

MAHARSHI DAYANAND UNIVERSITY ROHTAK,

Subject: DNIT for paper items

The articles as per specifications given below are required to be purchased for this University. You are requested to kindly quote your rates for the same. Your tenders will interalia be subject to the following conditions:-

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| 1. Bilt Classic Paper 23”X36”/60 GSM/16 Kg | : 6500 reams |
| 2. JK Art Paper 23”X36”/170 GSM | : 150 reams |

1. The tender be addressed to the **Registrar, M.D.University, Rohtak.**
2. All charges payable by the University should clearly be stated.
3. The Tenders should be submitted only if the material is available in your stock or can be supplied within 15 days after the order is placed.
4. The tender should reach the office of the Registrar **on/before 30-04-2008** quoting our reference and due date of opening on the envelope
5. The tenders will be opened on **1-05-2008 at 11.00 a.m.** in the office of the Assistant Registrar (P&S) in the presence of the parties or their representatives who- so-ever may like to be present.
6. The rates should be quoted for the specifications of the items given. The samples of paper required should accompany the tender for record.
7. The acceptance of goods is subject to the approval of the Inspection Committee.
8. If your rates are approved by the DGS&D and other central/State Agency, the rates of the same must be quoted and the copy of the rate contract be attached.
9. Rates be quoted F.O.R. University Main store.
10. The other terms & conditions enclosed herewith may also be kept in view.

**Superintendent (P&S)
For Registrar**

**TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE
SUPPLY OF ARTICLES DURING THE YEAR 2007-08**

1. Every tender shall be accompanied by the earnest money equal to 2% of the involved Value. The money should be deposited through Bank draft in favour of Finance Officer, Maharshi Dayanand University, Rohtak, payable at the State Bank of India, Maharshi Dayanand University, Rohtak.
2. The tender received without earnest money, or after the due date shall not be entertained except with the special approval of the Registrar.
3. Supplies shall be executed within the time specified in the supply order which may be extended by the Registrar on the application of the supplier explaining reasons/circumstances due to which time limit could not be adhered to. In the event of the supplier failing to supply the material with in time, he shall be liable to pay as compensation an amount equal to one percent or such small amount as the Registrar may decide on the said amount of the contract, for every day that the quantity remains incomplete, provided that the entire amount of compensation shall not exceed 10 percent of the total amount of contract. An appeal against these orders shall however lie with the Vice-Chancellor whose decision shall be final.
4. In case the contractor backs out of his contract, the earnest money deposited by him shall be forfeited besides any other action as may be considered necessary by the vice-Chancellor.
5. All the charges including packing, forwarding and installation, taxes and other levies should be specified in the tender. The charges etc. not specified in the tender shall not be paid.
6. The quantity of material/supplies shall be subject to increase or decrease on the tendered rates. This increase or decrease shall be communicated by the University within 90 days of acceptance of the tender.
7. Supplies shall be made as per the schedule and within such time as is indicated in the supply order.
8. The University is exempted from payment of octroi charges on the articles purchased for the welfare of the students. The rates may please be quoted keeping this point in view. In certain cases if octroi is charged by the Municipal Committee due to any reason that shall be the liability of the supplier.
9. 100 % payment will be made on receipt and inspection of goods to ensure the specifications and their good conditions.
10. The Rates accepted by the University shall be applicable upto 90 days.
11. The tenders shall be opened by the Purchase Committee in the presence of Contractor/supplier and the committee reserves the right for negotiation thereafter if considered necessary.
12. The Registrar reserves the right to reject or accept any offer without assigning any reason.
13. All disputes subject to Rohtak jurisdiction.

Signature_____

Name of the Firm with seal/stamp_____

Affix Rubber Stamp of firm

Superintendent (P&S)