



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

Date:

NOTICE INVITING QUOTATION

Sealed quotations are invited on behalf of Director, NIT, Jalandhar for the **Supply & Preparation of Degree Folders (Size: 10” x 13” approx.)** – Qty- 1100nos. required for **Academic Branch** of the Institute.

Please send your offers super scribing

- (i) **“Quotation for Supply & Preparation of Degree Folders – 1100nos.**
- (ii) **Reference of this Notice Inviting Quotation (NIQ) No. /Ref. No:**
- (iii) **Opening date of Quotation on the Cover of the Envelope.**

Last date of receipt of quotation	23.03.2018 at 3:00 pm
Opening of quotation	23.03.2018 at 3:30 pm

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

Kind Attention: Purchase Section, (Quotation)

Director

***Dr. B.R. Ambedkar National Institute of
Technology, Jalandhar GT Road, By Pass,
Jalandhar-144011***

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

Detailed Instructions are as under:-

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 and summarily rejected.
3. The institute being an Educational Institution, a special rebate/discount may be allowed.
4. Quotations without GST number will not be entertained.



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY

G T Road By Pass, Jalandhar-144011, Punjab (India)

Tel: 0181-2690301-453 website www.nitj.ac.in

5. 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. Terms & Conditions and sample as per Annexure II and can be downloaded from website.
6. In case the last date of receipt/ opening of Quotation fall on holiday, the quotations shall be opened on the following working day at same time.
7. The Quotation should be neatly typed or written. No cutting/overwriting may be made in the quotations. Any deviation in the offer shall lead to rejection.
8. Quotation(s) received after last date of receipt of the quotations will be rejected. No offer will be entertained by Email/FAX.
9. **Supplier must mention Full address with Telephone No., Fax No. & E mail on their envelope also.**

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

The quotation must be quoted duly typed on the Letter Head of the Supplier / Manufacturer duly mentioned full address, GST No./ PAN No. and must be in a sealed cover which should be super scribed Quotation for _____ Quotation No. NITJ/Pur/Academic/_____ dated _____ .

Read and Accepted

**Signature of the Quotee
With Stamp**



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Annexure-I

TERMS & CONDITIONS

1. Rate should be quoted in Indian Rupees only.
2. Rate should be quoted Freight Forwarders Certificate of receipt (F.O.R) NIT, Jalandhar.
3. Please quote the applicable taxes also, otherwise, it will be assumed that the quoted rates is inclusive of all taxes.
4. **Payment:** 100% payment will be released against physical delivery and Inspection of the material in the Institute.
5. **Validity:** All quotations will be valid for at least 30 days excluding the date of opening.
6. **Delivery:** Date of delivery of the material/goods must be mentioned. Delivery required within 4-5 days after issuance of the supply order.
7. The quantity of the material may vary as per requirement.
8. **Penalty:** If supply is not executed within the stipulated extended period, the Director, NIT Jalandhar has the power to impose penalty 0.5% per week of the value of the order on account of delay in supply.
9. **MRP rates must be mentioned in quotation (where applicable).**
10. The supplier cannot be charge rates more than MRP. If the rates found charged more than MRP rates, the excess charged amount will be deducted out of their payment.
11. **Requirement of Sample:** The sample of the goods required to be provided in the Institute within stipulated date.
12. The Director may accept a quotation in part of whole of the quantity offered, reject any quotation without assigning any reasons, may not accept the lowest or any doubt dispute or whatever may be the decision of the Director shall be final in this regard.
13. If there is any dispute/doubt, the decision of the Director, Dr. B. R. Ambedkar National Institute of Technology, Jalandhar shall be final. All disputes are subject to Jalandhar Jurisdiction only.
14. Sample (return base) along with quotation must be submitted before/ on due date and time, failing which quotation will be treated invalid and will not opened.
15. Conditional quotation will be treated invalid.

Read and Accepted

**Signature of the Quotee
With Stamp**



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ACCEPTANCE

I/we _____ accept the above said detailed/ Instructions, Terms & Conditions, Specification of required material / Equipment and shall comply with them strictly. Further, I declare that undersigned/ Firm/Company/Agency has not been blacklisted or debarred in the past by Union/State Govt. or any organization from taking part in Govt. Tender in India in the past. In case, above information found false/incorrect quotation will be rejected / cancelled.

Name of Bidder _____

Signature

Address _____

Seal of Firm

Date:

The copy of the above NIQ document duly signed stamped must enclosed with your quotation.

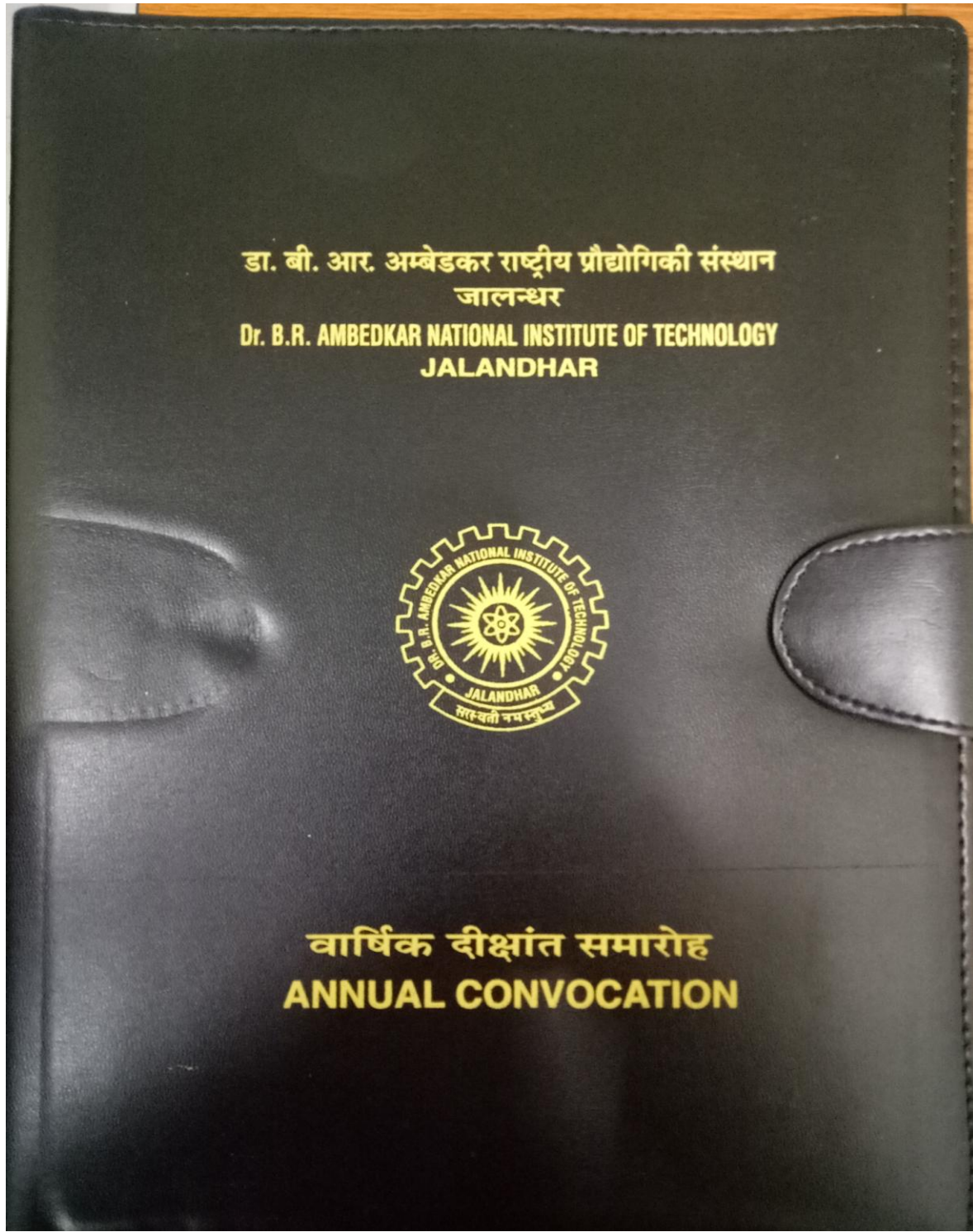
Read and Accepted

**Signature of the Quotee
With Stamp**



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Annexure-II



(The same sample can be seen in the office of purchase section any working day except Saturday & Sunday at 9:00 AM to 5:00 PM)