



Chaudhary Ranbir Singh University, Jind  
(Established by the State Legislature Act 28 of 2014)  
(Recognized u/s 12-B & 2(f) by UGC Act 1956)



Invitation for Sealed Quotations for supply of Stationery & Housekeeping Items

CRSU/G&P/2021. 486

Date: 21/12/2021

To

All Interested Bidders/Firms

Subject: Invitation for quotation for supply of Stationery & Housekeeping items.

Dear Sir/Madam

You are invited to submit your most competitive quotation for the following items with the following terms and conditions:-

Sr. No	Name of item	Specifications and Brand	Required Quantity	Quoted Rates for each item including FOR
1	Highlighter	Multicolor of brand Kores	200 Pc	
2	Tape	Brand: BOND/SUMO/APEX Colour : Transparent Size width: approx 3 inch Length: approx 65meter	50 Pc	
3	Stapler	10 D of brand kangaroo	30 Pc	
4	Pen Stand	With date display, two pen holder	20 Pc	
5	White Board Marker	Black color of brand Cello/Camlin/Kores	50 Pc	
6	Glue Stick	25gm of brand Kores/Fevistick	50 Pc	
7	Bond Paper	A4, 100 GSM with 500 sheets in one Rim of brand JK/Spectra/Century/Bilt	10 Rim	
8	File Cover	with University name and logo (Sample attached)	3000 Pc	
9	Paper Cutter	with plastic Handle (Nataraj/Kangaroo/Kayo)	50	
10	Dusting cloth	15 to 20 inch x 15 to 20 inch	500	
11	Washing Powder	250 gram pkt of brand Sagar/Tide	200 pkt	

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*[Handwritten signatures and marks]*

12	Sanitizer	5 Ltr each Bottle of brand Savlon/Dettol/Lifeboy/Himalya/Medilogy Biotech	10 Bottle		
13	Phenayl	1 Ltr Bottle (White genda)	250		
14	Surface/Floor cleaner	500 ML of brand Lizol	250		

**1. QUOTATION SIGNING:-**

The quotations must be signed by authorized signatory of the bidding firm/company on each page, along with seal of the firm/company, as the case may be.

**2. Conditional Quotation:-**

Conditional quotations are not acceptable. Hence the supplier is advised neither to alter the specifications nor to mention anything on the quotation form, except cost, signature with seal, otherwise quotation will not be considered.

**3. Delivery Destination:-**

The quotations should be quoted as FOR CRSU, Jind. The transit insurance and freight charges etc, if any, needs to be mentioned separately of the basic/ex-works price of the quoted item.

**4. Delivery Acceptance:-**

The delivery of the material will be handed over to the Store Clerk, Purchase Branch, CRSU, Jind. However, the goods will be deemed accepted subject to the approval by the inspection committee of CRSU, Jind in case of rejection of the consignment, the supplier should immediately remove the consignment from the university premises, failing which it will remain there at the risk and responsibility of the supplier and University will not be responsible for any kind of liability in this regard.

**5. Delivery Period:** - The supply is to be made within 30 days of the date of dispatch of the supply order. However, in case of imported goods this time limit will be 90 days.

**6. Delivery Period Extension:-**

The supply order(s) shall be executed within the time specified in this regard. However, in case of force Majure / reasons beyond control of the supplier, he may make a written request to the Vice Chancellor for grant of extension for delivery period. The written request in this regard should clearly spell out such reason. The Vice Chancellor, if he is satisfied with such reasons and further that he requested extension will not be detrimental to the interests of the university, may grant extension for a reasonable period for delivery of the goods. The supplier would be required to indemnify the University against any loss on account of downfall of the price during the extended period.

**7. Penalty for delayed supply:-**

In the event of the delayed supply, if accepted, the Registrar will be competent to impose penalty @ 1% per day of the purchase order, provided that the entire amount of penalty shall not exceed 10% of the total amount of purchase order. The supply will be deemed to be completed on the day when 100 % supply is handed over to the indenter (in case of supply in installments) and its installation is done. An appeal against these orders shall, however, lie to the Vice Chancellor whose decision shall be final.

**8. Rejection of incomplete Quotations:-**

Incomplete quotations such as unsigned quotations, late submitted quotation, conditional quotation, quotation not confirming to the eligibility criteria and Technical specification or with any vague term such as 'Extra as applicable', will be considered as rejected.

**9. Quantity Variation:-**The quantity shall be subject to increase or decrease as the case may be.

**10. Taxation:-**

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The bottom of the page features several handwritten signatures and initials. On the left, there is a signature that appears to be 'S. M.' followed by another signature that looks like 'Saro'. To the right of these, there is a signature that appears to be 'S. D.' and a signature that appears to be 'S. D. Singh'. The number '218' is written above the signatures.

The firms on the quotation have to clearly mention that GST included or excluded.

**11. Right to Bid rejection:-**

The University reserves the right to reject any or all offers at any stage without assigning any reason.

**12. Packaging of Consignment:-**

The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, in which case the responsibility shall be that of the supplier.

**13. Payment:-**

The payment will be made within 30 working days of the successful delivery and its inspection.

**14. Currency:-**

The rates be quoted in Indian Rupee (INR). However, in case of imported item it may be quoted in foreign currency where in the date of opening of quotation will be taken as the conversion date for bid evaluation and comparison purpose.


**15. Schedule:-**

The quotation floating date is 22/12/21. The sealed quotation should reach in the office of Registrar, Chaudhary Ranbir Singh University, Jind-126102 on or before 06/01/22 up to 05:00 P.M. The Interested bidder/firm may write clearly in big letters on envelope "QUOTATION FOR Stationery & Housekeeping Items". The quotation will be opened on 07/01/22 at 11:00 AM in the office of the Assistant Registrar, General & Purchase, Chaudhary Ranbir Singh University, Jind in the presence of the Purchase Committee. Interested bidder/firms and his/her authorized representatives can present during opening of quotations. Quotation received after last date shall not be considered. Any type of delay like postage delay etc shall be considered by the University.

**16. Arbitration:-**

In case of any dispute both the parties will be bounded by the decision of the Vice Chancellor, CRSU, Jind as the arbitrator.


**17. Jurisdiction:-** All disputes shall be subject to Jind jurisdiction.

  
Assistant Registrar (G&P)  
CRSU, Jind

The terms & conditions of quotation have been read and I/We certify that I/We clearly understand the same and undertake for its compliance

Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

Signature of authorized representative of the  
bidding firm/company with seal.  
(Affix Rubber Stamp of the firm)

  
3013  
For

Sample of file cover

FILE No. \_\_\_\_\_



**चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द**  
**Chaudhary Ranbir Singh University, Jind**

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OFFICE FILE









