



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
01.	Designing and Printing of Degrees in English & Hindi for CDLU, Sirsa comprising the following specifications: Non-Tearable Paper 200 MICRON (260 GSM), A-4 Size, Bar Code, QR Code Alpha Numeric, Water Mark of University Logo, Printing with Anti-Copy Link, Micro Text, Invisible Logo, Gullochie Background, University Seal with Scanned Signature, Border, University Logo, Multicolour	27,000 (Approx.)

1. The sealed quotations, complete in all respect, must reach by hand/by post in the Office of The Registrar, CDLU, Sirsa latest by **19.07.2023**.
2. **“Quotation for Designing and Printing of Degrees in English & Hindi for CDLU, Sirsa through General Branch”** must be clearly written on the sealed envelope.
3. The Quotation received after due date and time or incomplete shall be rejected out rightly.
4. The following charges and terms may be spelt out in your offer clearly:
 - (a) Rates of GST/VAT/Excise Duty (in percent), if any. Please note that the University does not issue Form ‘C’ or ‘D’.
 - (b) Payment terms.
 - (c) After-sales service.
 - (e) Misc. charge such as Packing & Forwarding charges, Insurance charges, etc., if any.
5. The packing, forwarding, fright, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as “packing, forwarding, fright, 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 120 days 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.
16. The acceptance of the material shall be subject to satisfactory report of 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.
21. **The successful vendor shall be required to deposit Performance Security equivalent to 5% (five percent) of the cost of order. Performance Security shall be valid for 60 days beyond date of completion of contractual obligations of the supplier including warranty obligations and shall be denominated in the currency as mentioned in the supply order or in a freely convertible currency acceptable to this University and shall be in the form of Bank Guarantee or Demand Draft.**
22. **The successful bidder shall submit duly signed Agreement on the Stamp paper worth Rs. 100/-. No running/final payment will be made without signing of the Agreement.**

23. There should be no boundation/limitation for “Minimum number of students for printing a batch of new Degrees or correction of Degrees.
24. Progress Monitoring: Successful bidder will be required to give progress report of the work done every week to the COE. He will also give to the COE the program of work to be done in the next week of the preceding period. The program will be subject to alteration or modification at the direction of the COE, who may discuss such modifications or alterations as considered necessary.
25. Templates may be provided by the successful bidder and will be duly approved by the University.
26. The product related data would be property of CDLU, Sirsa and Successful bidder would have no claim over the same.
27. The successful bidder will have to handover the all data with Degree No. in Hard Copy as well as Soft Copy to the University.
28. The successful bidder will supply the Degrees in Course-wise separate parcel alongwith list of Degrees.
29. All content should be stored and kept confidential and Successful bidder should not reuse/share/replicate/transfer the same to anyone else.
30. The Successful bidder shall be responsible for using the licensed software as required for the work.
31. The Successful bidder shall be responsible for setting up the database to store template information assets that might be needed by the University for NAD system.
- 32. The data will be supplied/provided to the successful bidder in two or three lots i.e. 1st lot for May 2022 exam & 2nd and 3rd lot for May 2023 exam (as per requirement of the University) and accordingly payment will be made on bill basis.**

Assistant Registrar (Gen.)