

PURCHASE & STORES SECTION

No. MANUU/D.D.E/F.445/2013/25

7th April 2016

To,

Sub: MANUU - Purchase – To supply stationary items for D.D.E – Limited Tender Enquiry – Reg.

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Sir,

The University intends to procure various stationary items for D.D.E as per the specification mentioned below from the original manufacturer / authorized supplier / Govt. organization only. You are requested to submit quotations in sealed envelope as per Annexure-I on a printed letter head of the firm consisting the details as per attached proforma, on or before **25th April 2016** by 03.00 p.m. and the tender will be opened on the same day at 4:00 p.m. in the presence of prospective bidders.

Specification of Stationary Items

Sl.	Particulars	Qty. reqd.
1.	A4 Size Stickers (2 stickers in one A4 sheet) (100 sheet in each box)	300 boxes
2.	Cello Tape 6" (60 mtrs in each rolls)	500nos
3.	Cutters big (iron frame knife size 4' length / 18 mm width)	50nos
4.	Sketch Pens black & Red (10 each) standard size	20nos
5.	Stamp Pads Red standard size	02nos
6.	100 GSM Plastic coated brown sheet (22"x36")	10000nos
7.	100 GSM Plastic coated brown sheet (18"x28")	50000nos
8.	Strapping Patti ½" (2000 mtrs. Rolls)	200 roll

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 reputed firm.
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 paper 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 two weeks from the date specific time, 0.5% 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.



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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 are not accepted.
11. The University reserves all the rights to place the order items wise with the firm quoted L-1 rates.
12. The L-1 firms should submit 10% EMD in the form of D.D drawn from any nationalized bank in favour of MANUU payable at Hyderabad.
13. For any query/clarification, you may contact Purchase & Stores Section.
14. The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
15. 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.

Assistant Registrar
(Purchase & Stores Section)



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Annexure-I

Stationary Items

Sl.	Particulars	Qty. reqd.	Unit Price	Total Amount (inclusive of all)
1.	A4 Size Stickers (2 stickers in one A4 sheet) (100 sheet in each box)	300 boxes		
2.	Cello Tape 6" (60 mtrs in each rolls)	500nos		
3.	Cutters big (iron frame knife size 4' length / 18 mm width)	50nos		
4.	Sketch Pens black & Red (10 each) standard size	20nos		
5.	Stamp Pads Red standard size	02nos		
6.	100 GSM Plastic coated brown sheet (22"x36")	10000nos		
7.	100 GSM Plastic coated brown sheet (18"x28")	50000nos		
8.	Strapping Patti 1/2" (2000 mtrs. Rolls)	200 roll		

Place:

Date: 2016

Signature of the authorized
representative of the firm with stamp