

PURCHASE & STORES SECTION

No. MANUU/Purchase/F.54/2015-16/1286

8th March 2016

To,

Sub: MANUU - Purchase – To procure printed answer booklets for Exam Branch – Limited Tender Enquiry – Reg.

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Sir,

The University intends to procure printed answer booklets for Exam Branch as per the specification mentioned below from the original printers / publishers / Govt. organization only. You are requested to submit quotations in sealed envelope as per Annexure-I on a printed letter head of the firm consisting the details as per attached proforma, on or before **23rd March 2016** by 03.00 p.m. and the tender will be opened on the same day at 4:00 p.m. in the presence of prospective bidders.

Specification of printed answer booklets:

Sl. No.	Particulars	Qty. reqd.
1.	Answer Booklets: A4 size Paper: 70gsm, maplitho of 'A' grade mill Printing: (a) single colour (black) with serial number on each page (b) 1 st and 2 nd page in Urdu and the 31 st and 32 nd page in English) The answer script should be printed with university logo on each page along with numbering on both sides preferably in red colour on page 1 & 32 from 10,001 to 40,000 (c) all the pages of the answer scripts are to have minimum 20 horizontal lines along with water mark of University logo Binding: stitch binding; No. of Pages: 32	30,000

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 reputed firm.
3. Incomplete Bids in any respect are liable to be rejected.
4. The bid must mention the specifications as per the **Annexure – 1** and to submit the sample paper 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 specific time, 0.5% cost of the whole supply for every week as late supply will be deducted from the bill to the maximum of 10% after which the order will remain cancelled. Incase, 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.



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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. For any query/clarification, you may contact Purchase & Stores Section.
11. The University reserves all the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
12. 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
i/c Purchase & Stores



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Annexure-I

Answer Booklets

SN.	Description	Quantity	Rate unit price	Total Amount (inclusive all)
1.	Answer Booklets: A4 size Paper: 70gsm, maplitho of 'A' grade mill Printing: (a) single colour (black) with serial number on each page (b) 1 st and 2 nd page in Urdu and the 31 st and 32 nd page in English) The answer script should be printed with university logo on each page along with, numbering on both sides preferably in red colour on page 1 & 32 from 10,001 to 40,000 (c) all the pages of the answer scripts are to have minimum 20 horizontal lines along with water mark of University logo Binding: stitch binding; No. of Pages: 32	30,000		

Place:

Date: 2016

Signature of the authorized
representative of the firm with stamp