

**JAMIA HAMDARD**  
(HAMDARD UNIVERSITY)  
**(REACCREDITED BY NAAC IN GRADE 'A')**  
HAMDARD NAGAR, NEW DELHI-62  
Phone: 91-011-26059688 (12 Lines): Telefax: 26059663 Ext.-5326  
Website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

**TENDER DOCUMENT**

(Tender No.: JH/PS/TENDER/1/MARCH-2017)

Sealed Tenders are invited from manufactures / authorized distributors / authorized dealers for supply, installation and commissioning of Furniture items for the University as per the details given in the Annexure.

Sl.	Name of Equipments	EMD (Rs.)
1.	Annual Rate Contract For Furniture items	20,000.00

**Terms and Conditions:-**

1. Bonafide and reputed manufacturers / authorized distributors / authorized dealers may obtain Tender Form, detailed specifications etc. 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 31.03.2017 till 3.00 p.m. between 10.00 AM to 03.00 PM**. Specifications and tender documents can also be downloaded from our website [www.jamiahamdard.edu](http://www.jamiahamdard.edu). In such cases a separate demand draft of Rs.500/- may be enclosed along with EMD.
2. 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.
3. Prices can be quoted either in foreign currency or in Indian Rupees.
4. Jamia Hamdard will deduct an amount of 0.25% from all the bills for "*Jamia Hamdard Relief and Welfare Fund*".
5. The specifications given in Annexure should be strictly followed.
6. The Technical Compliance Statement should be enclosed along with Tender, otherwise tender can be rejected.
7. Letter of Authorization from the company as authorized distributor/authorized dealer should be attached.
- 8. Warranty: Prices quoted should include 3 years comprehensive on-site warranty.**
9. Delivery Period: Within 3-4 weeks.
10. Payment: 100% on delivery of the furniture as per specifications.
11. 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) Authorization from the Manufacturer.
  - c) **Earnest money for an amount of Rs. 20,000.00** given as above 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 the furniture's within the stipulated period. The EMD will be returned after expiry of the warranty period.
12. The Tenderers 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 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.
- 14. The University may ask for providing the samples of the product quoted by the Tenderers for ascertaining the quality of product.**
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 tender documents.
17. Certificates of satisfactory completion of works must also be provided.
18. Company's financial performance documents (Audited balance sheets, profit and loss statements, average turnover for the last three years etc).
19. Current banker's statement.
20. The manufacturer / supplier should submit the list of Universities/ Govt. organizations/Institutions to whom supplies were made earlier.
21. Correction in the tenders if any should be initialed otherwise the tenders 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 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.
25. 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.
26. Late and delayed tenders shall not be considered and may be returned unopened to the bidder.
27. Tenders not in proper sealed cover or received telegraphically or by fax will not be entertained.
28. Conditional tenders will be rejected without assigning any reason.
29. 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.
30. The Tenderer has to certify that these terms and conditions are acceptable to them.
31. 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 .....