



JAMIA HAMDARD

(DEEMED TO BE 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- 601/Oct-2019)

TERMS & CONDITIONS

Sealed quotations are invited from reputed manufacturers/authorized distributors/resellers for Stationery Items for University Press, Jamia Hamdard on the terms & conditions given as under:

| Sl. No. | ITEM | Total Requirement | Make | Rates per Unit |
|---------|---|--------------------------------------|------|----------------|
| 1 | Executive Bond paper 17x24 80 GSM | 20 Ream | | |
| 2 | White Maplitho Paper 80 GSM 23x36 | 20 Ream | | |
| 3 | White Maplitho Paper 70 GSM 23x36 | 15 Ream | | |
| 4 | Ledger paper 95 GSM 23x36 | 10 Ream | | |
| 5 | Ledger paper 95 GSM 20x30 | 10 Ream | | |
| 6 | Ledger paper 95 GSM 17x27 | 10 Ream | | |
| 7 | Demy Color Paper Blue 18x23 Yellow 18x23 Pink 18x23 Green 18x23 | 5 Ream 5 Ream 5 Ream 5 Ream | | |
| 8 | Parchment paper 23x36 Blue | 3 Ream | | |
| 9 | Covering Paper Blue 20x30 dark | 2 Ream | | |
| 10 | Newsprint Paper 20x30 | 5 Ream | | |
| 11 | Straw Board (Gutta)140Z 25x30 | 02 Bnds | | |
| 13 | Straw Board (Gutta)320Z25x30 | 02 Bnds | | |
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1. Quotations may be submitted latest by **31st Oct-2019** by upto **3.00 p.m.** in an envelope superscribing "**Quotation for Stationery for University Press, Jamia Hamdard**" 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 on 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. Delivery Period: Within 1-2 weeks.
5. Payment: 100% on delivery of the Stationary.
6. The Vendors whose near relatives / blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
7. 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.
8. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
9. TAN/PAN and GST certificate should be attached with the quotation documents.
10. The manufacturer / supplier should submit the list of Universities/ Govt. organizations/Institutions to whom supplies were made earlier.
11. Correction in the Quotations if any should be initialled otherwise the Quotations will be rejected at the time of the opening, the rates should be quoted in figures and in words as well.
12. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
13. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
14. 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.
15. 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.
16. Late and delayed quotations shall not be considered and may be returned unopened to the bidder.
17. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
18. Conditional quotations will be rejected without assigning any reason.
19. 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.
20. The vendor has to certify that these terms and conditions are acceptable to him.
21. All legal disputes, arising if any, would be settled under jurisdiction of Delhi court.

Dy. Registrar

The above terms & conditions are accepted.

Signature.....
Name.....
Designation

