

Outward No. ST- 46

Date : 26 /06/2024

Quotation Notice

Quotation Notice No. SGBAU/2/Store/LetterPad/2024-2025 dated 26/06/2024 Due Date 02/07/2024

Sir,
Sealed quotation duly superscripting our Enquiry reference number and due date are invited for Printing of Letter pad and Visiting Cards as per our terms mentioned. Quotation complete in all respect shall be received on or before 02/07/2024 upto 01.00 PM at Central Administrative Section (GAD) Main Administrative Building, University Campus, Near Tapowan, Amravati 444602

Sr. No.	Name of item and Description of Printing	Quantity Required (Approx.)
1	2	3
1	DTP & offset printing of Letter pad one side two colour printing on Executing Bond Paper in the size of 8 1/2" x 13", each pad containing 100 Leaves, Top Pad Binding (English)	03 Pad
2	DTP & offset printing of Letter pad one side two colour printing on Executing Bond Paper in the size of 8 1/2" x 13", each pad containing 100 Leaves, Top Pad Binding (Marathi)	03 Pad
3	DTP & offset printing of Letter pad one side two colour printing on Executing Bond Paper in the size of 1/5 of 18"x23", each pad containing 100 Leaves, Top Pad Binding (English)	03 Pad
4	DTP & offset printing of Letter pad one side two colour printing on Executing Bond Paper in the size of 1/5 of 18"x23", each pad containing 100 Leaves, Top Pad Binding (Marathi)	03 Pad
5	DTP & Multicolour Printing of Visiting As per Sample one side Multicolour printing on Art card	500 Nos.
6	DTP & offset printing of Letter pad one side Multicolour printing on Executing Bond Paper in the size of 1/4 of 18" x 23", each pad containing 100 Leaves, Top Pad Binding (English)	05 Pad
7	DTP & offset printing of Letter pad one side Multicolour printing on Executing Bond Paper in the size of 1/4 of 18" x 23", each pad containing 100 Leaves, Top Pad Binding (Marathi)	05 Pad
8	DTP & offset printing of Letter pad one side Multicolour printing on Executing Bond Paper in the size of 1/5 of 18"x23", each pad containing 100 Leaves, Top Pad Binding (English)	05 Pad
9	DTP & offset printing of Letter pad one side Multicolour printing on Executing Bond Paper in the size of 1/5 of 18"x23", each pad containing 100 Leaves, Top Pad Binding (Marathi)	05 Pad
10	DTP & Multicolour Printing of Visiting As per Sample one side Multicolour Emboss printing on Art card	500 Nos.

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 section
- 3) Delivery period for this supply will be 05 days from the date of Order
- 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 etc, Complete, GST, transportation, handling etc.
- 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: Printing and supply of Letter pad and Visiting Cards
Ref: 1)Quotation Notice No. SGBAU/2/store/LetterPad/24-25 dated 26/06/2024 (Due Date- 02/07/2024)

R/Sir
With reference to above I / We M/s..... quote
herewith the rates for offset printing of Bill Passing Register . I /We read &accepted all terms & conditions which is
enclosed with this quotation form.

Sr. No	Name of item and Description of Printing	Quantity Required	Rate in Rs. Per Pad / Lot Including of all taxes	Total in Rs. Including of all taxes
1	2	3	4	5
1	DTP & offset printing of Letter pad one side two colour printing on Executing Bond Paper in the size of 8 1/2" x 13", each pad containing 100 Leaves, Top Pad Binding (English)	03 Pad		
2	DTP & offset printing of Letter pad one side two colour printing on Executing Bond Paper in the size of 8 1/2" x 13", each pad containing 100 Leaves, Top Pad Binding (Marathi)	03 Pad		
3	DTP & offset printing of Letter pad one side two colour printing on Executing Bond Paper in the size of 1/5 of 18"x23", each pad containing 100 Leaves, Top Pad Binding (English)	03 Pad		
4	DTP & offset printing of Letter pad one side two colour printing on Executing Bond Paper in the size of 1/5 of 18"x23", each pad containing 100 Leaves, Top Pad Binding (Marathi)	03 Pad		
5	DTP & Multicolour Printing of Visiting As per Sample one side Multicolour printing on Art card	500 Nos.		
6	DTP & offset printing of Letter pad one side Multicolour printing on Executing Bond Paper in the size of 1/4 of 18" x 23", each pad containing 100 Leaves, Top Pad Binding (English)	05 Pad		
7	DTP & offset printing of Letter pad one side Multicolour printing on Executing Bond Paper in the size of 1/4 of 18" x 23", each pad containing 100 Leaves, Top Pad Binding (Marathi)	05 Pad		
8	DTP & offset printing of Letter pad one side Multicolour printing on Executing Bond Paper in the size of 1/5 of 18"x23", each pad containing 100 Leaves, Top Pad Binding (English)	05 Pad		
9	DTP & offset printing of Letter pad one side Multicolour printing on Executing Bond Paper in the size of 1/5 of 18"x23", each pad containing 100 Leaves, Top Pad Binding (Marathi)	05 Pad		
10	DTP & Multicolour Printing of Visiting As per Sample one side Multicolour Emboss printing on Art card	500 Nos.		

Name of Firm : _____

Address of the firm : _____

GST Registration No. : _____

PAN : _____

Mobile Number : _____

Signature of Vender : _____

GENERAL TERMS & CONDITIONS

Subject- Offset printing of Letter Pad and Visiting Cards

Quotation Notice No. SGBAU/2/Store/LetterPad/2024-2025 dated 26/06/2024 Due Date 02/07/2024

- 1) Sealed Quotations are invited from the reputed experienced supplier for printing of Visiting Card and Letter Pads
- 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 02 /07/2024 upto 01 00 PM and will be opened on 02/07/2024 at 03 00 PM in the presence of bidders & quotation opening committee if possible
- 4) The University will not accept any quotation after 01 00 PM on 02/07/2024. 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) Prescribed Quotation Format
 - b) Copy of GST Registration Certificate
 - c) Copy of Shop Act Registration, if available
 - d) Experienced Certificate / Order copy of another firm, if available
 - 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 DD/Pay Order/Banker Cheque /FDR in favour of Finance & Accounts officer
b) The security Deposit of successful bidder will be refunded after 6 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 31 03 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) 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.
- 11) In case of substandard material, the supplier shall have to replace same within 7 days otherwise penalty @ 0.5% per week shall be shall be charged of ordered value and 5% penalty at the cost of material due to substandard supply. In case of defects noticed during use of material supplied by the supplier within 1 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.
- 12) 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 supplier's own cost within seven days.
- 13) 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.
- 14) 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.
- 15) The terms of payment in advance or through bank will not be accepted
- 16) No negotiation will be done
- 17) 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.
- 18) No Person or organization should have a direct interest in another organization participating in the quotation process. If there is such a direct interest, it will be treated as conflict of interest and as a result both or more tenderers will be rejected. Example- if two companies are to submit tenders for the same project, then the person who is the owner / director / partner / majority shareholder of company "X" should not be the same person as the owner / director / partner / majority shareholders of Company "x"
- 19) 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
- 20) 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

UNDERTAKING REGARDING OWNERSHIP/DIRECTORSHIP/PARTNERSHIP

(To be executed on plain paper and self-signed)

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 :.....

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