

PURCHASE & STORES SECTION

No. MANUU/Purchase/F.99/2012-1/2279

28th February 2017

To

Sub: MANUU – Purchase & Stores – Supply of furniture at UGC Net Coaching Centre – Limited Tender Enquiry – Reg.

* * * * *

Sir,

The University intends to procure furniture for UGC Net Coaching Centre 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. 8,000/-** (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) as per Annexure-I on a printed letter head of the firm on or before **10.03.2017** 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.	Student Chairs with writing pad: 'D' type with full writing pad made of PLB & mesh downside (Sample available at CSE Coaching Academy)	50
2.	Book Shelf: of 4 compartments of size: 66"x33"x12" with folding doors with glass 20/22g powder coated	05
3.	Steel Almirah: of size: 4 ½ ft x 30" x 17" of 18/20g, powder coated with 7 liver premium lock (3 side locking system)	05
4.	Executive Chair: (Godrej Bravo High Back or similar)	04

Terms & Conditions:

1. Price's are to be quoted both in figures and in words. In case of a discrepancy, price quoted in words/ lowest would 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 contain 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 of Maulana Azad National Urdu University Hyderabad.
6. The supply of said items should to be made within a period of **two weeks** from the date of receipt of Purchase Order, for late supply the penalty of 0.5% on the cost of whole supply order for every week will be deducted from the bill/EMD upto the maximum of 10% of the cost of supplies after which the order would be cancelled. 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.



PURCHASE & STORES SECTION

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. Items should carry OEM warranty of at least 1 year
11. Conditional bids are not accepted.
12. If any manufacturing defect is found within 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.
13. The University reserves all the rights to place the order **items wise** with the firm quoted L-1 rates.
14. The firm should submit EMD of Rs. 8,000/- (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) in the form of D.D. Drawn in favour of Maulana Azad National Urdu University, Payable at Hyderabad
15. 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.
16. For any query/clarification, Assistant Registrar Purchase & Stores Section of the University may be contacted.
17. The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
18. 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 would be final and shall be binding on the both parties.

Assistant Registrar
(Purchase & Stores)



Annexure-I

Name of Firm	M/s.
Details of EMD of Rs. 8,000/- (if exempted, Exemption proof)	D.D. No. _____ dated: _____ Bank _____
PAN details:	
Original Equipment Manufacturer (OEM) authorization certificate specific to this tender / authorized dealership certificate of the make quoted	
Signed of copy of the Tender	

Price Schedule:

Sl.	Material Description	Qty	Unit Price	Total (inclusive of all)
1.	Student Chairs with writing pad: 'D' type with full writing pad made of PLB & mesh downside (Sample available at CSE Coaching Academy)	50		
2.	Book Shelf: of 4 compartments of size: 66"x33"x12" with folding doors with glass 20/22g powder coated	05		
3.	Steel Almirah: of size: 4ft ½ x 30" x 17" of 18/20g, powder coated with 7 liver premium lock (3 side locking system)	05		
4.	Executive Chair: (Godrej Bravo High Back or similar)	04		

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