

NOTICE**NOTICE CALLING FOR QUOTATION/TENDER**

**OFFICE OF THE CHAIRMAN
DEPARTMENT OF ECONOMICS
ALIGARH MUSLIM UNIVERSITY,
ALIGARH.**

Dated:

M/s _____

Fresh Sealed Quotations/Tenders are invited for the following articles on the terms and conditions printed over leaf. Old quotations invited earlier may be treated cancelled in view of implementation of GST. Quotations should reach this office by 11:00 a.m. on 23.08.2017. Quotations will be opened on the same day at 12:00 noon in the presence of the purchase committee. Kindly be present in the office if you so desire.

1. Class Room Desky Chairs Capsule Pipe Frame (S.S. Steel Frame), Fibre Seat, Fibre back, writing pad with Teak Beeding, Sunmica (Marino/Green Ply 0.8 mm) and Board ¾" (Leo/Millennium Make)

**TERMS & CONDITIONS:**

01. The suppliers are supposed to bring sample items at the time of opening up of quotations.
02. Goods are received to be dispatched F.D.R. Aligarh/Ex-godown at site by passenger Train/Goods, Train/Parcel Post.
03. Goods will be supplied in the name of the Chairman/Head of the Office/Department _____ Aligarh Muslim University, Aligarh.
04. The Department has the right to accept the rates of some or all the articles required.
05. 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 Firm.
06. Payment shall be made against bill.
07. In case goods are not according to specification, the cost of returning them shall be borne by the supplier.
08. The goods have to be supplied within 3 Weeks after confirmation of order.
09. The period of validity of the rates offered may be specified.
10. The quotations containing uncalled for remarks are likely to rejection.
11. The Firms 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 Sale Tax including surcharge along with concession admissible to Educational Institution maybe specified.
14. Other incidental charges such as packing, forwarding Insurance etc.
15. In case of out station supplies the documents be sent through Bank.
16. Please send the printed price list of the manufacturer to verify the rates quoted by you/authority letter of manufacturer in case you are the authorized dealer of the manufacturer (authority proof) along with your Quotation/Tender otherwise the Quotation/Tender will not be considered.

Nahmad

Chairman of the Department/Head of Office ^{16.8.17}

*Vide Office Memo No.C-IV-Rule-7/579 date 28.08.1980.

**Chairman
Department of Economics
A.M.U., Aligarh**