

Terms and Conditions

1. Sealed quotation may be dropped in the drop box of purchase section latest by **17/2/2012 upto 3.00 p.m.**
2. The committee will open the quotation on **18/2/2012 at 3.00 p.m.** in the office of Registrar in presence of contractor/representative.
3. Quotation not confirming the prescribed requirements and non submission of required documents/copies may be rejected and no correspondence thereof shall be entertained whatsoever.
4. The quotation form should be clearly filled in ink legibly or typed. The contractor should quote the numbers, rates and amount tendered by him/them in figure & as well as in words. Alteration unless legibly attested by contractor, shall disqualify the quotation. The quotation form should be signed by the contractor himself.
5. The contractor with seal of Agency/Firm should sign every paper of the quotation.
6. The contractor should take care that the rate and amount should be written in such a way that interpolation is not possible. No column should be left blank, which would otherwise, make the tender liable to be rejected.
7. Every amount paid to the contractor shall be subject to the deduction of tax at source and other taxes as applicable from time to time by Govt. of India.
8. The contractor must visit the campus and see thoroughly to assess the quantum of work, required man power, machines, tools etc. before quoting their rate and amount in the quotation.
9. The contractor while submitting a quotation would be presumed to have considered and accepted all the term and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the quotation.
10. The age of the workers deployed by the contractor shall not be less than 18 years.

11. The agency staff shall be available all the time and shall not leave their place of works, failing which the salary of the worker shall be deducted from the bill of the contractor. The decision of the Registrar, Jamia Hamdard, in this regard shall be final and binding on the part of the contractor.
12. The agency shall be responsible to provide immediate replacement (to take place) of any workers, who is not available at the place of work. The agency staff shall work under supervision, direction and overall administration of the contractor.
13. The contractor shall have to produce documentary proof, for example, Ration Card/ Telephone Bill/Electricity Bill/Income Tax Certificate in support of the identity of the person deputed at Jamia Hamdard.
14. Quotation must be unconditional.
15. The Competent Authority of Jamia Hamdard shall have the right to ask the contractor to remove any such person from the work place, who is not found to be competent and orderly in the discharge of his duty.
16. The agency staff shall carry out such other duties as instructed to them from time to time, by the Competent Authority.
17. A list of workers engaged by the contractor/agency alongwith the place of work shall be submitted on daily basis in the office of the Official authorised by the Competent Authority for the purpose.