



PURCHASE & STORES SECTION

INVITATION FOR ONLINE TENDER (TWO BIDS SYSTEM)

(Tender No: 03/Purchase/MANUU/F.09/2020-2021, dt: 08-02-2021)

Sub: MANUU – Purchase & Stores Sections – Supply of Lexmark cartridges for Examination Branch–
Online (through CPPP) Tender Enquiry – Reg.

The Maulana Azad National Urdu University (MANUU), Hyderabad (Central University established by an Act of Parliament in 1998) intends to procure Lexmark cartridges for Examination Branch of University, Gachibowli, Hyderabad from the prospective bidders. The intended bidders may furnish their quotations (as per the specifications mentioned below) online through Central Public Procurement Portal (CPPP) @ <https://eprocure.gov.in/eprocure>. The online bids along with EMD declaration as per Annexure – 3 (failing which the bid will be rejected) shall be furnished as per the proforma prescribed (Annexure-2). The bid documents (both Technical bid and financial bid) along with the Original EMD Declaration. Proof must be uploaded online on CPP Portal on or before 15-02-2021 by **3.00 pm**. However, the Original EMD Declaration document shall be submitted at Purchase & Stores Section before the closing date of submission of bids) as notified in the online / CPP bid.

Terms and Conditions of the Tender:

1. Submission of Bids:

- 1.1 The technical and financial bids should be furnished in Annexure-1 and Annexure-2 respectively and both the bids should be submitted online @ <https://eprocure.gov.in/eprocure> only along with the requisite documents.
- 1.2 Conditional and incomplete bids will be rejected summarily.
- 1.3 Bidders shall have to ascertain the exact percentage of GST applicable on each of the items while quoting the rates in the financial bid (ANNEXURE-2). In case of discrepancy / difference of opinion on GST rates, the University shall decide the lowest quotation on verification of the relevant provisions of GST Act vis-à-vis supporting documents provided by the bidders in respect of the claim for the GST. In case of ambiguity on percentage of GST applicable, the University will award the contract on the basic price i.e excluding GST quoted in the online price bid. The decision of the University shall be final and binding in this regard. The items procured are exclusively for the MANUU Examination for education and research purpose only and not for commercial use
- 1.4 The University reserves its right to award the contract to the firm quoting lowest (L-1) rates of all items (i.e. L-1 of total of items). In case of two or more firms quoting the same L-1 rates i.e. tie, in such situation, the University shall call revised & fresh quotations from such firms only with short duration for identifying L-1 firm.

2. Submission of EMD Declaration Certificate

- 2.1 The firms should submit EMD Declaration Certificate in original by post or by hand. Scanned copy of EMD Declaration should be uploaded along with Technical bid document.

Handwritten signature



MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

PURCHASE & STORES SECTION

- 2.2 In Case of submission of declaration of exemption from EMD, and if the firm did not complete the contract or denies / withdrawing during the bid validity period, MANUU shall have the right to blacklist for 2years for all MANUU tender with effect from issue of this tender.

3. Opening of Bids

- 3.1 Technical bid would be opened online only and scrutinized as per the eligibility criteria prescribed.
- 3.2 Financial bids of only technically qualified bidders will be opened by the authorized officers of the University.
- 3.3 The quotation should be valid for a minimum period of 75 days from the closing date of tender.

4. Pre-qualification (eligibility) criteria:

- 4.1 The bidder should be a registered firm / supplier / authorized dealer with GSTIN.
- 4.2 The firm should submit an EMD Declaration Certificate as per Annexure-3.
- 4.3 The firm should submit the OEM Certificate / authorized dealer / authorized distributor / manufacture's authorization certificate specific to this tender.
- 4.4 The bidder must upload Annexure – 1 duly filled in.

5. Job Requirement

- 5.1 Supply of Lexmark Cartridges at Examination Branch, MANUU, Gachibowli, Hyderabad. as per specification and quantity mentioned below.

Sl	Particulars	Quantity
1.	Lexmark Printer Model: C925 color printer Cartridges (Toner)	--
	1) C925H2YG	04nos
	2) C925H2MG	04nos
	3) C925H2CG	04nos
	4) C925black	04nos

6. Delivery & Payment:

- 6.1 The supply of the said items should to be made within a period of **15days** from the date of award of contract (AOC).
- i) Failure to supply the material within the stipulated period shall entitle the Procuring Entity (MANUU) for imposition of penalty @ 1/2% (half percent) per day on the quantity undelivered covered in the award of contract, subject to a maximum of 5% (five percent) after expiry of the stipulated time period of the supply unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
- ii) If the deliveries are not made by the specific date and Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained thereby would be recovered from the defaulting supplier.

Handwritten signature



MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

PURCHASE & STORES SECTION

- 6.2 The selected firms should submit 3% of value of Award of Contract (AOC) as Performance Security in the form of D.D/ Fixed Deposit Receipt / Bank Guarantee in favour of MANUU payable at Hyderabad which would be released (without interest) after supply of material as per specifications and after fulfilling of all tender obligations.

A/c. Name : Maulana Azad National Urdu University
A/c. Number : 187901000000001
Bank : Indian Overseas Bank
Branch : Gachibowli, Hyderabad-500 032
IFSC Code : IOBA0001879

- 6.3 **Payment:** 100% payment after receipt of the goods, inspection, installation (if any) at concerned office site in good condition and acceptance by the consignee, within 30 (thirty) days.

- 6.4 No advance payment will be made.

7. Miscellaneous

- 7.1 **MANU University GSTIN:** 36HYDM03116B1DT. Presently, MANUU does not claim / registered with Dept. of Science and Technology or any other Government Dept for exemption / discount on GST.

- 7.2 The items procured are exclusively for the MANUU Examination Branch for education and research purpose only and not for commercial use.

8. Termination of the contract:

- 8.1 If the information provided by the firm during the process of contract is found false at later stage, the University reserves the right to cancel the Award of Contract and / or blacklist the firm.
- 8.2 Sub-letting of this contract is not permissible.
- 8.3 This Request for Proposal (RFP) is issued with no financial commitment and the Buyer (MANUU) reserves the right to change or vary any part thereof or foreclose the procurement process at any stage. The Buyer also reserves the right to disqualify any vendor, should it be necessary, at any stage.
- 8.4 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.



Registrar i/c.

Maulana Azad National Urdu University
Gachibowli, Hyderabad- 500032



PURCHASE & STORES SECTION

ANNEXURE-1 (TECHNICAL BID)

1.	Name of the Firm	M/s.
	Postal Address	
	Contact No (s)	
	E-mail ID	
	Account Number	
	Name of the Account Holder / Firm / Agency	
	Bank Name	
	Branch Name & Details	
	IFSC Code	
2.	EMD Declaration Certificate as per Annexure - 3	(Yes / No) If the firm submits the EMD exemption as per the format given at Annexure 3, the same may be uploaded (Original Affidavit shall be hand over to the Assistant Registrar Purchase & Stores Section before the last of the submission of tender)
3.	Firm Registration Details	(Yes / No) (upload Firm registration certificate)
4.	GST Registration Details	(Yes / No) (upload GST registration certificate)
5.	OEM Certificate / authorized dealer / authorized distributor / manufacture's authorization certificate specific to this tender	(Yes / No) (upload Documentary proof)
6.	Annexure –1 duly filled in	(Yes / No) (upload document)

Declaration:

- i) That we have not been debarred by any Government Department/Under taking.
- ii) It is hereby declared that the firm have carefully read and understood the tender document and **agreed with all the terms and conditions** of the tender, Hyderabad jurisdiction etc., and agreed that the decision of the University shall be final in all respect.

Place :
Date :2021

Signature of the authorized
Dealer/signatory of the firm

Handwritten signature



PURCHASE & STORES SECTION

ANNEXURE-2 (FINANCIAL BID)

(To be filled Online as per the CPPP format only)

Name of the Bidder/ Bidding Firm / Company :								
PRICE SCHEDULE (DOMESTIC TENDERS – RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST Amount on Item Qty x Basic Rate in INR Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	7	9	13	14	15
1	Lexmark C925 color printer Cartridges (Toner)							
1.1	C925H2YG	04	nos			0.00	0.00	INR Zero Only
1.2	C925H2MG	04	nos					
1.3	C925H2CG	04	nos					
1.4	C925black	04	nos					
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words								

Handwritten signature



PURCHASE & STORES SECTION

ANNEXURE-3 (EMD DECLARATION)

FORMAT FOR SUBMISSION OF EMD DECLARATION

(on Rs. 50/- non judicial stamp duly notarized and uploaded on CPPP and original should be submitted as indicated at Annexure I Sl.2)

FORMAT FOR SUBMISSION OF EMD DECLARATION

This is to certify that M/s..... (name of the firm) having registered office at (address of the firm) request for exemption for submission of EMD against the tender No.....dt..... as per the provision of Government of India O.M. No. F.9/4/2020-PPD, dated: 12.11.2020.

We, further declare that, if we withdraw or modify our bid during period of validity / extended period of validity, we are aware that MANUU will suspend our firm from participation in any tender(s) pertaining to MANUU for a period of two years from the date of this declaration.

Habibul