



No. MANUU/Purchase/F.54/Vol.I/2016-17/833

28<sup>th</sup> October 2016

To,

**Sub:** MANUU - Purchase – To procure printed stationery items for Purchase & Stores Sections – Limited Tender Enquiry – Reg.

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Sir,

The University intends to procure printed stationery items 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.16,000/-** (Exemption as per Government norms will be considered on submission of valid documentary proof, failing which the bid will be rejected) as per Annexure-I on a printed letter head of the firm on or before **15<sup>th</sup> November 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 printed items;**

Sl	Particulars	Qty
1.	<b>Envelops(10x14<sup>1</sup>/<sub>2</sub>inch):</b> yellow Color paper printed (single color) with University logo and address (single color), inner side pvc full lamination on 160 gsm paper	10000
2.	<b>Envelops (10 x12 inch):</b> yellow Color paper printed (single color) with University logo and Public Relation Office address (single color), inner side pvc full lamination on 160 gsm paper	10000
3.	<b>Envelops (A3 Size):</b> yellow Color paper printed (single color) with University logo & address (single color), inner side pvc full lamination on 160 gsm paper	2000
4.	<b>Envelopes 9"x4" size :</b> 90 gsm paper, (printed (single color) University logo & address)	15000
5.	<b>Office Files:</b> 400 GSM colour card paper printed (single color) with name of the University logo/3 holes for tags/ one tag and file lace	5000
6.	<b>Note Sheets:</b> Green colour Legal size paper 80 gsm both side printed (single color) with University name in three languages with logo	25000
7.	<b>100 page In-ward registers :</b> Legal Size 100 gsm Ledger paper, (printed (single color) with the name of University logo), section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100
8.	<b>100 page Stock Registers:</b> Legal Size 100 gsm Ledger paper, (printed (single color) with the name of University & logo with page nos.) section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100
9.	<b>Staff Attendance Registers 100 pages:</b> Legal Size 100 gsm ledger paper single colour printing register Binding section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100
10.	<b>PO cum Payment Register 200 pages:</b> Legal Size 100 gsm ledger paper single colour printing full leather Binding (Vertical Binding)	10
11.	<b>Scribbling pads:</b> A5 80 gsm executive bond paper printed (single color) with the name of the University logo at cover page and lines through inner pages 10 leaves + cover page, backside art card of 150 GSM or above and binding: pin and perforated.	6000

**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 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.**



**PURCHASE & STORES SECTION**

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 **four weeks** from the date of receipt of Purchase Order, 2% 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. 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 and incomplete bids will be rejected.
11. The University reserves all the rights to place the order **items wise** with the firm quoted L-1 rates.
12. The firm should submit EMD of Rs. 16,000/- (Exemption as per Government norms will be considered on submission of valid 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.
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)



PURCHASE & STORES SECTION

Annexure-I

Printed Stationery

Sl.	Description	Qty.	Unit price	Total Amount (inclusive all)
1.	<b>Envelops(10x14 1/2inch):</b> yellow Color paper printed (single color) with University logo and address (single color), inner side pvc full lamination on 160 gsm paper	10000		
2.	<b>Envelops (10 x12 inch):</b> yellow Color paper printed (single color) with University logo and Public Relation Office address (single color), inner side pvc full lamination on 160 gsm paper	10000		
3.	<b>Envelops (A3 Size):</b> yellow Color paper printed (single color) with University logo & address (single color), inner side pvc full lamination on 160 gsm paper	2000		
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7.	<b>100 page In-ward registers :</b> Legal Size 100 gsm Ledger paper, (printed (single color) with the name of University logo), section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100		
8.	<b>100 page Stock Registers:</b> Legal Size 100 gsm Ledger paper, (printed (single color) with the name of University & logo with page nos.) section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100		
9.	<b>Staff Attendance Registers 100 pages:</b> Legal Size 100 gsm ledger paper single colour printing register Binding section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100		
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11.	<b>Scribbling pads:</b> A5, 80 gsm executive bond paper printed (single color) with the name of the University logo at cover page and lines through inner pages 10 leaves + cover page, backside art card of 150 GSM or above and binding: pin and perforated.	6000		

Place:

Date:

2016

Signature of the authorized  
representative of the firm with stamp