J.C. Bose University of Science & Technology YMCA, Faridabad
(A Haryana State Government University)
(Established by Haryana State Legislative Act No. 21 of 2009 & Recognized by UGC Act 1956 u/s 22 to Confer Degrees)
Accredited 'A' Grade by NAAC
Web: www.jcboseust.ac.in, Email: dr.purchase@jcboseust.ac.in

QUOTATION/TENDER NOTICE

Ref.: JCBUST/2019-20/S&P/RFQ/ 1527 **Dated: 07.11.2019**

To

SUBJECT: Revised request for quotation for printing & providing the Diary, Executive Diary, Table Calendar, wall Calendar and New Year greeting cards.

Sir,

Sealed Quotation/tender is invited from the manufactures/ exclusive distributors/ authorized dealers/ suppliers/ stationers for the printing and providing diary, calendars and greeting cards etc. items detailed below:

Sr. No.	Description of the items	Qty*	Unit	Unit Rate
1	Diary 5.5" X 9" with cardboard customized cover and 24 pages (Back to back insert (as per sample)	300 Nos.	Per No.	
2	Executive Diary 5.5" X 9" with 24 pages (back to back) insert (as per sample)	250 Nos.	Per No.	
3	Table Calendar (As per sample)	500 Nos.	Per No.	
4	Wall Calendar (As per sample)	500 Nos.	Per No.	
5	New year greeting cards (As per sample)	250 Nos.	Per No.	
			Total amount	

Note: Samples are available in Main Store of University

* Please also quote the rate of extra 100 numbers of each item which is over and above the mentioned quantity.

General Terms & Conditions:

1. The sealed quotations, complete in all respect, must reach the office of the undersigned latest by **14-11-2019 at 3:30 PM.** by courier/by dropping the same personally in the drop box available in the purchase section of the University. The same shall be opened on 1**5-11-2019 at 2:30 PM**, in the office of the undersigned. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.

2. The Quotation/Tender received after due date and time or incomplete shall be rejected out-rightly.

3. The Quotation/Tender shall be submitted in sealed envelope. The envelope shall be sealed and shall have the subscription "QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO._____ DATED_____,AND DUE ON_____''. The offer may be sent to the **Dy. Registrar (Store & Purchase), J.C. Bose University of Science & Technology, YMCA, Faridabad.** The Quotation/Tender, Where the subscription is not mentioned on the envelope by the Quotee, may not be entertained.

4. The following charges and terms may be spelt out in your offer clearly:
   i. F.O.R
   ii. Rates of GST (in percent), if any. Please note that the University does not issue Form 'C' or 'D'
   iii. Payment terms.
   iv. Delivery period.
   v. Guarantee/Warranty period.
   vi. After-sales service.
   vii. Installation charges, if any.
   viii. Validity period of the quotation.
   ix. Bank Draft charges, if any.
   x. Misc. charge such as Packing & forwarding charges, etc., if any.

5. The Packing/forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as **"packing, forwarding, freight and insurance charges etc. extra".**

6. Charges not mentioned in the quotation/tender shall not be paid.

7. FOR shall be J.C. Bose University of Science & Technology, YMCA, Faridabad. The rates quoted Ex-Go down/at any place beyond YMCA premises can be rejected.

8. The offer must be valid for a period of at least three months from the date of opening of quotation/tender.

9. The current price list duly authenticated by the Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.

10. Quantity may increase or decrease without any notice.

11. If the supplier or their principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.

12. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a transport company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a transport company.

13. The Security/earnest money equivalent to 2% (two percent), If Contract value exceeds Rs. 40000/-, of the total cost of the material rounded off to nearest in the shape of ''Demand Draft'' at the time of issuing Purchase Order to the Lowest rate supplier.. The security/earnest money in the other shapes viz., Pay Order/ Cheque shall not be accepted.

14. The goods shall be supplied by the Supplier within the time limit specified in the supply order. The delivery period can be extended by the Dy. Register (p & S) with the approval of CPC, only in exceptional cases on written request of the Supplier of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC /Dy. Registrar (P & S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied. Appeal against these orders shall, however, lie with the Vice-Chancellor, J.C. Bose University of Science and Technology, YMCA, Faridabad whose decision shall be final.

15. In case, the supplier/contractor fails to execute the supply items order/contract on the rates, and terms & conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with the University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.

16. As a general policy, the University tries to make 100% payment within one month of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.

17. As per purchase guidelines of the University, the supplier has to be deposited bank guarantee for the period of guarantee/warranty against performance security with producing the bill/invoice.

18. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.

19. The Samples of the material, if necessary and possible, shall be supplied with the quotation. The unapproved samples shall be collected on receipt of information failing which the same shall be dispatched by Goods Carrier on your risk with the condition of ''Freight to Pay''. Samples costing less than Rs. 100.00 shall not be returned to the quotes. However, if the quotees wish to take the same back, it can be collected at their own cost within a period, failing which the samples will be disposed off.

20. The acceptance of the quotation/tender shall rest with the undersigned that does not bind himself to accept the lowest quotation and reserve the right to reject any or all items of quotation/tender without assigning any reason therefore. The undersigned also reserve the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.

21. The University is not registered with the department of scientific & Industrial research, Ministry of Science & technology, and New. Thus the University is not exempted from the payment of Custom Duty & Excise Duty.

22. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.

23. In case, any other information/clarification is required, the undersigned may be contacted at Telephone no. **0129-2310164** on any working day (Monday to Friday) during office hours (9.00 AM to 5.00 PM) or through Email dr.purchase@jcboseust.ac.in.

24. The dispute, if any, shall be subject to the jurisdiction of Courts at Faridabad. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.

25. Terms & Conditions printed on quotation of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

Asstt. Registrar (S&P)

Encl: As above