



JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi 110062

JH/PRO/2020/03

Dated:05/03/2020

Ref.: RFQ/JH/PS/Quot-670/March-20

Subject: Request for Quotations (RFQ) for Printing and Pre-Printing Design Services.

1. Sealed quotations/ Request for Quotations (RFQ) are invited by Jamia Hamdard to participate in designing and printing of its Quarterly Newsletter/Magazine as per details ***Annexure-1***. Other details & Specifications and tender document can be downloaded from our website www.jamiahamdard.edu.
2. Quotation may be submitted latest by March 19, 2020 up to 03:00 P.M. in an envelope super-scribing “**Quotation for printing and designing of Jamia Hamdard Quarterly Newsletter/Magazine**”.
3. Quotation shall accompanied a Bank Draft of Rs. 500/- (non-refundable) drawn in favour of Registrar, Jamia Hamdard, during working between 10.00 AM to 03.00 PM.
4. The last date of the receipt of the Bids is 19.03.2020 up to 03.00 p.m.
5. The Bids will be opened on 19.03.2020 at 05.00 a.m. in the Purchase Section.
6. The Tender forms are to be submitted in sealed envelopes- 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 box available in the Purchase Section.
7. Date and time of opening the commercial bids shall be notified in writing / by post/through email to the successful bidders. Bids shall be opened in presence of the Tender Opening Committee and the vendors who wish to be present.
8. Tender through FAX or Tender without EMD will be summarily rejected.
9. Jamia Hamdard reserves the right to reject any / all the tenders without assigning any reason whatsoever.

REGISTRAR



JAMIA HAMDARD
(Deemed to be University)

Hamdard Nagar, New Delhi-110 062

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

RFQ APPLICATION FORM

Quotation form for : **Printing and designing of University Quarterly Newsletter/Magazine**

Last date of Submission of Quotation : **19.03.2020 up to 03.00 p.m.**

Date of opening of quotation : **19 .03.2020 at 05.00 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 Request for Quotation as laid down in the reference RFQ.

Signature

Name

Designation

Company Seal

Contact No.....

Annex 1

Specifications / Requirements Printing Services; Jamia Hamdard Quarterly Newsletter/Magazine

Item	Requirement
Extent	48 pages + Cover
Format	A4 portrait
Paper	Inside pages: Art Matt 120gsm - Matt Laminate
Cover	Art Matt 170-200gsm
Printing	Inside Pages:4 process colours + Matt Varnish throughout Cover: 4 process colours + Matt Lamination recto /4 process colours
Finishing	Cover: Matt Lamination - Perfect Binding/Central Pin Binding
Packing	Individual shrink-wrap
Quantity*	
Quantity - A	500 copies
Raw Materials	Will be delivered electronically
Prepress:	The Prepress will be completed in coordination with a Book Designer, the Designer will co-ordinate with the print house at least two times; during the pre-printing and during the first batch of prints. <input type="checkbox"/> Digital proofs of all images followed by colour corrections; <input type="checkbox"/> Press proofs of all pages (two rounds minimum) from Illustrator files supplied by designer
Printing	2 weeks after receiving the final raw documents in electronic format

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind Jamia Hamdard unless agreed to in writing by a duly authorized official of Jamia Hamdard.

2. PAYMENT

- 2.1 Jamia Hamdard shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by Jamia Hamdard, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of Jamia Hamdard.

3. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with law, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

4. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by Jamia Hamdard, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

5. INSPECTION

- 7.1 Jamia Hamdard shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

6. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by Jamia Hamdard of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold Jamia Hamdard harmless from any actions or claims brought against Jamia Hamdard pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

7. RIGHTS OF JAMIA HAMDARD

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, Jamia Hamdard may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event Jamia Hamdard may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of Jamia Hamdard.

8. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with Jamia Hamdard to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by Jamia Hamdard.

9. ASSIGNMENT AND INSOLVENCY

- 9.1. The Supplier shall not, except after obtaining the written consent of Jamia Hamdard, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 9.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, Jamia Hamdard may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

10. USE OF JAMIA HAMDARD NAME OR LOGO

The Supplier shall not use the name, emblem or official seal of Jamia Hamdard for any purpose.

11. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to Jamia Hamdard without specific permission of Jamia Hamdard in each instance.

12. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle Jamia Hamdard to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of Jamia Hamdard.

13. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

14. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of Jamia Hamdard has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

15. Other Obligations:

- It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by Jamia Hamdard after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please kindly ensure that your quotation they are signed and in the .pdf format, and free from any virus or corrupted files.

- Goods/Services offered shall be reviewed based on completeness and compliance of the Quotation with the minimum specifications described above and any other annexes providing details of Jamia Hamdard’s requirements.
- The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.
- Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by Jamia Hamdard. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on Jamia Hamdard’s re-computation and correction of errors, its quotation will be rejected.
- At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Jamia Hamdard after it has received the quotation. At the time of award of Contract or Purchase Order, Jamia Hamdard reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
- Successful bidder shall have to deposit an amount of Rs. 15000/- as Performance Security.
- The period of this contract will be for a period of one year, which can be extended for another period, if the services provided by the bidder found to be satisfactory.

16. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of Jamia Hamdard, only the Jamia Hamdard Authorized Official possess the authority to agree on behalf of Jamia Hamdard to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against Hamdard unless provided by an amendment to this Agreement signed by the Contractor and jointly by the Hamdard Authorized Official.

REGISTRAR

The above terms & conditions are accepted.

Signature.....
Name
Designation.....
Company Seal

**JAMIA HAMDARD
(DEEMED TO BE UNIVERISTY)
HAMDARD NAGAR, NEW DELHI-110062
Website: www.jamiahamdard.edu**

**RFQ for Printing & Designing of Newsletter
(Ref. No. JH/OS/2019)**

Sealed RFQ are invited from reputed agencies, having capacity to provide the printing & Designing of Newsletter for Jamia Hamdard.

Details can be downloaded from our website www.jamiahamdard.edu and submitted on or before 16/03/2020 by 3.00 P.M.

The RFQ received after the above said scheduled date and time will not be considered. No tender by FAX/Email etc. will be entertained.

REGISTRAR

**Ph. No. 011-26059688 (12 Lines)
Extn.-5306**