



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 to purchase Stationery & Sanitary/Housekeeping items.**

CRSU/G&P/2022/881  
Date: 16-11-2022

To  
All Interested Bidders/Firms

**Subject: Invitation of quotation(s) to purchase Stationery & Sanitary/Housekeeping items.**

Dear Sir/Madam

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

S.N.	Item	Specification and Brand	Required Quantity	Quoted Rates for each item including FOR
1.	Paper	Size A4 , JK/Spectra	1000 Reams(10 Boxes)	
2.	Envelope	A4, Yellow 10x12 inches (without make/brand as no make or brand is available)	3500 Pcs	
3.	Envelope	10x4.5 inches: Swaran Mahal/Citizen	4000 Pcs	
4.	Register	2Q: Shipra/Classteam/ Chitra with hard binding	300 Pcs	
5.	Register	4Q: Shipra/Classteam/ Chitra with hard binding	200 Pcs	
6.	Student Attendance Register	Notebook Size, Diamond/Swastik/Shipra	500 Pcs	
7.	Stapler Pin	No. 10-1M, Kangaroo/Lion	500	
8.	Marker Ink Black	15 ML-Cello/Camel/Flair	100	
9.	Toilet/Bathroom Cleamer	500 ML- Harpic/Sani Fresh/Domex/Reliance	500	
10.	Acid	One litre	500	
11.	Ball Pen Red	Unomax/Cello	200	
12.	Scissors	8.5 Inches-Sharp/Munix	50	

**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 firms.

**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: -** he 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 Majeure/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. Manual/literature:-**The detailed literature/catalogue of the quoted instrument and its accessories should also be attached with the quotation. The specifications claimed by the firm should be clearly mentioned in the literature/catalogue also. Its manual should also be supplied with the equipment.

**11. Taxation:-**The firms on the quotation have to clearly mention that GST included or excluded.

**12. Right to Bid rejection:-**GST/Custom duty etc. indicating the rate of taxes, should be quoted independent of the ex-works price of the item and it will be paid as applicable under Government rules, if so quoted by the supplier in the quotation, subject to the certificate in the bill as follows. "Certified that the GST/Custom duty charged in this bill leviable under Government Rules". In the absence of any indication to taxation by the supplier, it is assumed that the price quoted includes tax elements and no claim for taxes or statutory variations thereon should be entertained after opening of quotation. However, wherever, exemption from GST/custom duty is applicable, the university will provide the exemption certificate; along with supply/purchase order itself. In case of imported goods the custom clearance is to be arranged by the supplier at his own level. Charges, if any, in this regard, however, need to be mentioned accordingly in the quotation itself. University will provide necessary documents for this



purpose. In case the quotation is silent with regard to taxation and clearance charges etc. no such charges will be paid by the university. .

**13. 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.

**14. Warranty:-**Warranty should not be less than 12 months from the date of successful installation of the equipment.

**15. Performance Warranty:-**The successful bidders will be required to submit a performance warranty in the form of bank guarantee equal to 10% of the purchase order for the warranty period of the Equipments for equipments/goods above Rs. 5,00,000/- from the date of successful installation. After receiving the 10% PBG, the EMD, if any, will be released/returned to the firm by the indenter of the department/office of university through Account Branch.

**16. Payment:-**The payment will be made within 30 working days of the successful delivery and its inspection.

**17. 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.

**18. Schedule:-**The quotation floating date is ~~16-11-2022~~ <sup>16-11-2022</sup> The sealed quotation should reach in the office of Registrar, Chaudhary Ranbir Singh University, Jind-126102 on or before ~~06-12-2022~~ <sup>06-12-2022</sup> upto 05:00 P.M. The Interested bidder/firm may write clearly in big letters on envelope "QUOTATION FOR Stationery & Sanitary/Housekeeping items". The quotation will be opened on ~~07-12-2022~~ <sup>07-12-2022</sup> at 3:00 PM 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 not be considered by the University.

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

**20. 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)