



No XM/DE/Conto-642/2016/01

Dated: 07.9.2016

TENDER ENQUIRY

Tenders are invited for the supply of medals to be awarded to the toppers of the University. The specifications of Medals are as under :

Shape	: Circular (with outer hook and wearing ribbon)
Diameter	: 60 mm
Weight	: 70 - 75 gm
Thickness	: 04 mm, both the rims in relief: height 0.5 mm
Material	: Cupro-Nickel Alloy, Plating Gold
Plating	: Plating (5 micron coating) of not less than 22 carot gold
Obverse	: Engraving/ Embossing name of awardees and other details as provided by the University
Reverse	: Embossing of University Monogram
Medal Box	: Size 10 cm x 10 cm x 3 cm covered with velvet outside and stain cushioning inside
Ribbon	: One meter

The approximate quantity of medals required is 300.

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 increases in the rate 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 triplicate.
8. Rate quoted should be net after allowing all discounts and inclusive of all Taxes/VAT etc.
9. All disputes will be settled in Aligarh Court only.
10. The tenders will be accepted from only those suppliers who have valid TIN/S.T. 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 **30.9.2016 by 11:00 a.m..** The envelop should be super scribed Tender for medals of AMU, Aligarh.
12. The University reserves the right to accept or reject all or any of the tender(s) without assigning any reason thereof.
13. The Tenders shall be opened on **30.9.2016 at 12:00 noon** in the Office of the Controller of Examinations.
14. The lowest bidder shall have to produce a sample for approval within 7 days of the opening of tender.
15. The medals have to be supplied within 15 days of the final approval of the sample.
16. Technical and financial bids are to be submitted separately.
17. Technical bid submitted in any other format may not be considered by the committee.


Controller of Examinations

Tel. No. (0571)2703038 & (0571)2701807; Fax No. +91-571-2702331

Internal Tel. Nos. (0571) 2700920 OR 2700916 (Univ. Exchange), 1189; E-mail: degree.controller@amu.ac.in