

**Sub: Notice Inviting quotation for printing of Stationery.**

This Institute intends to print the stationery as per “**Annexure A**”. Please send your quotation to the undersigned in a sealed cover duly super scribed on envelop “Quotation for printing of stationery” so as to reach latest by closing date/time i.e. 25.04.14 up to 4.00 P.M.

**The Terms & Conditions are as under:-**

- 1) Rate of ST/VAT if extra must be mentioned clearly.
- 2) The other terms & conditions for submitting the quotation, are given overleaf, which must be carefully read before submitting the quotation.
- 3) Quotation other than those addressed will not be entertained.
- 4) The Prices quoted should be FOR SLIET, Longowal.
- 5) Quotations received later than 4.00 PM on due date are liable to be ignored.
- 6) Quotation must be sent on the letter head of the party.
- 7) As per instructions if purpose of quotation is not super scribed and quotation is opened by mistake then it may be rejected.
- 8) 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.

F. I/c (Purchase)

**Contd. P/2**

**“Annexure –A”**

<b>S. No</b>	<b>Description of items</b>	<b>Qty.</b>	<b>Remarks</b>
1.	Visitors register Size of register: 13” x 8.30”, Quality of paper: Ledger paper Ballarpur 90 - 110 GSM, Number of pages: 100 duly numbered from 01 – 100, Binding: Center binding having canvas cloth. Detail of printing matter is as per specimen enclosed.	100 no.	
2.	Hostel room allotment register Size of register: 13” x 8.30”, Quality of paper: Ledger paper Ballarpur 90 - 110 GSM, Number of pages: 250 duly numbered from 01 – 250, Binding: Center binding having canvas cloth. Detail of printing matter is as per specimen enclosed.	100 no.	
3.	Newspaper attendance register Size of register: 13” x 8.30”, Quality of paper: White paper Ballarpur 90 - 110 GSM, Number of pages: 100 duly numbered from 01 – 100, Binding: Center binding having canvas cloth. Detail of printing matter is as per specimen enclosed.	100 no.	
4.	No dues form pad Size of register: 13” x 8.30”, Quality of paper: 85 Gsm, Number of pages: 100 duly numbered from 01 – 100, Binding: normal pad type. Detail of printing matter is as per specimen enclosed.	50 no.	
5.	Daily report of BHS register Size of register: 13” x 8.30”, Quality of paper: White paper Ballarpur 90 - 110 GSM, Number of pages: 100 duly numbered from 01 – 100, Binding: Center binding having canvas cloth. Detail of printing matter is as per specimen enclosed.	50 no.	

## TERMS & CONDITIONS FOR QUOTATION

<b>DELIVERY</b>	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.
<b>TERMS OF PAYMENT</b>	Our normal terms of payment is within 45 days after receipt of stores in good condition by means of cheque/draft
<b>TAXES</b>	No sales tax concession against Form C and 'D' is admissible to this Institute. However, <b>form of certificate</b> being an educational institute can be issued if sales tax concession is admissible.
<b>EXEMPTIONS</b>	Excise and customs duties are exempted to the institute.
<b>DIRECTOR'S RIGHTS</b>	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.
<b>VALIDITY OF QUOTATIONS</b>	Quotations will be considered valid for 3 months from the date of receipt.
<b>CORRESPONDENCE</b>	No correspondence regarding acceptance/rejection of a quotation will be entertained.
<b>SAMPLE/BRAND/MAKE/WEIGHT</b>	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.
<b>REJECTION</b>	Quotation not confirming to the set procedure as above will be rejected.
<b>DISCOUNT/REBATES</b>	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)**