



SOUTH ASIAN UNIVERSITY

(A University Jointly Established by SAARC Nations)
Rajpur Road, Maidan Garhi, New Delhi-110068, India
Tel.: +91 11 20862806, 20862652
Website: www.sau.int

Inviting bid for empanelment for designing, printing and supplying of various miscellaneous stationery items as mentioned in Annexure-I

(Tender No.: SAU/SP/STAT/2023/06 dated 07.06.2023)

The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

The University invites **sealed quotation(s)** for empanelment of designing printing and supplying of various miscellaneous stationery items addressed to "Assistant Registrar (E&P), Room No. ES 203, LSES Building, South Asian University, Rajpur Road, Maidan Garhi, New Delhi 110068. The Samples of stationery items are available in the office of Assistant Registrar (E&P), if required.

TERMS AND CONDITIONS

1. **Validity:** The empanelment shall be valid for one year. However, it may be extended further subject to the satisfactory performance and fulfillment of all terms and conditions.
2. Sealed quotation should reach the University latest by **June 21.06.2023 at 3.00 p.m.** Quotation(s) received beyond the last date of submission will be rejected. No quotation(s) will be entertained by e-mail or fax.
3. The tenderer while sending their tender should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and accepted them in full. Tenders received without the certified copy of the conditions shall be rejected summarily.
4. The University reserves the right to split the order in view of time constraint or select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
5. **TERMS OF DELIVERY:** All the supplies should be delivered at 2nd Floor Store, South Asian University, Rajpur Road, Maidan Garhi, New Delhi – 110068.
6. **DATE OF DELIVERY:** The date of delivery shall strictly be adhered to, failing which the University reserves the right of not accepting the supplies and to charge suitable damages or to effect purchase at the supplier's cost and risk. If the supplier fails to supply the the goods on or before



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the above mentioned delivery date, compensation may be recovered at the rate of 1% of the cost of order for every weeks delay or fraction thereof subject to a maximum of 10% of the cost of goods. If and when required, the extension for date of delivery should be obtained with proper justification

7. **DISCREPANCY OR OMISSIONS:** The payments are made strictly on the basis of the payment terms of the contract/work order which will be mentioned below and the contractor/supplier is advised not to change anything over and above the amount stipulated in the work order. In the event of there being any discrepancy, the matter should first be referred to the undersigned for examination and if necessary issue of necessary amendments to the supply order before submission of the bill.
1. **INVOICE:** Along with the supplies, the supplier shall submit the invoice in duplicate that is pre-receipted and affixed with stamps, where necessary. Bills not conforming to all clauses are liable to be returned to the suppliers and responsibilities of delay in payment would rest with them.
2. The South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services.

We have been allotted UIN: **0717UNO00175UNQ**

Please ensure that our UIN is mentioned on all invoices raised on us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-

- The Invoice should be Tax Invoice;
- Name, address and GSTIN of the supplier;
- Invoice Number;
- Date of issue
- Name, address UIN of the recipient;
- HSN code of goods or Accounting Code of services (SAC);
- Description of goods or services;
- Quantity in case of goods and unit or Unique Quantity Code thereof;
- Total value of supply of goods or services or both;
- Taxable value of supply of goods or services or both considering discount or abatement, if any;



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- Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
 - Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
 - Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
 - Address of delivery where the same is different from the place of supply;
 - Signature or digital signature of the supplier or his authorized representative.
8. **PAYMENT:** Will be made 100% when all the stationery items have been delivered against a particular order to the satisfaction of the University
9. **DAMAGES / ACCIDENTS:** If some major or minor damage happens to the given property under this work order during the period of execution, the contractor/supplier is liable to rectify the damage / damages at his own cost and cannot charge from the University. The contractor/supplier is liable for the safety of his own staff/labors while executing the work, if any accident happens to any of them the contractor will be responsible for that.
10. **ORDER CONFORMITY:** The items of works which are not found to be not up to the quality expected by the South Asian University & do not conform to the description/specifications laid down in the work order, will be rejected at the contractor/supplier's cost and risk.
11. **DISPUTES:** In case of any disputes, differences or objections connected with or arising out of the works awarded with this work order or the meaning or operation of any part of the terms, the matter shall be referred for arbitration to any officer appointed by the President of the South Asian University whose decision shall be final and binding.
12. The loading, unloading at SAU and bringing the material up to the work location shall be responsibility of the contractor/supplier.
13. The rates shall be inclusive of transportation, loading, unloading & handling charges and nothing extra will be paid.

Yours faithfully,

Asst. Registrar (E&P)

Bidder's Seal & Signature



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Price Schedule for designing, printing and supplying of various stationery items

1	2	3	4	5	6
S. No.	Description of Items	Qty	Price of total quantity (Rs.)	GST (Rs.)	Total Price with Taxes (Rs.)
1	Letterhead President/ Vice President (size : A-4, DO Paper, 100 gsm, fancy pad) (Sample1)	100			
		200			
		500			
2	Letterheads Registrar (size : A-4, JK Excel Bond paper, 80 gsm, 4 color printing, fancy pad) (Sample – 2)	100			
		200			
		500			
3	Letterhead for Deans/Faculty (size : A-4, Texture paper, 100 gsm, 4 color printing, fancy pad) (Sample – 3)	100			
		200			
		500			
		1000			
		2000			
4	Letterhead (General) (size : A-4, JK Excel Bond paper, 80 gsm, 4 color printing, fancy pad) (Sample-4)	5000 (50 pkt)			
		10000 (100 pkt)			
5	Green Note Sheet Pad (Size: A-4, 80 gsm, Ledger paper, both side lining, fancy pad) (Sample-5)	10000 (100 pkt)			
6	Visiting Cards: 300 gsm art card, front back printing (Sample-6)	100			
		200			
		300			
7	File Cover (Sample-7)	1000			
		2000			
8	Envelope 10" x 4.5", 120 gsm): single color printing (Sample – 8)	1000			
		2000			
		3000			
9	Envelope 14" x 10", 120 gsm); single color printing (Sample – 9)	1000			
		2000			
		3000			

Contd.



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1. Please see all samples carefully before quoting the rates
2. Cost should be inclusive of all.
3. Copies of the samples of above items are enclosed. Samples of all items are available in the office of Assistant Registrar (E&P), if required.

DECLARATION

4. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
5. I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.

No other charges would be payable by the Institute.

Full Name of the Bidder:

Signature of the Bidder: Date:

Official Seal



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DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

- (I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Date:

Name of the bidder: _____

Complete Address: _____

Contact Nos. _____



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Brief details of samples

Sample-1: (Size: A-4, 100 gsm, DO Paper, fancy pad as per sample)

Sample-2: (size: A-4, 80 gsm, JK Excel Bond paper, fancy pad, 4 color printing; logo of SAU should be Blue as per sample of logo attached, Logo of SAARC should be Golden-bright, and matter of letterhead should be black).

Sample-3: (Size: A-4, Texture paper, 100 gsm, 4 color printing, fancy pad; logo of SAU should be Blue as per sample of logo attached, Logo of SAARC should be Golden-bright, and matter of letterhead should be black).

Sample-4: (size: A-4, 80 gsm, JK Excel Bond paper, fancy pad, 4 color printing; logo of SAU should be Blue as per sample of logo attached, Logo of SAARC should be Golden-bright, and matter of letterhead should be black).

Sample-5: (Size: A-4, 80 gsm, Ledger paper, both side lining, fancy pad)

Sample-6: 300 gsm art card, front back printing, logo of SAARC should be golden-bright and logo of SAU should be blue (front side as per sample).

Sample-7: File Cover

Sample-8: Envelope 10" x 4.5", 120 gsm): single color printing (SAU Logo and matter should be blue)

Sample-9: Envelope 14" x 10", 120 gsm); single color printing (SAU Logo and matter should be blue).

Samples are also available in the office of Assistant Registrar (E&P), Room No. ES 203, LSES Building, South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068