

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

**NOTICE INVITING QUOTATION
JH/PS/Quot-832/Sept-2022**

Sealed quotation are invited from Manufacturers /authorized distributor for the supply of Photocopier Machine with buy back option for School of Open & Distance Learning , Jamia Hamdard .

Bonafide and reputed manufacturers/Authorized vendor/ agencies may download quotation form,detailed specifications etc,from the Website during all working days upto 16.09.2022 (10.00 am to 3.00 pm). For Detailed please visit University website.

Website:www.jamiahamdard.edu

**Phone:011-26059688(12Lines)
Extn:5326,5312**

REGISTRAR



QUOTATION APPLICATION FORM

Tender Fee : Rs. 500.00
Quotation form for : **“Photocopier Machine”**

Last date of Submission of Quotation : 16.09.2022 upto 3.00 p.m.

Date of opening of quotation : 16.09.2022 at 3.30 p.m.
Detail of Tender Fee : DD / Banker Cheque No _____ Dated _____ for
Rs. _____ (Rs. _____)
Bank _____

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.
6. HSN/SAC code (**Mandatory**)
7. Type of Company (COM,HUF,IND & NRI **Mandatory**)
.....
6. Experience Certificate :
(Attached photo copy)
7. 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 Quotation as laid down under Quotation No. **JH/PS/Quot-832/Sept-2022.**

Signature
Name.....
Designation.....
Company Seal.....
Contact No.....



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HAMDARD NAGAR, NEW DELHI-110062
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Website: www.jamiahamdard.edu

REQUEST FOR QUOTATION

(JH/PS/Quot-832/Sept-2022)

TERMS & CONDITIONS

Sealed quotations are invited from reputed Manufacturers/Authorized Distributors/Resellers for reputed brands of the **Photocopier Machine with Buy back Option** for School of Open & Distance Learning, Jamia Hamdard as per the following details:

S.No.	Name of the item
1.	Photocopier machine- Duplex & Network Ready,Copy/Print/Scan,PPM (a4):45,Memory: 2 GB RAM,Dual Network (Wi-Fi/Network) USB Print/Color Scanner/Copier, Total paper capacity: 550+550 sheets (2 Tray), Buy Pass Tray: 100 sheets,Copy size: Maximum A3 to ASR,Auto Duplex (for automatic back to back print), DADF (for Duplex automatic documents feeding) (BUY BACK option)

Terms and Conditions:

1. Quotations may be submitted latest by 16.09.2022 **by upto 3.00 p.m.** in an envelope superscripting “**Quotation for Photocopier Machine with Buy Back option for School of Open & Distance Learning , Jamia Hamdard** ” and addressed to: **Registrar, Jamia Hamdard , Hamdard Nagar, New Delhi-110062 and dropped in the tender/quotation box available in the Purchase Section.**
2. Prices should be quoted plus GST as applicable as per Govt. rule on FOR Jamia Hamdard basis. Jamia Hamdard.
3. Prices can be quoted in Indian Rupees.
4. Jamia Hamdard will deduct an amount of 0.25% from all the bills for “*Jamia Hamdard Relief and Welfare Fund*”.
5. The specifications given above should be strictly followed.
6. The Technical Compliance Statement should be enclosed along with quotation, otherwise quotation can be rejected.
7. Letter of Authorization from the company as Authorized Service Provider or Authorized Reseller should be attached.
8. **Warranty: Prices quoted should include 3 years comprehensive on-site warranty**
9. Delivery Period: Within 1-2 weeks.

10. **Earnest money Rs. 6000.00** in the form of Demand Draft /Banker Cheque in favour of the Registrar, Jamia Hamdard, New Delhi; which may be forfeited if the supplier failed to supply equipments within the stipulated period.
10. Payment: 100% on delivery and satisfactory installation.
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 certificate 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