

MAULANA AZAD LIBRARY
ALIGARH MUSLIM UNIVERSITY,
ALIGARH

**NOTICE CALLING FOR QUOTATION/TENDER
Limited Tender Enquiry (LTE)**

D.No.: 1162/MAL

Dated: 15/11/19

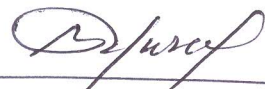
M/s.....
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Dear Sir

Sealed quotations are invited for insurance of the Maulana Azad Library building including its new block and the contents therein against fire, peril, theft & burglary etc. for the period from midnight of 05.02.2020 to midnight of 04.02.2021.


Your quotations super-scribing "**Quotation for Insurance of M.A. Library**" should reach on or before **14.12.2019** upto **5:00 p.m.** in the office of the undersigned along with all relevant documents/ brochure of your company i.e. authorization/ registration & legal status etc. The particulars of main terms covered under the policy are as follows:-

1. Whole Library Building i.e. Old Building and New Building.
2. Furniture, fittings & fixtures, machines, air-conditioners, OTIS elevator, computer hardware, Overhead Book Scanner, CCTV cameras, 3M Security System & other related equipment etc. Books, journals & other reading material, record etc.
3. Manuscripts, drawings, paintings, coins, jewellery & antique etc.
4. Catalogues & other library records etc.


(Dr. Mohammad Yusuf)
Acg. University Librarian

Terms & Conditions

1. Goods are required to be dispatched F.O.R. Aligarh at site.
2. Goods/Items will be supplied in the name of **University Librarian, Maulana Azad Library, Aligarh Muslim University, Aligarh.**
3. The M.A. Library reserves the right to cancel the order without notice or assigning any reason(s).
4. The M.A. Library reserves the right to accept/reject any or all the tender(s)/quotation(s) without assigning any reason or to allot full or part of the supply to one or more firms.
5. Payment shall be made against bill.
6. In case goods/items are not according to specification, the cost of returning them shall be borne by the supplier.
7. The period of validity of the rates offered may be specified.
8. The quotations containing uncalled for remarks are likely to rejection.
9. The form registered with Sales Tax Authority should mention Sales Tax Registration number wherever applicable.
10. The discount/rebate admissible if any, may be quoted.
11. The rate of GST including surcharge along with concession admissible to education institution may be specified.
12. Other incidental charges, such as packing, forwarding insurance etc. may be indicated clearly.
13. Quotations which are incomplete / incorrect / unclear / not accompanied with other mandatory enclosures shall out rightly be rejected.
14. The original brochure of the quoted items should be attached.
15. The M.A. Library may increase/decrease the quantity of the article(s)/item(s) required.
16. All disputes will be settled in Aligarh Courts only.
17. The duly sealed Quotation/Tender must reach the *Office of the University Librarian, Maulana Azad Library, Aligarh Muslim University, Aligarh-202002(U.P.)* on or before **14th December, 2019 upto 5:00 p.m.**
18. The bids should be submitted in duly sealed envelope super-scribing "**Quotation for Insurance of M.A. Library**".


University Librarian