

JAMIA HAMDARD

(DEEMED TO BE UNIVERSITY)

(REACCREDITED BY NAAC IN GRADE 'A')

HAMDARD NAGAR, NEW DELHI-62

Phone: 91-011-26059688 (12 Lines): Telefax: 26059663 Ext. 5326, 5312

Website: www.jamiahamdard.edu

QUOTATION DOCUMENT

(JH/PS/Quot -733 /Aug-2021)

Sealed Tenders are invited from manufactures / authorized distributors, for supply, installation and commissioning of **Digital Stereotaxic Instruments for Deptt. Of Toxicology, Jamia Hamdard** as given below.

1. Bonafide and reputed manufacturers / Indian agents (on behalf of their foreign Principals) may obtain quotation Form, detailed specifications etc. in respect of each items from the **Purchase Section, Jamia Hamdard, Hamdard Nagar, New Delhi** on payment of Rs. 500/- through Bank Draft (non-refundable) drawn in favour of **Registrar, Jamia Hamdard**, during working days **upto 31.08.2021 between 10.00 AM to 03.00 PM**. Specifications and tender document can also be downloaded from our website www.jamiahamdard.edu.
2. **The last date of the receipt of the Bids is 31.08.2021 upto 3.00 p.m.**
3. **The Bids will be opened 31 .08.2021 at 3.30 p.m. in the Purchase Section.**
4. The quotation forms are to be submitted in two separate sealed envelopes- one envelope containing **Technical Bid (Part A)** and second envelope containing **Commercial Bid (Part B)**. Both the above sealed envelopes should be put in another duly sealed envelope and **superscribed appropriately with the type of bid, quotation no., due date and other relevant details** and should be addressed to **The Registrar, Jamia Hamdard, Hamdard Nagar, New Delhi and dropped in Tender box available in the Purchase Section.**
5. On the due date, only Technical Bids (Part A) will be opened. Commercial Bids (Part B) shall only be opened after acceptance of Technical Bids by the competent authority. Date and time of opening the commercial bids shall be notified in writing / by post to the successful bidders of technical bids. Commercial bids shall be opened in presence of the Tender Opening Committee and the vendors who wish to be present.
6. **Fax Tender or Tender without EMD will be summarily rejected.**
7. Jamia Hamdard reserves the right to reject any / all the tenders without assigning any reason whatsoever.

STANDARD TERMS AND CONDITIONS OF QUOTATION

1. The specifications given, as **Annexure-'A'** should be strictly followed.
2. Earnest money should be enclosed with tender in form of DD/ Pay order in favour of Registrar, Jamia Hamdard.
3. The Tender should be neatly typed. The rates should be quoted in words and figures without any over writing/ erasure. Any over writing/ erasure will render the Tender of the particular item invalid. The tenderer should attest all corrections by affixing his signatures and each page of the tender should be signed by the tenderer.
4. The rates quoted should be per unit and should include charges for packing and delivery. However, the Sales tax, wherever applicable should be shown separately at the prevailing rate. If it is decided to ask for excise duty or any other levy as extra, the same must be specifically stated. In the absence of such a stipulation, it will be presumed that the prices include all such charges and no claim for

the same will be entertained. This University is not liable to pay any other charges over the above the rates quoted.

5. The firm should have annual turnover of not less than Rs. 50 lakhs.
6. Tenderers are required to submit the following documents along with the Tender application without which the tender shall not be treated as valid.
 - a) Photocopies of up-to-date Sales Tax clearance certificate and Pan Card.
 - b) Photocopy of Trade License.
 - c) **Earnest money Rs.16000.00** 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.
7. The products offered by the respective firms should mention specifically the name of the manufacturer, if not manufactured by the tenderer and photocopies certifying the current status as the authorized dealer of the firm should be attached along with the tender documents by the tenderer.
8. In case of any manufacturing defects in the equipment, it should be replaced immediately.
9. **Minimum warranty period for THREE YEAR with spare parts from the date of installation and the successful tenderer will be liable to repair / replace the equipment / instrument if any defect is found within the warranty period. However, for some instruments/equipments, the warranty has been mentioned against each. In such cases, warranty mentioned against the instruments/equipments shall be applicable.**
10. Provide service for at least 7 years in writing specifying "Up time" & response time (usually less than 24 hours)
11. Local suppliers must possess an authorization from parent company & a counter guarantee of service in case of imported equipments.
12. All repairs/ replacements must be done within 5(five) days from the date of complaint otherwise a penalty @0.5% of the cost of equipment per day will be imposed after expiry of five days.
13. Payment will be made after proper installation, documentation and after obtaining quality certificate from the competent authority.
14. Successful Tenderer will have the responsibility for arranging training and allied staff for smooth handling and proper functioning of supplied equipments through specified number of training sessions.
15. **Jamia Hamdard will deduct an amount of 0.25% from all the bills for "Jamia Hamdard Relief and Welfare Fund".**

Registrar

The above terms & conditions are accepted.

Signature.....

Name

Designation.....

Company Seal