



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

**QUOTATION APPLICATION FORM**

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

Tender form for : "HP Scan Jet Enterprises Flow 5000s4"

Date of Submission of Tender : **01.12.2022 upto 3.00 p.m.**

Date of opening of Tender : **01.12.2022 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)

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 tender as laid down under Tender No.  
**JH/PS/Quot-842 /Nov-2022.**

Signature .....

Name .....

Designation .....

Company Seal



**JAMIA HAMDARD**  
(DEEMED TO BE UNIVERSITY)  
**(REACCREDITED BY NAAC IN GRADE 'A')**  
HAMDARD NAGAR, NEW DELHI-110062  
Phone: 91-011-26059688 (12 Lines): Ext.-5326,5312  
Website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

**REQUEST FOR QUOTATION**

(JH/PS/Quot-842/Nov.-2022)

**TERMS & CONDITIONS**

Sealed quotations are invited from reputed Manufacturers/Authorized Distributors/Resellers for HP ScanJet Enterprises Flow 5000 s4 Sheet-Feed Scanner (L2755A) for Finance Section, Purchase Section & E & M Section, **Jamia Hamdard** as per the following details:

Sl.No.	Specification	Qty
	<b>HP ScanJet Enterprises Flow 5000 s4 Sheet-Feed Scanner (L2755A)</b> One- pass duplex Scanning –Save time and reduce waste with two sided scanning that captures all data in a single pass 6000-page duty cycle-Designed to handle up to 6000 sheets per day HP Every page, ultrasonic sensor-Capture every page and detect potential errors-every time 80-page ADF-Built in software and an 80-page automatic document feeder help save time Scan Originals in a variety of sizes and weights-Capture a wide range of mixed media sizes and types HP Web Jetadmin remote discovery and monitoring-Centrally monitor and control printers with HP Web Jetadmin Folio mode for simplified A3 scanning- Scans A3-size 34-bit and 64-bit RWIN,ISIS- Scan images directly into applications with included and full featured 32 bit and 64 bit TWAIN and ISIS.	<b>03</b>

**Terms and Conditions:**

1. Quotations may be submitted latest by 01.12.2022 **by upto 3.00 p.m.** in an envelope superscripting **“Quotation for “HP ScanJet Enterprises Flow 5000 s4 Sheet-Feed Scanner (L2755A) ”for 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: minimum one year or as per OEM warranty.
9. EMD- 2% of the quoted price in the form of Bank Draft in favour of Registrar, Jamia Hamdard.
10. Delivery Period: Within 1-2 weeks.
11. Payment: 100% on delivery and successful installation and commissioning
12. The Vendors whose near relatives / blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
13. 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.
14. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
15. TAN/PAN and GST certificate should be attached with the quotation documents.
16. The manufacturer/supplier should submit the list of Universities/Govt. organizations/Institutions to whom supplies were made earlier.
17. 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.
18. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
19. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
20. 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.
21. 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.
22. Late and delayed quotations shall not be considered and may be returned unopened to the bidder.
23. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
24. Conditional quotations will be rejected without assigning any reason.
25. 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.
26. The vendor has to certify that these terms and conditions are acceptable to him.
27. 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 .....

