

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

PURCHASE & STORES SECTION

No. MANUU/Purchase/F.54/Vol.IV/2017-18/670

23rd November 2017

To,

Sub: MANUU - Purchase – Printing and supply of wall calendars and diaries at Public Relation Office of MANUU– Limited Tender Enquiry – Reg.

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Sir,

The University intends to print and supply the wall calendars and diaries at Public Relation Office 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. 22,500/-** (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, failing which the bid will be rejected) as per Annexure-I on a printed letter head of the firm on or before **4th December 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 printed items;

Sl	Particulars	Quantity
1.	Wall Calendars: Size: 22x15”, 170 GSM Art Paper, Multi colour, Spiral, 6 leaves	4000
2.	Diaries: (Size: 9.5x6.7” 90 GSM maplitho 48 pages double colour total No. of pages 168 (700 diaries with names) Multi colour title with matt lamination on 170 GSM Art paper hard bond section sewing / stitching	3000

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**.
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.



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6. The supply of said items has to be made within a period of **two weeks** from the date of receipt of Purchase Order and Soft Copy (from Public Relation Office), 0.5% 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. All pages of the tender document are to be signed and stamped by the tendering firm and to be attached along with the bids.
8. Conditional and incomplete bids will be rejected.
9. The University reserves all the rights to place the order with the firm quoted lowest rates. In case, if two or more number of firms quotes the same rate (i.e. tie), all such firms will be asked to submit afresh quotation to the item(s) only on short notice.
10. The firm should submit EMD of Rs. 22,500/- (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, failing which the bid will be rejected)
11. The L-1 firms should submit 10% value of Purchase Order as Performance Security in the form of D.D / Fixed Deposit / Bank Guarantee in favour of MANUU which will be released after supply of material as per specifications and after fulfilling of all tender obligations.
12. For any query/clarification, you may contact Purchase & Stores Section and Public Relation Office. The firms are requested to check the samples before submission of the bids.
13. The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
14. University GSTIN: 36ACAPA0112H1ZL.
15. The firm shall invariably be indicate the GST percentage / value in the bid / tender.
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.

Sd/-

Assistant Registrar, ER-II

I/c. Purchase & Stores

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Annexure-I

1.	Name of Firm	M/s.
	Address	
	Contact No (s) / E-mail ID	
2.	Details of EMD of Rs. 22,500/- (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, failing which the bid will be rejected)	D.D. No. _____ dated: _____ Bank _____
3.	GST Registration No. (documentary proof)	
4.	Signed copy of the tender	

Price Schedule

Sl	Particulars	Qty	Unit Price [Including Transport, labour and other incidental charges (if any)]	Total Amount (in Rs.) [Including Transport, labour and other incidental charges (if any)]
1.	Wall Calendars: Size: 22x15", 170 GSM Art Paper, Multi colour, Spiral, 6 leaves	4000		
2.	Diaries: (Size: 9.5x6.7" 90 GSM maplitho 48 pages double colour total No. of pages 168 (700 diaries with names) Multi colour title with matt lamination on 170 GSM Art paper hard bond section sewing / stitching	3000		
3.	GST _____%	--		
4.	Grand Total	--		

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