

PURCHASE & STORES SECTION

No. MANUU/Purchase/F.54/2017-18/167

30th May 2017

To,

Sub: MANUU – Purchase & Stores Section – Printing and supply of Prospectus for the year 2017-2018 and ET Prospectus for D.D.E – Limited Tender Enquiry – Reg.

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Sir,

The University intends to print prospectus for the year 2017-2018 and ET prospectus for D.D.E as per the specifications mentioned below from the original printer / publishers. You are requested to submit quotations in sealed envelope along with **EMD of Rs. 25,000/-** (Exemption for registering with MSME NSIC, N.C.C.F, Kendriya Bhandar etc as per GoI norms will only be considered on production of documentary proof, failing which the bid will be rejected) as per Annexure-I on a printed letter head of the firm on or before **5th June 2017 by 2.00 p.m.** The tender will be opened on the same day at **2:00 p.m.** in the presence of prospective bidders.

Specification of printed items;

Sl	Particulars	Qty
1.	<p>Prospectus Specification: Size of the book: Demy ¼ (finished size 21.5 cm x 27.5 cms) Paper for cover: 170 GSM art card, No. of Cover Pages : 4 pages multicolor Paper for inner text: 70 GSM with minimum 80% brightness or more No. of Inner Pages: 96 pages, Inner text will be in single colour (black). Type of binding: Pin Binding <i>Application Form:</i> of size 20x27 cm approx. colour maplitho paper 90 GSM consisting of 2 pages (front and back) with single color printing <i>Identity Card:</i> of size of 11.5x7 cm with single color printing, 300GSM Numbering: numbering should be de-face at two places (First page of the prospectus, on application form and on ID card). Printing source available: Soft Copy / CD (Matter in English and Urdu) Note: <i>Application form and Identity card should be stapled in the prospectus (prospectus : 96 pages + 4 cover pages + application form 2 pages + ID Card 2 pages)</i></p>	25,000
2.	<p>ET Application Form: Size of the book: Demy ¼ (finished size 21.5 cm x 27.5 cms) Paper for cover: 170 GSM art card, No. of Cover Pages : 4 pages multicolor Paper for inner text: 90 GSM with minimum 80% brightness or more No. of Inner Pages: 10 pages, Inner text will be in single colour (black). Type of binding: Pin Binding, Numbering: at three places</p>	5,000



PURCHASE & STORES SECTION

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 authorized printer / publisher.
3. Incomplete Bids in any respect are liable to be rejected.
4. The bid must mention the specifications as per the **Annexure – I**.
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 **10 days** from the date of receipt of Purchase Order and softy from D.D.E, 0.5% cost of the whole supply per 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 suitable penalty.
7. The amount quoted should include all the charges including taxes, transportation, 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. Conditional and incomplete bids will be rejected.
10. The University reserves all the rights to place the order **items wise** with the firm quoted L-1 rates.
11. 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.
12. The firm should submit EMD of Rs. 25,000/- ((Exemption for registering with MSME NSIC, N.C.C.F, Kendriya Bhandar etc as per GoI norms will only be considered on production of documentary proof, failing which the bid will be rejected)
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 and D.D.E. the firm may also check the earlier prospectus for reference. However, all the specification made in this tender will stands good.
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.

Sd/-

Deputy Registrar, F & A

I/c. Purchase & Stores Section

Printed Stationery

Sl	Particulars	Qty	Unit Price	Total Amount (inclusive all)
1.	<p>Prospectus Specification: Size of the book: Demy ¼ (finished size 21.5 cm x 27.5 cms) Paper for cover: 170 GSM art card, No. of Cover Pages : 4 pages multicolor Paper for inner text: 70 GSM with minimum 80% brightness or more No. of Inner Pages: 96 pages, Inner text will be in single colour (black). Type of binding: Pin Binding <i>Application Form:</i> of size 20x27 cm approx. colour maplitho paper 90 GSM consisting of 2 pages (front and back) with single color printing <i>Identity Card:</i> of size of 11.5x7 cm with single color printing, 300GSM Numbering: numbering should be de-face at two places (First page of the prospectus, on application form and on ID card). Printing source available: Soft Copy / CD (Matter in English and Urdu) Note: <i>Application form and Identity card should be stapled in the prospectus</i> <i>(prospectus : 96 pages + 4 cover pages + application form 2 pages + ID Card 2 pages)</i></p>	25,000		
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Declaration: It is hereby declared that the firm have carefully read and understood the tender and **agreed with all the 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