



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY
G T Road By Pass, Jalandhar-144011, Punjab (India)
Tel: 0181-2690301-2690453 PBX Fax: 2690320 website www.nitj.ac.in

Ref. No: NITJ/Pur-II/Academic/196/16/

Date:

NOTICE INVITING QUOTATION

Sealed quotations are invited on behalf of Director, NIT, Jalandhar for the **Supply & preparation of Degree Folders – 1100 nos** required by **Academic Branch** of the Institute as per given specifications at Annexure-II

Please send your offers super scribing

- (i) **“Quotation for Supply & Preparation of Degree Folders – 1100 nos**
- (ii) **Reference of this letter/ NIQ No.**
- (iii) **Opening date of quotation on the cover of the envelope.**

| | |
|--|-----------------------------|
| Last date of receipt of quotation | 03.03.2017 at 3:00pm |
| Opening of quotation | 03.03.2017 at 3:30pm |

Quotations should reach at following address before the last date of receipt and time.

Kind Attention: Purchase Section,

Director

Dr. B.R. Ambedkar National Institute of Technology, Jalandhar

GT Road, By Pass, Jalandhar-144001

The quotations will be opened by the committee duly constituted for the purpose on due date and time in the presence of the quotees, whom so ever may wish to be present.

1. All the quotations/enquiries should be addressed to the Director, Dr B R Ambedkar National Institute of Technology, Jalandhar.
2. In case of non –compliance of instructions and all the terms & conditions, the offer will not be considered.
3. The institute being an Educational Institution, a special rebate/discount may be allowed.
4. Quotations without ST/CST number will be invalid.

(Download Detailed Terms & Conditions, Specification of above equipment as per Annexure-I &II from institute’s website www.nitj.ac.in)



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IMPORTANT NOTE

The offers must be submitted in a sealed envelope duly super scribing the Quotation for **Supply & preparation of Degree Folders – 1100 nos** required by **Academic Branch** of the Institute with mentioning of due date and time on the cover of envelope. The Quotations received late, will not be considered.

1. All corrigenda, addenda, amendments and clarifications to Notice Inviting Quotation will be hosted in the website www.nitj.ac.in. Quotee shall keep themselves updated with all such developments.
2. In case the last date of receipt/ opening of Quotation falls on holiday, the bids shall be opened on the following working day at same time.
4. The Quotation should be neatly typed. Any deviation in the offer shall lead to rejection.
5. Quotation(s) received beyond last date of offer submission will be rejected. No offer will be entertained by Email/FAX.
6. Supplier must mention Full address with Telephone No., Fax No. & E mail on their envelop also.



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Annexure-I

**FOLLOWING TERMS AND CONDITIONS MAY BE CAREFULLY STUDIED BEFORE
SUBMITTING QUOTATIONS**

1. Name, complete address of the bidder/Quotee with telephone No., Fax No. & Email.

2. Location of Head office with complete address, with telephone No. Fax No. and Email.

3. The quotation must be quoted duly typed on the letter heads of the supplier / manufacturer duly mentioned full address, VAT No./ PAN No./ TDS No. / TIN No. and must be in a sealed cover which should be super scribed Quotation for _____ Quotation No. NITJ/Pur/ dt:_____ ”.

4. Telefax /E-mail and other incomplete offer will not be considered.

Read and Accepted

Signature of the Quotee
With Stamp



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5. All quotations will be deemed to be FOR NIT, Jalandhar unless otherwise specified and should include packing and forwarding charges.
6. If quoting otherwise than FOR NIT, Jalandhar, insurance, charges from place of loading to destination shall be **borne** by the supplier.
7. All quotations will be valid for at least 90 days excluding the date of opening
8. **Illustrated literature and catalogue must be furnished along with quotation.**
9. **The supplier must intimated whether he is manufacturer, dealer or supplier. In case of supplier or dealer the authorization from the manufacturer is required and copy of the same must be enclosed with the bid/quotation.**
10. Rate should be quoted in the Indian rupees only. Delivery period must be mentioned.

Read and Accepted

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11. **Quotation received after the due date will not be considered unless the date is extended.**
12. In case the last date of receipt of quotation falls on holiday, the quotation shall be opened on the following working day.
13. Freight paid sample must reach this office before or at the latest by the due time and date of the opening of the quotations, if required.
14. It may be stated clearly whether the items quoted are available in stock. If not the minimum period of supply of goods be indicated.
15. **Percentage of taxes to be charged must be clearly stated.**
16. All containers will be deemed to be non-returnable, unless specifically stated in the quotations.
17. The approved samples will be sealed duly signed by the representative of the quote and kept in the office at the time of release of the order (where applicable)
18. Inspection of goods will be carried out by the consignee or the Inspection Committee at the destination and rejected goods will have to be removed within 10 days from the date of dispatch of advice from the indenting officer, failing which the quote shall be responsible for the loss.

Read and Accepted

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19. The rejected goods must be replaced within 15 days of the dispatch of advice by the indenting officer or a registered notice, failing which indenting officer will be entitled to make arrangements of its disposal without any further reference.
20. If there is any dispute/doubt, the decision of the Director, Dr. B. R. Ambedkar National Institute of Technology, Jalandhar shall be final.
21. All disputes are subject to Jalandhar Jurisdiction.
22. Certificate to the effect that the Price quoted by you will be lowest and is not more than the Price charged from other Educational Institutions/ R & D departments in India.
23. Copies of supply order at least of three users where you have already supplied above said Equipment/items/software be supplied.
24. Details of training and the cost if any in the institute be intimated.
25. The supplier who quote the equipment, must provide terms & conditions, upgrade policy and installation etc. and maximum discount can be allowed to the Institute being an Educational Institution be supplied.
26. **100% payment will be released against Physical delivery and satisfactory inspection of Degree folders. Execution of the complete order of goods as per specification of the supply order.**

Read and Accepted

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27. The quantity of material may vary as per requirement.

28. Penalty: The Director of the institute shall have the power to impose penalty upto 5% of the value of the order if the supply is not executed within the stipulated/extended period.

Read and Accepted

Signature of the Quotee
With Stamp

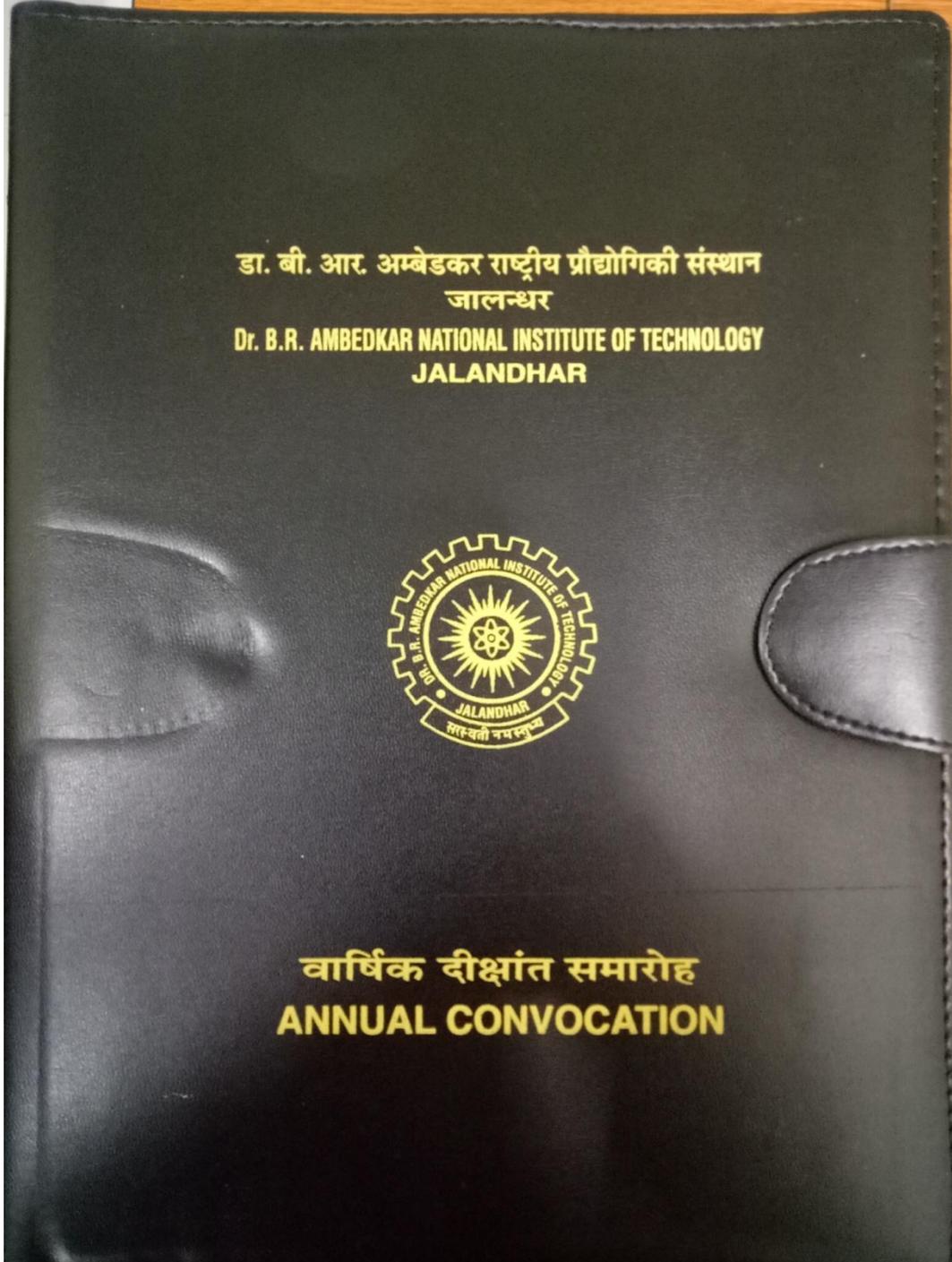


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Annexure-II



(The same sample can be seen in the office of purchase section during working hours)