



Sl.No. :

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 : "Stationary Items & Printing of Answer Books
Date of Submission of Tender : **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 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. 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 February 2021 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



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			

32.	Envelops 4"x11' white Colour			
33.	Envelopes Clothing (brown) with pocket 18"x14"			
34.	Envelopes Clothing (Yellow) 12"x16" 100 gsm			
35.	Envelopes Clothing (Yellow) 12"x10" 100 gsm			
36.	Envelops 10"x4 ½" White 100 gsm			
37.	Envelops A 4 size White 100 gsm			
38.	Envelops with cloth lines size A-4 Yellow			
39.	Envelops with cloth lines size 10"x14" Yellow			
40.	Envelops with cloth lines size 12"x16" Yellow			
41.	Envelops size 4"x11" white 100 gsm			
42.	Envelops size 5"x11" Khaki 100 gsm			
43.	Envelops size 5"x11" Orange 100 gsm			
44.	Envelops size 5"x11" Yellow 100 gsm			
45.	Envelops size 6"x12" Clothing Yellow			
46.	Envelops size 3 1/2"x6" White 100 gsm			
47.	Envelops of 2" bottom with cloth lines size 12x16" Khaki			
48.	Envelop Medium size 9"x4" (white) 100 gsm			
49.	Eraser (Pencil) Apsara			
50.	Index File Sona Brand Lever Lock			
51.	Laminated brown paper			
52.	File board (Good quality)			
53.	File Cover (Good quality) with Printing			
54.	Fevi Stick (Glue Stick) Pidilite (Fevicol)	8 gm		
55.	Fevi Stick (Glue Stick) idilite (Fevicol)	15 gm		
56.	Folder Plastic A/4 (solo) (ch.101)			
57.	Folder Plastic (Solo) (Ch 111)			
58.	Folder Plastic (Solo) File in bag			
59.	Gum Tube (30 ml)			
60.	Glass Tumbler			
61.	Graph Paper (20"x30") 25 pages			
62.	Green Sheet			
63.	Ink for Stamp Pad (Ashoka)			
64.	Photocopier Paper A4 size (Power)			
65.	Pen marker (Permanent) four colour – Camlin, Uniball			
66.	Pen marker (Permanent) OHP four colour – Stic, Uniball			
67.	White Board Marker – Camlin, Luxor, Uniball			
68.	Pen Jotter (Blue) (Reynold/Luxor)			
69.	Pen Pilot (Luxor) 4 colour			
70.	Pen Pilot V5 (Luxor) 4 colour			
71.	Pen Uni-ball Eye Micro- UB - 150 (Blue, Black, Green, Red)			

72.	Pen Uni-ball Gel Impact Broad 1.0 (Blue, 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 x15mm 5 pads pack 50 sheets/pad			
87.	Stick On Prompts Five Colour 76mm x19mm 4 pads pack 50 sheets/pad			
88.	Stick On Flags (Book Mark) Plastic Coated (72mm x 140mm) – Qty. 26x4 = 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 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

S.N.	Description	Qty.	Rate	Amount (Rs.)
01	Answer Books- 40 Pages Main Theory Sheet			
02	Answer Books- 24 Pages Main Theory Sheet			
03	Answer Books – 12 Pages (Continuation Sheet)			
04	Answer Books -8 Pages Practical Sheet			
05	Answer Books -04 Pages (Continuation Sheet)			
	Price should be quoted inclusive Stitching & GST			

Name :

Address :

Telephone No.:

E-mail :

Company Seal