



JAMIA HAMDARD

(HAMDARD UNIVERSITY)

(REACCREDITED BY NAAC IN GRADE 'A')

HAMDARD NAGAR, NEW DELHI-110062

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

Website: www.jamiahamdard.edu

REQUEST FOR QUOTATION

(JH/PS/Quot-349/July-2014)

TERMS & CONDITIONS

Sealed quotations are invited from reputed manufacturers/authorized distributors/resellers for supply of stationery items and Answer Books on Annual Rate Contract for the year 2014-15 on the terms & conditions given as under. The items along with the detailed specifications are given in Annexure-A.

Terms and Conditions:-

1. Quotations may be submitted latest by **18th August 2014 by upto 3.00 p.m.** in an envelope superscribing "**Quotation for Annual Rate Contract for supply of Stationery Items and Answer Books**" 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. Prices should be quoted inclusive of all taxes and on FOR Jamia Hamdard basis.
3. Jamia Hamdard will deduct an amount of 0.25% from all the bills for "*Jamia Hamdard Relief and Welfare Fund*".
4. The specifications given in Annexure-A should be strictly followed.
5. Delivery Period: Within 3-4 weeks.
6. Payment: 100% on delivery of the stationery in the central store.
7. The Rate contract will generally be valid for a minimum period of one year. However Rate Contract can be extended for one more year.
8. The Vendors whose near relatives / blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
9. 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.
10. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
11. TAN/PAN and Sale tax/VAT certificate should be attached with the quotation documents.
12. The manufacturer / supplier should submit the list of Universities/ Govt. organizations/Institutions to whom supplies were made earlier.
13. **The University may ask for providing samples of the products to ascertain the quality of same.**

14. **Security Money:** The successful vendors are required to deposit Security in the form of FDR, Demand Draft for an amount of Rs.20,000/- in favour of Registrar, Jamia Hamdard. The Security Money will be refunded after expiry of the Annual Contract.
15. Correction in the Quotations if any should be initialled otherwise the Quotations will be rejected at the time of the opening, the rates should be quoted in figures and in words as well.
16. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
17. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
18. 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.
19. 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.
20. Late and delayed quotations shall not be considered and may be returned unopened to the bidder.
21. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
22. Conditional quotations will be rejected without assigning any reason.
23. 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.
24. The vendor has to certify that these terms and conditions are acceptable to him.
25. 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