

Office of the Controller of Examinations
Aligarh Muslim University, Aligarh
Notice Calling Quotations

D. No.: XM/ 2108/Accounts

Dated: 27-03-017

M/s. Suppliers

Dear Sirs,

Sealed quotations are invited for the following articles for Session 2017-18 on the terms and conditions printed on last page.

Quotation should reach in the Controller's Office A.M.U. Aligarh on or before 03/04/2017 by 01:00 am/pm

S. No	Approximate Quantity Needed	Particular/Specification
1		A4, Copier Paper 75Gsm (J.K. & Century) in 500 sheets packing
2		F/S, Copier Paper 75Gsm (J.K. & Century) in 500 sheets packing
3		A3, Copier Paper 75Gsm (J.K. & Century) in 500 sheets packing
4		A4, Ex. Bond 100gsm (J.K. & other) in 100 sheets packing
5		A4, Ex. Bond 100gsm(J.K. & other) in 250 sheets packing
6		A4, Ex. Bond 100gsm (J.K. & other) in 500 sheets packing
7		A4, Ex. Bond 85gsm (J.K. & other) in 100 sheets packing
8		A4, Ex. Bond 85gsm (J.K. & other) in 250 sheets packing
9		A4, Ex. Bond 85gsm (J.K. & other) in 500 sheets packing
10		A4, Ex. Bond 90gsm (J.K. & other) in 100 sheets packing
11		A4, Ex. Bond 90gsm (J.K. & other) in 250 sheets packing
12		A4, Ex. Bond 90gsm (J.K. & other) in 100 sheets packing

D. Ullah
Controller of Exams
A.M.U., Aligarh

Z. Masum
Assistant Finance Officer
Controller's Office, AMU

Ullah

Z. Masum

INSTRUCTIONS TO SUPPLIERS /TERMS & CONDITIONS

1. Tenders supported with supplier's details sealed in envelop /cover and addressed to the Controller of Examinations, Aligarh Muslim University, Aligarh – 202002
2. Supply should strictly be in accordance with the Specification given in the supply order. The articles not found according to the specification or are damaged, will not be accepted and the supplier will be liable to remove the same from the University Campus, otherwise, University will not be responsible for safe custody of it. The cost of returning of the same shall be borne by the supplier.
3. In case of failure to execute the supply within stipulated period or in case of sub-standard supply, the University will have the right to black-list such supplier.
4. For supply of goods after the stipulated period, a regular sanction of extension of the period by the competent authority is necessary.
5. Any increase in the rates during the course of supply shall not be acceptable.
6. The incidental expenses such as package, carriage, railway freight, forwarding and insurance etc. will be borne by the firm/supplier.
7. Payment shall be made against bill which should be forwarded in duplicate.
8. Rate quoted should be net after allowing all discounts and inclusive of all Taxes/VAT etc.
9. All disputes will be settled in Aligarh Court only.
10. The tenders will be accepted from only those suppliers who have valid TIN/S.T. Numbers and the copy of the same may also be submitted with the tenders.
11. Tender must reach in the Office of the Controller of Examinations, Aligarh Muslim University, Aligarh – 202002 on or before 03.04.2017 by 01:00 a.m./p.m.
12. The Tenders shall be opened on 03.04.2017 by 03:00 a.m./p.m. in the Office of the Controller of Examinations.
13. The University reserves the right to accept or reject all or any of the tender(s) without assigning any reason thereof.
14. The lowest bidder shall have to produce a sample for approval within 2 days of the opening of tender.
15. The firm should be registered in the Purchase Office, A.M.U. Aligarh and the copy of the same may also be submitted with the tender.
16. Technical and financial bids are to be submitted separately.
17. Technical bid submitted in any other format may not be considered by the committee.



Controller of Examinations
Aligarh Muslim University, Aligarh

