NOTICE FOR CALLING THE QUOTATION/TENDER

OFFICE OF THE NODAL OFFICER
COMMUNITY COLLEGE
A.M.U., ALIGARH

D. No. 11/C.C.

M/s............................................................
............................................................
............................................................

Dated: 14.01.2019

Dear Sir,

Sealed quotation/tenders are invited for the following articles on the terms and conditions printed over-leaf. Quotation should be reach this office on or before 28.01.2019 at 03:00 PM.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars/Specification</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Microsoft Office 2016 Standard</td>
<td>15</td>
</tr>
<tr>
<td>2.</td>
<td>Windows 10 Genuine</td>
<td>12</td>
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</tbody>
</table>

(Dr. Anis Afzal)
Nodal Officer/Director
Community College
A.M.U., Aligarh
Terms & Condition

1. No Advance payment is permitted
2. Goods are required to be dispatched F.O.R. Aligarh/Ex-Godown/at site by Passenger Train/Goods Train/Parcel Post.
3. Goods will be supplied in the name of the Nodal Officer, Community College, AMU, Aligarh.
4. The Department has the right to accept the rates of some or all the articles required.
5. The Department reserves the right to reject any or all the quotations without assigning any reason or to allot full or part of the supply to one or more firms.
6. Payment shall be made against bill.
7. In case goods are not according to specification, the cost of returning them shall be borne by the supplier.
8. The goods have to be supplied within 15 days.
9. The period of validity of the rates offered may be specified.
10. The quotations containing uncalled for remarks are likely to rejection.
11. The firm registered with the Sales-Tax Authority should mention Sales-Tax Registration No. wherever applicable.
12. The discount/rebate admissible, if any, may be quoted.
13. The rate of Sales-Tax including Surcharge along with concession admissible to educational institution may be specified.
14. Other incidental charges such as packing, forwarding, insurance etc. may be indicated clearly.
15. In case of out-station supplies, the documents are sent through Bank.
16. The firm shall arrange road permit at its own.
17. Please mention our inquiry No. on the envelope.

(Dr. Anis Afzal)
Nodal Officer/Director
Community College
A.M.U., Aligarh

Nodal Officer/Director
Community College/NSQF Program
A.M.U., Aligarh