



## STANDARD TERMS AND CONDITIONS OF TENDER [DAVU]

1. The specifications given as per Tender Notice should be strictly followed.
2. Earnest money in the form of DD in favour of Registrar, DAV University, Sarmastpur, Jalandhar should be enclosed with tender.
3. The Tender should be neatly typed. The rates should be quoted in words and figures without any over writing/ erasure. Any over writing/ erasure will render the Tender of the particular item invalid. The tenderer should attest all corrections by affixing his signatures and each page of the tender should be numbered and signed by the tenderer.
4. The rates quoted should be per unit and should be F.O.R. the destination. Freight charges as per actual should be mentioned separately. However, the taxes, wherever applicable, should be shown separately at the prevailing rate. In the absence of such a stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained. The University will not be liable to pay any other charges over and above the rates quoted.
5. The products offered by the respective firms should mention specifically the name of the manufacturer, if not manufactured by the tenderer and photocopies certifying the current status as the authorized dealer of the firm should be attached along with the tender documents by the tenderer.
6. In case of any manufacturing defects in the equipment, it should be replaced immediately.
7. Warranty: Minimum warranty period should be three years with spare parts from the date of installation. The successful tenderer will be liable to repair / replace the equipment / instrument if any defect is found within the warranty period. Provide service for at least 7 years in writing specifying "Up time" & response time (usually less than 24 hours). The spare parts and consumables must be available for at least 10 years from the date of commissioning.
8. Local suppliers must possess an authorization from parent company & a counter guarantee of service in case of imported equipments.
9. All repairs/ replacements must be done within 5(five) days from the date of complaint otherwise a penalty @1% of the cost of equipment per day will be imposed after expiry of five days.
10. SECURITY MONEY: The successful tenderer will have to deposit 5% of the total value of tender as Security Money in the form of Performance Bank Guarantee or FDR in favour of the Registrar, DAV University, Jalandhar; which will be refunded after completion of the warranty period and will be adjusted in case of violation of terms and conditions laid down above.
11. Payment will be made after proper installation, commissioning, documentation and after obtaining quality certificate from the competent authority.



12. Successful Tenderer will have the responsibility for arranging training and allied staff for smooth handling and proper functioning of supplied equipments through specified number of training sessions.

**In case of Import, the following terms and conditions will be adhered to:**

13. Prices should be quoted FOR DAV University, Jalandhar and inclusive of all taxes (except excise / custom duty). Freight should be specified separately.

14. Order Acknowledgement from principal company should be given within 10 days from date of purchase order; otherwise the order will stand cancelled automatically.

15. L/C Validity period: 90 days and will be opened on Usance (15 days D.A.).

16. Last date of shipment shall be 30 days from the opening date of L/C.

17. The beneficiary / local agent shall pay the bank amendment charges in case of any L/C amendment due to their fault/ requirements.

18. In case of payment through advance draft, a photocopy of draft will be initially provided after receiving of Order Acknowledgement from Principal Company and original draft will be given only after the delivery and satisfactory installation & training of the equipment.

19. All bank charges outside will be borne by the Supplier.

20. Suppliers through their own clearing agent will clear the consignment on arrival at Airport. All payment in respect of excise duty, government taxes/levies will be borne by supplier. Demurrage charges , if any, will be borne by the supplier.

21. Bank delivery order, CDEC & Custom duty will be provided by DAV University, Jalandhar only on receipt of following documents from supplier at least two days in advance. i) Cargo Arrival Notice ii) Master Airway Bill (MAWB)/House Airway Bill (HAWB). iii) Commercial Invoice along with packing list. The digital copy of all the documents should also be mailed in advance.

22. DAV University, Jalandhar will make available the relevant documents within two days after receipt of required documents from national Supplier provided no holidays fall in between.

23. The University shall not be responsible if the consignment incurs any demurrage.

24. The acceptance of tender rests with the Registrar, DAV University, Jalandhar. DAV University reserves the right to accept/reject a part/whole or all tenders without assigning any reason and no inquiry in this regard, will be entertained.

25. Agency Commission, if any, with authentic certificate must be mentioned.



# DAV UNIVERSITY

Jalandhar-Pathankot Highway (NH 44), SARMASTPUR - 144 012, Jalandhar, Punjab, INDIA  
Tel: +91-181-2709504, Email: contact@davuniversity.org  
[www.davuniversity.org](http://www.davuniversity.org)

26. Verification/Certification from approved Third Party Certification Body is required.
26. All legal disputes, arising if any, would be settled under jurisdiction of Jalandhar court.
25. The tenderers have to certify that these terms and conditions are acceptable to them.

**REGISTRAR**

The above terms & conditions are accepted.

Signature .....

Name .....

Designation .....

Company Seal .....