



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the state Legislature Act 9 of 2003)

VIVEKANANDA LIBRARY

QUOTATION NOTICE

No. Lib./2020/ 925

Estimated Cost: Rs. 95000/-
Dated : 21.09.2020

Sealed quotations are invited from the manufacturer/ exclusive distributors/ authorized dealers/ suppliers/ stationers for the items detailed below:

Sr No.	Name of the item	Specifications	Qty
1.	Accession Register (200 pages)	200 pages, ledger paper (90 GSM), two color printing, both side printing, size 18 X 22/ 4, starting 4 pages without printing of numbers; only lining. 200 pages register in the following format: 1 to 25 pages 1 set 26 to 50 pages 2 set 51 to 75 pages 3 set 76 to 00 pages 4 set 1 register- 50 sets, with heavy zujbandhi binding & 5000 entries	4
2.	Periodical Register (200 pages)	200 pages both side, printing, two column printing, size 17 X 27 /4, ledger paper, 80 GSM paper, starting page index and heavy binding	2
3.	Catalogue card	300 GSM every sheet with hole and two column, rulling printing one side, 5" X 3" size	20000
4.	Due date slip	Size 13"X22/4" , 70 GSM paper with printing	20000
5.	Book Label	3.5" X 3.5" white sticker with printing	20000
6.	Book Pocket (yellow)	3.5" X 4" with printing, made of 8 Kg sheet (size 22"X 28" X 144 Nos) that may hold the book card properly	20000
7.	Library book card (green card)	300 GSM sheet, both side printing, size 3" X 5.2"	20000
8.	Reader ticket (yellow)	3.5" X 2.5" yellow pocket, 10 Kg chart sheet with print that may hold the book card properly	10000
9.	Student membership Identity card (white) with purse	I-Card:- 220 GSM sheet with printing, Purse: Heavy Wallet Pocket, Blue Colour Pouch with screen printing, Holding 3.5" X 2.5" Reader Tickets	5000

1. The sealed quotations, complete in all respect, must reach by post in the office of the Registrar, CDLU, Sirsa within fifteen days from the date of publication of the quotation notice on University Website.

2. Bidders have to deposit EMD (2% of the total cost i.e. Rs. 95000/-) in favour of Registrar, CDLU, Sirsa in the form of Demand Draft. The EMD of unsuccessful Bidders (higher quotees) will be returned in due course of time. The EMD of successful Bidder (lowest quotee) will be returned back after completion of the work.
3. The Quotation received after due date and time or found incomplete shall be rejected outrightly.
4. The following charges and terms may be spelt out in your offer clearly:
 - (a) F.O.R.
 - (b) Rates of VAT/ Excise Duty (in percent), if any, please note that the University does not issue Form 'C' or 'D'.
 - (c) Payment terms.
 - (d) Delivery period.
 - (e) Guarantee/ Warranty period.
 - (f) After-sales service.
 - (g) Installation charge, if any.
 - (h) Validity period of the quotation.
 - (i) Bank Draft charges, if any.
 - (j) Misc. charge such as Packing & Forwarding charges, Insurance charges, etc., if any.
5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight, insurance charges etc."
6. Charges not mentioned in the quotation shall not be paid.
7. FOR shall be Vivekananda Library, CDLU, Sirsa.
8. The offer must be valid for a period of atleast three months from the date of opening of quotation.
9. Quantity may increase or decrease without any notice.
10. The University is situated within the Municipal limits, as such, Octroi, if any, shall be payable by the supplier. In case, the material is supplied through a Transport Company by road, the Transport Company charges & labour charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a transport company.
11. The items/ goods shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Vice-Chancellor only in exceptional cases on written request of the supplier giving reason/ explaining circumstances due to which delivery period could not be adhered to. In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material per day or such other amount as the Vice-Chancellor may decide till the supply remains incomplete, provided that the total amount of compensation

shall not exceed 10% (ten percent) of the total amount of the cost of material to be supplied. Appeal against these orders shall, however, lie with the Vice-Chancellor, CDLU, Sirsa whose decision shall be final.

12. TDS/ Taxes as applicable will be deducted by the University as per rules/ instruction of Govt.
13. In case, the supplier/ contractor fails to execute the supply order/ contract on the rates, and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/ security, besides any other action as may be deemed proper by the University.
14. As a general policy, the University tries to make 100% payment within 15 days of the receipt of the material subject to proper installation, wherever applicable and satisfaction of the Inspection Committee. No advance payment against documents negotiated through Bank shall be made.
15. The acceptance of the material shall be subject to satisfactory report of the Inspection Committee.
16. The acceptance of the quotation shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserve the right to reject any or all items of quotation without assigning any reason therefore, the under signed also reserve the right to accept quotation in part i.e. any item or any quantity and to reject it for the rest.
17. In case, any other information/ clarification is required, you can contact at Telephone No. 01666-239833 on any working day (Monday to Friday) during office hours (9 a.m. to 5 p.m.)
18. The dispute, if any, shall be subject to the jurisdiction of Court at Sirsa. Any other jurisdiction mentioned in the quotation of the manufacturers/ distributor/ dealers/ supplier etc. shall be invited and shall have no legal sanctity.
19. Terms and conditions printed on Quotation of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

Note: The samples are available in the Vivekananda Library, CDLU, Sirsa. Bidders are requested to visit and see the samples before quoting their rates.

Sd/-
Librarian