

# Gautam Buddha University

(Established by the Uttar Pradesh Gautam Buddha University Act, 2002  
UP Act No. 9 of 2002, Passed by the Uttar Pradesh Legislature)

Greater Noida, G.B. Nagar (U.P.)

F.No. GBU-002/Admn/4.262/2025

Dated 30-05-2025

## Notice Inviting Quotation

### For Making and Supply of Name Plates & Stamps under Rate Contract at GBU.


Dear Sir/Madam,

The GBU is interested in the Job of the article(s) as per attached **Annexure - A**. Please send your quotation on firm's letter head only and in a sealed envelope indicating (I) Name of the article (II) reference number of this letter (III) date of opening of Quotation on the top of the envelope. Your quotation should reach to The Registrar Office, Administrative Building Gautam Buddha University, Greater Noida- 201312 (U.P) on or before dt. 05-06-2025 up to 03.30 p.m., same to be opened on 05-06-2025 at 04.00 p.m. in the Finance Officer Room/Stores & Purchase Department, Administrative Building. The quotations will be opened in the presence of the representatives of the quoting firms, if present any.

### General Terms & Conditions for the above mentioned job :

Please superscribe "Quotation for Making and Supply of Name Plates & Stamps under Rate Contract at GBU & last date of submission 05-06-2025 up to 3.30 p.m. on the top of the sealed envelope.

1. Attach photocopy of GST Certificate or mentioned the GST number on letter head.
2. Please quote rates keeping in view of the work requirement.
3. The price quoted should be inclusive of all taxes, charges etc. and FOR at GBU site.
4. No Advance payment shall be made in any case.
5. The payment shall be made only on the receipt of necessary bills and on basis of verification by the concerned person/department.
6. The quoted rates should be valid for three months from the last date of quotation submitted. No price hike will be applicable.
7. Late/Delayed/Opened quotations are liable to be rejected.
8. Quotations are liable to be rejected if any of these instructions are not complied with.
9. If holiday appear on last date of quote submission, next working day will be covered as last date of quote submission.
10. For any query please feel free to contact Store and Purchase Department on telephone no. 0120-2344238.

  
Deputy Registrar

(On Firm Letter Head Only)

Annexure - A

To,

The Registrar  
Gautam Buddha University  
Greater Noida - 201 312

**Subject : Quotation for Making and Supply of Name Plates & Stamps under  
Rate Contract at GBU.**

**Last date of Submission 5 - 06 - 2025**

Reference : GBU-002/Admn/4.262/2025, dated: 30 - 05 - 2025

Sir,

Please find below our best competitive rates for the said work :

Sr. No.	Description /Speciation	Maximum Retail Price (MRP) per Unit (in Rs)	Discount on MRP (in Rs)	Unit Price after discount on MRP (in Rs)	Tax %	Total Price (including Taxes in Rs)
1	2	3	4	5 (3-4)	6	7 {5+ 6}
1.	Golden embossing Name Plate per sq. inch					
2.	S.S Finishing Name Plate per sq. inch					
3.	Plastic Plate 3mm per sq. inch.					
4.	Stamp (Small Size)					
5.	Stamp (Big Size)					
	Grand Total					
Rs (in words) .....						

**ACCEPTANCE** : I/We accept the terms and conditions and shall comply with them strictly.

(SIGNATURE OF THE BIDDER)

NAME : .....

Tel./Mobile No. : .....

