



No. MANUU/Purchase/F.10/Vol.II/Part-II/2013-2014/396

17<sup>th</sup> August 2017

To

**Sub: MANUU – Purchase & Stores – Supply of tattle tape at Saiyid Hamid Library – Limited Tender Enquiry – Reg.**

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The University intends to procure tattle tape for Saiyid Hamid Library as per the specifications mentioned below from the Original Manufacturers of the Equipment / authorized dealers / distributors only. You are requested to submit quotations in sealed envelope along with EMD of Rs. 15,000/- (Exemption for registering with MSME NSIC, NCCF, Kendriya Bhandar etc as per GoI norms will only be considered on production of documentary proof) as per Annexure-I on or before **31<sup>st</sup> August 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 equipment / material:**

Sl.	Material Description	Qty
1.	<b>3M Tattle Tape B2 Security Strips 165mmx3mm (Containing 1000 pcs / Box)</b>	20 box

**Terms & Conditions:**

1. Price's are to be quoted both in figures and in words. In case of a discrepancy, that the price quoted in words/ lowest will be taken as valid.
2. The bidder should be an Original Manufacturer of the Equipment or authorized dealer/distributor of the above items. The authorization letter from OEM / Original Manufacturer specific to this tender ailing which the bid will be rejected.
3. Incomplete / conditional bids will be rejected.
4. The bid must be as per mentioned specifications **Annexure – I** or higher.
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.



**PURCHASE & STORES SECTION**

6. The supply and installation of the said items has to be made within a period of **28 days** from the date of receipt of Purchase Order. In case of delay, 0.5% cost of the whole supply for every week as late supply will be deducted from the bill/Performance Guarantee to the maximum of 10% after which the order will be cancelled. In case, if the firm supplies inferior quality, the University may at its decision reject the entire material and impose penalty.
7. The amount quoted should include all the charges including GST, transportation, installation, integration 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. 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.
10. The firms should submit an EMD of Rs. 15,000/- (Exemption for registering with MSME NSIC, NCCF, Kendriya Bhandar etc as per GoI norms will only be considered on production of documentary proof) in the form of DD from any scheduled bank drawn in favour of MANUU payable at Hyderabad.
11. The L-1 firm should submit 10% value of Purchase Order as Performance Guarantee in the form of D.D / Fixed Deposit (Joint Account) / Bank Guarantee from a scheduled bank in favour of MANUU which will be released after 60 days after completion of warranty and after fulfilling of all tender obligations.
12. For any query/clarification, you may contact Purchase & Stores Section and Saiyid Hamid Library.
13. The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
14. 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

1.	Name of Firm	
2.	Details of EMD of Rs. 15,000/- (Exemption for registering with MSME NSIC, NCCF, Kendriya Bhandar etc as per GoI norms will only be considered on production of documentary proof)	D.D. No. _____ dated: _____ Name of the Bank _____
3.	GST Registration Details	
4.	Original Equipment Manufacturer (OEM) / authorization certificate specific to this tender.	
5.	Signed copy of the Tender	

**Price Schedule:**

Sl.	Material Description	Qty	Brand & Model	Unit Price	Total
1.	3M Tattle Tape B2 Security Strips 165mmx3mm (Containing 1000 pcs / Box)	20 box		[Including Transport, labour and other incidental charges (if any) ]	[Including Transport, labour and other incidental charges (if any) ]
2.				<b>GST @ .....%</b>	
3.				<b>Grand Total</b>	

**Declaration:** 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 : .....2017

Signature of the authorized  
representative of the firm with stamp