

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
Accredited 'A+' grade by NAAC



No. MANUU/Purchase/F.09/2025-2026

21<sup>st</sup> April 2025

**Sub: MANUU – Purchase & Stores – Printing and supply of TYVEK Envelopes for Examination Branch – Request to submit your lowest sealed quotation - Reg.**

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Sir/Madam,

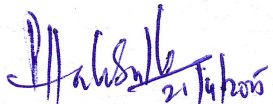
The following items are required for the use at Examination Branch, MANUU:

Sl.	Details of the Items	Qty.	Unit Price	GST percentage with amount	Total Price including GST
1.	TYVEK Envelops: Finished Size: 24x32.5cm (±5mm) (excluding 4cm flap), self-tape, printed (single color) single side.	500			
2.	TYVEK Envelops: Finished Size: 25x39cm (±5mm) (excluding 5cm flap), self-tape, printed (single color) single side.	2000			
3.	TYVEK Envelops: Finished Size: 33x41cm (±5mm) (excluding 5cm flap), self-tape, printed (single color) single side.	2000			
<b>Total in Rs. Including GST</b>					

**Terms & Conditions:**

- Validity of the quotation should be at least **30days**.
- Price should be inclusive of all (designing, transportation at Gachibowli, MANUU and any other incidental expenditure).
- Price of the items / GST / GST% may be indicated separately.
- Delivery period: **within 30days** from the date of issue of purchase order along with soft copy. Failure to supply the above items as per Schedule of Requirements including any subsequent addition/ reduction made thereto within the period stipulated shall entitle the Procuring Entity (MANUU) to charge liquidated damages @ **½% (half percent) per week** on the quantity undelivered covered in the work order, subject to a maximum of 10% (Ten percent).
- No advance payment will be made.
- Incomplete quotation(s) will be rejected.
- Lowest quoted firm will be issued Purchase Order.
- Any variation in the specification(s) during supply will be rejected.

**You are requested to submit your sealed quotation on or before 24.04.2025 at 03:00pm. For any query please contact: 040-23001697.**

  
Assistant Registrar  
(Purchase & Stores)