

ENQUIRY FORM

OFFICE OF THE WORKSHOP SUPERINTENDENT
FACULTY OF ENGINEERING & TECHNOLOGY
A.M.U., ALIGARH

To

M/s.....

.....

Ref. No. /WSP/D. Date.....


Dear Sir,

Please quote your lowest rates, allowing concessions to Technical Institutions, if any, for the following articles keeping in view the terms and conditions overleaf. Illustrations/specifications, stating delivery time, should be given in each case. Quotations should reach this office within 15 days of the receipt of this Enquiry Form under sealed cover.

TERMS AND CONDITIONS

1. Goods should be despatched Ex-godown/F.O.R. Aligarh/At Site/by Passenger train/Goods train/ parcel post.
2. Goods should be despatched in the name of the Chairman, Department of Mechanical Engineering, Aligarh Muslim University, Aligarh.
3. Should be despatched under Insurance/at Rly. Risk/Suppliers's risk.
4. Payment shall be made against bill which should be forwarded in triplicate alongwith the R.R. 5. Goods or R.R. sent by V.P.P. or through Bank shall not be accepted/shall be accepted.
5. In case goods are not according to the specification the cost of returning them shall be borne by the firm.
6. Goods must be supplied within..... days, else the order shall be treated as cancelled. The period of supply can be extended if so desired/cannot be extended.
7. Any increase in the rate during the course of supply shall not be accepted unless confirmed by this office/shall be accepted on intimation from the supplier beforehand.

AMUP-624


Workshop Superintendent
Mech. Engg. Deptt. A.M.U.
FRR