



**JAMIA HAMDARD
(Deemed to be University)**

Hamdard Nagar, New Delhi-110 062

Phone: 26059688, Ext.: 5326, Website: www.jamiahamdard.edu

QUOTATION APPLICATION FORM

Quotation form for : **“Answer Book”**
Last date of Submission of Quotation : **23 /07/2018 upto 3.00 p.m.**
Date of opening of quotation : **23/07/2018 at 3.30 P.m.**

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)

I/We agree to abide by the terms and conditions of the Quotation as laid down under Quotation No. **JH/PS/Quot-505/July-18.**

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

Company Seal

Contact No-----



TENDER DOCUMENTS
(JH/PS/Quot-505 /July-18)

The Jamia Hamdard is involved in Research & Development activities and Teaching. The University, therefore requires different type of Answer Books etc.

It is therefore requested to offer your products range pertaining to above alongwith rates in the printed form only. The annual rate Contract so concluded will have to take care of the following Terms & Conditions:

Answer Books

1.	Answer Books-24 Pages Main Theory Sheets	Qty	Rate	Amount
2.	Answer Books-12 Pages (Continuation sheets)			
3.	Answer Books-8 Pages Practical Sheet			
4.	Answer Books-04 Pages (Continuation Sheets)			
5.	Answer Book-40 Pages main theory Sheet			
6.	Stitching Charges			

Terms and Conditions:

Quotations may be submitted latest by 23.07.2018 by upto 3.00 p.m. in an envelope superscripting "Quotation for Answer Books of 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.**

1. The Company should be registered with Sales Tax Authorities.
2. The Rate Contract (RC) will generally be valid for a minimum period of one year (upto 30.06.2018), however, **Rate Contract can be extended for one more year.**
3. There will be no change in price structure during the period of contract except other statutory levies as made applicable by the Govt. through notifications/regulations changes.
4. The latest Price List in printed form should be submitted, without which the rate contract will not be awarded.
5. Price should be FOR delivery at different departments of the University.
6. Prices charged for the Stores supplied under Rate Contract should under no event be higher than the prices at which the party sells the items of identical description to any other organization during the period of contract.
7. The Stores shall be supplied within 15 days (Fifteen days) from the date of issue for work/ supply order, either direct or through dealer, failing which penalty of Rs. 1000/- per day may be imposed and recovered from the running bills of the Company.
8. The items, so supplied will have to be of high quality and grade and during the inspection/test of these items if they are found to be of inferior quality, the same are to be replaced by the Company at their own cost within the stipulated periods, failing which the RC of the Company will be liable for cancellation. Delayed supplied/non-compliance of complete order may also lead to cancellation of RC.
9. If the supplier fails to execute/ supply the awarded works within the stipulated period, the University reserves the right to forfeit the Earnest/Security money without assigning any reason.
10. If the Company fails to deliver the material within the delivery period, as the purchaser may procure such items as deemed appropriate for, then the Company will be liable to pay the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
11. The University reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.
12. The Rate Contract can be terminated at any time by giving one month's notice by either side.
13. The University also reserves the right to test the chemicals and solvents & other material for their quality if it so desires.
14. Maximum discount, taxes and other levies are to be specified clearly in words & figures in the bid.

15. The Tenderer whose near relatives / blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
16. The Institute does not bind itself to accept the lowest tender and reserves the right for accepting any tender or to reject any or all tenders and also to reduce or enhance the quantity and period of order according to departmental requirement without assigning any reason.
17. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
18. TAN/PAN and GST certificate should be attached with the tender documents.
19. The manufacturer / supplier should submit the list of Universities/ Govt. organizations/Institutions to whom supplier were made earlier.
20. Correction in the tender if any should be initialed other wise the tender will be rejected at the time of the opening; the rates should be quoted in figures and in words as well.
21. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
22. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
23. The Institute takes no responsibility for delay or non receipt of tender documents sent by post either way and also reserves the right to accept or reject any or all the tenders in part or full without assigning any reason thereof.
24. In case the date of opening of tender is declared as Public Holiday, the tender shall be opened on the next working day at the same time.
25. Late and delayed tenders shall not be considered and may be returned unopened to the bidder.
26. Tenders not in proper sealed cover or received telegraphically or by fax will not be entertained.
27. Conditional tenders will be rejected without assigning any reason.
28. The price to be given in the tender 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 tender.
29. The tenderer has to certify that these terms and conditions are acceptable to him.
30. All legal disputes, arising if any, would be settled under jurisdiction of Delhi court.
31. The Vendor has already applied for the same need not quote again.

Registrar

The above terms & conditions are accepted.

Signature

Name

Designation

Company Seal