12) No negotiation will be done.
- 13) **Term of payment:** Payment to be made to the supplier will subject to the deduction of taxes applicable sources at the rate in force time to time and after satisfactory supply.
- 14) In case of substandard material, the supplier shall have to replace the same goods within 7 days, otherwise penalty of Rs. 100/- per day will be charged 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. (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.)
- 15) Any dispute arising out of or relating to this enquiry/-tender or during the period of the decision of Hon. Vice-Chancellor shall be final.

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 General Terms & Conditions & Standard Terms & Conditions and I / we hereby agrees to the same and shall abide by them hence this verification.

Signature of Supplier with rubber seal of the firm