



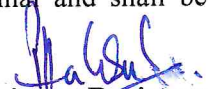
**Sub: MANUU – Purchase & Stores – Disposal of Old Books/reports of Administration Section – Reg**

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The University intends to dispose-off Old Books / report approximate 400-500kgs of Administration Sections, MANUU through quotations from the registered firms. Registered firms may submit the sealed quotations as per Annexure – I on or before **28.10.2021 by 3.00p.m** at Purchase & Stores Section. The firms may inspect the old books / reports during office hours i.e. 10am to 5pm (from Monday to Friday) where these materials are kept.

**Terms & Conditions:**

1. The bidder should be registered firm. GST certificate must be submit along with Annexure – I.
2. Material will be disposed of “as is where is basis” against full payment inclusive of all taxes / labour etc.
3. The amount should include all the charges including GST, transportation, integration etc.
4. **Sale Award:** The successful H-1 firm will be awarded sale award.
5. **Lifting of Material:** The successful H-1 firm shall lift and transport the entire material within 7 days (excluding holidays, Saturday and Sunday) from the date of issue of sale delivery order at their own cost. Before lifting the material, the firm shall deposit the Demand Draft equivalent to H-1 rate.
6. The material should be weighed in the presence of University Officials. Requisite weighing machine, labor, packing material etc shall have to be arranged by the successful H-1 firm. Lifts are not permitted to use.
7. The quantities shown in the above table may vary and the University reserves the right to award  $\pm 25\%$  of the tender value / each item (s) / quantity on H-1 rates while award of the contract.
8. Conditional / incomplete tender are liable for rejection.
9. MANUU will not take any responsibility of the items after sale award and after shifting from MANUU Premises.
10. For any query/clarification, you may contact Purchase & Stores Section, 040-23001697.
11. The University reserves all the rights to reject or accept any quotation without assigning any reason or cancel or withdraw the tender notice at any stage.
12. 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 the parties.

  
Assistant Registrar  
(Purchase & Stores)



**Annexure-I**

**(Technical)**

1.	Name of Firm	
2.	Contact Details	Postal Address ..... ..... ..... Tel No. / Mobile: E-mail:
3.	GST Registration Details	(Enclosed Proof)

**(Financial)**

1.	Rate Per KG Inclusive of all	Rs..... In words: ..... .....
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**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 and **agreed with all the clauses**, 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  
 representative of the firm with stamp

*Handwritten signature in blue ink.*