



for website
Maharaja Ranjit Singh Punjab Technical University

Badal Road, Bathinda -151001

(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015 and u/s 2(f) and 12 B of UGC Act, 1956)

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਾਦਲ ਰੋਡ, ਬਠਿੰਡਾ

Ref. No:- _____

Dated. _____

To

Name of Firm.....

Sub: - Quotations for Binding of Library Books and Periodicals.

Dear Sir,

01. You are requested to quote the rates of Binding of Library Books and Periodicals.
02. Following shall be taken note of while quoting the rates:-
 - a) The rates will be F.O.R. MRSPTU, Bathinda.
 - b) University is registered with the Department of Scientific and Industrial Research (DSIR) vide Registration no. TU/V/RG-CDE (1252)/2017 Dated. 25th January 2017 and therefore, eligible for GST on concessional rate as per above mentioned notification. Rate of GST (if extra) must be quoted accordingly.
 - c) Quotation received later than due date are liable to be ignored/rejected.
 - d) Quotation must be submitted on letter head of the firm with all particular, any other format will not be acceptable.
 - e) The quality of the Binding of Library Books (Gatta Binding) and Periodical (Plastic Binding) should be best.
 - f) The envelope must bear the word:-
"QUOTATION FOR Binding of Library Books and Periodicals
Enquiry No. As above dated _____
Due on -26.09-2019 up to 05.00 PM

IMPORTANT: -In the absence of information as required under 2(f) above, if an envelope is received & opened inadvertently, the university will not be responsible and the quotation may not be considered even if quoting lowest rates.

03. The quotations duly completed should be in the name of Registrar and should reach the office of the Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda.

Signature
11/9/19
Assistant Librarian

P.T.O.

TERMS & CONDITIONS

1. **VICE CHANCELLOR RIGHTS:**
Vice Chancellor, MRSPTU, Bathinda reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities also rests with him. MRSPTU also not bind itself to accept the lowest price. In case of any dispute, the decision of Vice Chancellor, MRSPTU, Bathinda will be final & binding.
2. **VALIDITY OF QUOTATIONS:-**
Quotations will be considered valid Financial Year 2019-20.
3. **CORRESPONDANCE:**
No correspondence regarding acceptance/rejection of a quotation will be entertained.
4. **SAMPLE/BRAND/MAKE/WEIGHT:-**
Sample and sent along with the quotations.
5. **REJECTION:-**
Quotation not conforming to the set procedure as above will be rejected.
6. **DELIVERY PERIOD:-**
Completion of work should be two months from the date of order.

MRSPTU shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures.

Shaw
11/9/19