Ref. No.: GUG/Conduct/2026/45 **Dated:03-11-2026**

Notice Inviting Quotations (NIQ)

Sealed quotations are hereby invited from reputed Suppliers/Vendors/Manufacturers for the **Supply of Markin Cloth for packaging of Answer Sheets** at Gurugram University, Gurugram, Sector-87, as per the requirements detailed in **Annexure-II**.

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-II**. **The sealed quotations should be addressed to Controller of Examinations, Gurugram University, Sector-87, Gurugram, Harayana-122505 and must reach office on or before 12-11-2026 up to 05:00 PM.** The firms fulfilling the eligibility requirements and possessing the documents specified in **Annexure-I** 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 mtr. (with GST)	Total Amount (with GST)
01	Markin Cloth having physical width 160 cms., minimum 145 gms weight per square meter. Fabric content: 100% cotton, weave of fabric/cloth: plain, GSM of fabric/cloth: 200, Colour: Off White, Material should be free from cuts, dark stains & dust.	1200 mtr.		
	Grand Total			

Note: The firm is required to submit the sample of the cloth for which the rates have been quoted.

Signature of Quotationer/Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Date