

# 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./4.30/2025

Dated: 17.03.2025

## NOTICE INVITING QUOTATION

### For Supply of Memento 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 of this letter and (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 24-3-2025 up to 3.30 PM to be opened on same day at 4.00 PM in Finance Officer Room/Store & 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 mentioned job :

1. Please superscribe "Quotation for Supply of Memento at GBU" & last date of Submission 24-03-2025 till 3.30 PM., on the top of the sealed envelope.
2. Attach photocopy of GST Certificate or mentioned the GST number on letter head.
3. Please quote rates keeping in view of the work requirement.
4. The prices quoted should be inclusive of all taxes, charges etc. and F.O.R. at GBU site.
5. No Advance payment shall be made in any case.
6. The payment shall be made only on the receipt of necessary bills along with challan and on basis of verification by the concerned person/department.
7. The quoted rates should be valid for three months from the last date of quotation submitted. No price hike will be applicable.
8. Late/Delayed/Opened quotations are liable to be rejected.
9. Quotations are liable to be rejected if any of these instructions are not complied with.
10. If holiday appear on last date of quote submission, next working day will be counted as last date of quote submission.
11. For any query please feel free to contact telephone no. 0120-2344238.

I/C Deputy Registrar.



(On Firm's Letter Head Only)

ANNEXURE – A

To,

The Registrar  
Gautam Buddha University  
Greater Noida – 201 312

Subject : Quotation for Supply of Memento at GBU

(Last date of submission 24-02-2025)

Reference : F.No.GBU/002/Admn./4.30/2025, Dated: 17-02-2025

Sir,

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

S.N.	Memento Description	Approx. Nos.	Unit Price (Rs.)	GST@ per unit, if any	Total rate (incl. of GST )
1.	Memento size 5"x7" with golden brass sheet Gautam Buddha University Logo & Name Plate along with Maroon or Red Color Velvet Box Packing (As per sample)	60			
	Total in words Rs.....				

Note: The firm may check the sample memento with above specification in S&P Deptt., GBU.

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

(SIGNATURE & SEAL OF THE BIDDER)

NAME : .....

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