Ref. No.: GUG/Conduct/2026/46 **Dated: 03-11-2026**

Notice Inviting Quotations (NIQ)

Sealed quotations are hereby invited from reputed Suppliers/Vendors/Manufacturers for the **Printing & Supply of various proformas (as per the sample attached as Annexure-I)** at Gurugram University, Gurugram, Sector-87, as per the requirements detailed in **Annexure-III**.

Interested Suppliers/Vendors/Manufacturers are requested to submit their sealed quotations, duly indicating the rates in the prescribed format along with the sample in **Annexure-III**. **The sealed quotations should be addressed to Controller of Examinations, Gurugram University, Sector-87, Gurugram, Harayana-122505 and must reach office on or before 13-11-2026 up to 05:00 PM.** The firms fulfilling the eligibility requirements and possessing the documents specified in **Annexure-II** shall be eligible to participate in this NIQ.

Terms & Conditions:

1.General Terms &Conditions: The following charges and terms may be spelt out in your offer clearly:

a. F.O.R
b. Rates of GST/VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'.
c. Payment terms.
d. Delivery period.
e. Guarantee/ Warranty period.
f. Validity period of the quotation.

2. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against vague statement such as "**packing, forwarding, freight and insurance charges etc, extra",**

3. Charges not mentioned in the quotation shall not be paid.

4.Payment will be made to the firm through NEFT/RTGS/DD/Cheque, after the satisfactory report from the department.

5.FOR shall be office **Gurugram University, Sector-87 Gurugram, Haryana** or Offices situated at Outstations as the case may be. The rates quoted Ex- Godown/at any place beyond Gurugram University premises can be rejected.

6.The offer must be valid for a period of at-least one month from the date of opening of quotation/tender.

7.Quantity may increase or decrease without any notice.

8.The quotations must be signed by authorized signatory of the bidding firm/company on each page along with seal of the firm/company, as the case me be.

9.The intending bidder has to submit photocopy of the following credentials alongwith quotation document:

a. Permanent Account Number (PAN)
b. Goods and Services Tax (GST) Status of bidder

10.The goods shall be supplied by the Supplier within 07 days from the date of receipt of Purchase order. In case, the material is not supplied within the delivery period, the order can be cancelled by the University and liable action may be initiated against firm. Appeal against these orders shall, however, lie with the Vice-Chancellor, **Gurugram University, Gurugram (Haryana)** whose decision shall be final.

11.In case, the supplier / contractor fails to execute the supply order / contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action a**s blacklisting, debarring from having any business with this University, forfeiture of earnest money/security**, besides any other action as may be deemed proper by the University.

12.The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.

13.The acceptance of the quotation /tender shall rest with the University who **reser**ves the right to reject any or all quotation/tender without assigning any reason thereof. The University has also reserved the right to accept quotation / tender in part or place the purchase order to one, two or more firms on the basis of various reasons as deemed fit by the Committee / University.

14.The dispute, if any, shall be subject to the jurisdiction of Courts at Gurugram. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/ distributors/ dealers/ suppliers etc. shall be invalid and shall have no legal sanctity.

15.Terms and conditions printed on Quotation/ Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

16.The material should be of good quality and environment friendly. Moreover, supplied Goods should be unused and new.

17.Corrigendum, if any would be published online on the University website.

18.The committee may negotiate the rates with Suppliers/Vendors/Manufacturer. If the agency/supplier, after submission of quotation and the acceptance of the same, fails to abide by the Terms and Conditions of the NIQ or fails to complete the work within the specified time

or at any time repudiates the contract, the authority will have the right to forfeit the EMD, if any. The authority shall also debar it from participation in further tenders, can initiate action to recover the liquidated damage and consider black-listing of firm. For all purposes, the work order accepted by the bidder and issued by the authority will be considered as the formal contract.

19.In order to adoption of the digitization process in the University, the Successful firm / bidder has to supply the details i.e. Bank Account No., IFSC code, Name of the Bank, PAN/ TAN/ GST Number so that the payment may be credited in the bank account mentioned by the firm.

Assistant Registrar
Conduct Branch

The terms & Conditions of quotation have been read and I/We certify that We/I clearly understand the same and undertake for its compliance.

Signature of authorized representative of
Bidding firm/company with seal.
(Affix Rubber Stamp of the firm)

Annexure-I

Check List

Sr.No	Description	Remarks
1.	Name of the Firm	
2.	Address with Contact number, Email of the firm, Name of Person.	
3.	PAN Number., GST Details Attach copy of Pan card & GST Certificate	

I/We hereby declare that information furnished above is true and correct and the documents annexed are genuine.

Signature of Quotationer/Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Place

Date

Annexure-II

Sr.No.	Item Name with specification	Qty.	Rate per pad as specified (with GST)	Total Amount (with GST)
01	Proforma for Secrecy Memo on paper size of 22x27 cm as per the sample attached (1 pad of 100 forms)	1000		
02	Proforma for Attendance Chart for Staff on paper size of 22x27 cm as per the sample attached (1 pad of 100 forms)	500		
03	Proforma for UMC on paper size of 22x27 cm as per the sample attached (1 pad of 100 forms)	200		
04	Proforma for Answer Book Consumed on paper size of 22x27 cm as per the sample attached (1 pad of 25 forms)	500		
05	Proforma for Question paper opening certificate on paper size of 22x27 cm as per the sample attached (1 pad of 50 forms)	1000		
		Grand Total		

Signature of Quotationer/Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Date

Annexure-1

GURUGRAM UNIVERSITY, Gurugram
QUESTION PAPER OPENING CERTIFICATE

..... Examination 20 .....

..... Center .....

We, the undersigned, certify that the sealed envelops containing question-papers in the subjects noted below have been opened in our presence on the day and the time fixed in the date-sheet and found them in good condition.

Sr. No.	Subject	Paper ID	Session	No. of Copies Found	No. of Copies distributed	Balance
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Center Superintendent | Dy. Supdt. | Asst. Supdt. (Witness) | Centre clerk (Witness)

Annexure-1

Form No.Ec/

Ex-2(4)

GURUGRAM UNIVERSITY, Gurugram

Form of Register-Account of A/Books Consumed
(To be kept at the Examination Center)

Centre.....

Date.....

Sr. No.	Name of the Supervisor	Roll Nos. of Candidates under his Supervision	Room No.	Account of Answer Books			
				Answer books issued	consumed	Returned	Signature of the Supervisor

Annexure-1

Form No. Ex-2

GURUGRAM UNIVERSITY

GURUGRAM

Daily Attendance Chart for the Supervisory Staff and Service Staff at

Examination Centre No. .....College.....

Place.....

Please prepare three copies. (one copy to be supplied to the office of A.R.... (Conduct), on copy to be attached with the bill and other copy to be retained by the Supdt. (for record)

Sr. No.	Name	Designation	Room	No. of Candidates in the Room	Signature of the Supervisor

Date.....

Signature of Centre Supdt.

Annexure-1

GURUGRAM UNIVERSITY, Gurugram

FROM FOR REPORTING CASE OF UNFAIR MEANS OR ACTS OF INTERFERENCE WITH THE PROPER CONDUCT OF UNIVERSITY EXAMINATION

(To be filled in by the Offical detecting the case and to be forwarded by the Superintendent, after recording the statement of the candidate, to the Deputy/ Assistant Registrar (Conduct) by name under a registered insured cover, on the vary day of the detection of the cae, in the cloth lined envelope supplied (for purpose).

1. Name of the examination .....
2. Centre of examination .....
3. Subject .....4. Paper .....
5. Date and exact time of detection Date .....
   Of the case under report Time .....
6. Name of the Candidate .....
7. Name of the candidate's father .....
8. Roll No. .....
9. Permanent address of the candidate .....
10. Total No. of incriminating papers recovered .....
    (a) No. of printed papers .....
    (b) No. of handwritted paper .....
    C Torn book pages .....
    Note :- The Detector should sign the recovered objectionable material

11. The material was recovered from the candidate under reference as indicated below:-
    (Please strike) out the columns which are not applicable)

    (I) in candidate's hand
    (ii) in candidate's pocket;
    (iii) in candidate's shoes or sock's
    (iv) under the clothes worn by the candidate's
    (v) on candidate's table/ desk;
    (vi) in candidate's sandwer-Book;
    (vii) under candidate's answer- book
    (viii) under candidate's question- paper
    (ix) under his feet;
    (x) near his seat on the ground at a distance of .....
    (xi) any other place.

12. The candidate Roll No. ..... was found giving/ receiving help to/ from candidate Roll No. ..... who was sitting just in front /bchind/left or right or the candidate Roll No. .....

13. Any other mode of use of unfair means:-

14. .....
    Signature of the candidate (In case of his refusal to do so, signature of another members of the staff certifying this fact)
    Name of the Asst. Supdt. on duty
    Room No. .....
    Date .....

    .....
    Signature of the Detector

    Designation .....
    Date .....

REPORT OF THE CENTRE SUPERINTENDENT

I am enclosing the following evidence in support of the allegation the use of unfair means by this examinee in the University Examination : -

(I) The incrimination material recovered from the candidate as mentioned in coloum No. 11 on per-page.

(ii) The scripts (Answer-Book of the Candidate :-

No. of answer - Book .....

(in case the candidate refused to have second answer - book, this fact be stated specifically)

(iii) a Copy of the seating plan (This should be attached without five further observations if any)

Signature (Full) .....

Superintendent

Exam. Centre No. .....

Date :- .....

Permanent Address .....

.....

STATEMENT OF THE CANDIDATE AT THE EXAMINATION CENTER TO RECORDED BY HE CENTRE SUPERINTENDENT

Note :- The superintendent will give a hearing to the candidate and record his statement. He may allow the student to question the detector and the questions and answers recorded by the Suprintendent.

.....

Name of te Asst. Sudt. On duty

Room No. .....

Date :- .....

.....

Signature of Superintendent

Annexure-1

GURUGRAM UNIVERSITY, GURUGRAM

MEMO FOR SECRECY OFFICE

We used for the examination mentioned against rule no. 27 of book of instruction for Superintendent.

Note: 1. Superintendent are requested to sent this Memo Slip to the Assistant Registrar (Secrecy), packed INSIDE THE PACKET ALONG WITH THE ANSWER-BOOKS.

Paper ID .....

.....Examination Subject: ..... **Paper**.....

Station: .....**Name of Building** .....

Centre No.: .....

1. **Roll Nos. of the candidates whose answer-books have been dispatched. (Use back side if necessary)**

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2. Total No. of Answer Books Dispatched.....

3. Roll No. of Absentees: .....

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4. Total No. of Absentees .....

5. Roll No. of Candidates whose answer-books have been sent as stay .....

6. Total of Stay Answer Books.....

The **20**

(Signature of the Superintendent)

Note: In case any mistake is found by the Secrecy Section for wrong entry Re. 1 per error will be deducted from the remuneration of the Superintendent. Superintendents should satisfy themselves that the Roll No. mentioned here tally with those on the answer-books.