



Central Purchase Office
Aligarh Muslim University
Aligarh



NAAC accredited
Grade 'A'

केन्द्रीय क्रय कार्यालय
अलीगढ़ मुस्लिम विश्वविद्यालय
अलीगढ़

Phone: +91-571-2700920 Ext: 1270/ 71/ 72

Email: afo.cpo@amu.ac.in

مرکزی خریداری دفتر، علی گڑھ مسلم یونیورسٹی، علی گڑھ

Ref. No.: D- 171 /CPO/2020-21/NIT

Dated: 06th August 2020

NOTICE INVITING TENDER (NIT)

for **Dispose of Waste Papers**

(like Old Newspapers, Magazines, Old Journals, Loose Paper, Examination Note Books etc.)

The Aligarh Muslim University, Aligarh, invites **Offline/ Manual Sealed quotations by Post/ Courier only** on the prescribed format from the reputed vendors / firms who are eligibility, as per criteria defined in this NIT on behalf of the recommendations of the Committee for Dispose of Waste Papers like Old Newspapers, Magazines, Old Journals, Loose Paper, Examination Note Books etc., on "as is & where is" basis from the various Departments/ Offices/ Halls / Faculties of the University "as and when available" up to March 2021, as per schedule mentioned below on usual Terms & Conditions as mentioned at the end of this notice:

SCHEDULE OF EVENTS			
S. N.	Event	Date and Time	Venue
1	Deadline for submission of Bids	27-08-2020 by 04:00 PM	Central Purchase Office Opp. SBI AMU Branch Aligarh Muslim University Aligarh, UP -202002, India
2	Opening of the Bids	27-08-2020 at 04:30 PM	

The bidder's name, address & title "Tender for Dispose of Waste Papers NIT Ref. No.: 171/CPO/2020-21/NIT Dated: 06.08.2020" should be superscribed on each sealed envelope and submitted the same along with the complete requisite tender documents / annexures duly ink signed as defined in the NIT, to the 'Central Purchase Office, Aligarh Muslim University, Aligarh-202002, India' by Post/ Courier Only.

For more details, kindly visit <http://www.amu.ac.in> or <https://eprocure.gov.in/>

Sd/-
(Irfan Ahmad)
Assistant Finance Officer
(Purchase)



Tender Document

for

Dispose of Waste Paper

like Old Newspapers, Magazines, Old Journals,
Loose Paper, Examination Note Books etc.,
on “as is & where is” basis from the
various Departments/ Offices/ Halls / Faculties
of the University “as and when available”

2020-21

Aligarh Muslim University, Aligarh

www.amu.ac.in



1. BACKGROUND

Aligarh Muslim University is a Central University established by Sir Syed Ahmad Khan as Mohammedan Anglo-Oriental College in 1875. The Muhammadan Anglo-Oriental College became Aligarh Muslim University in 1920. The main campus of AMU is located in the city of Aligarh. (hereinafter referred to as “AMU” or “University”). NAAC accredited the University with Grade 'A'.

For more details, kindly visit: www.amu.ac.in

2. INTRODUCTION REGARDING DISPOSE OF WASTE PAPER

Various types of Waste Papers like Old Newspapers, Magazines, Old Journals, Loose Paper, Examination Note Books etc., on “as is & where is” basis from the various Departments/ Offices/ Halls / Faculties of the University “as and when available” are required to be disposed of to keep clean and green of the University.

3. SCOPE OF WORK

Dispose of Waste Papers like Old Newspapers, Magazines, Old Journals, Loose Paper, Examination Note Books etc., on “as is & where is” basis from the various Departments/ Offices/ Halls / Faculties of the University “as and when available”.

The details are as below:

Sr. No.	Type of Waste Paper	Approximate Quantity [based on previous years]
1.	Old News Paper	2,000 Kg ± 20%
2.	Old Magazine / Journals	400 kg ± 20%
3.	Used Loose Paper/ Admission Form/ Other Waste Papers	4,000 Kg ± 20%
4.	Used Examination Note Book (Controller's Office)	6,000 Kg ± 20%
5.	Used Examination Note Book (Schools)	1,000 Kg ± 20%

4. ELIGIBILITY CRITERIA

The Bidder should meet the following eligibility criteria:

- The annual turnover of the firm must have at least Rs. 5.00 Lac during last three financial years. Copy of ITR must be attached along with tender documents.
- The firm must be having a valid GST and PAN.



- ✓ Relevant documents in the support of eligibility criteria must be attached with the documentation duly self-ink-signed-attested.

5. SCHEDULE FOR THE TENDERING PROCESS

The following is the schedule of events for this project.

SCHEDULE OF EVENTS			
S. N.	Event	Date and Time	Venue
1	Deadline for submission of Bids	27-08-2020 by 04:00 PM	Central Purchase Office Opp. SBI AMU Branch Aligarh Muslim University Aligarh, UP -202002, India
2	Opening of the Bids	27-08-2020 at 04:30 PM	

6. LATE TENDER

Applications received after the last date/ time shall not be entertained and shall be summarily rejected.

7. TENDER PROCESS

The sealed tender is invited by Aligarh Muslim University, from the reputed vendors / firms who are eligibility, as per criteria defined in this NIT on behalf of the recommendations of the Committee for **Dispose of Waste Paper**.

The Tender document can be downloaded from the website:

<http://www.amu.ac.in> or <https://eprocure.gov.in>

Note: Intending tenderers are advised to visit again <http://www.amu.ac.in> or <https://www.eprocure.gov.in> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.

• Envelope

The Bid must be complete in all respects and duly ink signed should be placed in a sealed envelope, superscribed with the title “**Tender for Dispose of Waste Paper**” and should be submitted to the Address as mentioned in this NIT. The bidder name and address should also be superscribed on each envelope.

The Bid should contain the document, as requisite, and Annexure-I, II, III, IV, V, VI & VII with supporting documents.

- Quotation letter is non-transferable and vendor should invariable be submitted on given format only duly signed by the competent signatory.
- The tenders will be opened before a committee duly constituted for the purpose in the presence of the bidders who choose to be present
- AMU will not be liable for any cost incurred by the respondents in performing the preliminary study of the existing system, its functionalities, preparing responses to this tender or negotiations associated with award of a contract or presentation.



8. CLARIFICATION OF TENDER DOCUMENT

For any clarification (prior to the submission of bids) please submit your enquiries by e-mailing the same to afo.cpo@amu.ac.in mentioning “**Request for Clarifications: NIT for Dispose of Waste Paper**” as the subject of e-mail, and clearly articulate specific queries (for which clarifications are to be sought) along-with contact details on which the response to queries should be sent back, by AMU.

9. ADDRESS FOR BID SUBMISSION:

Offline/ Manual Sealed Quotations/ Bids must be submitted as per the schedule as mention in this NIT on the prescribed format to the following address only via Post/ Courier only.



By hand submission of the tender document/ bid is strictly prohibited.

Central Purchase Office
Opp. SBI AMU Branch
Aligarh Muslim University
Aligarh-202002, UP, India

Phone: +91-571-2700920 Ext: 1270/ 1271/ 1272

Email: afo.cpo@amu.ac.in

10. AMENDMENT OF TENDER DOCUMENT

At any time prior to the deadline for the submission of bids, the Aligarh Muslim University, Aligarh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amendment. The amendment will be notified on the AMU, CPPP & e-Tender website. The deadline for submission of bids may also be extended at the discretion of Aligarh Muslim University, Aligarh.

Note: Intending tenderers are advised to visit again <http://www.amu.ac.in> or <https://www.eprocure.gov.in> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.

11. BID DOCUMENTAION

- A. Firms intending to participate in the tender (called ‘Bidder’) should first ensure that they fulfill all the eligible criteria as prescribed in the tender.
- B. The Technical-cum-Physical Presentation Bid consists of the following documents:
 - i. Annexure-I, II, III, IV, V, VI and VII.
 - ii. Requisite Security Deposit, as define in Para 12/ Annexure - VI.



- iii. The annual turnover of the firm must have at least Rs. 5.00 Lac during last three financial years.
 - iv. Letter of reference/ testimonial from satisfied customers, if any, (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) to whom services/ supplies were successfully delivered, in the past three years.
 - v. GST Registration Certificate (Complete)/ PAN Card etc.
 - vi. Acceptance of Terms & conditions as per Annexure- 'VII'.
- C. The bidder shall not make or cause to be made any alteration, erasing to obliteration to the text of the Tender Document.
- D. The bidder is expected to examine all instructions, forms, terms and condition as mentioned in the tender document. The failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of his bid.

12. SECURITY DEPOSIT (SD)

Security Deposit (SD), as per Annexure-VI (refundable), against the quoted item should be deposited along with quotations, in the form of Demand Draft (DD), in favor of "Finance Officer, Aligarh Muslim University, Aligarh".

In case of unsuccessful bid the SD after necessary deduction of draft charges will be returned.

13. PENALTY

The successful bidder will be liable to complete the job of lifting the material from the Institute within a period of 3 to 5 working days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his Security Deposit (SD) will be likely to be forfeited and the Institute shall have the right to cancel the Order.

14. PAYMENT

The successful bidder must deposit the amount in the State Bank of India, AMU Branch and GST in the Canara Bank, AMU Branch before lifting of the Waste Papers after verifying the weight by the respective HoD. Sell/ Tax Invoice/ releasing order will be issued by the Central Purchase Office.

15. DEFAULT IN THE PAYMENT

If as a result of post payment audit any less payment is detected in respect of the dispose of Waste Papers the awardee bidder under the tender, it shall be recovered by the Aligarh Muslim University, Aligarh from the awardee bidder.



16. DISCLAIMER

This tender notice is issued for information and planning purpose and does not constitute solicitation.

Information disclosed under and in accordance with the Bidder will not constitute as an offer. The acceptance of responses to the Bidder cannot be considered as a binding contract.

17. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- A. Aligarh Muslim University, Aligarh is not bound to accept the highest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- B. Aligarh Muslim University, Aligarh may terminate the contract, if it is found that the contractor is black listed on previous occasions by the any of the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
- C. Aligarh Muslim University, Aligarh may terminate the contract in the event the successful bidder fails to furnish the order.

18. OTHERS

- A. The awardee bidder/ contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
- B. The contractor shall indemnify and hold the Aligarh Muslim University, Aligarh harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
- C. In the event of any loss to the AMU, as a result of any lapse on the part of the bidder/ contractor which will be established after an enquiry conducted by the AMU, the said loss can be claimed from the bidder/ contractor up to the value of the loss. The decision of the Vice-Chancellor will be final and binding on the agency.
- D. Any correction/over-writing/ Erasing etc. in the amount of the rates quoted should be duly attested by the bidder by putting his signature. Each paper of the bid should be signed by the bidder.
- E. It will be the responsibility of the vendor to pack the material by his own Labour and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself. The AMU will not provide any manpower for this purpose.
- F. Waste Papers will NOT be allowed to be accumulated in the office premises. The contractor will ensure that waste material is lifted/removed within given time as directed by respective office.
- G. Used loose paper must be torned into pieces by successful bidder before lifting from the Department / offices of the University.



H. A certificate will be provided by the successful bidder that they will send all type of Waste Papers directly to the recycling and not reselling in the open market.

19. SELECTION CRITERIA

- The successfully submitted bids along with all essential/ required documents/ annexures are eligible for participate in the Bid process.
• The tenders will be opened before a committee duly constituted for the purpose in the presence of the bidders who choose to be present
• The selection for the approved/ recommended Bidder shall be based on the highest qualified quoted prices or as the Committee may decide.
• Any increases in the rate after submitting the bid shall not be accepted.

20. MEDIATION CLAUSE

In case of any dispute between the parties in relation or arising out of this Agreement, prior to invocation of Arbitration Clause, the aggrieved party, shall refer the matter to the Vice-Chancellor, AMU for pre litigation settlement. The Vice-Chancellor, AMU upon such request for mediation shall himself or through his nominee shall mediate between the parties to resolve the issue and shall express his opinion in writing after making effort for settlement after giving both parties on opportunity of being heard. In the event the mediation fails the mediator shall refer the matter to Arbitration.

21. TERMS AND CONDITIONS

As mentioned at the end of this tender. (Annexure-VII).

Sd/-
(Irfan Ahmad)
Assistant Finance Officer
(Purchase)

Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

Name of Bidder:
Designation:
Name of Firm:
Address:
Contact No.: ...
Email:

**Annexure- I****Compliance-sheet**

Sl. No,	Requirement Profile of Bidder	(Yes / No)	Documentary Evidences enclosed (Yes/No)
1	The annual turnover of the firm must have at least Rs. 5.00 Lac during last three financial years.		
2	Letter of reference/ testimonial from satisfied customers, if any, (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) to whom services/ supplies were successfully delivered, in the past three years.		
3	The bidder agrees that all the communications received from AMU on email-ID provided by the bidder in Annexure-II of this tender document will be responded within one business day, failing which it will be presumed as an offence, thereby attracting actions as deemed fit by AMU.		
4	Annexure-II duly filled and ink signed with seal.		
5	Annexure-III duly filled and ink signed with seal.		
6	Annexure-IV duly filled and ink signed with seal.		
7	Annexure-V duly filled and ink signed with seal.		
8	Security Deposit (SD), as per Annexure-VI (refundable), against the quoted item should be deposited along with quotations.		
9	Annexure-VII duly filled and ink signed with seal.		
10	The validity of quoted price is valid upto 31.03.2021.		
11	The successful bidder will be liable to complete the job of lifting the material from the Institute within a period of 3 to 5 working days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his Security Deposit (SD) will be likely to be forfeited and the Institute shall have the right to cancel the Order.		
12	If the awardee vendor(s) fail to complete the work within the time, the order would be assigned to other qualified vendor(s) without assigning any reason on the rate and specification/ item of awardee vendor into the parts/ full as decided by the Competent Authority and appropriate action(s) would be taken against the awardee vendor(s).		

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- II

Brief Details about the Firm/ Company/ Manufacturer

1. NAME OF THE BIDDING FIRM:

.....
Website URL:

2. ADDRESS:

(a) REGISTERED OFFICE:

.....
..... PIN.....
STD CODE Office Phone No: FAX No:
Primary Cell Phone No: Alternate Cell Phone No:
Official Email: Alternate Email:

(b) WORK/ FACTORY (if applicable):

.....
..... PIN.....
STD CODE Landline Phone No: FAX No:
Primary Cell Phone No: Alternate Cell Phone No:
Official Email: Alternate Email:

3. Commercial Information (Please enclose self-attested copy wherever applicable)

- a GSTIN :
- b PAN No. :
- c AMU Registration No (if any) :
- d NSIC Registration No (if any) :
- e MSME Registration No (if any) :

I/ We further undertake that all the above information and documents supplied by me/us are correct. In the event of any future changes in the above information, during the period of the **validity of these rates i.e. up to 31.03.2021**, I will immediately inform Assistant Finance Officer (Purchase) in writing and also provide updated documents (if any).

Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

Name of Bidder:
Designation:
Name of Firm:
Address:
.....
Contact No.:
Email:



Annexure- III

Tender Acceptance Letter / Self-Declaration by the bidder for quoting the rate

FROM

M/s

.....

.....

To

Assistant Finance Officer (Purchase)
Central Purchase Office,
A.M.U. Aligarh 202002

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) as mentioned in the Tender.
2. I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this tender.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its entirety.
5. I/We also confirm that in the event of my/our tender being accepted, I/We hereby undertake to furnish Performance Security, as the tender requirement.
6. I/We further undertake that none of the Proprietor / Partner/ Directors of the firm was or is Proprietor or Partner or Director of any firm whom Aligarh Muslim University, Aligarh or any other government organization (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) has black listed/ banned/ suspended in any business dealing.
7. I/We shall uninterrupted provide services.
8. The bidder has no outstanding dues in any form with Aligarh Muslim University, Aligarh.
9. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue/false or found violated, then your department/organization can reject the bid or terminate the contract, without giving any notice or reason there of or summarily, without prejudice to any other right or remedy including the forfeiture of the full said earnest money deposit absolutely.

I/We further undertake to report to the Assistant Finance Officer (Purchase) immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/ Partner/ Directors are Proprietor or Partner or Director of such a firm which is black listed/ banned/ suspended in future during the validity period of the Contract with you.

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- IV

Declaration of the Authorized Signatory

[to be filled only if required]

I/ We,

Sl. No.	Name of the Proprietor/ All Partners/ Karta/ Directors/ Managing Directors/ Members of Managing Committee of Associations/ Board of Trustees etc	Status
01		
02		
03		
04		

hereby solemnly affirm and declare that

Mr./ Miss/ Mrs. (Name of Authorized Signatory)

Designation: (Designation) will act as an Authorized signatory

for the Firm M/s. (Firm Name)

participating in this NIT.

All his/ her action(s) in relation to this NIT will be binding on me/ us.

[Signature(s) of the Proprietor/ All Partners/ Karta/ Managing Directors/ Members of Managing Committee of Associations/ Board of Trustees etc.]

Acceptance as an Authorized Signatory

I, Mr./Miss./Mrs. (Name of Authorized Signatory) hereby solemnly accord my acceptance to act as authorized signatory for the above referred to firm and all my acts related to this NIT shall be binding on the firm.

Signature of the Authorized Person

Name of the Authorized Person

Designation of the Authorized Person

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:

**Annexure- V****Commercial Bid**

S. No.	Item Description	Base Price (₹) (per kg)	Taxes @ (%)	Total Amount (₹)	Total Amount in word
1	Old News Paper				
2	Old Magazine / Journals				
3	Used Loose Paper/ Admission Form/ Other Waste Papers				
4	Used Examination Note Book (Controller's Office)				
5	Used Examination Note Book (Schools)				

- ✓ *The Commercial bid is considered on highest basis.*
- ✓ *The firms must quote the rates in INR in figure as well as in words for both items. The firms should quote the rates clearly without any over writing/cutting.*

Note: Kindly note the Terms & Conditions.

Remark (if any): _____

Signature & Seal of the Bidder

Date:
Place:

Name of Bidder:
Designation:
Name of Firm:
Address:
.....
Contact No.:
Email:



Annexure- VI

Security Deposit (SD)

Demand Draft/ Banker Cheque No. : _____
Issue Date : _____ - August – 2020
Issuer Bank Name : _____
Branch : _____
Amount : ₹ 10,000/-

Note:

1. The SD is refundable.
 - For non-qualified: Immediately after issuance of Letter of Award (LOA) to the successful bidder.
 - For qualified: After 30-06-2021.
2. The Demand Draft/ Banker Cheque must be in favor of "Finance Officer, Aligarh Muslim University" payable at Aligarh.
3. Non-Submission of original SD document shall lead to rejection of the tender.
4. No interest shall be paid on SD.
5. SD shall be forfeited, in any of the following case(s):
 - a. The bidder withdraws its proposal after the proposal due date.
 - b. The successful bidder fails to accept LOA within the stipulated period.
6. Kindly see / follow the Terms & Conditions.

Remark (if any): _____

Signature & Seal of the Bidder

Date:
Place:

Name of Bidder:
Designation:
Name of Firm:
Address:
.....
.....
Contact No.:
Email:



Terms and Conditions

1. The bidding firm should be a reputed firm having registration certificates, viz. Goods & Service Act, 2017 (GST), PAN/ TAN Card etc. The photocopies of the documents should be attached with the quotation. The firm should submit records related to Registration, GST, PAN Experiences etc. along with the bid.
2. University reserves the right to accept, reject, cancel or extend the contract on satisfactory service.
3. Security Deposit (SD) as per Annexure-VI (refundable) against quoted item should be deposited along with quotations, in the form of Demand Draft/ Bankers Cheque, in favor of "Finance Officer, Aligarh Muslim University, Aligarh".
In case of unsuccessful bid the EMD after necessary deduction of draft charges will be returned.
4. Quotations which are incomplete/ incorrect/ unclear/ not accompanied by registration certificate/ not accompanied with other mandatory enclosures shall be rejected outright.
5. Arrangements of all the documents related to taxation and other things shall be the sole responsibility of the service provider/bidder.
6. The University reserves the right to accept/ reject any or all the tender(s)/quotation(s) or to allot full or part of the supply/ services to one or more firms.
7. The University reserves the right to reject any or all the tender(s)/quotation(s) thereof and to call for any other details or information/ clarification from any of the tender(s)/quotation(s).
8. The University reserves the right to cancel the order.
9. In addition to official landline phone/ fax numbers, two mobile telephone numbers (including the mobile number of Chief Executive Officer of the bidding firm) and email ids for communication, should be specifically provided.
10. Providing any false/ wrong information (including the supply of any wrong contact information, leading to the loss of communication) will be treated as the breach of contract/ tender.
11. The successful bidder must deposit the amount in the State Bank of India, AMU Branch and GST in the Canara Bank, AMU Branch before lifting of the Waste Papers after verifying the weight by the respective HoD. Sell/ Tax Invoice/ releasing order will be issued by the Central Purchase Office.
12. The successful bidder will be liable to complete the job of lifting the material from the Institute within a period of 3 to 5 working days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his Security Deposit (SD) will be likely to be forfeited and the Institute shall have the right to cancel the Order.
13. It will be the responsibility of the vendor to pack the material by his own Labour and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself. The AMU will not provide any manpower for this purpose.
14. Waste Papers will NOT be allowed to be accumulated in the office premises. The contractor will ensure that waste material is lifted/removed within given time as directed by respective office.
15. Used loose paper must be torned into pieces by successful bidder before lifting from the Department / offices of the University.
16. A certificate will be provided by the successful bidder that they will send all type of Waste Papers directly to the recycling and not reselling in the open market.
17. If as a result of post payment audit any less payment is detected in respect of the supply order by the awardee bidder under the tender, it shall be recovered by the Aligarh Muslim University, Aligarh from the awardee bidder.
18. The tender(s)/ quotation(s) containing uncalled for remarks are likely to result in rejection.



19. If the date of receipt/ submission/ opening of tender(s)/ quotation(s) is/ are declared to be a public holiday, the tender(s)/ quotation(s) will be received/ submitted/ opened on the next working day at the same time.
20. If there is any need for any clarification/ information/ amendment in this NIT, it should be brought to the notice of Assistant Finance Officer (Purchase) within 02 working days from the date of publication of this NIT. After that, no clarification/ amendment will be accepted/ entertained.
21. Any decrease in the rate during the course of service period shall not be acceptable.
22. The bidding firm should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India/ Autonomous Bodies etc.
23. The bidding firm should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this Request for Empanelment and in the execution of agreement.
24. Quotation letter is non-transferable and vendor should invariably be submitted on given format only duly signed by the competent signatory.
25. The sale will be on "as is where is" and "as and when available" basis. Items once sold are not returnable under any circumstances.
26. AMU reserves the right to remove any such supply/ service provider from the empaneled list along with the forfeiture of Security Deposit, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
27. AMU may empanel more than one supply/ service provider and shall be free to take supply/ services through any one or more of them.
28. Intending tenders are advised to visit again AMU/ CPPP website at least 02 days prior to the closing date of submission of tender for any corrigendum/ addendum/ amendment.
29. All disputes relating to this tender shall be referred to the sole arbitrator to be appointed by the Vice-Chancellor, AMU, whose decision will be binding on both the parties.
30. All disputes arising out of this tender shall be subject to the jurisdiction of Courts at Aligarh only.
31. Errors & omissions excepted.
32. Any conditional bid is not acceptable and seems to be rejected.

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email: