



**JADAVPUR UNIVERSITY EMPLOYEES' CO-OPERATIVE CREDIT SOCIETY LTD.**

Dear Sirs,

I 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.	<b>Pocket Diary</b> Pocket Diary for the year 2023, Single Page per day(one page –one date) Multi colour customize hard cover, 1 page pasting including printing Inside with 54 GSM paper	As per our sample (2022)	2000 Pcs.

\*Note:

- Quoted Rate should be inclusive of GST, including all other taxes and cess.
- Free delivery at the Office of the JADAVPUR UNIVERSITY EMPLOYEE'S CO-OPERATIVE CREDIT SOCIETY LTD.(JUECCSL) within 15 days of placing the order.
- Validity of your offer should 30 days from the date of opening.
- The quotations will be addressed to "Office Superintendant, J.U. Employees' Co-operative Credit Society Ltd", Jadavpur University, Aurobinda Bhavan, 2<sup>nd</sup> Floor, Kolkata – 700032.
- Party is requested to drop their respective quotation in sealed envelope at drop box named "POCKET DIARY AS A SAMPLE", placed at the Jadavpur University Co-operative Credit Society Ltd., Aurobinda Bhavan, 2<sup>nd</sup> Floor, Jadavpur University.
- Last date for submission of Tender: - 20.12.2022 at 3.00 P.M.
- Date of Opening of Tender: - 20.12.2022 at 3.30 P.M.

Yours faithfully

Administrator

J.U. Employees' Co-operative Credit Society Ltd.

**TERMS & CONDITIONS OF TENDER**

- Quotation should be for FREE DELIVERY at Co-Op. Office unless otherwise arranged.
- Prices quoted should be net and minimum period of validity of the quotation SHOULD BE FOR 30 (Thirty) days from the date of tender opening.
- Quotations should be free from CORRECTIONS and ERASURE. No over writing would be permissible.
- Sample must be attached with quotation in all possible cases.
- Manufacturer's NAME and the COUNTRY OF ORIGIN of the materials offered must be clearly specified falling which the Tender will not be entertained.
- Samples must be submitted where specified so as to reach this office before the DUE DATE of Enquiry. Samples must be labelled clearly with our ENQUIRY NUMBER, DUE DATE, NAME OF FIRM and number on sample must correspond to the items in the tender.
- The tenderers will not be entitled to ask for any further information other than whether their tenders have been received or not.
- The J.U. Co-operative does not bind itself to accept the lowest 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.
- If the J.U. Co-operative finds that the materials supplied are not of the contract quality or not according to the specification required by the J.U.co-operative or otherwise not satisfactory owing to any reason, of which the J.U. Co-operative shall be the sole judge, the J.U. Co-operative shall be entitled to refuse the acceptance of the said materials, cancel the order and buy its requirement elsewhere at supplier's responsibility.
- If the deliveries are not regular and if on that account the University is forced to buy the materials elsewhere, any loss or damage that the J.U. Co-operative may sustain thereby will be recovered from the supplier for non-delivery at the scheduled periods.
- THREE consecutive failures to supply within the scheduled time or times will entail the cancellation of work order.
- IN CASES OF DISPUTES, THE DECISION OF THE J.U. Co-operative SHALL BE FINAL & BINDING ON YOU.