



GURUGRAM UNIVERSITY

GURUGRAM (HARYANA)

(Established under Haryana Act 17 of 2017)

Address: Rao Tula Ram College of Science and Commerce, Sector 51, Gurugram

Notice inviting Quotations for Purchase of Answer Books

The sealed quotations are invited from the suppliers/manufacturers for the supply of Answer Sheets and which should reach in the office of Controller of Examination, Gurugram University, Rao Tula Ram College of Science and Commerce, Sector 51, Gurugram latest by 23/12/2021 up to 4 p.m. duly subscribing on the envelop about QUOTATION FOR ANSWER SHEETS:

Sr. No.	Specification of Confidential Answer Books	Quantity
1.	Answer Books of 40 Pages (38 Pages+2 Pages OMR) (60 GSM) (2 Pages of OMR with two Bar-coding, middle perforation as per specification/sample which can be seen in the Examination Branch on any working day). The quoted rates must include stitching, numbering, upper perforation of University name and packing in Cartons (with two strips).	2 Lakh

General Terms & Conditions:

- The following charges and terms may be spelt out in your offer clearly:
 - I. F.O.R
 - II. Rates of GST/ VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'.
 - III. Payment terms.
 - IV. Delivery period.
 - V. Guarantee/ Warranty period.
 - VI. Installation charges, if any.
 - VII. Validity period of the quotation.
 - VIII. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
- 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**".
- Charges not mentioned in the quotation shall not be paid.
- FOR shall be Office of Controller of Examinations, **Gurugram University, 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.

5. The offer must be valid for a period of at-least three months from the date of opening of quotation/tender.
6. Quantity may increase or decrease without any notice. Being confidential nature of work, strict confidentiality of the work is to be maintained by the supplier.
7. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
8. The University is situated at Gurugram. In case, the material is supplied through a transport company by road, the transport company charges, labor charges and octroi charges are to borne by the supplier.
9. The goods shall be supplied by the Supplier within 15 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.
10. 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 as **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. The earnest **money/security is Rs. 25,000/- (Twenty-Five Thousand)** which may be sent in favor of Gurugram University Gurugram.
11. As a general policy, the University tries to make 100% payment within 15 days of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through bank shall be made.
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 reserves 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 University is not registered with the department of scientific & Industrial research, Ministry of Science & Technology, New Delhi. Thus, the University is not exempted from the payment of Custom Duty & Excise Duty.
15. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/ State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
16. 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.
17. 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.
18. The material should be of good quality and environment friendly. Moreover, supplied Goods should be unused and new.
19. Bidder should certify that the item has not been supplied at the rate lower than the quoted in any other Government Organization. In case the certificate is found incorrect at a later stage, recovery of difference will be payable by the L-1.
20. Corrigendum, if any would be published online on the University website.
21. The committee may negotiate the rates with tenders. If the agency/supplier, after submission of tender and the acceptance of the same, fails to abide by the Terms and Conditions of the tender document 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 and performance security, 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.
22. In order to adoption of the digitalization 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.

23. The quotations will be opened on 24.12.2021 at 11:30 am by a committee constituted by the University authority. The firms /Vender are also free to depute one of their representatives on the same day along with the authority letter issued by the owner / proprietor of the firm. Interest firms are requested to visit our website daily. The change in any date, or any other amendments, if any, will be displayed / uploaded on the University website.


Controller of Examinations
Gurugram University, Gurugram
