



The Sanskrit College
and University

The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073 | E-mail: regoffice.scu@gmail.com

[Established by the Act No. XXXIII of 2015; Vide W.B Govt. Notification No 187-L, Dated- 19.02.2016]

<https://www.sanskritcollegeanduniversity.ac.in>

Memo No: EST/R.O/SCU/065(Tender)/2024/0600

Dated: 11.07.2024

Tender Notice

QUOTATION for printing of Degree Certificate(150gsm, colored both side, laser print).

Tender Number-NIQ/R.O/2024/03

Dated: 11.07.2024

Sealed quotations are invited from reputed bonafide company/firms /suppliers for printing certificates details of which are stated in the tender documents for official use in 1st Campus Kolkata, Pin- 700 073. The sealed quotations for “Expression of Interest” may be submitted in a sealed envelope and be submitted in the Quotation/Tender box in the office of Registrar, The Sanskrit College and University Or sent by post addressed to the Registrar, The Sanskrit College and University latest by 18th July 2024 at 3.00 p.m.

(A) Terms & Conditions

- 1 The envelope shall be prominently marked on top with “Quotation for printing of Degree Certificate (150gsm, colored both side, laser print) at Main Campus, Kolkata”.
- 2 The quotations will be opened on 19th July, 2024 at 2:30 p.m.
- 3 Incomplete or conditional quotations will not be entertained.
- 4 No quotation will be accepted after closing date and time.
- 5 The bidders should quote their price in figures as well as in words.
- 6 The Tender Committee reserves the right to relax any terms and conditions for the interest of the Institute with the approval of competent authority.
- 7 All disputes shall be subject to the exclusive jurisdiction of the courts in Kolkata.
- 8 The following papers should be enclosed with the application duly attested by the authorized person.
 - a. PAN No.
 - b. GST Registration Certificate & Return Certificate.
 - c. Trade License.
 - d. The bidders who will sign quotations on behalf of the Company/Firm/Supplier must provide (Valid authorization issued by the Company/Firm/Suppliers in original) failing which the quotations will not be considered for acceptance.

(B) Schedule of payment

1. Payment will be made on submission of the bill with G.S.T. No. of the Institution after completion of his work i.e. Installation and successful operation of the items as supplied.
2. Processing **period** of the bill as submitted may take a minimum period of 15 (Fifteen) days from the date of submission of the bill.
3. Successful bidder has to submit payment mandate form duly signed — copy of which is available in Finance Dept. along with one cancelled cheque.



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(C) Specification

Quotation for printing of Degree Certificate (150gsm, colored both side, laser print, The Sanskrit College and University, Kolkata-700073

Description	Rate per copy
Printing of Degree Certificate (150gsm, Colored both side, Laser Print) 1. Design template as per sample 2. Content of the certificate should be approved by SCU 3. Confidential No. will have to be printed 4. QR code will have to be printed 5. Signature specimen provided by SCU(if any) 6. Hologram Sticker (Min 10000 nos) (1.5cm X 1.5cm) (optional)	

*The printing has to be in chronological order and separate work orders will be issued to that effect.

The Price Quotation format attached herewith has to be submitted with necessary enclosures and any prior inspection charge/s to be adjusted with final bill for payment.

The Registrar
The Sanskrit College and University

Registrar
The Sanskrit College and University

(D) PRICE QUOTATION

Name of the bidder:

Address for correspondence:

We hereby submit the quotation for printing of Degree Certificate (150gsm, colored both side, laser print as per the specification within 7 (Seven) days from the date of work order and in accordance with the terms and conditions.

The bidders are required to quote the rates in the following format.

Sl. No.	Details of the items as per the Specifications indicated.	Base Price	G.S.T.	Rate per copy
	Rate of Printing of Degree Certificate(150gsm,Colored both side, Laser Print) 1. Design template as per sample 2. Content of the certificate should be approved by SCU 3. Confidential No. will have to be printed 4. QR code will have to be printed 5. Signature specimen provided by SCU(if any)			
	6. Hologram Sticker (Min 10000 nos) (1.5cm X 1.5cm) (optional)			

***Note: The rates quoted must be reasonable based on fair price and remain valid for a period of 12 (Twelve) months from the last date of submission of quotations.**

**Signature of the Bidder/Tenderer
or his Authorized representative**