

## Quotation Notice

Quotations are invited to revise the Balance Sheet of Maharshi Valmiki Sanskrit University, Kaithal for the Financial Year 2018-19 &2019-20. Interested firms/parties are required to send their lowest rates in the sealed envelope clearly mentioning on the envelope “Quotation to Revise the Balance Sheet”on or before 03.08.2022 (Up to 5.00 P.M.) in the office of The Registrar, Maharshi Valmiki Sanskrit University, Kaithal (Address:- Dr. B.R. Ambedkar Govt. Collage, Jagdishpura, Kaithal, Pin Code-136027) or on the e-mail address “**registrar@mvsumktl.ac.in**” .

Quotations received after due date & time shall be rejected. For terms & conditions and detail/Scope of the work, contact to the Finance Officer, Maharshi Valmiki Sanskrit University, Kaithal at the above noted address during working hours on or before 03.08.2022 (5:00 P.M.).

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**Deputy Registrar**

**Terms & Conditions for revising the Balance Sheets of F.Y.2018-2019 & 2019-2020 :-**

1. The firm/company/party should have its valid GST number.
2. Quotations should be signed by authorized signatory of the bidding firm/company on each page, along with seal of the firm/ company, as the case may be.
3. Conditional quotations will not be acceptable.
4. Quotations should be addressed to the Registrar, Maharshi Valmiki Sanskrit University, Kaithal.
5. The work will be executed by the bidder in the office of Maharshi Valmiki Sanskrit University, Kaithal.
6. Time limit for the execution of work will be 15 days.
7. Work will be deemed to be done after the verification /authentication/checking by the office of Finance Officer, Maharshi Valmiki Sanskrit University, Kaithal.
8. The work should be executed within the time specified in this regard. However, in case of force Major/reasons beyond control of the firm/company, concerned may make a written request to the Vice Chancellor for extension of time limit. The written request in this regard should clearly spell out such reason. If, the Vice Chancellor will satisfied with such reasons and further that the requested extension will not be detrimental to the interests of the University, may grant extension for a reasonable period of time extension as deemed fit.
9. In the event of the delay in execution of work (if not extended) the Registrar, Maharshi Valmiki Sanskrit University, Kaithal shall be competent to impose penalty @ 0.5% per day of the amount of work order, provided that the entire amount of penalty shall not exceed 10% of the amount of work order. The execution will be deemed to be completed on the day when 100% execution will be done. An appeal against these orders shall, however, lie to the Vice Chancellor whose decision shall be final.
10. The bidder shall have to arrange its own staff. Maharshi Valmiki Sanskrit University, Kaithal would neither bear any expenses nor accept responsibility for the same. The Maharshi Valmiki Sanskrit University reserves the right to deny entry of any staff member of the bidder, if deemed appropriate.
11. The Maharshi Valmiki Sanskrit University, Kaithal will provide the documents /files etc. as required to the authorized representative of the bidder on day to day basis under proper receipt. It will be responsibility of the bidder to return the documents to Maharshi Valmiki Sanskrit University, Kaithal staff under acknowledgment in the same shape and condition in which it was taken. The bidder will ensure that the documents/files handed over to him are kept in proper condition and no document is soiled/lost/misplaced/damaged or altered.
12. Complete secrecy and confidentiality is required to be maintained by the bidder and his employees.
13. On the completion of the work, the bidder shall hand over all databases to the University, which shall become the property of Maharshi Valmiki Sanskrit University, Kaithal for all intents and purposes.
14. Incomplete quotations such as unsigned quotations, late submitted quotations conditional quotations, or with any vague term such as 'Extra as applicable', will be considered as rejected.
15. The scope of work shall be subject to increase or decrease as the case may be.
16. The bidder/firm have to mention clearly percentage of GST in the quotation, if applicable.

17. The University reserves the right to reject any or all offers at any stage without assigning any reason.
18. The Payment will be made within 30 working days after the successful execution of work and its inspection.
19. Any type of delay like postage delay etc. shall not be considered by the University.
20. In case of any dispute decision of the Vice Chancellor, Maharshi Valmiki Sanskrit University, Kaithal shall be final.

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Deputy Registrar  
MVSU, Kaithal