



PURCHASE & STORES SECTION

No. MANUU/Purchase/F.09/2016-17/34

20th April 2017

To,

Sub: MANUU - Purchase – To procure printed stationery and other items for Exam Branch – Limited Tender Enquiry – Reg.

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Sir,

The University intends to procure printed stationery and other items as per the specifications mentioned below from the original printer / publishers. You are requested to submit quotations in sealed envelope along with **EMD of Rs.22,000/-** (Exemption for registering with MSME NSIC, N.C.C.F, Kendriya Bhandar etc as per GoI norms will only be considered on production of documentary proof, failing which the bid will be rejected) as per Annexure-I on a printed letter head of the firm on or before **2nd May 2017** by **3.00 p.m.** The tender will be opened on the same day at **3:00 p.m.** in the presence of prospective bidders.

Specification of printed items;

Sl	Particulars	Qty
1.	Plain envelopes finished size (12½”x16½”) yellow color paper printed (single color) with University logo & COE address (Urdu and English), except inner side pvc full lamination (except at flap / sealing cover) , on 80 gsm paper or Higher GSM	20000
2.	Envelopes finished size (9”x4”): 90 gsm paper, printed (single color) with University logo & COE address (Urdu and English)	10000
3.	Envelops finished size (10”x14½”): yellow color paper printed (single color) with University logo & COE address (Urdu and English), inner side pvc full lamination (except at flap / sealing cover) on 160 gsm	50000
4.	Envelops finished size (8½”x12”): yellow color paper printed (single color) with University logo & COE address (Urdu and English), inner side pvc full lamination (except at flap / sealing cover) on 160 gsm	50000
5.	Brown Sheet finished size (20”x28”), 80GSM	10000

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 – I**.
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.



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6. The supply of said items has to be made within a period of **21 days** from the date of receipt of Purchase Order, 0.5% cost of the whole supply per week as late supply will be deducted from the bill/EMD 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 suitable penalty.
7. The amount quoted should include all the charges including taxes, transportation, etc.
8. All pages of the tender document are to be signed and stamped by the tendering firm and to be attached along with the bids.
9. Conditional and incomplete bids will be rejected.
10. The University reserves all the rights to place the order **items wise** with the firm quoted L-1 rates.
11. The University reserves all the rights to place the order with the firm quoted lowest rates. In case, if two or more number of firms quotes the same rate (i.e. tie), all such firms will be asked to submit afresh quotation to the item(s) only on short notice.
12. The firm should submit EMD of Rs. 22,000/- ((Exemption for registering with MSME NSIC, N.C.C.F, Kendriya Bhandar etc as per GoI norms will only be considered on production of documentary proof, failing which the bid will be rejected)
13. The L-1 firms should submit 10% value of Purchase Order as Performance Guarantee in the form of D.D / Fixed Deposit (Joint Account) / Bank Guarantee in favour of MANUU which will be released after 60 days after fulfilling of all tender obligations.
14. For any query/clarification, you may contact Purchase & Stores Section and Exam Branch.
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.

Assistant Registrar
(Purchase & Stores)



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Annexure-I

Printed Stationery

Sl	Particulars	Qty	Unit Price	Total Amount (inclusive all)
1.	Plain envelopes finished size (12½"x16½") yellow color paper printed (single color) with University logo & COE address (Urdu and English), except inner side pvc full lamination (except at flap / sealing cover) . on 80 gsm paper or Higher GSM	20000		
2.	Envelopes finished size (9"x4") : 90 gsm paper, printed (single color) with University logo & COE address (Urdu and English)	10000		
3.	Envelops finished size (10"x14½") : yellow color paper printed (single color) with University logo & COE address (Urdu and English), inner side pvc full lamination (except at flap / sealing cover) on 160 gsm	50000		
4.	Envelops finished size (8½"x12") : yellow color paper printed (single color) with University logo & COE address (Urdu and English), inner side pvc full lamination (except at flap / sealing cover) on 160 gsm	50000		
5.	Brown Sheet finished size (20"x28") , 80GSM	10000		

Declaration: It is hereby declared that the firm have carefully read and understood the tender 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 :2017

Signature of the authorized
representative of the firm with stamp