

**The Maharaja Sayajirao University of Baroda  
Vadodara - 390 002**

**Faculty of Science**

**Notification for Inviting Quotations**

<b><u>Notification Date:</u></b>	<b><u>Last date of submission:</u></b>	<b><u>Date of Bids Opening:</u></b>
<b>22.01.2026</b>	<b>09.02.2026 up to 5.00 pm</b>	<b>10.02.2026 at 04.00 pm</b>

Quotations are invited in a two-bid system for providing Conference kits for the participants of the National Conference on Accelerating Innovation for a Sustainable Future to be held on 11<sup>th</sup> and 12<sup>th</sup> March 2026 at Faculty of Science.

Name of the Service	Quantity
Providing Conference Kits (Conference bag, Writing Pad, Pen, ID card with lanyard)	For 500 people

Note:

- (1) Detailed specifications and terms and conditions are as given in this document.
- (2) Technical bid should include (a) registration of company; (b) compliance of the specifications (c) Any other terms & conditions.
- (3) The financial bid should state the 'total cost' for providing conference kits.

A hard copy of the Technical Bid and Financial Bid should be submitted through registered courier or post services in separate sealed covers mentioning the type of Bid.

Last date of submission: 9<sup>th</sup> February 2026, by 05:00 pm at Faculty of Science office.

Prof. Vipul Kalamkar  
Dean, Faculty of Science  
The Maharaja Sayajirao University of Baroda,  
Vadodara, Gujarat.

**Submit a signed and stamped copy of the following technical specifications in a sealed cover superscribed 'technical bid' stating that the supplier agrees with all the terms and conditions.**

**Technical Specifications:**

**Providing Conference Kit**

Conference bag, Writing Pad, Pen, ID card with lanyard

Quantity: 500

**Specifications**

- A) Conference Bag:  
Material: Thick cotton/ Canvas, Size: for 16 inch Laptop, laptop sleeve bag case with handle, closure : zipper, Color: Neutral colors like off white / grey, Number of compartments: At least 2, with padded laptop compartment (Printing content to print on the bag will be provided by us)
- B) Writing Pad: Size: A5, No of sheets: 20, glue bound, One side ruled sheets, Paper Quality: Minimum 80 gsm
- C) Pen: Blue Ink Gel pen with 0.5 mm tip of reputed brand
- D) ID card with lanyard: Card holder of size 3 x 5 inch along with blank printed card (printing content will be provided by us)

**Specific Terms and Conditions:**

1. The Conference kit supplier should be a registered supplier.
2. The supplier should adhere to the specifications given above.
3. A sample 'conference kit' should be provided for evaluation along with the quotation.
4. The Conference kits will have to be provided on or before 4<sup>th</sup> March 2026.
5. Payment will be made only after order completion, as per The Maharaja Sayajirao University of Baroda norms.

**General Terms and Conditions:**

- 1) Unsigned quotations will be rejected.
- 2) Technical and Price bids should be submitted in separate sealed covers. Bidders found satisfactory in technical bids will only qualify for opening the price bid.
- 3) **The technical bid envelop /offer must not contain any price information.**
- 4) The rates should be quoted only by computerized writing/printing. No change, addition, alteration in the tender rates on omission / misunderstanding / mistake or any other reasons would be permitted.
- 5) Any change in figures, words of the quotation should be attested by the vendor by initial near / beside such change. Also, the vendor should invariably sign the quotation on the correction / overwriting in the quotation and general terms and conditions and must be submitted in original issued by this University.
- 6) All the quotation documents must be duly stamped and signed by the owners / certified representative of the company. Representative should produce a certificate of such authority for making quotation on owner's behalf.
- 7) Prices for each item should be quoted separately, and the cost should be quoted **F.O.R, National Conference-2026, Faculty of Science, The Maharaja Sayajirao University of Baroda, Vadodara-390 002, Gujarat.**
- 8) The vendor should fill the rates inclusive of forwarding, freight, insurance, GST, and all such other charges and state the amount payable specifically for each item if it is extra.
- 9) University does not provide any exemption for paying any kind of levies.
- 10) The vendor rates should be valid up to a minimum period of 90 days from the opening date of the quotation.
- 11) No advance or part payment against the ordered goods will be made till the full order placed is satisfactorily executed. Payment will be made as soon as the University approves the Bills after order completion.
- 12) The University Authorities reserve the right to vary the units, accept the quotation fully or partially and shall not be bound to give reasons for rejecting the whole or part of the quotation.
- 13) Late receipt of the quotation for any reasons will not be considered and all such quotations are liable to be disqualified and no correspondence will be entertained in such case.
- 14) Supplier should provide best quality product. If the provided products are found faulty/ poor quality, undersigned reserve the right to cancel or terminate the contract.

**Prof. Vipul Kalamkar**

Dean, Faculty of Science

The Maharaja Sayajirao University of Baroda,

Vadodara, Gujarat.

Place: Vadodara

Date: 22-01-2026