

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**  
**AURANGABAD-431 004 MAHARASHTRA (INDIA)**

Re-Accredited by NAAC with 'A' Grade

**UNIVERSITY PRESS**



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University Campus,  
AURANGABAD - 431 004  
(Maharashtra) INDIA

Ref.No. Dr. BAMUP/2019-20/24.

Date : 18/09/2019

**INVITATION TO QUOTE RATES**

To,

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**Subject : Supply for Quotation.**

Sir,

Kindly Supply Quotation for following articles in University Press, Dr. Babasaheb Ambedkar Marathwada University Campus till **27/09/2019, at 3.00 pm.**

Sr.No.	Name of the Item (s)	Description / Specifications/ Make	Qty. Required
1	Printing of Visiting Cards with Casmio Cards, two colour	Two colour printing with cards	5000 Rate per 100
<p><b>Note-I:</b> Please quote door delivery rate &amp; one time Delivery only. (Price should be quote F.O.R. at Dr. Babasaheb Ambedkar Marathwada University, Aurangabad in University Press the same office. <b>Note-II:</b> Please Quote per 100 cards rate but you would be more cards order accepted. <b>Note-III:</b> Please quote Rate inclusive all taxes. <b>Note-IV:</b> Please submit with following Documents. 1. Income Tax Return for last year. 2018-19 2. Update Registration of business / Shop Act License. 2. 3. GST Registration Certificate. पुरवठाधारकांनी दरपत्रके हे डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद-४३१००४ विद्यापीठ मुद्रणालय विभाग येथे पोस्ट अथवा कुरीअरद्वारे पाठविणे, वैयक्तिक सुध्दा स्विकारले जातील.</p>			

**(Last Date for Submission 27/09/2019, at 3.00pm.)**

The Terms & Conditions on the reverse should be read carefully and noted in order to comply with.

  
Press Manager

**Press Manager**  
**Dr. Babasaheb Ambedkar**  
**Marathwada University Press,**  
**Aurangabad -431 004**

## TERMS AND CONDITIONS

1. The quotation should be addressed to Press Manager, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
2. The price quoted should be firm and F.O.R. Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. Wherever possible, educational prices should be quoted. Quantity indicated is tentative and is subject to change.
3. The quotation/offer should be submitted on or before last date of submission (Due Date) in the sealed envelope. The envelope should be superscripted as "Quotation for \_\_\_\_\_" and should bear the enquiry number and due date on the top. Quotation received after the due date will not be considered.
4. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
5. Customs Duty, Excise Duty, Service Tax, VAT/TIN, Packing & Forwarding (P&F), Freight & Insurance, Transportation, Octroi/LBT, Installation, Training, etc charges should be separately mentioned. Discount, if any, should also be mentioned. Total price of the goods should also be mentioned.
6. Octroi/LBT of Municipal Corporation may either be include or may be shown as 'at actual'.
7. Delivery period and place of delivery should be clearly mentioned.
8. The goods should be quoted along with a guarantee/warranty period of minimum 'one year' from the date of successful installation.
9. Validity of the quotation should be mentioned. Normally quotations should be valid for at least 60 days from the date of opening of the quotation.
10. The bidding firm must have a valid Sales/Vat Tax/TIN Registration Number.
11. Payment Terms:
  - A. No advance payment (Prepayment) will be made at any cost.
  - B. 80 % of the invoice value to the successful bidder will be made after satisfactory installation and commissioning of the goods at Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, will make remaining 20% payments after completion of satisfactory training and acceptance of the goods.
12. Detailed description & technical specifications of the goods quoted by you should be provided. Technical literature/ brochure should accompany the quotation.
13. Manufacturing license or authorized Distributor / Principal or Dealer Certificate copy should be enclosed.
14. OEM items if any, should be supplied in the original sealed packing of the original equipment manufacturer and should be opened at Dr. Babasaheb Ambedkar Marathwada University, Sub center Osmanbad in the presence of Center's representative only.
15. It will be binding on the part of the successful bidder to supply the goods at the rates quoted, failing to which the EMD will be forfeited the firm will be removed from the suppliers list and no further enquiries would be sent.
16. Dr. Babasaheb Ambedkar Marathwada University, Aurangabad does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders or a portion of the supply of goods without assigning any reasons. No correspondence in case of rejected tenders will be entertained. Incomplete quotations are liable to be rejected. All questions, disputes or differences arising under and out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the Registrar Dr. Babasaheb Ambedkar Marathwada University, Aurangabad