



**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](http://www.nitj.ac.in)

**Ref. No: NITJ/Pur/152/18/**

**Date:**

**NOTICE INVITING QUOTATION**

Sealed quotations are invited on behalf of Director, NIT, Jalandhar for the **Preparation and Supply of Degree Folders** – Qty- 1100 nos. required for **Academic Branch** of the Institute.

Please send your offers super scribing

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

<b>Last date of receipt of quotation</b>	<b>15.02.2019 at 3:00 PM</b>
<b>Opening of quotation</b>	<b>15.02.2019 at 3:30 PM</b>

Quotations should reach by the last date and time at following address:-

***Kind Attention: Purchase Section, (Quotation for degree folders)  
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 quotees, whom so ever wish to remain 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.

All corrigenda, addenda, amendments and clarifications to Notice Inviting Quotation will be uploaded on the website [www.nitj.ac.in](http://www.nitj.ac.in). The quotee shall keep themselves updated with all such developments. The terms & conditions (Annexure I) and specification as per Annexure II and can be downloaded from website.



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5. In case, the last date of receipt/ opening of quotation fall on holiday, the quotations shall be opened on the next working day at same time.
6. 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.
7. Quotation(s) received after last date of receipt of the quotations will be rejected. No offer will be entertained by Email/FAX.
8. **The 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.

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**The quotation must be duly typed on the Letter Head of the Supplier / Manufacturer with full address, GST No. / PAN No. and must be in a sealed cover which should be super scribed: –**

**Quotation for \_\_\_\_\_ Quotation Ref No. NITJ/Pur/152/18 dated \_\_\_\_\_ .**

**Read and Accepted**

**Signature of the Quotee  
With Stamp**



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 GST also, Otherwise, it will be assumed that the quoted rates is inclusive of all GST.
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 1 or 2 weeks after issuance of the supply order.
7. The quantity of the material may vary as per requirement.
8. **Penalty:** The Director, Jalandhar reserves the right to impose 0.5% (Half) per cent penalty per week on account of delay in supply, if delivery received after expiry of the original delivery period. The total penalty should not exceed 10% of the value of the delayed goods.
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 material/goods required to be provided in the Institute within stipulated date failing which quotation will be treated as invalid.
12. The Director may accept a quotation in part of whole of the quantity offered, reject any quotation without assigning any reason or may not accept the lowest.
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. 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 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**

### **Specification**

1. Suitable size in which A-4 size degree should fit in.
2. Front material –leathrite finish
3. Four colour printing on front side

### **Finishing**

Inside valnet pasting with eight corners of high silk satine to fit degree certificate on one side and mark sheet on other side.



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(Kindly quote the rate in given format on your letterhead)

Sr. No.	Item name	Rate Per Unit	Qty	GST %	Total Amount

**F O R: NIT Jalandhar**

**Signed and Stamped**