

Sub: Notice Inviting quotation for printing of institute Magazine.

This Institute intends to print institute magazine as per specifications notified here under. Please send your quotation to the undersigned in a sealed cover duly super scribed on envelop "Quotation for institute magazine" so as to reach latest by closing date/time i.e. 27.02.14 up to 4.00 P.M.

S. No.	Description of item	Qty.	Remarks
1.	Printing of institute magazine 'Srijan' having 170 black & white pages of A4 size on 80 gsm meplitho/super papers with title 4 pages multi colored on 300 gsm art card papers to be used of imported quality.08 pages of multicolored photographs on 170 gsm art papers. All pages including title or having photographs, with planning, composing, designing, scanning, offset printing, lamination of title, binding, complete in all respects. Total number of pages is 170 + 8 + 4. Number of pages of inner material may vary.	4000 no.	

Imp: Sample of paper must be attached with the quotation.

The Terms & Conditions are as under:-

- 1) It may be noted that quotation will be sent through registered/speed post only. The institute is located in a remote area and it takes 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time to avoid any sort of delay.
- 2) Rate of ST/VAT if extra must be mentioned clearly.
- 3) The other terms & conditions for submitting the quotation are given overleaf which must be read carefully before submitting the quotation.
- 4) Quotation other than those addressed will not be entertained.
- 5) The Prices quoted must be FOR SLIET, Longowal.
- 6) Quotations received later than 4.00 PM on due date are liable to be ignored.
- 7) Quotation must be sent on the letter head of the party.
- 8) As per instructions if purpose of quotation is not super scribed and quotation is opened by mistake then it may be rejected.

Faculty I/c, Purchase

TERMS & CONDITIONS FOR QUOTATION

DELIVERY	The rate quoted must preferably be free delivery/F.O.R. Longowal after allowing the discount, if any. Where quoted extra advalorem rate payable should clearly be indicated. Supply should be made within the specified delivery period.
TERMS OF PAYMENT	Our normal terms of payment is within 45 days after receipt of stores in good condition by means of cheque/draft
TAXES	No sales tax concession against Form C and 'D' is admissible to this Institute. However, form of certificate being an educational institute can be issued if sales tax concession is admissible.
EXEMPTIONS	Excise and customs duties are exempted to the institute.
DIRECTOR'S RIGHTS	Director, SLIET, reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities also rests with him. SLIET also not bind itself to accept does the lowest price. In case of any dispute, the decision of Director SLIET will be final & binding.
VALIDITY OF QUOTATIONS	Quotations will be considered valid for 3 months from the date of receipt.
CORRESPONDENCE	No correspondence regarding acceptance/rejection of a quotation will be entertained.
SAMPLE/BRAND/MAKE/WEIGHT	Sample where asked for, will invariably be made available and sent along with the quotations. However, Brand/Make/Weight etc. must be mentioned clearly in the quotations. Technical literature/pamphlet should also be enclosed.
REJECTION	Quotation not confirming to the set procedure as above will be rejected.
DISCOUNT/REBATES	A special discount/rebate wherever admissible keeping in view that the supplies are being made for education purpose in respect of Public Institution of national importance may please be indicated. Conditional, telegraphic quotation shall be rejected out rightly. SLIET shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures.

Faculty I/c (Purchase)

