



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/21/19/

Date:

(Registered Post)

M/s _____

Sub: Notice inviting quotation for printing & supply of institute newsletter.

This Institute intends to print "Newsletters on quarterly basis" for a period of 01 year as per detailed specifications notified below. Please send quotation to the undersigned in a sealed cover duly super scribed on envelop **Quotation for printing & supply of institute newsletter "Anshumat"** so as to reach latest by closing date i.e. 30.09.2019.

S. No.	Detailed Specification	Qty. (no.)				Remarks
1.	Printing & supply of SLIET quarterly newsletter "Anshumat" Number of pages: 08-12 Size: 28 cm x 21 cm (approx.) Page thickness: 170 gsm, Multi - coloured glossy paper including planning, scanning, designing, PS plates, complete centre pin binding. (Also required a soft copy of the newsletter via mail in pdf format.)	500	1000	3000	5000	

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

- 1) It may be noted that quotation received only through registered/speed post 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/IGST, if extra must be mentioned clearly along with GST number.
- 3) Quotation must be valid for a period of 3 months.
- 4) Quotations received later than due date are liable to be rejected and returned as it is.
- 5) Quotation must be sent on the letter head of the party duly addressed to Deputy Registrar (Store & Purchase) along with a certificate that the firm/company is not blacklisted by any govt. organization/dept.
- 6) The Price quoted must be FOR SLIET, Longowal.
- 7) As per instructions if purpose of quotation is not super scribed and quotation is opened by mistake then it will be rejected.
- 8) The bid security of **Rs. 4,000/-** is required to be submitted in the name of Director, SLIET through Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque /Bank Guarantee from any of the Commercial Banks.
- 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)

OTHER TERMS & CONDITIONS OF 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 30 days after receipt of stores in good condition by means of cheque/draft/RTGS.
EMD	EMD of Rs. 4,000/- in the name of Director, SLIET through DD/FDR/banker's cheque/bank guarantee valid for a period of 90 days beyond the final bid validity period is required to be submitted along with quotation.
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 supplies is being made for education purpose in respect of Public Institution of national importance may please be indicated.
GENERAL TERMS	SLIET shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures. Other terms & Conditions will be applicable as per GFR-2017. <p style="text-align: right;">Deputy Registrar (Store & Purchase)</p>