



JAMIA HAMDARD
(DEEMED TO BE UNIVERSITY)
HAMDARD NAGAR, NEW DELHI-110062
Phone: 91-011-26059688 Ext.-5590, 5312, www.jamiahamdard.edu

NOTICE INVITING QUOTATION
(JH/PS/Quot-947/Dec-2024)

Sealed quotations are invited from manufacturers/authorized distributors/dealers for the supply of stationery items for Annual Rate Contract for the Central Store, Jamia Hamdard, as per the list given on Annexure A.

Terms and Conditions:

1. Quotations may be submitted latest by **09.01.2025 by upto 3.00 p.m.** in an envelope superscripting "**Quotation for Stationery Items for Central Store, 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.**
2. Prices should be quoted plus GST as applicable as per Govt. rule on FOR Jamia Hamdard basis. Jamia Hamdard.
3. Prices can be quoted in Indian Rupees.
4. Jamia Hamdard will deduct an amount of 0.25% from all the bills for "*Jamia Hamdard Relief and Welfare Fund*". Certificate will be provided, if required.
5. 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 for **Rs.15,000.00** 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.
6. The specifications given in Annexure-A should be strictly followed.
7. Letter of Authorization from the company as Authorized Service Provider or Authorized Reseller should be attached.
8. Delivery Period: Within 1-2 weeks.
9. **Payment: 100% payment within 15 days of delivery and satisfactory supply.**
10. The Vendors whose near relatives / blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
11. 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.
12. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
13. TAN/PAN and GST certificate should be attached with the quotation documents.
14. The manufacturer/supplier should submit the list of Universities/Govt. organizations/Institutions to whom supplies were made earlier.

15. 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.
16. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
17. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
18. 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.
19. 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.
20. Late and delayed quotations shall not be considered and may be returned unopened to the bidder.
21. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
22. Conditional quotations will be rejected without assigning any reason.
23. 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.
24. The vendor has to certify that these terms and conditions are acceptable to him.
25. 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

