

**PURCHASE & STORES SECTION**

No. MANUU/Purchase/F.142/2015-16/

18<sup>th</sup> March 2016

To,

**Sub:** MANUU - Purchase – To supply furniture and equipments for various departments / section of the University – Limited Tender Enquiry – Reg.

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Sir,

The University intends to procure furniture and equipments for various departments / section of the University as per the specification mentioned below from the original manufacturer / supplier / 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 **28<sup>th</sup> 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 furniture and equipments:**

Sl.	Particulars	Qty. reqd.
1.	<b>Black &amp; White Glass Board</b> 8x4 B & W plus 4x4 white with 3x2” wooden border with provision to keep duster on both sides,.	04
2.	<b>Podium:</b> standard height, top with prelaminated compressed wood make 20mm laminate on top and sides 20mm, duly edge banded using 2mm PVC tape.	03
3.	<b>White Board 4x3 ft,</b> Aluminum frame	05
4.	<b>Class room chairs for students:</b> Perforated writing pad chairs, the pad of 2.5mm thickness, movable; with provision for placing books below the seat. The gauge of the sheet and pipe of 16” with 3/4” inch round pipe with antirust and powder coated.	40
5.	<b>Wooden chairs with cushion &amp; writing pad:</b> Cushion back & seat, movable pad chairs; the pad of 18mm pre laminated ply with edge banded using 2mm PVC tape, movable with provision for placing books below the seat. The gauge of the sheet and pipe of 16” with 3/4” inch round pipe with antirust and powder coated.	60
6.	Centre Table Small with glass top (Tea poy)	01
7.	<b>Laser Color Printer</b> Print Resolution (Mono & Colour): min 600 x 600 dpi Print Speed Mono: min16 PPM;	01
8.	<b>UPS 600 VA</b>	17
9.	<b>Air Cooler:</b> Water Tank Capacity: 25 + litres, Cooling Coverage Area: min 400 sq.ft, Power Requirement: 230 v.	23
10.	<b>Wall Fans (ISO / Branded)</b>	04
11.	<b>Ceiling Fans (ISO / Branded)</b>	06

**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.



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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.
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. The L-1 firms should submit 10% EMD in the form of D.D / Bank Guaranty.
11. For any query/clarification, you may contact Purchase & Stores Section.
12. The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
13. 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.

**i/c Purchase & Stores Section**



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Annexure-I

Furniture & Equipments

Sl.	Particulars	Qty. reqd.	Unit Price	Total Amount (inclusive of all)
1.	<b>Black &amp; White Glass Board</b> 8x4 B & W plus 4x4 white with 3x2" wooden border with provision to keep duster on both sides..	04		
2.	<b>Podium:</b> standard height, top with prelaminated compressed wood make 20mm laminate on top and sides 20mm, duly edge banded using 2mm PVC tape.	03		
3.	<b>White Board 4x3 ft</b> , Aluminum frame	05		
4.	<b>Class room chairs for students:</b> Perforated writing pad chairs, the pad of 2.5mm thickness, movable; with provision for placing books below the seat. The gauge of the sheet and pipe of 16" with 3/4" inch round pipe with antirust and powder coated.	40		
5.	<b>Wooden chairs with cushion &amp; writing pad:</b> Cushion back & seat, movable pad chairs; the pad of 18mm pre laminated ply with edge banded using 2mm PVC tape, movable with provision for placing books below the seat. The gauge of the sheet and pipe of 16" with 3/4" inch round pipe with antirust and powder coated.	60		
6.	Centre Table Small with glass top (Tea poy)	01		
7.	<b>Laser Color Printer</b> Print Resolution (Mono & Colour): min 600 x 600 dpi Print Speed Mono: min16 PPM;	01		
8.	<b>UPS 600 VA</b>	17		
9.	<b>Air Cooler:</b> Water Tank Capacity: 25 + litres, Cooling Coverage Area: min 400 sq.ft, Power Requirement: 230 v,	23		
10.	<b>Wall Fans (ISO / Branded)</b>	04		
11.	<b>Ceiling Fans (ISO / Branded)</b>	06		

Place:

Date: 2016

Signature of the authorized  
representative of the firm with stamp