



TO

M/s-----

Subject: Invitation of quotation for purchase of various proformas like Memo, Daily Attendance Chart, Answer Book Consumed, Question paper Opening Certificate and UMC Proforma.

Sealed quotations are invited from the manufactures/ exclusive distributors/authorized dealers/ suppliers/stationers for the items detailed below:

Sr. No	Name of the Item	Quantity
1	Memo	150Pad/ Booklet (Each Pad containing 100pages)
2	Question Papers Opening Certificate	150Pad/ Booklet (Each Pad containing 100pages)
3	Answer Book Consumed	150Pad/ Booklet (Each Pad containing 100pages)
4	Daily Attendance Chart	150Pad/ Booklet (Each Pad containing 100pages)
5	UMC Proforma	150Pad/ Booklet (Each Pad containing 100pages)

1. The sealed quotations,(Registered Post/Courier Agency/Speed Post/ By Hand) Complete in all respects, must reach the office of the Superintendent Conduct Branch, UIET Building, Indira Gandhi University, Meerpur, Rewari Latest by **3 September. 2026 by 05:00 PM**. The same shall be opened on **7 September 2026 at 10:30 AM** in the Office of the Controller of Examinations, Indira Gandhi University Meerpur, Rewari. The bidder or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
2. The Quotation received after due date and time or incomplete shall be rejected out rightly.
3. The quotation shall be submitted in a sealed envelope only and shall have the superscription "QUOTATION IN RESPONSE TO NIQ NO-----DATED-----". The offer may be sent to the conduct Branch, Indira Gandhi University, Meerpur, Rewari-122502.
4. The packing, forwarding, freight, insurance charge etc. should be clearly specified in monetary terms. These charges will not payable against such vague statements as "packing forwarding, freight and insurance charges etc. extra".
5. Charges not mentioned in the quotation/tender shall not be paid.
6. F.O. R shall be Conduct Branch, UIET Block, Indira Gandhi University, Meerpur, Rewari.-122502 (Haryana) or Offices situated at out station as the case may be.
7. The offer must be valid for period of at least three months from the date of opening of quotation/tender.

8. Quantity ordered can increased or decreased without assigning any notice.
9. The university is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the transport Company's charges, labour charges and octroi charges shall be borne by the Supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
10. The goods shall be supplied by the Supplier within the time limit specified in the supply order. The delivery period can be extended by the Adhoc Purchase committee 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 as per university Rules.
11. In case, the supplier fails to execute the supply order on the rates and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, besides any other action as may be deemed proper by the University.
12. No advance payment shall be made.
13. The acceptance of the material shall be subject to the satisfactory report of the Adhoc Purchase Committee/ Inspection Committee.
14. Paper Quality should be good (Paper Sample should be enclosed with the Quotation).
15. The acceptance of the quotation shall rest with the adhoc Purchase Committee who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation without assigning any reason therefore. The Adhoc Purchase Committee also reserves the right to accept quotations in part i.e. any item or any quantity and to reject it for the rest.
16. 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 shall not only lead to cancellation of the supply order, but may also warrant legal action. In case, any other information/clarification is required, the firm may contact 9467148929 on any working day (Monday to Friday) during office hours (9:00AM to 5:00PM)
17. The dispute, if any, shall be subject to the jurisdiction of Courts at Rewari. Any other jurisdiction mentioned in the quotations or invoices of the manufactures/ distributors/dealers/suppliers etc. Shall be invalid and shall have no legal sanctity.
18. Terms and conditions printed on Quotation/invoice of the firm, if any , shall not be binding on the University, except those mentioned specifically on the supply order and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

Controller of Examinations
IGU,Meerpu, Rewari.

Endst. No. IGU/Condut/2026/1183

Date 13.08.2026

1. P.A to VC (For kind information of the Hon'ble Vice-Chancellor), IGU,Meerpur, Rewari.
2. PA to Registrar (For kind information of the Worthy Registrar), IGU, Meerpur, Rewari.
3. CPA to COE (For kind information of the COE), IGU, Meerpur, Rewari.
4. Member of the Adhoc Purchase Committee.
5. Director UCC, IGU, Meepur, Rewari with the request to please upload the same on the University website.

Superintendent (Conduct)
IGU,Meerpu, Rewari.