



No. MANUU/Purchase/F.54/Vol.I/2016-17/760

17th October 2016

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Sub: MANUU - Purchase – Printing of Diaries, Wall Calendars and Table Calendars
of the University – Limited Tender Enquiry – Reg.

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Sir,

The University intends to procure printed Diaries, Wall calendars and Table calendars for University as per the specifications and quantity mentioned below from the original printer/authorized supplier. You are requested to submit quotations in sealed envelope along with EMD of Rs.19,500/- (Exemption as per govt. norms will be considered on submission of valid documentary proof, failing which the bid will be rejected) as per **Annexure-I** on a printed letter head of the firm consisting the details as per attached proforma, on or before **7th November 2016 by 03.00 p.m.** and the tender will be opened on the same day at 3:30 p.m. in the presence of prospective bidders.

Sl.	Particulars	Qty. req.
1.	Wall Calendars: size: 22x15", 170 GSM Art Paper, Multi colour, Spiral, 6 leaves	3,500
2.	Diaries: Size: 9.5x6.7" 90 GSM maplitho 48 pages double colour total no. of pages 168 (600 diaries with names multi colour title with matt lamination on 170 GSM Art Paper hared bond section sewing / stitching	2,500
3.	Table calendars: size: 8.5x6", paper: 300 GSM (Multicolour) no. of leafs: 13, binding: wire to wire	1,500

Terms & Conditions:

1. Price's are to be quoted both in figures and in words. In case of a discrepancy, that quoted in words/ lowest amount will be taken as valid.
2. The bidder should be a printer / publisher.
3. Incomplete bids in any respect are liable to be rejected.
4. The bid must mention the specifications as per the Annexure – 1 and to submit the sample as required by the University.
5. The quantity included in the bid can be increased or decreased at the discretion of the Competent Authority, Maulana Azad National Urdu University Hyderabad.
6. The supply of said items has to be made within a period of four weeks from the date specific time, 2% cost of the whole supply for every week as late supply will be deducted from the bill to the maximum of 10% after which the order will remain

- cancelled. In case, if the firm supplies inferior quality, the University may at its decision reject the entire material and impose penalty.
7. Item offered in the tender enquiry may be re-ordered at the same rate, terms & conditions within a period of twelve months/one year.
 8. The amount quoted should include all the charges including taxes, transportation, etc.
 9. All pages of the tender document are to be signed and stamped by the tendering firm and to be attached along with the bids.
 10. Conditional bids not accepted.
 11. The firms should submit EMD of Rs.19,500/- in the form of D.D drawn in favour of MANUU payable at Hyderabad. Exemption as per govt. norms will be considered on production of documentary proof.
 12. The University reserves all the rights to place the order item wise with the firm quoted L-1 rates.
 13. L-1 firm should submit 10% performance guarantee in the form of DD/Fixed Deposit/Band Guarantee in favour of MANUU which will be released 60 days after the warranty period and fulfilling the tender obligations.
 14. For any query/clarification, you may contact Purchase & Stores Section.
 15. The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
 16. In case of any dispute, Hyderabad will be the Jurisdiction. The Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on the both parties.

Sd/-
Assistant Registrar
(Purchase & Stores)

Annexure-I

Sl.	Particulars	Qty. reqd.	Unit Price	Total Amount (inclusive of all)
1.	Wall Calendars: size: 22x15", 170 GSM Art Paper, Multi color, Spiral, 6 leaves	3,500		
2.	Diaries: Size: 9.5x6.7" 90 GSM maplitho 48 pages double colour total no. of pages 168 (600 diaries with names multi colour title with matt lamination on 170 GSM Art Paper hared bond section sewing / stitching	2,500		
3.	Table calendars: size: 8.5x6", paper: 300 GSM (Multicolor) no. of leafs: 13, binding: wire to wire	1,500		

Place: _____

Date: _____ 2016

Signature of the authorized
representative of the firm with stamp