



# JAMIA HAMDARD

(DEEMED TO BE UNIVERSITY)  
(ACCREDITED BY NAAC IN GRADE 'A+')  
HAMDARD NAGAR, NEW DELHI-62

Phone: 91-011-26059688 (12 Lines): Ext. 5326, 5312

Website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

## TENDER DOCUMENT

(JH/PS/Quot -901/Jan.-2024)

Sealed quotations are invited for engagement of reputed CA firm for GST/TDS/Concurrent audit and other legal advice to **Jamia Hamdard**. The detail scope of work are given on Annexure-A and the details terms and conditions are given below:

### Terms and Conditions:

1. Quotation may be submitted latest by **12.02.2024 by upto 3.00 p.m.** in an envelope superscripting "engagement of reputed CA firm for GST/TDS/Concurrent Audit and other legal advice to **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.
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 Scope of Work given on Annexure A should be strictly followed.
6. Payment: 100% on monthly basis.
7. The firm whose near relatives / blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
8. 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 work and period without assigning any reason.
9. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
10. PAN and GST certificate should be attached with the quotation documents.
11. 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.
12. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
13. 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.
14. 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.
15. Late and delayed quotations shall not be considered and may be returned unopened to the bidder.
16. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
17. Conditional quotations will be rejected without assigning any reason.
18. The vendor has to certify that these terms and conditions are acceptable to him.
19. 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 .....