



To

Sub: MANUU – ASCW – Supply and installation of Computers & Printers at MANUU, Arts & Science College for Women, Budgam, Kashmir – Limited Tender Enquiry – Reg.

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Sir,

The University intends to supply and installation of Computers & Printers for MANUU, Arts & Science College for Women, Budgam, Kashmir as per the specifications mentioned below from the original manufacturer / authorized dealer only. You are requested to submit quotations in sealed envelope along with **EMD of Rs.10,000/-** (Exemption as per GoI norms will be considered) as per Annexure-I on a printed letter head of the firm on or before 10.01.2017 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 Computers & Printers:

Sl.	Particulars	Qty.
1.	Desktop Computer: All in one Desktop Computer with preloaded Operating System Item description, configuration: Intel Core i3, Operating System: Microsoft Windows 8.	05
2.	HP Laserjet P1108	02

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 direct manufacturer or authorized dealer of the above items. The firm shall submit authorization dealership certificate along with the bid failing which the bid will be rejected.
3. Incomplete Bids in any respect are liable to be rejected.
4. The bid must mention the specifications as per the **Annexure – I** and to submit the sample 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 of receipt of Purchase Order, 2% cost of the whole supply for every 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 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 six months or may be extended for twelve months.
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. If any manufacturing defect is found till three years for computers/ one for Printer / warranty period from the date of supply, the firm should replace the part / item on their own cost within one week from the date of such compliant.
12. The University reserves all the rights to place the order **items wise** with the firm quoted L-1 rates.
13. The firm should submit EMD of Rs.10,000/- (Exemption as per GoI norms will be considered)
14. 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.
15. For any query/clarification, you may contact Arts & Science College for Women, Budgam, Kashmir (Ph.No.9419015243).
16. The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
17. In case of any dispute, Hyderabad/Srinagar will be the Jurisdiction. The Registrar/Principal, ASCW, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on the both parties.

I/c Principal
(MANUU, ASCW)

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

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Annexure-I (Price Schedule)

Sl.	Particulars	Make	Qty	Unit Price	Total (inclusive of all)
1.	Desktop Computer: All in one Desktop Computer with preloaded Operating System Item description, configuration: Intel Core i3, Operating System: Microsoft Windows 8.				
2.	HP Laserjet P1108				

Place :

Date :2017

Signature of the authorized
representative of the firm with stamp

Gachibowli, Hyderabad – 500 032

☎ 040-23001697, EPABX No.2300 6612 -15 / Extn: 106, 191 & 119, Fax: 2300 6604, 23001697

Website: www.manuu.ac.in & Email: purchase@manuu.ac.in