



**JAMIA HAMDARD**  
(Deemed to be University)  
Hamdard Nagar, New Delhi-110 062

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

**TENDER DOCUMENTS**  
(JH/PS/Quot-505 /April-18)

The Jamia Hamdard is involved in Research & Development activities and Teaching. The University, therefore requires different type of **Stationary Items** 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:

**Terms and Conditions:**

Quotations may be submitted latest by 01.05.2018 **by upto 3.00 p.m.** in an envelope superscripting "**Quotation for Stationary Items 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 30.04.2018), 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 months'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.

Registrar

The above terms & conditions are accepted.

Signature .....

Name .....

Designation.....

Company Seal .....

# 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 : "Stationary Items"

Last date of Submission of Quotation : 01 /05/2018 upto 3.00 p.m.

Date of opening of quotation : 02/05/2018 at 11.00 a.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/April-18.**

Signature.....  
Name.....  
Designation .....  
Company Seal .....  
Contact No-----



# JAMIA HAMDARD

(Deemed to be University)

Purchase Section

## PROFORMA FOR QUOTATION

Ref: JH/PS/Quot-505/April-18

### Proforma for Quotation

#### A- Stationary Items

SN	Items	Qty	Rate	Amount
1. 1.	All Pin ( 100 gm Pkt)			
2.	Attendance Register student			
3.	Ball Pen (Black, & Green)Reynold			
4.	Graph Paper (20"x30" 25 pages			
5.	Cello tape 1" Transparent(Mircle)			
6.	Cello tape 2" Transparent(Mircle)			
7.	Cello tape 2" Khaki(Mircle)			
8.	Correction Pen (White Fluid)			
9.	Clip ( 30mm)			
10.	Clip Binding ( 10 mm)			
11.	Clip Binding ( 25mm)			
12.	Clip Binding (32mm)			
13.	Duster (big size)			
14.	Dak Pad (Good quality)			
15.	Dispatch Register			
16.	Envelops 5"x11' Khaki Colour			
17.	Envelops 5"x11' Orange Colour			
18.	Envelops 5"x11' Yellow Colour			
19.	Envelops with cloth lines size 12"x16" Yellow			
20.	Envelops 9"x4"			
21.	Envelops of 2" bottom with cloth lines size 12"x16" Khaki			
22.	Envelops of 4" bottom with cloth lines size 12"x16" Khaki			
23.	Envelops of 6" bottom with cloth lines size 12"x16" Khaki			
24.	Envelops with cloth lines size A-4 Yellow			
25.	Envelops 4"x11' white Colour			
26.	Envelopes Clothing (brown) with pocket 18"x14"			
27.	Envelopes Clothing (Yellow) 12"x16"			
28.	Envelopes Clothing (Yellow) 12"x10"			
29.	Envelops 10"x4 ½" White			
30.	Envelops A 4 size White			

31.	Envelops with cloth lines size A-4 Yellow			
32.	Envelops with cloth lines size 10"×14" Yellow			
33.	Envelops with cloth lines size 12"×16" Yellow			
34.	Envelops size 4"x11" white			
35.	Envelops size 5"x11" Khaki			
36.	Envelops size 5"x11" Orange			
37.	Envelops size 5"x11" Yellow			
38.	Envelops size 6"x12" Clothing Yellow			
39.	Envelops size 3 <sup>1/2</sup> "x6" White			
40.	Envelops of 2" bottom with cloth lines size 12x16" Khaki			
41.	Envelop Medium size 9"×4" (white)			
42.	Eraser Pencil			
43.	File board ( Good quality)			
44.	File Cover (Good quality) with Printing			
45.	Fevi stick (Glue Stick) Big/Small			
46.	Folder Plastic A/4 (solo) (ch.101)			
47.	Folder Plastic (Solo)( Ch 111)			
48.	Folder Plastic (Solo) File in bag			
49.	Gum Tube (30 ml)			
50.	Glass Tumbler			
51.	Graph Paper (20"×30" 25 pages			
52.	Green Sheet			
53.	Ink for Stamp Pad			
54.	Photocopier paper A4 size (Power/Spectra)			
55.	Pen marker (Permanent) four colour			
56.	Pen marker (Permanent) OHP four colour			
57.	Pen Jotter (Blue) (Reynold/Luxor)			
58.	Pen Pilot (Luxor) 4 colour			
59.	Pen Pilot V5 (Luxor ) 4 colour			
60.	Pen Uniball- 150 UB (3 colour)			
61.	Pen Sketch (sign Pen) Luxor ( 4 colour)			
62.	Pen white board Marker Luxor ( different colour)			
63.	Pen Highlighter Yellow , Orange & Green			
64.	Pen Stand ( Big)			
65.	Pen Stand ( Small)			
66.	Paper weight Glass ( good quality)			
67.	Plastic Tray			

68.	Poker Plastic			
69.	Poker iron			
70.	Paper Cutter			
71.	Punch Plyer (Single)			
72.	Punch Plyer (Double big size)			
73.	Paper Wrapping, Khaki 100 gsm			
74.	Pin Cusion			
75.	Paste it note Tri Colour ( 23x36) 100gsm			
76.	Paste it note Yellow ( 3"x3")			
77.	Pen Corection (Reynoldd/Luxor,cello)			
78.	Pencil shorthand- Apsara			
79.	Pencil Lead- ( natraj-Camlin)			
80.	Punching Machine (single hole big)			
81.	Punching Machine (double hole big)			
82.	Peon Book			
83.	Rubber Band – Poly (Supreme quality) ½ kg pkt.			
84.	Refill Ball Pen (Technotip) butter flow/Reynold			
85.	Refill Jotter – Cello/Reynold			
86.	Rulled Pad (6-8 pages) medium			
87.	Rulled Pad			
88.	Rulled Register ( 2 coir)Pad			
89.	Rulled Paper sheet 40x32			
90.	Sharpner			
91.	Scissor			
92.	Stapler (Big-Kangaroo HD45)			
93.	Stapler (Small-Kangaroo No.10)			
94.	Stapler (Big-Kangaroo HD 23S17)			
95.	Scale (Kebica/Camlin)			
96.	Stamp Pad			
97.	Stapler Pin (Big-Kangaroo HD45)			
98.	Stapler Pin (Small-Kangaroo No.10)			
99.	Stapler Pin (Big-Kangaroo HD 23S17)			
100.	Short Hand Note Book			
101.	Spiral Pad Bilt Matrix Size			
102.	Spiral Pad (Medium No.4) swastic/Neelgagan			
103.	Stock Register 06 Coir			
104.	Tag white ( Good quality			
105.	Tape (Cello 1"x65 mtr) (wonder/scotch)			
106.	Tape Brown (Cello 2"x65 mtr) (wonder/scotch)			

107.	Tape Brown (Cello 3"x65 mtr) (wonder/scotch)			
108.	Tape (Cotton) 1/2"			
109.	Tape (Cotton) Gola			
110.	Tape Dispenser (Omega)			

**2. Answer Books**

1.	Answer Books-24 Pages Main Theory Sheets			
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			

Name : .....

Company Seal : .....