

PURCHASE & STORES SECTION

No. MANUU/Purchase/F.142/Vol.I/2016-17/547

31st August 2016

To

Sub: MANUU – Purchase & Stores – Supply of furniture at various department of School of Arts & Social Science – Limited Tender Enquiry – Reg.

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Sir,

The University intends to procure furniture for various Department of School of Arts & Social Science 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. 40,000/-** (Exemption as per GoI norms will be considered) as per Annexure-I on a printed letter head of the firm on or before **21st September 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.
1.	Executive Table: 6'x3'30"H made of 1" 16 guage square pipe with 3 draws one side and locker another side of the table with foot rest, frame should be powder coated, top made of 25mm PLB.	06
2.	Premium quality Executive Chairs: (Bravo high back or similar)	01
3.	Office Table: 4'x2'x30", frame made of 1" 16 guage sq pipe with 3 draws with footrest. Frame should be powder coated, Top made of 18mm commercial plywood with both side laminated.	08
4.	Plain Table: 6'x3'x30" frame made of 1 1/2" x 1 1/2" sq pipe of 16 guage plain powder coated with 25mm PLB top.	04
5.	Plain Table: 4' x 2'x30" frame of 1" 16 guage sq pipe plain powder coated with 25mm PLB top.	05
6.	Premium quality Meeting Chairs (Medium Back): (Bravo medium back or similar)	06
7.	'S' type chairs (Cushion)/ visitor chair: full arms, P.U Arms with cushion seat & back of 1" steel pipe of 16 guage, powder coated	41
8.	Computer Table: size 48" x 24" x 30" made out of 25mm PLB board 2mm bidding sealed with one drawer, locker, keyboard and CPU stand.	08
9.	Computer Chair: (DIVA 7046 Godrej or similar)	10
10.	File Cabinet: with four drawers size 54" x 18" x 28" of 18 / 20 guage steel sheet with powder coated	05
11.	Almirah: 78" x 36" x 19" of shelves making five compartments of 18/20g, powder coated with 6 liver premium lock (3 side locking system)	10
12.	Book Shelf: of size 78" x 33" x 15" of steel having 5 compartments with folding doors with glass 20/22g powder coated	20
13.	Class room chairs for students: 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.	55
14.	CERAMIC White Board 8x4: with aluminum frame & provision for duster and marker.	08
15.	Podium: made of 18mm plywood pasted with veneer of size 42"x21"x24" with one shelf.	06
16.	CERAMIC White Board 4x3 ft: with Aluminum frame	08
17.	Notice Board 4x3: acrylic door with lock facility, aluminium frame	07
18.	White Board Stand: tripod adjustable angle, to place 2x2 to 8x4 size boards	01
19.	Teapoy of size 42"x18" made wood with glass top	01



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 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.
6. The supply of said items has to be made within a period of **two weeks** from the date of receipt of Purchase Order, 2% 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 firm should submit EMD of Rs. 40,000/- (Exemption as per GoI norms will be considered)
14. 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.
15. For any query/clarification, you may contact Purchase & Stores Section.
16. The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
17. 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)

Annexure-I (Price Schedule)

Sl.	Particulars	Qty	Unit Price	Total (inclusive of all)
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Place :
Date :2016

Signature of the authorized
representative of the firm with stamp