

# WALL CALENDAR 2025



## Dawakhana Tibbiya College Aligarh Muslim University Aligarh

Ref. No.: 459/DTC/2024-25

Dated:23.09.2024

### **NOTICE INVITING TENDER (NIT)** for **Wall Calendar 2025**

The Dawakhana Tibbiya College, AMU, Aligarh, invites **Offline/Manual Sealed quotations**, on the prescribed format from reputed firms, as per eligibility criteria defined in this NIT for Wall **Calendar 2025** using a **Two-bid system (Technical Bid and Commercial Bid)**, as per schedule mentioned below on usual terms and conditions as mentioned in the tender:

<b>SCHEDULE OF EVENTS</b>			
<b>S. N.</b>	<b>Event</b>	<b>Date and Time</b>	<b>Venue</b>
1	Pre-Bid Meeting	30.09.2024 at 11:00 AM	<b>Dawakhana Tibbiya College</b> Qila Road Aligarh, UP -202002, India
2	Deadline for submission of Bids	till 14.10.2024 at 03:00 PM (during office hours)	
3	Tender Open (Except Commercial Bid)	14.10.2024 at 03:30 PM	
4	Opening of Commercial Bid of Technically qualified bids	After opening of Technical Bid.	

The Master Envelope, superscribed "**Wall Calendar 2025**" NIT Ref. No.: 459/DTC/2023-24 Dated: 14.10.2024 containing the **Technical Bid & Commercial Bid** along with the complete requisite tender documents/ annexure duly signed as defined in the NIT.

The Bidder's name and address should also be superscribed on each envelope. This sealed envelope is to be submitted in the office of **the General Manager, Dawakhana Tibbiya College, Qila Road, Aligarh-202002**'.

**(Mohd. Shariq Azam)**  
**Officiating General Manager**

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## **Tender Document**

**for**

***Wall Calendar 2025***

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**Dawakhana Tibbiya College,  
A.M.U., Aligarh**

**[www.amudawakhana.co](http://www.amudawakhana.co)**

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## 1. BACKGROUND

**DawakhanaTibbiya College**, Aligarh Muslim University, Aligarh was established about 74 years ago and transformed into a center of excellence in providing the qualitative Unani Medicine as per the ideals and objectives laid down by then Vice Chancellor and former President of India **Late Janab Dr. Zakir Husain Saheb**.

Now, Dawakhana has been transformed into a full-fledged manufacturing unit of Unani Medicines, where a blend of old and new techniques are utilized to produce more than 450 high quality medicines for various diseases. Strict high standards hygiene and quality are maintained with a special care in selecting the pure ingredients for its products.

Due to high quality and reasonable prices, the demand of Dawakhana's products has been increased manifolds during the recent years. The Unani System of medicines and products of Dawakhana are suitable for the Indian climate, life style and economic conditions and millions of people of all classes are benefited from its medicines.

## 2. INTRODUCTION REGARDING REQUIREMENT

Tenders are invited for printing the Wall Calendar 2025

## 3. SCOPE OF WORK

- The requirements are as below:**[\(for details kindly see Annexure-I\)](#)
- ✓ **The supply must be completed within 01-Month after getting the Letter of Award (LOA).**

**No further relaxation will be given, in any case.**

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## 4. ELIGIBILITY CRITERIA

The Bidder should meet the following eligibility criteria:

**a) Experience Criteria:**

- i. The Bidder should have the experience of printing and supply the same or similar Category Products for at least **03-Years** number of Financial years before the bid opening date.  
Copies of relevant documents be attached.

**b) Turnover Criteria:**

The minimum average annual financial turnover of the bidder during the **last three years, ending on 31<sup>st</sup> March** of the previous financial year, should be **Rs.25 Lac per year**.  
Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period OR Income Tax Returns shall be submitted with the bid.

**c) Survey Report:**

The interested bidder must be visited the Office of the Dawakhana Tibbiya College regarding details of the printing material and other supports.  
A certificate, as per Annexure- X regarding pre-bid meeting study/ survey of the required item's specification etc is also required with bid documents.

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

## 5. PRE-BID MEETING (PBM)

- The objective of PBM is to provide a platform for clarifying issues and clearing doubts, if any, about the specifications and other allied technical/commercial details of the bid document. Bidders are requested to submit their bids only after the PBM so as to take care of the changes made in the bidding document, if any.
- The schedule of PBM is as mentioned on Page 01
- Virtual Pre-Bid Meeting may be arranged on specific request of the prospective Bidder.

## 6. SCHEDULE FOR THE TENDERING PROCESS

The schedule of events for this bid is as mentioned on Page 01.

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## 7. LATE TENDER

02 Bid Tender received after the last date/ time shall not be entertained and shall be summarily rejected.

## 8. TENDER PROCESS

The sealed tender under 2-Bid system is invited by **Dawakhana Tibbiya College, AMU, Aligarh**, from the reputed firms as per eligibility criteria defined in this NIT for “**Wall Calendar 2025**”.

The Tender document can be downloaded from the website:

<https://amudawakhana.co/category/tenders/>

Note: Intending tenderers are advised to visit again <http://www.amudawakhana.co/> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.

### • Master Envelope

The Bid (Technical Bid, Commercial Bid in separate sealed envelopes and other requisite documents) complete in all respects and duly ink signed should be placed in a sealed envelope, superscribed with the title “**Wall Calendar 2025**” and should be submitted to the Address as mentioned in this NIT. The bidder’s name and address should also be superscribed on each envelope.

### • Envelope–1 (Technical Bid)

(Superscribed Technical Bid for Wall Calendar 2025)

The Technical Bid should contain the technical bid document, as requisite, and Annexure- I, II, III, IV, V, VII, VIII, IX & X with supporting documents.

### • Envelope – 2 (Commercial Bid)

(Superscribed Commercial Bid for Wall Calendar 2025)

The Commercial Bid as given in Annexure – VI.

- Quotation letter is non-transferable and bidder 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.
- DTC 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.

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## 9. CLARIFICATION OF TENDER DOCUMENT

For any clarification (prior to the submission of bids) please submit your enquiries by e-mailing the same to [info@amudawakhana.co](mailto:info@amudawakhana.co) mentioning “**Request for Clarifications: NIT for Wall Calendar 2025**” as the subject of email, 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 DTC positively within **05 days** from publication of this tender document to enable us to keep the response ready. Queries after this timeline will not be entertained.

- ✓ Bidders are advised to follow Para 5 for any clarification.

## 10. AMENDMENT OF TENDER DOCUMENT

At any time prior to the deadline for the submission of bids, the DTC 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 DTC website. The deadline for submission of bids may also be extended at the discretion of DTC.

**Note:** Intending tenderers are advised to visit again <https://amudawakhana.co/category/tenders/> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.

## 11. 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.

**Office of the General Manager  
Dawakhana Tibbiya College  
Qila Road, Aligarh-202002, UP**

Phone: +91-8791159446

Email: [info@amudawakhana.co](mailto:info@amudawakhana.co)

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## 12. TECHNICAL BID

- A. Firms intending to participate in the tender (called 'Bidder') should first ensure that they fulfill all the eligible criteria as per Para 04 of this document.
- B. The Technical Bid consists of the following documents:
- i. Annexure- I, II, III, IV, V, VII, VIII, IX & X
  - ii. Requisite SD, as define in Para 14/ Annexure - VII.
  - iii. Documents regarding Experience Criteria
  - iv. Documents regarding Turnover Criteria
  - v. Documents regarding Past Performance
  - vi. GST Registration Certificate (Complete)/ PAN Card etc.
  - vii. Acceptance of Terms & conditions as per Annexure- "IX'.
  - viii. Site-Survey Certificate as per Annexure-'X' issued by the DTC
- 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.

## 13. COMMERCIAL BID

The Commercial bid must contain the following:

The Commercial bid shall be submitted in the format provided at Annexure-VII.

## 14. SECURITY DEPOSIT (SD)

- Security Deposit (SD), as per Annexure-VIII (refundable), against the quoted item, should submit the SD with Payment online through RTGS / Internet Banking/ NEFT/ UPI as per following details:
  - Beneficiary name "**General Manager, Dawakhana Tibbiya College, Aligarh**"
  - Account No. : **20261445115**
  - IFSC Code : **IDIB000A565**
  - Bank Branch Name : **Indian Bank, AMU Branch, Aligarh**
  - Account Holder Name : **Dawakhana Tibbiya College, AMU, Aligarh.**
  - Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of online transfer. Bidder has to attached a copy / proof of the Online Payment Transfer along with bid.
- The SD is refundable (without any interest):
  - For non-qualified: Immediately after the issuance of Letter of Award (LOA) to the successful bidder.
  - For qualified: After completion of the satisfactory supply.



Kindly see the Annexure VII & VIII.

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## 15. SELECTION CRITERIA

### a. for Technical Bid

The successfully submitted bids along with all essential/ required documents/ annexures/ samples and meeting all the eligible criteria are eligible for Technical Bid

### b. for Commercial Bid Opening:

Commercial bid for those bidders shall be opened and considered, who qualified technical bid.

### c. Selection Criteria for winning the tender:

The selection for the approved/ recommended Bidder shall be based on the lowest qualified quoted prices or as the Committee may decide.

## 16. AWARD OF THE TENDER

The tender will be awarded to the bidder who is technically qualified and lowest quoted for overall items.

## 17. WORK COMPLETION WITH SUPPLY DURATION

The supply of calendar must be completed within the stipulated time period mentioned in P.I.

## 18. PENALTY

The duration of delivery of goods/ items shall be the essence of the contract and the items must be delivered within the specific period, failing which the late delivery charge @ 0.50 % per week of the total amount of order as per purchase order will be applicable.

Any appropriate action as approved by the Competent Authority may also be applicable without concern of the awardee.

## 19. FAILS IN SUPPLY

If the awardee vendor(s) fail to supply within the time/ complete the order/ supplied item not as per sample/ specification, the order would be assigned to other technical bid qualified vendor(s) without assigning any reason on the rate and specification into the parts/ full as decided by the Competent Authority and appropriate action(s) would be taken against the awardee vendor(s).



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## 20. PAYMENT

The payment would be made only after the successful execution of the complete order and verification of the supplied items by the authorized official as per tender document.

No advance / partial payment will be made to the awardee for any of the work assigned by DTC. The payments shall be released against the bills as per the payment milestones mentioned in this tender document.

## 21. DEFAULT IN THE PAYMENT

If as a result of post payment audit any overpayment is detected in respect of the supply order by the awardee bidder under the tender, it shall be recovered by the DTC from the awardee bidder.

## 22. 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.

## 23. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- A. DTC is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- B. DTC may terminate the contract, if it is found that the contractor is black listed on previous occasions by the any of the Central/ State Government Departments/ Organizations/ Autonomous Bodies/ PSUs or Dawakhana Tibbiya College, AMU, Aligarh.
- C. DTC may terminate the contract in the event the successful bidder fails to furnish the order during stipulated time period.

## 24. 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 DTC 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 DTC, as a result of any lapse on the part of the bidder/ contractor which will be established after an enquiry conducted by the DTC, the said loss can be claimed from the bidder/ contractor up to the value

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of the loss. The decision of the Vice-Chancellor, Aligarh Muslim University will be final and binding on the agency.

## 25. 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.

## 26. TERMS AND CONDITIONS

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

### Officiating General Manager

I/ We, the undersigned confirm that I/we have read and considered/ understood all the above points carefully as per this tender document and agree to its terms, and am/are signing it voluntarily. I/we understand that if I/we have any questions or concerns about this tender document, it is my/our responsibility to discuss this with the concerned officer as define in this tender document.

Yours faithfully,

Signature & Seal of the Bidder

Date: .....  
Place: .....

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

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Annexure- I

## Specifications of the Required Items

### Wall Calendar 2025

- 1- 90 GSM Art paper high gloss.
- 2- Brand Name : Sinar, Hansal & High Coat.
- 3- Printing will be done on color offset machine.
- 4- Size : 14" \* 22"
- 5- Leave : 3 (Both side printing)
- 6- Qty : 1,00,000(one lakh)

I/ We, the undersigned confirm that I/we have read and considered/ understood all the above points carefully as per this tender document and agree to its terms, and am/are signing it voluntarily. I/we understand that if I/we have any questions or concerns about this tender document, it is my/our responsibility to discuss this with the concerned officer as define in this tender document.

Yours faithfully,

Signature & Seal of the Bidder

Date: .....

Place: .....

Name of Bidder: .....

Designation: .....

Name of Firm: .....

Address: .....

Contact No.: .....

Email: .....

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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. : .....

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 31.12.2024**, I will immediately inform General Manager, Dawakhana Tibbiya College 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: .....

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Annexure- III

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

FROM

M/s .....  
.....  
.....

To

General Manager,  
Dawakhana Tibbiya College  
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 (Central/ State Government Departments/ Organizations/ Autonomous Bodies/ PSUs) has black listed/ banned/ suspended in any business dealing.
7. I/We shall provide uninterrupted services/ supply.
8. The bidder has no outstanding dues in any form with DTC.
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 General Manager 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: .....

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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 tender document 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: .....

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Annexure- V

## Technical Specifications

- 1- 90 GSM Art paper high gloss.
- 2- Brand Name : Sinar, Hansal & High Coat.
- 3- Printing will be done on color offset machine.
- 4- Size : 14" \* 22"
- 5- Leave : 3 (Both side printing)
- 6- Qty : 1,00,000 (one lakh)

**Note: 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: .....

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Annexure- VI

## Commercial Bid

**Note:**

1. Commercial Bid (Annexure- VII) must be submitted in separate sealed envelope superscribed with "Supply of Wall Calendar 2025"
2. The DTC reserves the right to increase or decrease the quantity at the time of placement of purchase order.
3. For detail specification of the item, kindly refer Annexure-I & VI.

Bidder must submit their Commercial bid in the following format only:

Sl. No.	Specifications of Required items	Required Quantity	Unit Price (inclusive all Taxes)	Total Cost inclusive all Charges	
1	Wall Calendar 2025	As per requirement		/	(in words) Rupees _____ Only. (inclusive all Taxes/ Charges etc)
				/	

**Note: 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: .....



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Annexure- VII

## Security Deposit (SD)

**Demand Draft/ Banker Cheque No. / Transaction No.** : \_\_\_\_\_

**Issue / Transaction Date** : \_\_\_\_\_ - \_\_\_\_\_ - 2024

**Issuer Bank Name** : \_\_\_\_\_

**Branch** : \_\_\_\_\_

**Amount** : Rs. 50,000/- (Fifty thousand Only)

**Note:**

1. The SD is refundable (without any interest):
  - For non-qualified: Immediately after the issuance of Letter of Award (LOA) to the successful bidder.
  - For qualified: After completion of the CAMC period.
2. **Through Demand Draft:**  
The Demand Draft/ Banker Cheque must be in favor of "General Manager, Dawakhana Tibbiya College, Aligarh" payable at Aligarh. Non-Submission of the original SD document shall lead to rejection of the tender.
3. **Through Online Transfer:**  
Bidders can also submit the SD with Payment online through RTGS / Internet Banking/ NEFT/ UPI in the Beneficiary name "General Manager, Dawakhana Tibbiya College, Aligarh" Account No. 20261445115 IFSC Code IDIB000A565 Bank Name INDAN BANK Branch address AMU BRANCH, ALIGARH . Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of online transfer. Bidder has to attached a copy / proof of the Online Payment Transfer along with bid.
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: .....

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Annexure- VIII

## Refund of Security Deposit (SD)

FROM

M/s .....

.....

.....

To

General Manager,  
Dawakhana Tibbiya College, Aligarh  
Aligarh 202002

Dear Sir,

Kindly refund the Security Deposit of Rs. 50,000/- as deposited against the NIT vide Ref. No. \_\_\_\_\_ Dt: \_\_\_\_\_ to the following bank account :

**Account Holder Name** : \_\_\_\_\_  
**Account Number** : \_\_\_\_\_  
**IFSC Code** : \_\_\_\_\_  
**Bank Name** : \_\_\_\_\_  
**Branch** : \_\_\_\_\_

Yours faithfully,

Signature & Seal of the Bidder

Date: .....

Place: .....

Name of Bidder: .....

Designation: .....

Name of Firm: .....

Address: .....

Contact No.: .....

Email: .....

- 
- ✓ The SD is refundable (without any interest):
    - For non-qualified: Immediately after the issuance of Letter of Award (LOA) to the successful bidder.
    - For qualified: After completion of the CAMC period.
  - ✓ Kindly see / follow the Terms & Conditions.

Signature & Seal of the Bidder

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Annexure- IX

## 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. DTC reserves the right to accept, reject, cancel or extend the contract on satisfactory service.
3. Quotations which are incomplete/ incorrect/ overwriting/ not accompanied by registration certificate/ not accompanied with other mandatory enclosures shall be rejected outright.
4. Arrangements of all the documents related to taxation and other things shall be the sole responsibility of the service provider/bidder.
5. The rate of GST including surcharge will be as per rules.
6. The DTC reserves the right to accept/ reject any or all the tender(s)/quotations(s) or to allot full or part of the supply/ services to one or more firms.
7. The DTC 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 DTC 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. Payment shall be made against the bill as per the payment milestones detailed in this tender document.
12. No advance payment will be made to the supply/ service provide for any of the work assigned by DTC. The payments shall be released against the bills as per the payment milestones mentioned in this tender document.
13. In case, if supply/ services is/ are not according to the specifications, the cost shall be borne by the bidder.
14. The duration of delivery of goods/ items shall be the essence of the contract and the items must be delivered within the specific period, falling which the late delivery charge @ 01.00 % per week will be applicable.
15. If as a result of post payment audit any overpayment is detected in respect of the supply order by the awardee bidder under the tender, it shall be recovered by the DTC from the awardee bidder.
16. The tender(s)/ quotation(s) containing uncalled for remarks are likely to result in rejection.
17. The discount/ rebate admissible, if any, may be quoted.
18. 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.
19. If there is any need for any clarification/ information/ amendment in this NIT, it should be brought publication of this NIT. After that, no clarification/ amendment will be accepted/ entertained.
20. Any increase in the rate during the course of service period shall not be acceptable.
21. The bidding firm should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India/ Autonomous Bodies etc.
22. 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.

# WALL CALENDAR 2025

23. DTC reserves the right to remove any such supply/ service provider from the empaneled list along with the forfeiture of performance Security, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
24. DTC may empanel more than one supply/ service provider and shall be free to take supply/ services through any one or more of them.
25. Intending tenders are advised to visit again DTC website at least 02 days prior to the closing date of submission of tender for any corrigendum/ addendum/ amendment.
26. 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.
27. All disputes arising out of this tender shall be subject to the jurisdiction of Courts at Aligarh only.
28. The DTC shall not be liable for any violation of Labour/ Tax Law provisions, what so ever, arising out this supply/ services.
29. The above said NIT will be governed under the Rules/ Guidelines/ Orders/ Law of the Union Rules/ Guidelines of the Union Government will be treated as final.
30. If the awardee vendor(s) fail to supply within the time/ complete the order/ supplied item not as specification, the order would be assigned to other technical bid qualified vendor(s) without assigning any reason on the rate and specification/ item of awardee vendor (L1) into the parts/ full as decided by the Competent Authority and appropriate action(s) would be taken against the awardee vendor(s).
31. Errors & omissions excepted.
32. Any conditional bid is not acceptable and seems to be rejected.
33. The representation of the selected Firm must be report within 24 Hours as and when required by DTC.
34. The selected firm has to strictly adhere to the time limit.

I/ We, the undersigned confirm that I/we have read and considered/ understood all the above points carefully as per this tender document and agree to its terms, and am/are signing it voluntarily. I/we understand that if I/we have any questions or concerns about this tender document, it is my/our responsibility to discuss this with the concerned officer as define in this tender document.

Yours faithfully,

Signature & Seal of the Bidder

Date: .....  
Place: .....

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

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Annexure- X

## Survey Report

It is certified that Mr./ Mrs./ Ms. \_\_\_\_\_ on behalf of  
M/s \_\_\_\_\_ (Firm Name)  
visited this office on \_\_\_\_\_ (Date) regarding Supply Wall Calendar 2025

(Signature & Seal of the Issuer)

Date: .....

Place: .....

Name of Issuer: .....

Designation: .....

Name of Office: Dawakhana Tibbiya College  
Aligarh

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I/ We, the undersigned confirm that I/we have visit the location as defined above and considered/ understood all the above points carefully as per this tender document and agree to its terms, and am/are signing it voluntarily. I/we understand that if I/we have any questions or concerns about this tender document, it is my/our responsibility to discuss this with the concerned officer as define in this tender document.

Signature & Seal of the Bidder

Date: .....

Place: .....

Name of Bidder: .....

Designation: .....

Name of Firm: .....

Address: .....

.....

.....

Contact No.: .....

Email: .....