



# DAV UNIVERSITY

Jalandhar-Pathankot Highway (NH 44), Sarmastpur - 144 012, Jalandhar, Punjab, INDIA

Tel: +91-181-2708845; Email: registrar@davuniversity.org

Website: [www.davuniversity.org](http://www.davuniversity.org)

## INSTRUCTIONS TO SUPPLIERS

1. Quotations supported with manufacturer's authenticated price-list along with their literature, if any, must be properly sealed in envelope/cover and addressed to the REGISTRAR, DAV University, Sarmastpur, Jalandhar. The envelope be super scribed "Quotation for the item (S)....."
2. Delivery within time period mentioned in the purchase order and FOR Destination. FOR - Destination means FOR – DAV University department for which purchase has been made.
3. Supply should strictly be in accordance with the specification given in the purchase order. The articles found 'not according to the specification' or damaged will not be accepted and the supplier will be liable to remove the same from the university campus, otherwise, university will not be responsible for safe custody of it. The cost of return shall be borne by the supplier.
4. Failure to supply within the stipulated time and / or failure to make goods and standard supply will make supplier to be black listed. For supply of goods after the stipulated period; a prior sanction of extension of the period by the competent authority is necessary. Otherwise the supply may be rejected without assigning any reason.
5. Any increase in the rate during the course of supply shall not be accepted unless confirmed by this office.
6. The incidental expenses such as; package, carriage, railway freight, forwarding and insurance etc. will be borne by the firm / supplier.
7. Payment shall be made against bill [after installation/approval by the competent authority] which should be forwarded in duplicate.
8. Guarantee / warranty period should be clearly mentioned.
9. Free service after sales should be ensured during warranty period.
10. Maximum rebate / discount to the Educational Institution, if any, may be mentioned.
11. All disputes will be settled in Jalandhar Court only.
12. Quotations must reach in the Office of the under signed on or before the deadline specified.
13. Quotations shall be opened on specified time and date in the Central Purchase Office in the presence of the present suppliers / representatives of the firms, if they so wish.
14. The university will have the right to reject all or any of the quotations without assigning any reason thereof.
15. Companies/Manufacturers applying directly will be preferred.
16. The vendor has to certify that these terms and conditions are acceptable to him.
17. Final order will be awarded only after analyzing the sample from the some of the selected vendors and will be retained in the University till the shipment of the orders.

The above terms & conditions are accepted.

Signature .....

Name .....

Designation .....

Company Seal .....