

CH. CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR

QUOTATION NOTICE

Memo No.SPO/PI/25/ 3535-50

Dated : 11/9/2025

Sealed quotations are hereby invited from manufacturers/authorized dealers/suppliers for the items detailed below:

S.No	Name & specifications of item	Qty. required
1.	Readymade Blazers of best quality various size of constituent Colleges of CCS HAU, Hisar in different colours with University Logo, hanger & cover <u>Note:</u> <u>The sample of cloth with colour shades is required to be submitted alongwith Quotation.</u>	On Rate Contract basis (approximately 890 Blazers)

2. Quantity may increase/decrease.

3. Quotations will be received by post & by personal delivery latest by **03.10.2025** up to **10.00 AM** which shall be opened on the same day at **11.00 A.M.** in the office of the undersigned. The quotees or their authorized representatives are welcome to attend the meeting held for opening of quotations.

4. The University is situated outside the Municipal limits and as such no octroi is payable if the material is received by Rail. In case, the material is received through goods transport company by road, the transport companies charge delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods Transport Company.

5. Please mention specifically : (i) Rates; (ii) Discount; (iii) Delivery Period; (iv) FOR; (v) Validity Period of the Quotation; (vi) Rate of Sales Tax to be charged, if any (vii) Bank Draft charges, if any (viii) Payment Term (ix) Guarantee/Warranty (x) After Sales Service.

6. Charges not mentioned in the quotation shall not be paid by the University.

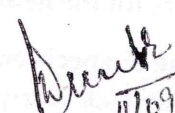
7. In case your quotation is approved you will be required to submit 5% security of the total amount involved in the shape of FDR/Bank Guarantee in favour of Store Purchase Officer, CCS HAU, Hisar. The security in other shapes viz. DD/Pay Order/Cheque will not be accepted. It is also mentioned here that the order will only be placed on the receipt of security within 7 days from the date of intimation for the award of contract/acceptance of quotation.

8. Quotation received late or incomplete shall not be entertained. Quotations received late shall be returned to the firm concerned without opening of the same. University shall not be responsible for any postal/transit delay.

9. The University/its Offices at Hisar and Outstations do not make payment in advance or against documents supplied through Bank. However as a matter of general policy, the University tries to make payment within 30 days of the delivery of the material subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.

10. The family members of the University employee are not allowed to send quotations/tenders. Such quotations/tenders, if received will outrightly be rejected.

11. The detailed instructions attached with the NIQ must be read carefully and meticulously complied with.


Director (S&P) 11/09/2016
CCSHAU, Hisar

Encl : As above

Copy to:

1. Incharge, Computer Centre, COBS&H with the request to place the NIQ on the University Website for wide publication.
2. Sr. Scale Stenographer (internal).
3. As per mailing list
4. Master File
5. S.K. (Internal Store) will collect the sample.

ANNEXURE-11.

General Instructions /Conditions to be supplied with the NIQ/ Press Tender by the Store Purchase Organization/Departments/Offices for Inviting Quotations etc.

Ch. CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR

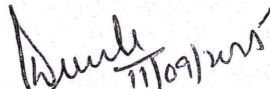
Terms and Conditions/Instructions Governing Notice Inviting

Quotations/ Tenders for the Supply of Goods

1. The Quotation received after due date/or time shall be rejected.
2. The security/earnest money equivalent to 5% (five percent) of the total cost of the material (upto 50.00 lakhs.) whereas the Security/Earnest Money equivalent to minimum 2.50 lakhs or 1% (two percent) of the total cost of the material whichever is higher for the material/equipments above Rs. 50.00 lakhs for tenders/e-tenders. The security will be rounded off to nearest Rs. 10.00 (Rs.ten) in the shape of Deposit at Call or Fixed Deposit Receipt in the name of Store Purchase Officer, CCSHAU, Hisar should accompany the Quotation/Tender failing which the Quotation/Tender will not be considered, except with the approval of Central Purchase Committee (CPC). The Security/Earnest Money in other shapes viz., Demand Draft/Pay Order/Cheque will not be accepted. Security for e-tender will be deposited on-line by the respective firm
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the SPO/CPC, only in exceptional cases on written request of the supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/SPO may decide till the supply remains incomplete, provided that entire amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied.** An appeal against these orders shall, however, lie with the Vice- Chancellor, CCS HAU, Hisar whose decision shall be final.
4. 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, the security/earnest money shall be forfeited. Besides, any other action as may be deemed necessary by the CPC may be taken against the supplier/contractor.
5. The quotation/tender shall be submitted in double envelope. The inner envelope shall be sealed and shall have the superscription "QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO. _____ DATED _____, AND DUE ON _____". The offer may be sent to **Store Purchase Officer, CCS HAU, Hisar- 125 004.** The quotation/tender, where the date of opening is not mentioned on the envelope by the Quotee, shall not be entertained.

6. The rates should be quoted on price list less discount. FOR should be CCSHAU Campus at Hisar or Offices situated at outstations as the case may be. The rates quoted Ex- godown can be rejected. All charges payable by the purchaser such as GST, Packing & Forwarding and other levies like GST, Custom Duty, etc. should be mentioned in the quotation/tender. **The charges not mentioned in the quotation/tender shall not be paid by the University. Please note that the University does not issue Form 'C' or 'D'.**
7. The supplies should be offered from ready stock.
8. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
9. The University/its Offices at Hisar and Outstations do not make payment in advance or against documents supplied through Bank. However, as a matter of general policy, the University tries to make payment within 30 days of the delivery of the material subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
10. The quantity can be increased/decreased.
11. The current price list duly authenticated by the Principals with dated signature and seal alongwith literature/pamphlets may also be supplied along with the offer.
12. If you or your Principals are on rate contract with DGS&D, DS&D (Haryana) or Controller of Stores, this may be mentioned specifically in your offer and a photocopy of the same, duly attested, may be enclosed.
13. In case, the material is received through goods Transport Company by road, the transport companies charge delivery charges, labour charges etc. x It may be mentioned specifically as to whether the material will be sent by rail or by road through goods Transport Company.
14. The make and complete specifications of the material should be clearly mentioned and enclosures, if any, be sent. (make/specifications shall be provided by the University)
15. The samples of the material, when asked for must be sent with the quotation. The unapproved samples may be collected on receipt of information failing which these shall be despatched by Goods Carrier on your risk on freight to pay basis. Samples below Rs.100.00 will not be returned to the firm. However, if the firm wishes to take the same back, the same can be collected at your own cost within a period of one month, failing which the samples will be disposed off. **The quotation received without sample when asked shall be rejected outrightly.**
16. The acceptance of the material is subject to approval of this Office Inspection Committee/Technical Committee/ Experts Committee.

17. The acceptance of the quotation/tender shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefor. The undersigned also reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest
18. It is the University's policy to make all purchases from the manufacturers or their authorized dealers. If you are manufacturer/authorized dealer, proof thereof should be supplied along with the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter of proof from the manufacturer (s) may be attached. if you are an authorized dealer/stockist/distributor/agent etc.
19. The University is Registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in the terms of Govt. Notification No. 51/96-Customs dated 23.07.1996 vide Registration No. TU/V/RG-CDE (74)/2020 dated 24.02.2021 upto 31.08.2025. Thus the University is exempted from payment of Custom Duty for which the necessary certificates are issued by the University and you are, therefore, requested to submit the rate contract offer with custom duty exempted prices so that benefit of Custom Duty may be availed. In case no separate rates are offered a certificate must accompany your rate contract offer that no custom duty is being charged from the University by including the same in the prices offered to the University.
20. 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 will not only lead to cancellation of the supply order, but may also warrant legal action.
21. In case, any other information/clarification is required, please contact the undersigned at Tel. No. 01662-284317 & 255419 on working days (Monday to Saturday except 2nd Saturday) during office hours.
22. Family members of the University Employees are not allowed to have business with the University. Quotations/tenders submitted by them shall be rejected outrightly.
23. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.


Store Purchase Officer/HOD
CCS HAU, Hisar-125004