

Campus Director



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TENDER INVITATION FORM

To

M/s _____

Subject:-Quotation for supply of Identity Cards.

S.No.	Description	Specification	Price per unit/Set (In Indian Rupees with GST)	Price per unit/Set(In Indian Rupees without GST)	Delivery period	Placeof delivery
AS PER LIST ATTACHED					10 DAYS	BGR Campus Pauri

1. Sealed quotations for the supply of the Sports items shown above are invited by the undersigned on behalf of the BGR PAURI up to **4.00 PM by (date) 12.09.2024**. Quotations should be sent under strong cover marked as "**Quotation for the supply of Identity Cards**" and not by name. The quotations will be opened in the office of the undersigned **at 1.00P.M.on (date)13.09.2024**.

2. The quotations shall be submitted according to the terms and conditions specified in paragraphs 1 to 17 unless specified otherwise in the quotation, it shall be constructed that the terms and conditions stipulated hereunder have been agreed to.

3. **The rates should be F.O.R and should include GST, freight charges, any other taxes, rates or imposition whatever liable in respect of the supplies. BGR Campus** shall not be liable to pay any tax, freight etc. Which has not been expressly stipulated in the quotation in the event of acceptance of the e-quotation.

4. There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same attested with full signature and date. In the absence of the attested signature the quotation is liable to be rejected.

5. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as he may decide.

6. On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.

7. The person/persons whose quotations is accepted, hereinafter called the contractor, shall deposit an earnest money of **Rs.2,500/-(Rupees Two Thousand Five Hundred Only)** in favor of **“FINANCE OFFICER, HNB Garhwal University”** along with the quotation which shall be refunded in the event of rejection of quotation. The bid security is to remain valid for a period of 45 (forty five) days beyond the final bid validity period. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the quotation, the earnest money will be adjusted towards Security Deposit which is approximately **05%**of the total cost.

8. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance bytheundersigned,theundersignedshallbeatlibertytopurchasethearticlesfromthemarketorgettherest of the contract completed by any other person or firm and the difference of price, if any, shall bededucted from the earnest money/security deposit and in case of any amount in excess of the securitydepositispaidby theundersignedthecontractorshallbeliabletopaythis amount.

9. The quantity of articles indicated in the attached statement may be increased or decreased at the discretionoftheundersignedwithoutassigningany reason.

10. Prior to acceptance of the quotation, the undersigned reserves the right to call for samples ordemonstration and the contractor shall be liable to supply the samples or give the demonstration free ofcost.

11. In the event of acceptance of the quotation and placing of the order for purchase, the articlesordered for would be subjected to an inspection by the undersigned or his representation and are liable tobe rejected if the articles supplied are not according to approved samples or do not conform to the specifications prescribed.

12. The rates quoted by the contractor shall hold good **up to One Year**.No amendment in the rateexcept increase/decrease in the rates of GST during the period of execution of the contract will beaccepted.

13. The amount of Security Deposit shall be retained by the campus for a period of **six months** from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied with in this period.

14. Quotationwhichdoesnot comply withthe above conditionsisliabletoberejected.

15. Theseinstructionstotendersaretobesignedbythecontractorsandreturnedwiththetender.

16. Quotationwillbereceivedbypostonly.

17. Firms are requested to deposit **a self attested copy of valid GST&PAN certificate and Income Tax Clearance Certificate/Service Tax etc** along with the quotation.

Campus Director

All the above condition are accepted by me/us

Station :

Signature of the Tenderer

Date :

Details required on identity card

1. Digital Printing in PVC Materials .
2. All Photographs taken by computer digital camera.
3. Correct type of data matter.
4. Attractive multicolored Logo Printing.
5. Particular size of color Photograph Printing.
6. Auth. Sign. Printing in every ID-card.
7. All processing job should be completed by 10 days.
8. Duplicate Printing of any missing card.

SL NO	Nameofthe Article	Description	Quantity(Approx.)	Rate/Unit including all taxes
1	Students ID-card	<ol style="list-style-type: none">1. ID CARD HOLDER =WHITE IN COLOUR TWO SIDE PESTING TYPE.2. IDCARD HOLDER SIZE=100MMX57MM3. ID CARD HOLDER PRINTING AREA=86MMX54 MM4. HANGING TAPE =SHOULD BE 15MM WIDE SHARTIN MULTICOLOUR TAPE TWO SIDE PRINTED CAMPUS NAME WITH LOGO.5. HOOK = ID CARD WILL BE ATTACH WITH 15mm/16mm OVAL HOOK WHICH WAS FIX WITH HANGING TAPE.6. PHOTOGRAPHY WILL BE MADE IN OUR CAMPUS TIME.7. Data of students: Name, Class, Subjects, DOB, BLOOD GROUP, Father's Name, Mother's Name, Father's / Mother's Contact No., Admission No., with barcode.	1500	

Sample may be sent with quotation

