

PURCHASE & STORES SECTION

No. MANUU/Purchase/F.149/2016-17/306

04th July 2016

To,

Sub: MANUU – Purchase & Stores – Supply of furniture at Directorate of Translation & Publication – Limited Tender Enquiry – Reg.

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Sir,

The University intends to procure furniture for Directorate of Translation & Publications 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.12,000/-** (Exemption as per GoI norms will be considered) as per Annexure-I on a printed letter head of the firm on or before **19th July 2016** 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 furniture:

Sl.	Particulars	Qty. reqd.
1.	Almirah: 72”x 36” x 19” of shelves making five compartments of 18/20g powder coated with 6 layer premium lock (3 side locking system)	10
2.	Conference Chairs: medium back with PU arms cushion seat and back made out of 35 density PU moulded foam base steel with nylon casters.	12
3.	Conference table (12 seater): rectangle model top made out of 25 mm hard process top particle board with melamine finish polish bottom (3 sides) made out of 18 mm new wood laminated with melamine finish polish. Set of 6 tables (5ftx2ftx30inches height)	01
4.	Visitor Chairs (Cushion): full arms rubber handle with cushion seat & back of 1” steel pipe of 16 guage.	14
5.	Book Shelf: of size 78” x 33” x 15” of steel having 5 compartments with folding doors with glass 20/22g powder coated	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.
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.



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6. The supply of said items has to be made within a period of **two weeks** from the date of receipt of PO. 0.5% 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.
7. Item offered in the tender enquiry may be re-ordered at the same rate, terms & conditions within a period of twelve months/one year.
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 one year / 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 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.
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 (Price Schedule)

Sl.	Particulars	Qty. reqd.	Unit Price	Total (inclusive of all)
1.	Almirah: 72"x 36" x 19" of shelves making five compartments of 18/20g powder coated with 6 layer premium lock (3 side locking system)	10		
2.	Conference Chairs: medium back with PU arms cushion seat and back made out of 35 density PU moulded foam base steel with nylon casters.	12		
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Place :

Date :2016

Signature of the authorized
representative of the firm with stamp