To substitute the one bearing the same number and date

OFFICE OF THE CHAIRMAN
DEPARTMENT OF CHEMICAL ENGINEERING
ALIGARH MUSLIM UNIVERSITY
ALIGARH – 202002

ENQUIRY FORM

D.No./______/DC/ChED/17-18  Dated: 16.11.2017

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

Please quote your lowest rates allowing concessions given to Technical Institution, if any, for the following articles, illustrations/specifications, stating delivery time, should be given in each case. Quotations under sealed cover should reach this office on or before 30.11.2017 by 03.00 P.M.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Approx. Quantity needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Conference Table</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>Size- 16'x7' with glass on top, Make &amp; Model- Geeken (Conference -4) or other Reputed Brand</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Teachers Chair</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>High Back Chair, Cushioned Arms, Chrome Plated Metal Base, Gas Lift, Net Back, Seat Leatherite Tapestry, Type/Mechanism: Torsion Bar Swivel Tilt, Make &amp; Model- Geeken (GA580) or other Reputed Brand</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Visitor Chairs</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Make &amp; Model No.- Dice-6722 (SS Frame) or other Reputed Brand</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Steel File Cabinet</td>
<td>02</td>
</tr>
<tr>
<td></td>
<td>4 Drawer with Lock</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20 Gauge, Weight 55-60 kgs., Powder Coated</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Steel Office Almirah</td>
<td>02</td>
</tr>
<tr>
<td></td>
<td>5 Compartment, 20 Gauge, Powder Coated, Weight 65-70 kgs., Off white body and Chocolate Doors</td>
<td></td>
</tr>
</tbody>
</table>

Note: Only typed quotations/tenders bearing GSTIN on original letter head will be entertained. Cutting/handwriting on quotations/tenders will not be accepted. The firm must be registered supplier in any Govt./Semi Govt. or in A.M.U. Aligarh.

Chairman
Department of Chemical Engineering
A.M.U., Aligarh
TERMS & CONDITIONS

1. Goods are required to be dispatched F.O.R. i.e. Department of Chemical Engineering, A.M.U., Aligarh in the name of the Chairman, Department of Chemical Engineering, Aligarh Muslim University, Aligarh.

2. The Department has the right to accept the rates of some or all the articles required. 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.

3. Payment shall be made against bill.

4. In case goods are not according to specifications, the cost of returning them shall be borne by the supplier.

5. The rate should be kept open/valid for periods of three months from the date of quotations were opened.

6. The quotations containing uncalled for remarks are liable for rejection.

7. The firm should mention GST with HSN Code on each item.

8. The discount/ rebate admissible if any, may be quoted.

9. Goods will be inspected at your site before delivery.

10. The rate of GST including Surcharge along with concession admissible to educational institute may be specified.

11. Rates quoted must include all types of taxes and other possible expenses. No other charges will be considered later.

12. Make and warranty details MUST BE clearly mentioned in the quotation of the firm.

13. Literature of original catalogue or internet printout of the product.

14. Only typed tenders bearing GSTIN on original letter head will be entertained.

15. Cutting/ over writing/ hand written on quotation will not be accepted.

16. Firm must be registered supplier in the Central Purchase Office, A.M.U., Aligarh or in any Govt. organization and a certified copy of such Registration be enclosed.

Chairman
Department of Chemical Engineering
A.M.U., Aligarh