



Ref.No. SVSU/2022/UB/134

Dated: 19/9/2022

**Quotation Calling Letter**

1. Sealed quotations are invited on or before 01-10-2022 upto 1:00 pm from the scrap dealers/Kabari/walas/individuals for auction of newspapers.
2. Please quote your maximum rates along with complete terms and conditions regarding validity of rates, delivery period, materials as per specification, For taxes etc.

Sr.No.	Specifications of Items	Quantity
1.	Old News Papers	2000 Kg (approximate)

Note: The prescribed quotation form is enclosed.

**3. Instruction and Terms & Conditions:-**

- i.) The bidder may inspect the said newspapers from 21-09-2022 – 30-09-2022 between 11:00 am to 4:00 pm.
- ii.) The Bidders are required to quote their rates on per Kg. basis in the given format.
- iii.) The sealed envelope, will be received latest by 01-10-2022 upto 1:00 pm. The same will be opened on 03-10-2022 at 3:00 pm in the presence of bidders, if any. The bids should be addressed to the Assistant Registrar, Academic Affairs at Transit Office: Plot No.147, Sector-44, Gurugram (Haryana).
- iv.) The offers given in the valid bids received on due date and time only will be considered.
- v.) The newspapers (Raddi) will be delivered only after the receipt of full payment and has to be lifted within 02 days of completion of deal.
- vi.) The highest bid once accepted is not transferable to anyone. In case the bidder is a company the person appearing for the company should have the authorization letter issued from a competent authority of the company.
- vii.) Rates should be quoted for destination.
- viii.) Quantity may increase or decrease without any notice.
- ix.) In case, any other information/clarification is required, you can contact at Telephone No. 0124-2746800 on any working day (Monday to Saturday) during office hours (9:00 am to 5:00 pm)
- x.) In case of dispute between the parties, the matter may be referred to Registrar SVSU, whose decision shall be final and binding on both the parties.
- xi.) Terms and conditions printed on Quotation of the firm, if any; shall not be binding on the University, except those mentioned specifically on the supply order/Scrap Notes, and your acceptance of the order/Scrap Notes shall be constructed as your agreement to all the terms and conditions contained in the order.
- xii.) SVSU reserves the right to accept or reject any or all the bids so received without assigning any reason.

*Dingz*

**Quotation Form**

To

Assistant Registrar(Academic Affairs)  
Transit Campus,Plot No.147,Sec-44,  
SVSU,Gurugram

**Subject: Quotation for newspapers and waste papers (Raddi).**

Sir,

With reference to your notice inviting quotation dated 21-09—2022 for Old Newspapers of SVSU would like to participate in the bidding.

My rates are as per following details:-

<b>S.No.</b>	<b>Items</b>	<b>Rate(Per Kg.)</b>

**Signature.....**

**Address.....**

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**Contact No.....**

**Aadhar No.....**

**Stamp if any.....**