

**Office of the Controller of Examinations
Aligarh Muslim University, Aligarh**

Notice Calling Quotations

D. No.: XM/1028/Accounts

Dated: 29/11/2018

Sealed quotations are invited for the following articles/items for further next **Six** months on the terms and conditions mentioned below:

Quotation should reach in the Controller's Office A.M.U. Aligarh on or before 07/12/2018 by 12:00 noon.

S. No	Approximate Quantity Needed*	Particular/Specification
1	Quantity varies as per requirement from time to time.	JK Excel Bond 80gsm. (250Sheets)
2		JK Excel Bond 80gsm. (500Sheets)
4		JK Excel Bond 85gsm. (500Sheets)
5		JK Excel Bond 100gsm. (500Sheets)
6		JK Excel Bond 90gsm. (100Sheets)
7		JK Copier Paper (red or sparkle yellow)/Century/Bindal 70/75gsm. F/S Size
8		JK Copier Paper (red or sparkle yellow)/Century/Bindal 70/75gsm. A3 Size
9		JK Copier Paper (red or sparkle yellow)/Century/Bindal 70/75gsm. A4 Size

Controller of Examinations
A.M.U. Aligarh

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 GST.
9. All disputes will be settled in Aligarh Court only.
10. The tenders will be accepted from only those suppliers who have valid GST 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 07/12/2018 by 12:00 Noon.**
12. The University reserves the right to accept or reject all or any of the tender(s) without assigning any reason thereof.

**Controller of Examinations
Aligarh Muslim University, Aligarh**