



SHRI KRISHNA AYUSH UNIVERSITY

(Established by the State Legislature Act-25 of 2017)

Umri Road, Sector-8, Kurukshetra, Haryana-136118

Website:- www.skau.ac.in, E-Mail ID – purchaseandstorebranch@skau.ac.in

Ref No. SKAU/P&S/2025/2715

Dated: 15/9/2025

NOTICE INVITING QUOTATION

To

Subject : Quotations for Purchase of Stationery items.

Dear Sir,

This University is in process to purchase of Stationery items and in need of quotations for the same as per general terms and conditions mentioned below :-

Sr. No.	Name of item(s)	Required	Rets (Rs.)
1.	All Pin (50 gms)	20 PC	
2.	Ball Point Pen MRP-5 (Blue) (Superior quality)	1000 Pc	
3.	Ball Point Pen MRP-5 (Black)(Superior quality)	200 Pc	
4.	Ball Point Pen MRP-5 (Red) (Superior quality)	200 Pc	
5.	Ball Point Pen MRP-10 (Blue) (Hauser)	300 Pc	
6.	Ball Point Pen MRP-10(Black) (Hauser)	50 Pc	
7.	Ball Point Pen MRP-10 (Red) (Hauser)	50 Pc	
8.	Ball Point Pen MRP-10 (Green) (Hauser)	50 Pc	
9.	Refill of Ball Point Pen (MRP-10) (Blue) (Hauser)	50 Pc	
10.	Box File (Superior quality)	50 Pc	
11.	Carbon Paper (Kores-Sapphire Blue)	5 Pkt. (100 Nos. each)	
12.	Calculator Small(Casio MJ-120D)	10 Pc	
13.	Calculator Big size (Casio DJ-120D)	5 Pc	
14.	Cutter (Ikon MRP-40)	50 Pc	
15.	Dak Pad	20 Pc	
16.	Dampener Cup	50 Pc	
17.	White Eraser (Domes)	300 Pc	
18.	Fevi Gum Small (50 ml Pidilite)	150 Pc	
19.	Fevi Gum big (200 ml Pidilite)	50 Pc	
20.	Fevi Stick 8 g (Fevicol)	200 Pc	
21.	Highlighter (Yellow,Pink & Green)(Faber Castell)	100 Pc	
22.	Legal Paper (75 GSM) (Spectra)	100 Pc	
23.	Marker Pen Thin (Stick)	200 Pc	
24.	White Board Marker Black (Domes)	50 Pc	

25.	Marker Permanent (Double Tip –fine 1.0 mm U.fine 0.5 mm)	100 Pc	
26.	Paper weight (Square Shap unbreakable Fibber)	20 Pc	
27.	Pen Stand (Heavy Plastic Base)	50 Pc	
28.	Pencil (Apsara Extra Dark)	500 Pc	
29.	Poker Wooden (11")	50 Pc	
30.	Pen V-5 Blue (Pilot)	100 Pc	
31.	Pen V-5 Black (Pilot)	50 Pc	
32.	Pen V-5 Red (Pilot)	50 Pc	
33.	Pen V-5 Green (Pilot)	50 Pc	
34.	Pen V-5 Ink blue (Bottle)	50 Pc	
35.	Pen V-7 Blue (Pilot)	100 Pc	
36.	Pen V-7 Black (Pilot)	50 Pc	
37.	Pen V-7 Red (Pilot)	20 Pc	
38.	Pen Violet (Uniball 0.7mm)	30 Pc	
39.	Pen Green (Uniball 0.7mm)	30 Pc	
40.	Stapler Big Size(Kangaro Hd-45)	30 Pc	
41.	Stapler Small size(Kangaroo HD-10 D	70 Pcs.	
42.	Stapler Big Pin (24/6-1m) Debbi (Kangaroo)	50 Pcs.	
43.	Sharpener (Domes)	100 Pc	
44.	Steel Scale 12"	50 Pc	
45.	Stamp Pad (Blue Kores)	100 Pc	
46.	Scissor 5.5" - 6" Stainless steel	50 Pc	
47.	Tag small Size (Bunches) (Superior quality)	300 Bunch	
48.	Tape small ½ Inch(Cello)	50 Pc	
49.	Tape 1 Inch Big (Cello)	50 Pc	
50.	Tape Roll white big Size 2 inch 100 mtr.	50 Pc	
51.	Tape Roll Brown big Size 2 inch 100 mtr.	50 Pc	
52.	Transparent Button folder	100 Pc	

General Terms & Conditions:-

The sealed quotations duly mentioned Technical Bid or Financial Bids in separate envelopes; Envelop shall be sealed and shall have the subscription that 'QUOTATION FOR. The quotation, where the superscription is not mentioned on the envelope by the Quote, may not be entertained. The last date for submission of the Quotations is **30.09.2025**. Quotations duly completed in all respects should be reached to Purchase & Store Branch office address :-

(Please hand over to Purchase & Store Branch Office)

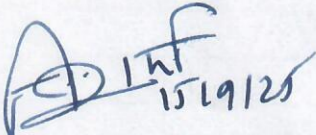
_____ Bids QUOTATION FOR NIQ letter No _____ date _____
 Registrar, Shri Krishna Ayush University, Kurukshetra, Umri Road,
 Sector-8, Kurukshetra, Haryana-136118.

1. The following charges and terms may be spelt out in your offer clearly:
 - I. Rates of GST/ VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
 - II. Payment terms.
 - III. Delivery period.
 - IV. Guarantee/ Warranty period.
 - V. Validity period of the quotation.
 - VI. Bank Draft charges, if any.
 - VII. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
2. The quotation is acceptable only by post/courier/hand in the University.
3. Charges not mentioned in the quotation shall not be paid.
4. FOR shall be Shri Krishna Ayush University, Kurukshetra, Umri Road, Sector-8, Kurukshetra, Haryana-136118. The rates quoted Ex-Go down/at any place beyond SKAU premises can be rejected.
5. The offer must be valid for a period of at-least three months from the date of opening of quotation.
6. Quantity may increase or decrease without any notice.
7. If the Supplier or their Principals are on purchase with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
8. The University is situated at Kurukshetra. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
9. **Every firm has also to deposit the Earnest Money of 2% of the total approx. cost of the material rounded off which will also be deposited in the shape of "Demand Draft" drawn in the favour of the Registrar, Shri Krishna AYUSH University, Kurukshetra, Haryana with the quotation failing which the quotation will not be considered. The earnest money in the other shapes viz., Pay Order/Cheque shall not be accepted. The Earnest money will be retained up to the complete supply of material only of the successful firms / vender. The Earnest money Security amount will be refunded to the all firms within 15 days after finalization of the Quotations.**
10. The goods shall be supplied by the Supplier within 15 days from the date of receipt of Purchase order. In case, the material is not supplied within the delivery period; the Earnest money /performance security amount will be forfeited. Appeal against these orders shall, however, lie with the Vice- Chancellor, Shri Krishna Ayush University, Kurukshetra, Haryana whose decision shall be final.
11. The goods must be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Deputy Registrar (P&S)/ CPC, only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (One Percent) of the cost of material per day or such other amount as the CPC/Deputy Registrar (P&S) may decide till the supply remains incomplete,**

provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material to be supplied/supplied. Appeal against these orders shall, however, lie with the Vice-Chancellor, Shri Krishna AYUSH University, Kurukshetra.

12. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
13. As a general policy, the University tries to make 100% payment within 20 days of the receipt of material wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
14. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
15. The acceptance of the quotation shall rest with the University who reserves the right to reject any or all quotation without assigning any reason thereof. The University has also reserve the right to accept quotation in part or place the purchase order to one, two or more firms on the basis of various reasons as deemed fit by the Committee/University.
16. The University is not registered with the Department of scientific & Industrial research, Ministry of Science & Technology, New Delhi. Thus the University is not exempted from the payment of Custom Duty & Excise Duty.
17. It may be certified that you have not been debarred/blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/ State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
18. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 01744-225803 on any working day (Monday to Friday) **only during office hours (9 a.m. to 5.00 p.m.).**
19. The dispute, if any, shall be subject to the jurisdiction of Courts at Kurukshetra. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/ distributors/ dealers/ suppliers etc. shall be invalid and shall have no legal sanctity.
20. Terms and conditions printed on Quotation/ Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.
21. The material should be of good quality and environment friendly. Moreover, supplied Goods should be unused and new.
22. Corrigendum, if any would be published online on the University website.
23. The committee may negotiate the rates with tenders, if required.
24. If the agency/supplier, after submission of quotation and the acceptance of the same, fails to abide by the Terms and Conditions of the Quotation document or fails to complete the work within the specified time or at any time repudiates the contract, the authority will have the right to:-

- (a) EMD will be forfeited and performance security, if any.
- (b) Invoke Bank Guarantee, if any, debar it from participation in further tenders, can initiate action to recover the liquidated damage and consider black-listing of firm.
- (c) In case the authority gets the incomplete job and completed through alternative sources and if price of completing the work is higher, the agency/supplier shall pay the balance amount incurred by the authority for completing the work, to the authority.
- (d) For all purposes, the work order accepted by the bidder and issued by the authority will be considered as the formal contract.
25. In order to adoption of the digitalization process in the University, the successful firm / bidder has to supply the details i.e. Bank Account No., IFSC code, Name of the Bank, PAN/ TAN/ GST Number so that the payment may be credited in the bank account mentioned by the firm.
26. The quotations will be **opened on 01.10.2025 at 11 AM** by Sub- Committee of the University. The firms/Venders are also free to depute one of their representatives on the same day along with the authority letter issued by the owner/proprietor of the firm. Interested firms may also submit the samples of the items along with the quotations.
27. Interested firms are requested to visit our website daily. The change in any date, or any other amendments, if any, will be displayed/uploaded on the University website.
28. Therefore, you are requested to provide the quotation/rates of above said items for making the rate comparison. NIQ has also been uploaded on the website of the university www.skau.ac.in


15/9/25

Deputy Registrar (P&S)
for Registrar

✓ Endst No. : SKAU/P&S/2025/_____

Dated _____

1. Incharge, IT Cell to upload the N.I.Q. on University Website.

Deputy Registrar (P&S)
for Registrar 