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JAMIA HAMDARD

(Deemed to be University) Hamdard Nagar, New Delhi-110 062

Phone : 26059688, Telefax : 26059663 Ext. : 5326,5312 Website: www.jamiahamdard.edu

TENDER APPLICATION FORM

Cost of Tender Documents	:	Rs. 500.00 (Non refundable)
Tender form for Date of Submission of Tender	:	"Stationary Items & Printing of Answer Books 25 .02.2021 upto 3.00 p.m.
Date of opening of Tender	:	25.02.2021 at 3.30 p.m.
Tender Document Fee	:	DD / Receipt NoDatedfor 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.	GST No. / TIN No.	:	
6.	Experience Certificate (Attached photo copy)	:	

I/We agree to abide by the terms and conditions of the tender as laid down under Tender No. JH/PS/Quot- 706 /Feb-2021.

Signature	
Name	
Designation	
Company	Seal

JAMIA HAMDARD (Deemed to be University) (Reaccredited by NAAC in Grade 'A') Hamdard Nagar, New Delhi 110062

NOTICE INVITING QUOTATION JH/PS/Quot-706 /Feb-21

Sealed quotations are invited from Reputed Suppliers/ Stockiest /Manufacturers for reputed brands of the Stationary Items & Printing of Answer Books.

The reputed suppliers Stockiest /Manufacturers may obtain Request for Quotation from the University website www.jamiahamdard.edu. Detailed specifications and terms and conditions are given in Annexure-A.

Last date for submission of quotations is 25.02.2021 upto 3.00 P.M.

REGISTRAR

Ph. No. 011-26059688(12 Lines) Ext. 5326 Fax: 011-26059663 www.jamiahamdard.edu



JAMIA HAMDARD

(DEEMED TO 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-706/Feb-21)

TERMS & CONDITIONS

Sealed quotations are invited from reputed Supplier ,Stockist,manufacture,resellers for Annual Rate Contract for supply of stationary items and Printing of Answer Books for the year 2021-22 on the terms and conditions given as under: the detailed specification are given in **Annexure A**.

TERMS & CONDITIONS :

- 1. Quotations may be submitted latest by 25nd Feburary2021 by upto 3.00 p.m. in an envelope superscribing: "Quotation for Annual Rate Contract for supply of Stationery Items and Answer Book" 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 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 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 GST certificate should be attached with the quotation documents.
- 12. The manufacture/supplier should submit the list of Universities/Govt. organization/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. 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 any 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 process, 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

ANNEXURE-A



JAMIA HAMDARD (PURCHASE SECTION) (REACCREDITED BY NAAC IN GRADE 'A') HAMDARD NAGAR, NEW DELHI 110062

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

PROFORMA FOR QUOTATION (Ref: JH/PS/Quot-706/Feb-21)

S.No	Items	Qty.	Rate	Amount (Rs.)
1.	All Pin (100 gm Pkt) Oddy make			
	Drawing Pin Oddy make			
2.	Attendance Register student			
3.	Ball Pen (Blue, Black, Red & Green) Reynolds			
4.	Graph Paper (20"x30") 25 pages			
5.	Cello tape 1" (65 mtr) Transparent (Miracle)			
6.	Cello tape 2" (65 mtr) Transparent (Miracle)			
7.	Cello tape 2" (65 mtr) Khaki (Miracle)			
8.	Tape (Cotton) 1/2"			
9.	Tape (Cotton) Gola			
10.	Tape Dispenser (Omega)			
11.	Correction Pen (White Fluid) Infinity			
12.	Clip (30mm)			
13.	U-Clip Plastic Coated (Zen)			
14.	Clip Binding (10 mm) Infinity			
15.	Clip Binding (25mm) Infinity			
16.	Clip Binding (32mm) Infinity			
17.	Duster (big size)			
18.	Dak Pad (Good quality)			
19.	Dispatch Register			
20.	Register Hard bound– 198 pages			
21.	Register Hard bound– 288 pages			
22.	Register Hard bound – 320 pages			
23.	Envelops 5"x11' Khaki Colour			
24.	Envelops 5"x11' Orange Colour			
25.	Envelops 5"x11' Yellow Colour			
26.	Envelops with cloth lines size 12"x16" Yellow			
27.	Envelops 9"x4"			
28.	Envelops of 2" bottom with cloth lines size 12"x16" Khaki			
29.	Envelops of 4" bottom with cloth lines size 12"x16" Khaki			
30.	Envelops of 6" bottom with cloth lines size 12"x16" Khaki			
31.	Envelops with cloth lines size A-4 Yellow			

33. Envelopes Clothing (brown) with pocket 16"x14" 34. Envelopes Clothing (Yellow) 12"x16" 100 gsm 35. Envelopes Clothing (Yellow) 12"x10" 100 gsm 36. Envelops At size White 100 gsm 37. Envelops with cloth lines size A-4 Yellow 38. Envelops with cloth lines size 10"x14" Yellow Yellow 40. Envelops size 5"x11" Khaki 100 gsm 41. Envelops size 5"x11" Vorange 100 gsm 42. Envelops size 5"x11" Vallow 100 gsm 43. Envelops size 5"x11" Vallow 100 gsm 44. Envelops size 5"x11" Vallow 100 gsm 45. Envelops size 6"x12" Clothing Yellow 46. Envelops size 31/2"x6" White 100 gsm 47. Envelops Size 6"x12" Clothing Yellow 48. Envelops Size 6"x12" Clothing Yellow 49. Eraser (Pencil) Apsara 50. Index File Sona Brand Lever Lock 51. Laminated brown paper 52. File Cover (Good quality) 53. File Cover (Good quality) 54. Fevi Stick (Glue Stick) Idlite 55. Fe	32.	Envelops 4"x11' white Colour				
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Black, Green, Red)		Black, Green, Red)				

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72.	Pen Uni-ball Gel Impact Broad 1.0 (Blue,		
70	Black, Green, Red)		
73.	Pen Stabilo (Fine) Blue and Black		
74.	Pen Sketch (Sign Pen) Luxor (4 colour)		
75.	Pen Highlighter Yellow, Orange & Green Faber-Castell Textliner 48 Refill		
76.	Pen Stand (Big)		
77.	Pen Stand (Small)		
78.	Paper weight Glass (Good quality)		
79.	Plastic Tray		
80.	Poker Plastic		
81.	Poker iron		
82.	Paper Cutter		
83.	Paper Wrapping, Khaki 100 gsm		
84.	Pin Cushion		
85.	Stick On Prompts Three Colour		
	75x25mm 50 sheets/pad		
86.	Stick On Prompts Four Colour 75mm		
87.	x15mm 5 pads pack 50 sheets/pad Stick On Prompts Five Colour		
07.	76mm x19mm 4 pads pack 50 sheets/pad		
88.	Stick On Flags (Book Mark) Plastic Coated		
00.	(72 mm x 140 mm) - Qty. 26 x4 = 104 Flags		
89.	Stick On Self Stic Note Pads (1"x3")		
90.	Stick On Self Stic Note Pads (2"x3")		
91.	Stick On Self Stic Note Pads (3"x3")		
92.	Stick On Self Stic Note Pads (4"x3")		
93.	Stick On Self Stic Note Pads (5"x3")		
94.	Pencil Shorthand- Apsara		
95.	Pencil Lead- (Nataraj-Camlin)		
96.	Pencil Bilt Matrix Cedar HB2		
97.	Punch (Single) Kangaro SHP-20 Hole 4.5		
00	mm		
98.	Punch (Double) Kangaro DP-600		
99.	Rubber Band – Poly (Supreme quality) ½ kg pkt.		
100.	Rubber Band – Poly (Supreme Quality)		
	small size		
101.	Refill Ball Pen (Technotip) Reynolds (Blue,		
	Black, Red, Green)		
102.	Refill Jotter – Cello/Reynold		
103.	Ruled Pad (20 pages) Medium		
104.	Ruled Pad (40 pages)		
105.	Ruled Register (2 coir) Pad		
106.	Ruled Paper sheet 40x32		
107.	Sharpener (Sultan/Nataraj)		
108.	Scissor Medium Size (Munix)		_
109.	Stapler (Big-Kangaroo HD45)		
110.	Stapler (Small-Kangaroo No.10)		
111.	Stapler (Big-Kangaroo HD 23S17)		
112.	Scale (Kebica/Camlin)		
113.	Stamp Pad		

114.	Stapler Pin (Big-Kangaroo HD45)	
115.	Stapler Pin (Small-Kangaroo No.10)	
116.	Stapler Pin (Big-Kangaroo HD 23S17)	
117.	Short Hand Note Book	
118.	Spiral Pad Bilt Matrix Size	
119.	Spiral Pad (Medium No.4) Swastic/Neelgagan	
120.	Stock Register 06 Coir	
121.	Tag white (Good quality)	
122.	Tape (Cello 1"x65 mtr) (wonder/scotch)	
123.	Tape Brown (Cello 2"x65 mtr) (wonder/scotch)	
124.	Tape Brown (Cello 3"x65 mtr) (wonder/scotch)	
125.	Tape (Cotton) 1/2"	
126.	Tape (Cotton) Gola	
127.	Tape Dispenser (Omega)	
128.	Calculator Casio MJ-120D-BU	

ANSWER BOOK

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05	Answer Books -04 Pages (Continuation Sheet			
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