



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, 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/14/22/ 341-346

Date: 14/06/2022

(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 **08.07.2022**. 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	4000 no. 2000 no. 3000 no.	Sample of paper will be sent along with the quotation
2.	Student entry register of A-4 size, paper quality: 85 Gsm, hard binding, 100 pages (As per sample)	50 no.	
3.	Book issue entry register of A-4 size, paper quality: 85 Gsm, hard binding, 100 pages (As per sample)	25 no.	

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

- 1) It may be noted that quotation received through registered/speed post/courier 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. No quotation will be received by hand.
- 2) Rate of GST, if extra, must be mentioned clearly.
- 3) Quotation other than those addressed to **Assistant 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.

Hanvil Singh
14/06/22

Assistant Registrar
(Store & Purchase)

TERMS & CONDITIONS FOR SUBMITTING QUOTATION

DELIVERY MATERIAL	OF	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 PAYMENT	OF	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 right 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 a period of at least 03 months.
SAMPLE/BRAND/MAKE/WEIGHT		Sample of paper will invariably be made available and sent along with the quotation. 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;">Assistant Registrar (Store & Purchase)</p>