

PURCHASE AND INVENTORY CONTROL OFFICE

JAMIA MILLIA ISLAMIA, New Delhi-25

TELE FAX-26982759

NIQ-27/Equipments (Nehru House)/PICO/JMI/2017

08.08.2017

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from reputed Suppliers/Vendors/Manufacturer for the supply of various Equipments as mentioned in the financial bid for Nehru Guest House, Maulana Azad House, Jamia Millia Islamia. Bid document with other terms & conditions can be downloaded from JMI Website: www.jmi.ac.in and be submitted with notified EMD as per following:

EMD (Refundable)	Last Date for submission of bids/ Time & Venue
Rs. 5000/-	14/08/2017 by 01.00 p.m. at Purchase & Inventory Control Office, JMI

Eligibility Criteria:

1. A Certificate of establishment should be provided.
2. The bidder should have experience of more than five years in execution of the similar work.
3. The bid document complete in all respect should reach the Purchase & Inventory Control Office, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025 on or before 14.08.2017 by 01.00 p.m. No bids after the last date shall be entertained.

Sequence of documents to be provided/enclosed in each copy of the bid documents:

1. Forwarding letter duly signed by the Authorized person.
2. Latest Income Tax Clearance Certificates (i.e. copies of IT Return last 3 years)
3. GST should be mentioned separately
4. Central Sales Tax/VAT (Copies of CST/VAT Registration Certificate)
5. Self-declaration at Annexure-I
6. Format of other information-II
7. Financial Bid at Annexure-III
8. Acceptance of all clauses of bids specification duly signed page-wise.

Sd/-
Asst. Registrar (PICO)

Signature.....

Name of authorized signatory:

Name of Firm.....

Address with rubber Stamp.....

Dated.....

Conditions of Contract

Terms & Conditions:

1. The bidder shall be required to deposit Rs.5,000/- **Earnest Money** through Bank Draft/Fixed Deposit Receipt/Bank Guarantee drawn in favour of **'The Registrar, Jamia Millia Islamia.'** No bid shall be accepted without the Earnest Money and Bid Fee. The JMI shall forfeit EMD, if the successful bidder fails to furnish the required Bank Guarantee.
2. The bids received after the deadline for submission of bids prescribed by the JMI will be rejected and such bids shall be marked as late and not considered for further evaluation.
3. The JMI may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with clause relating to Amendment of Bidding documents in which case all rights and obligations of the JMI and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
4. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid. Further, over-writings on documents, if any should be supported by signatures.
5. The bidders may submit their duly sealed Bid by post or by hand at the address specified in the Notice Inviting Quotation not later than the time and date specified therein. In the event of the specified date for the submission of bid being declared a holiday for the JMI, the bid will be received up to the appointed time on the next working day.
6. Issuance of bid documents should not automatically be construed that the bidder is considered qualified. The JMI Authority has the right to reject any bids on technical grounds without assigning any reason.
7. Jamia Millia Islamia shall not be responsible for any delay, loss or non-receipt of bid documents sent by post.
8. All taxes, if applicable, should be quoted separately, otherwise it would be presumed that the quoted prices are inclusive of taxes (please see Financial Bid format).
9. Prices quoted should be FOR, JMI, New Delhi.
10. Delivery should be within specified days mentioned in Purchase Order. If the equipment/instruments are not delivered within the stipulated time, the supplier shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof and the amount will be deducted from the payment on account of purchase.
11. The suppliers will undertake warranty of equipment/instruments from the date of installation and shall have to mention clearly the period of warranty in financial bid.
12. The quotations must be valid for 180 days (six months) from the date of opening of the financial bids. No change in prices and change in terms and conditions will be permitted.
13. All quoted items may carry brochure/catalogue/Pamphlets/Technical Literature and related documents.
14. Jamia Millia Islamia reserves the right to purchase varying quantity of material, less or more.
15. In the process of evaluation, comparison of bids, Jamia Millia Islamia reserves the right to reject any or all bids.
16. In case replacement of a part becomes necessary during warranty period, the parts of the same make and same or better configurations as were originally there in the equipments shall be used. The supplier/vendor shall maintain details of the replacements and repairs carried out, if any, in any equipment/instrument in a separate document and produce the details as and when required by the user department of JMI. The cost of the parts will be borne by the supplier.
17. All corrigenda will only be notified on the JMI website.
18. The Vice-Chancellor, JMI shall be the final Authority for settlement of any dispute and his interpretation of any Clause/term/condition(s) of this document shall be final and binding and the jurisdiction for Court of Law shall be Delhi/New Delhi.

Authorize Signature of the firm:

Name:

Designation:

Self-Declaration to be given by the bidder

Bid's Reference No. & Date:

Bidder's Name & Address

Person to be contacted:

Designation:

Telephone No.:

Fax No.:

Email:

The Registrar,
Jamia Millia Islamia,
Jamia Nagar, New Delhi-110025

We, the undersigned Bidder, having carefully read and examined in detail the Terms and Conditions, specifications and all bidding document in regard to the supply of equipments/instruments at Jamia Millia Islamia and accept the same.

We also do hereby declare

1. that we have not been blacklisted/debarred by any Government/Undertaking.
2. that the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
3. that the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

For and on behalf of the firm
(Firms Name & Address)

(Signature of Authorized Signatory)

Name:

Designation

Phone No.:

Seal:

Date:

Place:.....

FORMAT FOR OTHER INFORMATION

(To be filled in by the bidder)

1. Name of the firm:
2. Address:-
3. Telephone/Mobile No.
4. Fax Number:-
5. Email:-
6. TIN/VAT/CST No.:
7. Firm Registration No.:
(if any)
8. PAN :
(attach photocopy)
9. **Earnest Money (Bids Security)**.....
Rs.5,000/-

- a) Bank Draft/Pay Order No .
- b) Date .
- c) For Rs .
- d) Drawn On .

(Signature of the authorized person)

Name of contact person

Name of Firm

Contact No.

Seal

Place

Date.....

Financial Bid

S. No.	Items/Descriptions	Qty. (Approx)	Rate: (Rs.) Unit Price	Amount
1.	Refrigerator 180 Ltr. (Branded) Minimum 3* rating	04 nos.		
2.	Microwave Oven Medium Size (20 Ltr.) (Branded) Minimum 3* rating	04 nos.		
3.	LED TV 22" (Branded) Minimum 3* rating	04 no.		
4.	GST			
5.	Any other charges, if any			
6.	Warranty/Guaranty			

(Signature of Authorized Signatory with seal)

Name:

Designation:

Phone No.

E-mail:

Seal:

Place.....

Date.....