

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



No. MANUU/^{stores}Purchase/F.02/2024-25/**584**

14th Nov 2024

Sub: MANUU- Purchase & Stores-Disposal of unserviceable items-Request to submit highest sealed quotation- Reg.

The University intends to dispose off the following unserviceable / scrap items through bidding process. Registered firms may participate along with EMD of Rs.6,000/- (Rupees Six thousand only) drawn in favour of MANUU, payable at Hyderabad (exemption of EMD as per GoI norms will only be considered on production of documentary proof) as per Annexure - I **on or before 28th November 2024 by 03:00 p.m.** The quotation s will be opened on same day at 03:30 pm in the presence of officials of the University and responsive bidders. The bidder shall submit the sealed quotations as per Annexure I & II, at Purchase & Stores Section. The bidder may inspect the material on all the working days (from Monday to Friday) between 11:00 am and 5:00p.m on or before 27th November 2024. The details of are as follows:

Sl.	Description of the item	Qty	Location of Assets
1	Almirah	01	Boys Hostel – II (Sir Syed Ahmad Khan Hostel)
2	Tables	03	
3	Chairs	16	
4	Gas Stove	02	
5	Dosa Gas Stove Burnal Rods	10	
6	Study Table Drawer Box	11	
7	Cycle Riksha	01	
8	Mixture Grinder	01	
9	Kadai	01	
10	Iron Frames of Chairs	137	
11	Dosa Gas Stove	05	
12	Dosa Gas Stove Tava	03	
13	Plastic Chairs	63	
14	Plastic Chairs	115	Boys Hostel –I (Prem Chand Hostel)
15	Water Coolers	08	
16	Study Table Drawer Box	46	
17	Gas Stove	02	
18	Chair Iron Frames	49	
19	Cushion Chair Red Colour	06	
20	Study Table	01	
21	Atta Mixing Machine/Atta kneeder	01	Girls Hostel
22	Potato peeler	01	
23	Weighing Machine	01	
24	Water Coolers	04	
25	Wet grinder	01	
26	Iron Bed Cot-single	09	
27	Chair-Cushion without wheels	05	
28	Iron cabin 4 drawers	01	
29	Plastic Chairs without arms	60	
30	Steel tub-25 kg capacity	08	
31	Rack Steel-wall mounted	03	

- Bidders participating for the aforementioned items shall be required to enclose a copy of GSTIN registration certificate.

[Signature]

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2. The material for sale is offered on “**AS IS WHERE IS**” basis. The material can be inspected at the location shown in the Annexure-II between 11:00 hrs and 17:00 hrs on working days.
3. The list of items are sold on the assumption that the bidders have inspected the items and aware of what they are buying, whether they have inspected them or not and the principle of “CAVEAT EMPTOR” shall apply. No complaint shall be entertained and no reliance may be placed on any description.
4. The amount to be quoted should include all the charges and applicable taxes, transportation, labour and any incidental charges etc. The amount so indicated shall be inclusive of all expenditure/tax/GST/other provisions and the same have to be deposited with the University without any deductions.
5. The firm shall quote the highest price in **Annexure-II (total of three lots)** in the **separate sealed envelope**. The University reserves all the rights to issue sale order to the firm quoted highest rate (H1).
6. The bidder shall take all precautionary measures with regard to safety of labour/other persons involved during lifting of material. The bidder shall solely be responsible for any damages in this regard for MANUU Property and/or for the labourers involved in this regard.
7. **Sale Award:** The successful H-1 Bidder (**on overall items basis of three lots**) will be awarded with Sale Contract. In case of two or more firms quoting the same H-1 rate, in such situation, the University shall call revised & fresh quotations from such firms only with short duration.
8. **Lifting Materials:** The successful H-1 bidder required to lift/transport entire material within 7 days (excluding holidays, Saturday and Sunday) from the date of issue of Sale Order at their own cost from the respective MANUU Hostels. Before lifting the material inside the University premises, the firm shall deposit the demand draft equivalent to H-1 rate quoted.
9. The bidder should have the experience in purchasing (one order - irrespective of the value) the scrap material from any central / state government organization / PSUs during the last three years.
10. The items / lots should be lifted in presence of officials of the University. Requisite labour, packing material etc., shall have to be arranged by the successful H-1 firm.
11. The H-1 firm should lift the material mentioned in the list / lot only. The firm shall not have right to take away any other material pertaining to University.
12. The University shall not take any responsibility of the stores after award of sale contract & after shifting of the material from its Premises.
13. 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
14. Bidding for selective item is not allowed. In such an event the bid shall stand cancelled.

مولانا آزاد نیشنل اردو یونیورسٹی مولانا آزاد نیشنل اردو یونیورسٹی

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15. The successful bidder shall arrange to remit the sale value within 7 days (excluding holidays, Saturday and Sunday) from the date of the award. The successful H-1 bidder shall lift the material/items only after full payment is made. Lifting of the material/items will be made only after deposit of full amount of rate quoted and accepted by the University.
16. The successful H-1 bidder shall not be allowed to withdraw their bid and in the event of failure, the earnest money deposited (EMD) will be forfeited and will be liable for blacklisting the firm for a period upto 2 years. The same will also be notified in the University website.
17. The bid document should be signed by the authorized signatory only. Photocopy or unsigned or incomplete bids shall be rejected.
18. Overwriting, erasures, corrections in the prescribed proforma are prohibited and such bids shall be rejected.
19. Conditional /incomplete bids are liable for rejection.
20. The University reserves the right to accept or reject any/all of the bids without assigning any reason.
21. For any technical query/clarification, you may contact Purchase & Stores Section, 040-23006612-15 / Extn: 1341, 1342. For inspection of the material, you may please contact 9700340891 / 9000032344 (for Boys Hostels) and Contact 8978126981 / 9705597020 (for Girls Hostels). The bidder may inspect the material on all the working days (from Monday to Friday) between 11:00 am and 5:00p.m on or before 27th November 2024.


Registrar

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Annexure - I

1	Name of Firm	
2	GST details	(Enclose Proof)
3	Contact Details	<p>Address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Tel No. / Mobile:</p> <p>E-mail:</p>
4	<p>Details of EMD of Rs.6,000/- (Rupees Six thousand only)</p> <p><i>(Exemption for registering with MSME etc as per GoI norms will only be considered on production of valid documentary proof)</i></p>	<p>D.D. No. _____ dated: _____</p> <p>Bank _____</p>
5	<p>Past Experience</p> <p><i>(The bidder should have the experience in purchasing (one order-irrespective of the value) the scrap material from any central / state government organization / PSUs during the last three years)</i></p>	<p>Yes / No</p> <p><i>(If yes, enclose proof)</i></p>

Declaration: It is hereby declare that the firm has 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. **We further undertake that we have not blacklisted by any central / state government organization / PSUs during the last two years.**

Place :

Signature of the authorized

Date :2024

representative of the firm with stamp

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Annexure II

// TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE //

Sl.	Description of the item	Qty	Location of Assets	Price quoted (quoted amount to be deposited with the University)
1	Almirah	01	Boys Hostel – II (Sir Syed Ahmad Khan Hostel)	Rs. In words:
2	Tables	03		
3	Chairs	16		
4	Gas Stove	02		
5	Dosa Gas Stove Burnal Roads	10		
6	Study Table Drawer Box	11		
7	Cycle Riksha	01		
8	Mixture Grinder	01		
9	Kadai	01		
10	Iron Frames of Chairs	137		
11	Dosa Gas Stove	05		
12	Dosa Gas Stove Tava	03		
13	Plastic Chair	63		
14	Plastic Chairs	115	Boys Hostel –I (Prem Chand Hostel)	Rs. In words:
15	Water Coolers	08		
16	Study Table Drawer Box	46		
17	Gas Stove	02		
18	Chair Iron Frames	49		
19	Cushion Chair Red Colour	06		
20	Study Table	01		
21	Atta Mixing Machine/Atta kneeder	01	Girls Hostel	Rs. In words:
22	Potato peeler	01		
23	Weighing Machine	01		
24	Water Coolers	04		
25	Wet grinder	01		
26	Iron Bed Cot-single	09		
27	Chair-Cushion without wheels	05		
28	Iron cabin 4 drawers	01		
29	Plastic Chairs without arms	60		
30	Steel tub-25 kg capacity	08		
31	Rack Steel-wall mounted	03		

Place :

Signature of the authorized

Date :2024

representative of the firm with stamp