



**GENERAL BRANCH**  
**CHAUDHARY DEVI LAL UNIVERSITY**  
(Established by the State Legislature Act 9 of 2003)  
BARNALA ROAD, SIRSA-125055

Telephone No. **01666-239822**, Email: **genbr@cdlu.ac.in**

**QUOTATION NOTICE**

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

Sr No.	Name of the item	Quantity Required	Rate	Total Amount
01.	Jute bag size 14"x 12"x 4"	125		
02.	Writing Pad No. of Sheets :25 Size 5.5"x5" Cover: 170 GSM art paper with 4 colour printing Inside page: 80GSM Maplitho paper Binding: Staple Bound	125		
03.	Badges Card: 300GSM art card with 4 Colour printing Size 3.5"x4.5" Cover: transparent Plastic Pouch Sling: Colour Lanyard with single Colour printing	125		
04.	Ball Pen G12-4/G12-5 Pen with single colour printing	125		

1. The sealed quotations, complete in all respect, must reach by hand/by post in the Office of the Registrar, CDLU, Sirsa or through email on email id: [genbr@cdlu.ac.in](mailto:genbr@cdlu.ac.in) latest by 10.08.2023.
2. **"Quotation for purchase of Conference Kit and other required items for the International Conference through General Branch, CDLU, Sirsa"** must be clearly written on the sealed envelope.
3. The Quotation received after due date and time or 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 GST/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. extra".
6. Charges not mentioned in the quotation shall not be paid.
7. FOR shall be 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. If the Supplier or their Principals are on rate contract with GeM, this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
11. The University is situated within the Municipal limits, as such, Octroi, of any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi 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.
12. The item/good 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.
13. TDS/Taxes as applicable will be deducted by the University as per rules/instruction of Govt.
14. 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.
15. 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.
16. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
17. The acceptance of the quotation/tender 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/tender in part i.e. any item or any quantity and to reject it for the rest.
18. In case, any other information/clarification is required, you can contact at Telephone No. 01666-239822 on any working day (Monday to Friday) during office hours (9 a.m. to 5 p.m.).
19. The dispute, if any, shall be subject to the jurisdiction of Court at Sirsa. Any other jurisdiction mentioned in the quotation or invoices of the manufacturers/distributor/dealers/supplier etc. Shall be invalid and shall have no legal sanctity.
20. 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.

**Assistant Registrar (Gen.)**