



JAMIA HAMDARD

(HAMDARD UNIVERSITY)

(REACCREDITED BY NAAC IN GRADE 'A')

HAMDARD NAGAR, NEW DELHI-110062

Phone: 91-011-26059688 (12 Lines): Telefax: 26059663 Ext.-5326

Website: www.jamiahamdard.edu

REQUEST FOR QUOTATION

(JH/PS/Quot-472/Oct-2017)

TERMS & CONDITIONS

Sealed quotations are invited from reputed manufacturers/authorized distributors/resellers for **Supply of Stationery Items for Printing Press of Jamia Hamdard** as per the specifications and the detailed terms & conditions are given as under:

S. No.	Specifications	Qty.
01	White Maplitho Paper 80 GSM A. 20x30 B. 23x36 C. 26x40	20 Reams 30 Reams 20 Reams
02.	Executive bond Paper 17 x 24 80 GMs	10 Reams
03.	Ledger Paper 95 GMS A. 17x27 B. 20x30 C. 23x36	07 Reams 07 Reams 07 Reams
04.	News Print Paper 20x30	02 Reams

Terms and Conditions:-

1. Quotations may be submitted latest by **13th November 2017 upto 3.00 p.m.** in an envelope superscribing "**Quotation for Stationery items**" and addressed to: **Registrar, Jamia Hamdard (University), Hamdard Nagar, New Delhi-110062** and dropped in the tender/quotation box available in the Purchase Section.
2. **Quotations will be opened on 13th November 2017 at 3:30 p.m.**
3. Prices can be quoted in Indian Rupees.
4. Jamia Hamdard will deduct an amount of 0.25% from all the bills for "*Jamia Hamdard Relief and Welfare Fund*".
5. The specifications given above should be strictly followed.
6. Letter of Authorization from the company as Authorized Service Provider or Authorized Reseller should be attached.
7. **Delivery Period: Within 2 weeks.**
8. **Payment: 100% on delivery and successful satisfactory installation of equipment.**
9. The Vendors whose near relatives/blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
10. The Institute does not bind itself to accept the lowest quotation and reserves the right for accepting any quotation or to reject any or all quotations and also to reduce or enhance the

quantity and period of order according to departmental requirement without assigning any reason.

11. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
12. GST certificate should be attached with the quotation documents.
13. The manufacturer/supplier should submit the list of Universities/Govt. organizations/Institutions to whom supplies were made earlier.
14. Correction in the Quotations if any should be initialed otherwise the Quotations will be rejected at the time of the opening; the rates should be quoted in figures and in words as well.
15. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
16. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
17. The Institute takes no responsibility for delay or non receipt of quotation documents sent by post either way and also reserves the right to accept or reject any or all the quotations in part or full without assigning any reason thereof.
18. In case the date of opening of quotation is declared as Public Holiday, the quotation shall be opened on the next working day at the same time.
19. Late and delayed quotations shall not be considered and may be returned unopened to the bidder.
20. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
21. Conditional quotations will be rejected without assigning any reason.
22. The price to be given in the quotation are fixed prices, irrespective of rise in materials prices and increase in taxes etc., till the delivery of the overall consignment. No request in regard to increase in the price will be entertained after the submission of the quotation.
23. The vendor has to certify that these terms and conditions are acceptable to him.
24. All legal disputes, arising if any, would be settled under jurisdiction of Delhi court.

Registrar

The above terms & conditions are accepted.

Signature

Name

Designation.....

Company Seal



Sl.No.:

JAMIA HAMDARD
(Hamdard University)

Hamdard Nagar, New Delhi-110 062

Phone: 26059688, Telefax: 26059663 Ext. : 5326, Website: www.jamiahamdard.edu

TENDER APPLICATION FORM

- Cost of Tender Documents : Rs. 500.00 (Non refundable)
- Tender form for : “ _____ ” Sl. No.: _____
- Last date of Submission of Tender : **06/11/2017 upto 3.00 p.m.**
- Date of opening of Tender : **06/11/2017 at 3.30 p.m.**
- Tender Document Fee : DD / Receipt No. _____ Dated _____ for
Rs. _____ (Rs. _____)

VENDOR DETAILS

- 1. Name of Firm / Company :
- 2. Authorised person :
- 3. Address :
- Telephone(s):
- Fax : Mobile.....
- E-mail :
- 4. Income Tax No. / PAN No. :
- 5. Sales Tax No. / TIN No. :
- 6. Experience Certificate :
- (Attached photo copy)
- 7. Details of Earnest Money (EMD): DD / Banker Cheque No. _____ Dated _____ for
Rs. _____ (Rs. _____)
- Bank _____

I/We agree to abide by the terms and conditions of the tender as laid down under Tender No. **JH/PS/Quot-472/2017.**

Signature

Name

Designation

Company Seal

Contact No.....