



**JAMIA HAMDARD**  
(Deemed to be 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-553/Feb-2019)**

**TERMS & CONDITIONS**

Sealed quotations are invited from reputed manufacturers/authorized distributors/resellers for **Supply of Stationery items for Majeedia Unani Hospital to Jamia Hamdard** as per the specifications are given below and the detailed terms & conditions are given as under:

S. NO.	Item with Specifications	Quantity
1.	Charge Slip	100x100 Pads
2.	Admission Slip	100x100 Pads
3.	Diet slip	100x100 Pads
4.	Supplementary Diet slip	100x100 Pads
5.	Intake and output record	100x100 Pads
6.	Case sheet	100x100 Pads
7.	Clinical chart	100x100 Pads
8.	Summary	100x100 Pads
9.	Discharge summary	100x100 Pads
10.	Consumption register	20 Nos.
11.	Laundry Register	20 Nos.
12.	Indent book	15 Nos.
13.	OPD Register	25 Nos.
14.	Diet Register	10 Nos.
15.	Treatment Register	25 Nos.
16.	Inventory Register	20 Pcs.
17.	Patient File Cover	5000 Nos.

The Format/sample of items may be obtained from Purchase Section on working days between 10.00 a.m. to 4.00 p.m.

**Terms and Conditions:-**

1. Quotations may be submitted latest by **15<sup>th</sup> March 2019 upto 3.00 p.m.** in an envelope superscribing **“Quotation for Stationery items for Majeedia Unani Hospital”** 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 15<sup>th</sup> March 2019 at 3:30 p.m.**
3. Prices should be quoted inclusive of all taxes except Custom/Excise Duty and on FOR Jamia Hamdard basis. Jamia Hamdard will provide Custom/Excise Exemption Certificate.
4. Prices can be quoted either in foreign currency or in Indian Rupees.

5. Jamia Hamdard will deduct an amount of 0.25% from all the bills for “*Jamia Hamdard Relief and Welfare Fund*”.
6. The specifications given above should be strictly followed.
7. The Technical Compliance Statement should be enclosed along with quotation, otherwise quotation can be rejected.
8. Letter of Authorization from the company as Authorized Service Provider or Authorized Reseller should be attached.
- 9. Delivery Period: Within 2-3 weeks.**
- 10. Payment: 100% on delivery and successful satisfactory installation of equipment.**
11. The Vendors whose near relatives/blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
12. 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.
13. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
14. TAN/PAN and GST No. should be attached with the quotation documents.
15. The manufacturer/supplier should submit the list of Universities/Govt. organizations/Institutions to whom supplies were made earlier.
16. 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.
17. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
18. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
19. 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.
20. 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.
21. Late and delayed quotations shall not be considered and may be returned unopened to the bidder.
22. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
23. Conditional quotations will be rejected without assigning any reason.
24. 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.
25. The vendor has to certify that these terms and conditions are acceptable to him.
26. 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 .....

