



Ref No. BPSMV/2017-18/COE/

Dated: _____

Notice Inviting Quotation
TO

Sub: Printing of Envelope.

Dear Sir,

Sealed quotations are invited from the Printers / authorized firms / suppliers/ for printing of Envelope.

Activity / Item / Article	Description	Qty Approx	Rates to be quoted by the firms Inclusive of all Taxes i.e. GST/VAT & other taxes
Envelope	16" x 12" Yellow in color (with lamination) With university logo and name printing (black and white) approx 75-80 gsm	4500	

General Terms and Conditions

1. The sealed quotation/ tender shall be submitted in the office of Controller of Examinations, Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat), Haryana. It may please be mentioned outside the Envelope that 'QUOTATION FOR THE PRINTING of Envelope'. The quotation/tender, where the superscription is not mentioned on the envelope by the Quotee, may not be entertained. The last date for submission of the Quotations is 24.1.2018 upto 4.00 p.m.
2. The following charges and terms may be spelt out in your offer clearly:
 - I. F.O.R
 - II. Rates of GST/ VAT/Excise Duty (in per cent), 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. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
- 3 The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against vague statement such as **“packing, forwarding, freight and insurance charges etc. extra”**.
- 4 Charges not mentioned in the quotation/tender shall not be paid.
- 5 FOR shall be **Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat), Haryana** or Offices situated at Outstations as the case may be. The rates quoted Ex-Go down/at any place beyond BPSMV premises can be rejected.
- 6 The offer must be valid for a period of at least three months from the date of opening of quotation/tender.
- 7 Quantity may increase or decrease without any notice.
- 8 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.
- 9 The University is situated at Khanpur Kalan. 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.
- 10 **Every Firm has to deposit the quotation / tender fee of Rs. 500/- (Five hundred only) (Non Refundable) with demand draft in favour of Registrar, Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat), Haryana alongwith the tender/quotation failing which the quotation /tender will not be considered.**
- 11 **Besides the above tender / quotation fee every firm has also to deposit the Earnest Money of Rs. 2000/- (Two Thousand only) which will be refundable i.e. equivalent to 2% of the total**

approximate cost of the material rounded off which will also be deposited in the shape of "Demand Draft" drawn in the favour of the Registrar, Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat), Haryana shall accompany the tender/quotation failing which the quotation /tender will not be considered. The earnest money in the other shapes viz., Pay Order/Cheque shall not be accepted. The security amount will be retained only of the successful firms / vender. The Security amount of Rs. 2000/- will be refunded to all firms within 3 days after finalization of the tender. The successful bidder has to deposit the performance security of Rs. 2000/- in the shape of Demand draft in favour of as mentioned above which will be adjusted against EMD.

- 12 The goods shall be supplied by the Supplier within 15 days from the date of receipt of Purchase order. In case, the material is not supplied within the delivery period, the performance security amount of Rs. 2000/- will be forfeited . Appeal against these orders shall, however, lie with the Vice-Chancellor, **Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat), Haryana** whose decision shall be final.
- 13 In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and 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 this University, forfeiture of earnest money/security**, besides any other action as may be deemed proper by the University.
- 14 As a general policy, the University tries to make 100% payment within 15 days 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.
- 15 The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
- 16 **The samples of the material, shall be supplied with the quotation.** The unapproved samples shall be collected on receipt of information failing which the same shall be despatched 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 **quotes** wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.

- 17 **The acceptance of the quotation/tender shall rest with the the University who reserves the right to reject any or all quotation/tender without assigning any reason thereof. The University has also reserve the right to accept quotation / tender in part or place the purchase order to one, two or more firms on the basis of various reasons as deemed fit by the Committee / University.**
- 18 The University is not registered with the department of scientific & Industrial research, Ministry of Science & Technology, New Delhi. Thus the University is not exempted from the payment of Custom Duty & Excise Duty.
- 19 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.
- 20 In case, any other information / clarification is required, the undersigned may be contacted at Telephone No. **01263 283679** on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
- 21 The dispute, if any, shall be subject to the jurisdiction of Courts at Gohana. 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.
- 22 Terms and conditions printed on Quotation/ Invoice 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.
- 23 The material should be of good quality and environment friendly. Moreover, supplied Goods should be unused and new.
- 24 Bidder should certify that the item has not been supplied at the rate lower than the quoted in any other Government organization. In case the certificate is found incorrect at a later stages, recovery of difference will be payable by the L-1.
- 25 Corrigendum, if any would be published online on the University website.
- 26 The committee may negotiate the rates with tenders.
- 27 If the agency/supplier, after submission of tender and the acceptance

