



ER. ARUN BANGOTRA
PRINCIPAL

ESTD: 1960

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GOVERNMENT OF JAMMU AND KASHMIR

GOVERNMENT POLYTECHNIC JAMMU

Opp. Kala Kendra, Bikram Chowk, Jammu

Website:- www.govtpolytechnicjammu.edu.in

Email:- govtpolyjammu@gmail.com

SHORT TERM QUOTATION NOTICE

Sealed quotations affixed with Rs.6/- (Six rupees only) revenue stamps are invited from Registered Firms or dealers on their letter head for Printing and Supply of "NEWSLETTER", stationery and other items for Workshops & Seminars at Government Polytechnic Jammu" as per details mentioned below.

S.No.	Name of Item	Rate per page (inclusive of all taxes)
(A) Newsletter (Approximate 500 copies)		
1.	Paper 130 gsm art paper (Paper size:- A4)	
2.	Multi colour printing (both side printing)	
3.	Stitching charges: Centre Stitching	
(B) Certificate		
1.	Paper: 300 gsm Multi-colour printing (size:11"X9")	
(C) Banners		
1.	Standby with print (2.5'X6') with proper aluminium stand	
2.	Flex without Frame (<i>Rate should be quoted per sq.ft.</i>)	
3.	Flex Board with Frame (<i>Rate should be quoted per sq.ft.</i>)	

The quotations should be addressed to the Principal Govt. Polytechnic Jammu in sealed envelopes duly super-scribed "Quotations for supply and printing of NEWSLETTERS, stationery and other items for Workshops & Seminars at Government Polytechnic Jammu" and send by registered post/speed post/by hand to the office of the undersigned. The rates should be quoted F.O.R. Govt. Polytechnic Jammu. The tenders complete in all respect alongwith earnest money in the shape of CDR/FDR worth Rs.1000/- (One thousand rupees only) from scheduled Bank pledged in the name of the Principal Govt. Polytechnic Jammu should reach the office of the undersigned by or before **02.11.2019 upto 02:00 PM** and shall be opened on 04.11.2019 at 11:00 AM in presence of the committee members and the firms who may like to be present on the occasion. The quotation notice along with Terms and conditions can be had from the office of the undersigned against G.R/D.D., (Non-Refundable) of Rs.100/-(One hundred rupees only) as cost of quotation documents after producing the below mentioned documents:-

1. Photocopy of Registration Certificate of Registered Firms/Printing Agencies. (*self-attested*)
2. Photocopy of PAN & GST Number. (*self-attested*)

Further, Terms and Conditions can also be downloaded from the college website www.govtpolytechnicjammu.edu.in

No: GPJ/F-34/3432-33

Dated: 21.10.2019

Copy to:-

1. The Director, Technical Education, J&K for kind information.
2. The Joint Director, Information Department Jammu with the request to kindly get the notice widely publicized in atleast three leading Local newspapers preferably in Daily Excelsior.
3. Purchase Committee /Accountant for information.
4. Tender File.


(Er. Arun Bangotra)

Principal

Government Polytechnic Jammu

Terms and conditions:-

1. The Firm/ Agency must be registered with J&K Govt.
2. Rates should be quoted strictly inclusive of all Taxes etc.
3. The rates should be quoted clearly without any cutting/ correction/ erasing/ over-writing. The rates should be quoted for each page and should be written both in figures as well as in words inclusive of all taxes. No such rates wherein any cutting/ erasing/ over-writing is/ are found will be considered for comparison.
4. The sample of the material regarding printing, specification and size should be approved by the Purchase Committee of the institution before printing.
5. The material should be supplied as per specification and sample.
6. Taxes admissible under rules if any shall be deducted from the bill at the time of payment.
7. The final design should be submitted to the college within three days from the date of receipt of final manuscript.
8. The firm should quote the rate of each page **(both sides printing)** and the payment will be released as per total pages printed after report of the committee.
9. 100% payment will be made after completion of the work on receipt, acceptance and satisfactory report furnished by the concerned committee.
10. The material should be delivered within one week from the approval of draft by the committee.
11. The firm/ printing agency should not be blacklisted in the past by the Govt./Private institution of the state and no vigilance/any other investigating agency case should be pending against the firm/printing agency.
12. If at any stage, it is found that the material used to print the Newsletter of the final product is not according to the sample, the Principal/ Committee may impose a fine on the unit/ Printer/ Publisher or the payment may be withheld fully or partly and order may be treated as cancelled and in that case the firm has to take back the rejected material on his **own expenses**. The decision of the Principal shall be binding on the firm depending upon the circumstances.
13. The undersigned reserves the right to accept or reject any quotation or part thereof without assigning any reason.


(Er. Arun Bangotra)

Principal
Govt. Polytechnic Jammu

 