



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

REQUEST FOR QUOTATION

(JH/PS/Quot-329/Feb-2014)

TERMS & CONDITIONS

Sealed quotations are invited from reputed Manufacturers/Authorized Distributors/Resellers for reputed brands of the **Equipments for Paramedical Sciences, HIMSR** of the University as per the details given on **Annexure "A"** :

Terms and Conditions:

1. Bonafide and reputed manufacturers / Indian agents (on behalf of their foreign Principals) may download Request for Quotation Document, Application Form, detailed specifications etc. in respect of the items mentioned in Annexure-A from the University website www.jamiahamdard.edu during working days **upto 13.02.2014 between 10.00 AM to 03.00 PM.**
2. **The last date of the receipt of the Bids is 13.02.2014 upto 3.00 p.m.**
3. The bids are to be submitted in two separate sealed envelopes - one envelope containing **Technical Bid (Part A)** and second envelope containing **Financial Bid (Part B)**. Both the above sealed envelopes should be put in another duly sealed envelope and **superscribed appropriately "QUOTATION FOR EQUIPMENTS FOR PARAMEDICAL SCIENCES, HIMSR, JAMIA HAMDARD" WITH 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/Quotation box available in the Purchase Section.**
4. On the due date, only Technical Bids (Part A) will be opened. Financial Bids (Part B) shall only be opened after acceptance of Technical Bids by the competent authority. Successful bidders of technical bids will be informed about the date and time of the opening of financial bids. Financial bids shall be opened in presence of the Quotation Opening Committee and the vendors who wish to be present.
5. Prices should be quoted inclusive of all taxes except Custom/Excise Duty and on FOR Jamia Hamdard basis. Jamia Hamdard will provide Custom/Excise Exemption Certificate.
6. Prices can be quoted either in foreign currency or in Indian Rupees.
7. Jamia Hamdard will deduct an amount of 0.25% from all the bills for "*Jamia Hamdard Relief and Welfare Fund*".
8. The name of Equipments and specifications given in **Annexure-A** should be strictly followed.
9. The Technical Compliance Statement should be enclosed along with quotation, otherwise quotation can be rejected.
10. Letter of Authorization from the company as Authorized Service Provider or Authorized Reseller should be attached.

11. **Warranty: Prices quoted should include 3 years comprehensive on-site warranty.**
12. **Earnest money 2.5%** against each equipment 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.
13. Delivery Period: Within 2-3 weeks.
14. Payment: 100% on delivery and satisfactory installation.
15. **Security Money: The successful bidder will have to deposit 5% of the total value of supply as Security Money in the form of Performance Bank Guarantee or FDR or DD in favour of the Registrar, Jamia Hamdard, New Delhi; which will be refunded after completion of the warranty period and will be adjusted in case of violation of terms and conditions mentioned in this Request for Quotation Document.**
16. The Vendors whose near relatives / blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
17. 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.
18. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
19. TAN/PAN and Sale tax/VAT certificate should be attached with the quotation documents.
20. The manufacturer/supplier should submit the list of Universities/Govt. organizations/Institutions to whom supplies were made earlier.
21. 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.
22. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
23. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
24. 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.
25. 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.
26. Late and delayed quotations shall not be considered and may be returned unopened to the bidder.
27. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
28. Conditional quotations will be rejected without assigning any reason.
29. 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.
30. The vendor has to certify that these terms and conditions are acceptable to him.
31. All legal disputes, arising if any, would be settled under jurisdiction of Delhi court.

In case of Import following terms and condition will be adhered:

1. Prices should be quoted CIF Delhi and on F.O.R. Jamia Hamdard and inclusive of all taxes

(except excise / custom duty).

2. Order Acknowledgement from principal company should be given within a 10 days from date of purchase order, otherwise the order will stand cancelled automatically.
3. L/C Validity period: 90 days and will be opened on Usance (15 days D.A.)
4. Last date of shipment shall be 30 days from the opening date of L/C.
5. The beneficiary / local agent shall pay the bank amendment charges in case of any L/C amendment due to their fault/ requirements.
6. In case of payment through advance draft a photocopy of draft will be initially provided after receiving of Order Acknowledgement from Principal company and original draft will be given only after the delivery and satisfactory installation of the equipment.
7. All bank charges outside India will be borne by the Supplier while only the bank charges in India will be borne by Jamia Hamdard.
- 8. Suppliers through their own clearing agent will clear the consignment on arrival at IGI Airport. All payment in respect of clearing & landing will be borne by supplier.**
9. Bank delivery order, CDEC & Custom duty will be provided by Jamia Hamdard only on receipt of following documents from supplier at least two days in advance.
 - i) Cargo Arrival Notice
 - ii) Master Airway Bill (MAWB)/House Airway Bill (HAWB).
 - iii) Commercial Invoice along with packing list.
10. Jamia Hamdard will make available the relevant documents within two days after receipt of required documents from Local Supplier provided no holidays falls in between.
11. The University shall not be responsible if the consignment incurs any demurrage.
12. The acceptance of Quotation rests with the Registrar, Jamia Hamdard reserves the right to accept / reject a part/ whole or all Quotations without assigning any reason and no inquiry in this regard, will be entertained.
13. The bidder has to certify that these terms and conditions are acceptable to him.
14. 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



SI. No. :

**JAMIA HAMDARD
(Hamdard University)**

Hamdard Nagar, New Delhi-110 062

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

QUOTATION APPLICATION FORM

Quotation form for : “ _____ ” Sl. No.: _____

Last date of Submission of Quotations: **13/02/2014 upto 3.00 p.m.**

Date of opening of Quotations : **13/02/2014 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. Sales Tax 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-329/Feb-2014.**

Signature

Name

Designation

Company Seal

Contact No.....