

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

NOTICE INVITING TENDER

Sealed quotations are invited from the reputed firms for the supply of A-4 size Photocopy Paper Reams (Copy power 75 GSM) in the office of University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.

The quotations should be accompanied with Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand only) for each quotation in the form of Demand Draft in favour of the Secretary, University Grants Commission, New Delhi. The quotation should be superscribed as "Quotation for the purchase of A-4 size Photocopy Paper Reams (Copy power 75 GSM)".

The rates should be quoted clearly indicating the applicable Vat etc. Overwriting must be avoided, otherwise quotation is liable to be rejected.

The quotations will be opened by a committee in the UGC office in the presence of such tenderers who may like to be present.

Non-compliance of terms and conditions will result in forfeiture of Security Deposit. Similarly, non-acceptance of contract by the successful tenderer will also result in forfeiture of Earnest Money.

The items should be supplied within three days from the date of receipt of the order. If the goods is not supplied within the given period, the contract will be cancelled without giving any notice. If the goods supplied is not found upto the approved specification, the contract will be cancelled without giving any notice.

The contractor will abide by the terms & conditions of the tender strictly. The TIN number of the firm may be indicated. The tenderers who do not have TIN number will not be considered.

Any attempt of negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.

The payment will not be made in advance in any case.

The Earnest Money Deposit will be refunded to the unsuccessful tenderers without any interest. However, the Earnest Money deposited by the successful tenderer will be kept as security deposit.

Any other information, if required, can be had from the UGC office on any working day from 9.00 AM to 5.30 PM.

Sealed quotation addresses to Mrs. Shakuntla Kashyap, Deputy Secretary (Admn.II), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002 should reach the UGC Office in Room No.322 within 21 days from the date of publication of this advertisement in the newspaper.

The Secretary, University Grants Commission reserves the right to accept or reject any tender offer without assigning any reason thereof.

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