

Inquiry Form

OFFICE OF THE PRINCIPAL,
UNIVERSITY POLYTECHNIC
A.M.U., ALIGARH

D. No. 226 /Poly.

Dated: 22-10-2013

M/s. _____


Dear Sirs,

Scaled quotations/tenders are invited for the following articles on the terms and conditions printed over-leaf.

Quotation should reach this office on or before 31-10-2013 by 1:30 p.m. positively.

S. No.	Approximate quantity needed	Particulars/Specifications
01.	15 Users	Licensed AutoCAD-2012

1. Goods should be despatched F.O.R. Ex-godown, Aligarh/at site by Passenger Train/Goods Train/Parcel Post.
2. Goods will be supplied in the name of the **PRINCIPAL, UNIVERSITY POLYTECHNIC, Aligarh Muslim University, Aligarh.**
3. The Department has the right to accept the rates of some or all the articles required.
4. 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.
5. Payment shall be made against bill.
6. In case goods are not according to the specifications, the cost of returning them shall be borne by the supplier.
7. The goods have to be supplied within 30 days
8. The period of validity of the rates offered may be specified.
9. The quotations containing uncalled for remarks are likely to rejection.
10. The firm registered with the Sales-Tax Authority should mention Sales-Tax Registration No. Wherever applicable.
11. The discount/rebate admissible if any may be quoted.
12. The rate of Sales-Tax including Surcharge alongwith concession admissible to educational Institution may be specified.
13. Other incidental charges such as packing, forwarding Insurance etc. may be indicated clearly.
14. In case of out-station supplies the documents be sent through bank


Principal
University Polytechnic
A.M.U., Aligarh.

CC:

1. Director, Computer Centre with the request please upload the above inquiry at the University Website.
2. Finance Officer, AMU for information.

12/10/13