



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौंगोवाल, संगरूर, पंजाब - १४८ १०६

(मानव संसाधन मंत्रालय के अधीन समविश्वविद्यालय)

Sant Longowal Institute of Engineering and Technology
Longowal, Dist. Sangrur, Punjab - 148106
(Deemed to be University under MHRD)

Ref. No. SLIET/PUR/03/19/

Date:

(Registered Post)

M/s _____

Subject: Notice inviting quotation for printing of stationery items.

This Institute intends to purchase & print stationery items for Central Library of the institute. Please send your quotation to the undersigned in a sealed cover duly super scribed on envelop **“Quotation for purchase & printing of stationery items”** so as to reach latest by **30.05.2019**. The detailed format of requirement is as under:

S. No.	Item	Qty.	Remarks
1.	Borrower's Card as per sample: Red color White color Green color	5000 no. 4000 no. 6000 no.	
2.	Book Plates as per sample	25000 no.	
3.	Due date slip as per sample	25000 no.	
4.	Book pockets as per sample	25000 no.	
5.	Newspaper register of A-4 size, paper quality: 85 Gsm, hard binding, 200 pages as per sample	01 no.	
6.	Periodical register of A-4 size, paper quality: 85 Gsm, hard binding, 200 pages as per sample	02 no.	

The Terms & Conditions for submitting quotation are as under:-

- 1) It may be noted that quotation received through registered/speed post only shall be considered. 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 GST, if extra, must be mentioned clearly.
- 3) Quotation other than those addressed to Deputy Registrar (S&P) will not be entertained.
- 4) The Price quoted must be FOR SLIET, Longowal.
- 5) Quotations received later than due date will not be accepted.
- 6) Duly signed quotation must be sent on the letter head of the party.
- 7) As per instructions, if purpose of quotation is not super scribed on envelop and quotation is opened by mistake, then it will be rejected.
- 8) Quotation must be valid for a period of 3 months.
- 9) The other terms & conditions for submitting the quotation are given overleaf which must be read carefully before submitting the quotation.

Deputy Registrar (Store & Purchase)

TERMS & CONDITIONS FOR SUBMITTING QUOTATION

DELIVERY	The rate quoted must be free delivery/F.O.R. Longowal after allowing the discount, if any. Where quoted extra ad-valorem rate payable should clearly be indicated. Supply should be made within the specified delivery period.
TERMS OF PAYMENT	Our normal term of payment is within 45 days after receipt of stores in good condition by means of cheque/draft/RTGS.
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 does not bind itself to accept the lowest price. In case of any dispute, the decision of Director SLIET will be final & binding.
VALIDITY OF QUOTATIONS	Quotations must remain valid for period of at least 03 months.
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. Conditional, telegraphic quotation shall be rejected out rightly.
DISCOUNT/REBATES	A special discount/rebate wherever admissible keeping in view that the supply is being made for education purpose in respect of Public Institution of national importance may please be indicated.
GENERAL TERMS	<p>SLIET shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures.</p> <p>Other terms & Conditions will be applicable as per GFR-2017.</p> <p style="text-align: right;">Deputy Registrar (Store & Purchase)</p>