



# JAMIA HAMDARD

(HAMDARD 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](http://www.jamiahamdard.edu)

## REQUEST FOR QUOTATION

**(JH/PS/Quot-474/Oct-2017)**

### TERMS & CONDITIONS

Sealed quotations are invited from reputed manufacturers/authorized distributors/authorised Dealers for **Miscellaneous Items for School of Nursing Sciences and Allied Health of Jamia Hamdard** as per the specifications and Qty. are given in annexure-A . The detailed terms & conditions are given as under:

#### **Terms and Conditions:-**

1. Quotations may be submitted latest by **13<sup>th</sup> December 2017 upto 3.00 p.m.** in an envelope superscribing "**Quotation for Miscellaneous Items, School of Nursing Sciences and Allied Health of 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. **Quotations will be opened on 13<sup>th</sup> December at 3:30 p.m.**
3. Prices should be quoted inclusive of all taxes on FOR Jamia Hamdard basis.
4. Prices can be quoted in Indian Rupees.
5. Jamia Hamdard will deduct an amount of 0.25% from all the bills for "*Jamia Hamdard Relief and Welfare Fund*".
6. The specifications given in Annexure-A should be strictly followed.
7. The Technical Compliance Statement should be enclosed along with quotation, otherwise quotation can be rejected.
8. Letter of Authorization from the company as Authorized Service Provider or Authorized Reseller should be attached.
9. **Warranty: Prices quoted should include 3 years comprehensive on-site warranty.**
10. **Delivery Period: Within 2 weeks.**
11. **Payment: 100% on delivery and successful satisfactory installation of Desk.**
12. The Vendors whose near relatives/blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
13. 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.
14. **Earnest Money 2.5% of quoted price** 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.
15. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
16. TAN/PAN and Sale tax/VAT certificate should be attached with the quotation documents.

17. The manufacturer/supplier should submit the list of Universities/Govt. organizations/Institutions to whom supplies were made earlier.
18. 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.
19. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
20. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
21. 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.
22. 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.
23. Late and delayed quotations shall not be considered and may be returned unopened to the bidder.
24. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
25. Conditional quotations will be rejected without assigning any reason.
26. 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.
27. The vendor has to certify that these terms and conditions are acceptable to him.
28. 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 .....



Sl.No. : .....

**JAMIA HAMDARD**  
**(Hamdard University)**

**Hamdard Nagar, New Delhi-110 062**

Phone : 26059688, Telefax : 26059663 Ext. : 5326, Website: www.jamiahamdard.edu

**QUOTATION APPLICATION FORM**

- Cost of Tender Documents : Rs. 500.00 (Non refundable)
- Quotation form for : “ \_\_\_\_\_ ” Sl. No.: \_\_\_\_\_
- Last date of Submission of Tender : **13/12/2017 upto 3.00 p.m.**
- Date of opening of Tender : **13/12/2017 at 3.30 p.m.**
- Tender Document Fee : DD / Receipt No \_\_\_\_\_ Dated \_\_\_\_\_ for  
Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_)

**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. Sales Tax No. / TIN No. : .....
- 6. Experience Certificate : .....
- (Attached photo copy)
- 7. Details of Earnest Money (EMD): DD / Banker Cheque No \_\_\_\_\_ Dated \_\_\_\_\_ for  
Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_)
- Bank \_\_\_\_\_

I/We agree to abide by the terms and conditions of the tender as laid down under Tender No. **JH/PS/Quot-474/2017.**

Signature .....

Name .....

Designation .....

Company Seal .....

Contact No.....



		<b>Annexure-A</b>
<b>S.No.</b>	<b>ARTICLES</b>	<b>Qty.</b>
1	Almirah- full size, with 4 keys	9
2	Large tray (steel)	25
3	Medium tray (steel)	25
4	Small tray (steel)	25
5	Feeding cup (steel)	10
6	Sputum mug (steel)	5
7	Small kidney tray (steel)	25
8	Medium kidney tray (steel)	25
9	Plastic bucket	10
10	steel knife dish with lid (injection tray)	20
11	Plastic mug	10
12	Steel jug	25
13	Medium steel bowl	25
14	Small steel bowl	25
15	Ounce glass (plastic)	50
16	Mortar Pestle	5
17	Steel basin	10
18	Artery forcep	25
19	Thumb forcep	25
20	Mackintosh	5
21	Large kidney tray	15
22	Pint measure	5
23	Mitten	25-packs
24	Steam inhaler	5
25	Soap dish	5
26	Nail brush	5
27	Small ounce glass (plastic)	30
28	Sand bags	10
29	Knee rest	3
30	Foot rest	3
31	Test tube with stand	5
32	Filer- ( Ampoule cutter)	20
33	Hot water bag	10
34	Surgical drum (medium)	5
35	Cheatle forcep	5
36	BP apparatus	12
37	Thermometer	12
38	Stethoscope	13
39	Towel	20
40	Nail cutter	4
41	Large bowl	5
42	Infantometer	1
43	Restrain jacket and pappose	1
44	Katori and spoon	5
45	Torch	2
46	Inch tape	5
47	Mannequin (for injection)	1
48	Oxygen mask (varying size)	1
49	Nasal cannula	1
50	Fetoscope	5
51	Carron board	2

<b>S.No.</b>	<b>ARTICLES</b>	<b>Qty.</b>
52	Ludoo	4
53	Chess	2
54	Drawing book	25
55	Sketch colour packets	20
56	Pencil colour box	10
57	Crayons	10
58	HB pencil box	10
59	Eraser	10
60	Sharpner	10
61	Camel water colour box	5
62	Brush - painting	10
63	Puzzles	5
64	Weighing machine ( Adult & Peadi)	2