JAMIA HAMDARD

(A GOVT. AIDED DEEMED TO BE UNIVERSITY)
(ACCREDITED BY NAAC IN GRADE 'A+')
HAMDARD NAGAR, NEW DELHI-110062
Phone: 91-011-26059688 (12 Lines): Ext. 5590, 5312
Website: www.jamiahamdard.ac.in

QUOTATION DOCUMENT

(JH/PS/Quot-974/July-2025)

Sealed quotations are invited from manufactures / authorized distributors for the **repair and maintenance of Zebrafish Housing System** installed in Centre of Excellence in Unani Medicine, Jamia Hamdard**.** The detailed specifications are on Annexure-A and the terms & conditions are given below.

1. Bonafide and reputed manufacturers / Indian agents (on behalf of their foreign Principals) may download Quotation Form, detailed specifications etc. in respect of **repair and maintenance of Zebrafish Housing System** from the Website **www.jamiahamdard.ac.in** on payment of Rs. 1000/- through Bank Draft (non-refundable) drawn in favour of **Registrar, Jamia Hamdard. The last date of the receipt of the Bids is 31.10.2025 upto 3.00 p.m.**
2. **The quotation box will be opened on 31.10.2025 at 3.30 p.m. in the Purchase Section.**
3. The Quotation forms are to be submitted in two separate sealed envelopes - one envelope containing **Technical Bid (Part A)** and second envelope containing **Commercial Bid (Part B)**. Both the above sealed envelopes should be put in another duly sealed envelope and **superscribed appropriately with the type of bid, quotation no., due date and other relevant details** and should be addressed to **The Registrar, Jamia Hamdard, Hamdard Nagar, New Delhi and dropped in Quotation box available in the Purchase Section.**
4. On the due date, only Technical Bids (Part A) will be opened. Commercial Bids (Part B) shall only be opened after acceptance of Technical Bids by the competent authority. Date and time of opening the commercial bids shall be notified in writing / by post to the successful bidders of technical bids. Commercial bids shall be opened in presence of the Quotation Opening Committee and the vendors who wish to be present.
5. **Fax Quotation or Quotation without EMD will be summarily rejected.**
6. Jamia Hamdard reserves the right to reject any / all the quotations without assigning any reason whatsoever.

STANDARD TERMS AND CONDITIONS OF QUOTATION

1. The specifications given, as **Annexure-'A'** should be strictly followed.
2. Earnest money should be enclosed with quotation in form of DD/ Pay order in favour of Registrar, Jamia Hamdard.
3. The Quotation should be neatly typed. The rates should be quoted in words and figures without any over writing/ erasure. Any over writing/ erasure will render the Quotation of the particular item invalid. The quotationer should attest all corrections by affixing his signatures and each page of the quotation should be signed by the quotationer.
4. The rates quoted should be per unit and should include charges for packing and delivery. However, the GST, wherever applicable should be shown separately at the prevailing rate. If it is decided to ask for Custom duty or any other levy as extra, the same must be specifically stated. In the absence of such a stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained. This University is not liable to pay any other charges over the above the rates quoted.
5. **The firm should have annual turnover of not less than Rs. 50 lakhs.**

6. Quotationers are required to submit the following documents along with the Quotation application without which the quotation shall not be treated as valid.
   a) Photocopies of up-to-date GST clearance certificate and Pan Card.
   b) Photocopy of Trade License.
   c) **Earnest Money Deposit (EMD) of Rs. 10,000.00** 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.
7. The products offered by the respective firms should mention specifically the name of the manufacturer, if not manufactured by the quotationer and photocopies certifying the current status as the authorized dealer of the firm should be attached along with the quotation documents by the quotationer.
8. In case of any manufacturing defects in the equipment, it should be replaced immediately.
9. **Minimum warranty period will be THREE YEARS with spare parts from the date of repair and maintenance. Successful quotationer will be liable to repair / replace the equipment if any defects is found within the warranty period.**
10. **Provide service for at least 7 years in writing specifying "Up time" & response time (usually less than 24 hours)**
11. Local suppliers must possess an authorization from parent company & a counter guarantee of service in case of imported equipments.
12. **All repairs/ replacements must be done within 5(five) days from the date of complaint otherwise a penalty @0.5% of the cost of equipment per day will be imposed after expiry of five days.**
13. **The successful tenderer/quotationer will have to deposit 5% of the total value of supply/repair or maintenance as Security Money in the form of Performance Bank Guarantee or FDR 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 laid down above.**
14. Payment will be made after proper installation, documentation and after obtaining quality certificate from the competent authority.
15. Successful Quotationer will have the responsibility for arranging training and allied staff for smooth handling and proper functioning of supplied equipments through specified number of training sessions.
16. **Jamia Hamdard will deduct an amount of 0.25% from all the bills for "*Jamia Hamdard Relief and Welfare Fund*".**

In case of Import, the following terms and conditions will be adhered to:

17. Prices should be quoted CIF Delhi and on F.O.R. Jamia Hamdard.
18. Order Acknowledgement from principal company should be given within 10 days from date of purchase order, otherwise the order will stand cancelled automatically.
19. L/C Validity period: 90 days and will be opened on Usance (15 days D.A.)
20. Last date of shipment shall be 30 days from the opening date of L/C.
21. The beneficiary / local agent shall pay the bank amendment charges in case of any L/C amendment due to their fault/ requirements.
22. **In case of payment through advance draft a photocopy of draft will be initially provided after receiving of proforma Invoice and Order Acknowledgement from Principal Company and original draft will be given only after the delivery and satisfactory installation of the equipment.**
23. All bank charges outside India will be borne by the Supplier while only the bank charges in India will be borne by Jamia Hamdard.
24. **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.**
25. 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.

26. Jamia Hamdard will make available the relevant documents within two days after receipt of required documents from Local Supplier provided no holidays fall in between.
27. The University shall not be responsible if the consignment incurs any demurrage.
28. The acceptance of quotation rests with the Registrar, Jamia Hamdard. 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.
29. The quotationers have to certify that these terms and conditions are acceptable to them.
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 .....