



# JAMIA HAMDARD

(Deemed to be University)

(Accredited by NAAC in Grade 'A+')

Hamdard Nagar, New Delhi-110 062

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

(QUOTATION No.: JH/PS/Quot-892/Jan-2024)

## QUOTATION APPLICATION FORM

Cost of Quotation Documents : Rs. 500.00 (Non refundable)

Quotation form for : Annual Rate Contract for Conference materials-  
Designing and providing backdrop and Banners

Date of Submission of Quotation : **11.03.2024** upto 3.00 P.M

Date of opening of Quotation : **11.03.2024** at 3.00 P.M

Quotation 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. (**Mandatory**)

5. GST No. / TIN No. (**Mandatory**): .....

6. HSN/SAC code (**Mandatory**)

7. Type of Company (COM, HUF, NRI) (**Mandatory**)

8. Experience Certificate : .....

(Attached photo copy)

9. 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 contract as laid down under  
QUOTATION No. **JH/PS/Quot-892/Jan-2024** .

Signature .....

Name .....

Designation .....

Company Seal .....



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**QUOTATION DOCUMENT**  
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The Jamia Hamdard is involved in Research & Development activities and Teaching. The University, therefore requires different type of **Conference materials-Designing and providing backdrop and Banners**. It is therefore requested to offer your products range pertaining to above along with rates in the printed form only. The **annual rate Contract** so concluded will have to take care of the following terms & Conditions:

**TERMS & CONDITIONS OF QUOTATION**

1. The Company should be registered with GST.
2. The Rate Contract (RC) will generally be valid for a minimum period of two year, however, **Rate Contract can be extended for one more year.**
3. **The last date for submission of Bids on 11.03.2024 upto 3.00 P.M**
4. There will be no change in price structure during the period of contract except other statutory levies as made applicable by the Govt. through notifications/regulations changes.
5. Price should be FOR delivery at different location, departments of the University.
6. Prices charged for the Stores supplied under Rate Contract should under no event be higher than the prices at which the party sells the items of identical description to any other organization during the period of contract.
7. The material shall be supplied within the stipulated time from the date of issue for awarded work/supply order, failing which penalty of Rs. 1000/- per day may be imposed and recovered from the running bills of the Company.
8. The material supplied will have to be of high quality printing, if they are found to be of inferior quality, the same are to be replaced by the Company at their own cost within the stipulated periods, failing which the RC of the Company will be liable for cancellation. Delayed supplied/non-compliance of complete order may also lead to cancellation of RC.
9. If the Company fails to deliver the material within the delivery period, as the purchaser may procure such items as deemed appropriate for, then the Company will be liable to pay the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
10. The Rate Contract can be terminated at any time by giving one months's notice by either side.
11. The University also reserves the right to test the material for their quality if it so desires.
12. Maximum discount, taxes and other levies are to be specified clearly in words & figures in the bid.
13. **The Earnest money of Rs. 10,000.00 through Demand Draft only in favour of Jamia Hamdard, New Delhi must be attached with the Quotation form.**
14. The Earnest money will be refunded to all unsuccessful Quotationers after completion of Quotation formalities & for successful Quotationers it will be released after successful completion of the contract.
15. **The Quotationer whose near relatives / blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.**
16. 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.
17. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
18. **TAN/PAN and GST certificate should be attached with the Quotation documents.**
19. The supplier should submit the list of Universities/ Govt. organizations/Institutions to whom supplier were made earlier.
20. Correction in the Quotation if any should be initialled otherwise the Quotation will be rejected at the time of the opening; the rates should be quoted in figures and in words as well.

21. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
22. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
23. 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.
24. 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.
25. Late and delayed Quotations shall not be considered and may be returned unopened to the bidder.
26. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
27. Conditional Quotations will be rejected without assigning any reason.
28. 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.
29. The Quotationer has to certify that these terms and conditions are acceptable to him.
30. All legal disputes, arising if any, would be settled under jurisdiction of Delhi court.
31. The University may ask for providing samples of the items quoted or a duly constituted committee of the university may visit the premises of the participating companies to assess the quality of the goods quoted by the firm.

Registrar

The above terms & conditions are accepted.

Signature.....

Name .....

Designation.....

Company Seal .....