



JADAVPUR UNIVERSITY EMPLOYEES' CO-OPERATIVE CREDIT SOCIETY LTD.

We shall be pleased to receive your lowest possible quotation in a **SEALED COVER** with our **ENQUIRY NUMBER** and within **DUE DATE** duly superscripted on the COVER and on the face of the offer letter for the supply of the under mentioned goods or articles, subjects to the TERMS AND CONDITIONS outlined below.

Sl. No.	PARTICULARS	BRAND/MAKE	APPROXIMATE QUANTITY
1.	Pocket Diary Pocket Diary-2022, Single Page per day[one page-one date] Multi-colour customizedhard cover, 1 page pasting including printing Inside with 54 GSM paper	As per our sample	2000 Pcs.
<p>*Note:</p> <p>A. Quoted Rate should be inclusive of GST, including all other taxes and cess.</p> <p>B. Free delivery at the Office of the JADAVPUR UNIVERSITY EMPLOYEES' CO-OPERATIVE CREDIT SOCIETY LTD. on or before 24.12.2021.</p> <p>C. Validity of your offer should 45 (Forty Five) days from the date of opening.</p> <p>D. The quotations will be addressed to "Office Superintendant, J.U. Employees' Co-operative Credit Society Ltd", Jadavpur University, Aurobinda Bhavan, 2nd Floor, Kolkata – 700032.</p> <p>E. Party is requested to drop their respective quotations in sealed envelope at drop box named "POCKET DIARY AS A SAMPLE", placed at the Jadavpur University Co-operative Credit Society Ltd., Aurobinda Bhavan, 2nd Floor, Jadavpur University.</p> <p>F. Last date for submission of Tender: - 22.11.2021 at 3.00 P.M.</p> <p>G. Date of Opening of Tender: - 22.11.2021 at 3.30 P.M.</p>			

Yours faithfully
Amalendu Dutta Chowdhury
Office Superintendant
J.U. Employees' Co-operative Credit Society Ltd.

TERMS & CONDITIONS OF TENDER

1. Quotation should be for FREE DELIVERY of the specified martial at the Co-Op. Office.
2. Prices quoted should be net (including all taxes/cess/VAT/GST), with a minimum period of validity of the quotation for 45 (Forty Five) days from the date of Tender opening.
3. Quotations should be free from CORRECTIONS and ERASURE. No over writing would be permissible.
4. Sample must be attached with quotation in all possible cases.
5. Manufacturer's NAME and the COUNTRY OF ORIGIN of the materials offered must be clearly specified failing which the Tender will not be entertained.
6. Samples must be submitted at the Co-Op. Office, where specified, on or before DUE DATE of Enquiry. Submitted Samples must be labelled clearly with our ENQUIRY NUMBER, DUE DATE, NAME OF FIRM.
7. The tenderers will not be entitled to ask for any further information other than whether their tenders have been received or not.
8. The Jadavpur University Co-operative does not bind itself to accept the lowest bid or any tender or assign any reason for non-acceptance. It further reserves the right to accept any tender in part or in whole at its option.
9. If the Jadavpur University Co-operative finds that the materials supplied are not of the contract quality or not according to the specification required by the Jadavpur University Co-operative or otherwise not satisfactory owing to any reason, of which the Jadavpur University Co-operative shall be the sole judge, and the Jadavpur University Co-operative shall be entitled to refuse the acceptance of the said materials, and/or cancel the order and buy its requirement elsewhere at supplier's responsibility.
10. If the deliveries are not regular and if on that account the Jadavpur University Co-operative is forced to buy the materials elsewhere, any loss or damage that the Jadavpur University Co-operative may sustain thereby will be recovered from the supplier for non-delivery at the scheduled periods.
11. THREE consecutive failures to supply within the scheduled time or times will entail the cancellation of work order.
12. IN CASES OF DISPUTES, THE DECISION OF THE Jadavpur University Co-operative SHALL BE FINAL & BINDING ON YOU.

By Order