

MAHARSHI DAYANAND UNIVERSITY ROHTAK

TENDER NOTICE

Separate sealed item-wise tenders are invited along with 2% earnest money in the shape of Bank Draft in favour of Finance Officer, M.D.University, Rohtak for the following; **super-scribing the heading of the items** required by the University; latest by 19.11.09:-

<u>Sr. No.</u>	<u>Particulars of items required</u>	<u>Estimated cost</u>
1.	Computer Stationery and other allied items	Rs. 4.50 lacs
2.	Office Stationery	Rs. 3.50 lacs
3.	Envelopes in different sizes	Rs. 3.00 lacs
4.	Paper & Board items for press	Rs. 14.00 lacs
5.	Markin cloth	Rs. 6.40 lacs

The tenders from Sr. Nos. 1 to 3 will be opened at **10.00 a.m.** and those at Sr. Nos. 4 & 5 at **2.30 p.m.** on 20.11.2009 in the office of the Asstt. Registrar (P&S). The detailed specifications of the items required and terms/conditions may be had from the office of the Asstt. Registrar (P&S) on any working day or may be downloaded from University website **mdurohtak.com**.

REGISTRAR

Subject: DNIT for Computer Stationery and other allied items, Stationery Items, Envelopes, Paper & board items and Markin Cloth as per specifications given at Annexure- A,B,C,D & E respectively.

The articles as per specifications given in the lists (available at Annexure A,B,C,D & E) are required to be purchased for this University. You are requested to kindly quote your rates for the same. The terms and conditions for quoting/tendering the rates given at page No. 2 may be kept in view while you do so. Your tenders will interalia be subject to the following conditions:-

1. All charges payable by the University should clearly be stated.
2. The tenders should be submitted only if the material is available in your stock or can be supplied within 20 days after the order is placed except envelopes & Steel items. The Envelopes and steel items will have to be supplied within 35 days after the order is placed.
3. The tender should reach the office of the Registrar on/before 20.11.2009 quoting our reference and due date of opening on the envelope.
4. The tenders will be opened on 20.11.2009 at 10.00 a.m. for items required vide Annexures A to C and tenders for those in Annexure-D&E will be opened at 2.30 p.m. on 20.11.2009 in the presence of the parties or their representatives who so ever like to be present.
5. An amount equal to 2% of the involved value only in the shape of Bank Draft in favour of Finance Officer, M.D.University, Rohtak as Earnest Money should accompany the tender, in absence of which the tender will not be entertained.
6. The rates should be quoted for the make and specifications of the items given in the related annexure. The sample(s) of material wherever required should accompany the tender for record.
7. The acceptance of goods is subject to the approval of the Inspection Committee.
8. Dispute, if any, will be subject to Rohtak Jurisdiction.
9. The University reserves the right to reject any or all tenders without assigning any reasons thereof.
10. If your rates are approved by the DGS&D and other Central/State Agency, the same must be quoted and the copy of the rate contract be attached.
11. Rates be quoted F.O.R. University Main Store.

**Superintendent (P&S)
M.D.University, Rohtak**

TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE SUPPLY OF ARTICLES DURING THE YEAR 2009-10

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 20 days of acceptance of the tender.
7. 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.
8. 100 % payment will be made on receipt and inspection of goods to ensure the specifications and their good condition.
9. The Rates accepted by the University shall be applicable upto 28.2.2010.
10. 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.
11. The Registrar reserves the right to reject or accept any offer without assigning any reason.
12. All disputes subject to Rohtak jurisdiction.

Signature _____
Name of the Firm with seal/stamp _____
Affix Rubber Stamp of firm

Superintendent (P&S)
M.D.U, Rohtak

MAHARSHI DAYANAND UNIVERSITY ROHTAK

ANNEXURE-A

N.I.T. FOR COMPUTER STATIONERY AND OTHER ALLIED ITEMS 2009-10

Sr. No	Name of the Item with specification	Qty. Reqd.
1.	HP Toner Cartridge for laserjet printer-1160 (Toner No. Q-5949-A)	40 Nos.
2.	HP Toner Cartridge for 1000/1005/1200 series Printer (Toner No.-15A)	15 Nos.
3.	HP Toner Cartridge for 1010/1015/1020 Laserjet Printer (Toner No. 12 A)	50 Nos.
4.	HP Toner Cartridge for Laserjet 1005 (CB435A/35A)	15 Nos.
5.	HP Toner Cartridge for Laserjet 1007 (CC-388A/88A)	10 Nos.
6.	HP Toner Cartridge for MFD 3380 (C-7115A)	one
7.	Ink Cartridge for HP Officejet 4255 (All-in-one) 27+28	5 Nos. set
8.	Ink Cartridge for HP Photosmart-4188 (All-in-one) 851+854.	5 Nos. set
9.	HP Toner Cartridge for Laserjet 6L Gold C-3906F)	5 Nos.
10.	CD Writable Blank(Sony/Moser Baer)	1100 Nos.
11.	CD Blank Re-writeable (Sony/Moser Baer)	200 Nos.

NOTE:

1. Quantity subject to increase or decrease.
2. The firm shall have to supply Toner Cartridge/Ribbons of the batch not older than six months.

MAHARSHI DAYANAND UNIVERSITY ROHTAK

ANNEXURE-B

NIT for stationery items for the year 2009-10

<u>Sr.No.</u>	<u>Name of the items with Specifications</u>	<u>Qty.Required.</u>
1.	Awl Pin Pkts.Vikram (Net wt. 90gms. Per Pkt.)	800 Pkts
2.	Writometer Pen Sets.	500 Sets.
3.	Stamp pad ink Saket (kores) 25 ml each pot.	50 Pots.
4.	Stamp Pad self inking (Ashoka) 110mmX70mm	100 Nos.
5.	White correcting Fluid (Kores) with diluter 15 ml. each pot.	100 Pots.
6.	Stapler Max-10 original Japan.	100 Nos.
7.	Staples Pin Max 10 original Japan (20 pkt. Per box)	100 box
8.	Carbon Paper Kores No.145(100 sheets P. Pkt.)	50 Pkts.
9.	Gum Bottle 700ml Kores	400 Bottles
10.	Tags 6" Long (1000 Tags in a bundle)of superior quality	150 bundle
11	Shorthand Note Book of 200 Pages (Saraswati) each	500 Nos.
12	Diary , Despatch and stock Register (Saraswati) made of ledger Paper (428 page each)and Superior binding as per details given below:-	
	i) Diary Register	80 Nos.
	ii)Despatch Register	50 Nos.
	ii)Stock Register	50 Nos.
13.	Peon Book copy size, made of ledger paper(100page each)	100 Nos.
14.	Attandance Register made of ledger paper (copy size) 100 page each approximately.	500 Nos.
15.	Ruled Register (Full size) made of 60 GSM Ballarpur Paper duly printed University's name on the binding Covers (Superior Binding) as per detail given below:-	
	i) One Quire (96 Pages)	300 Nos.
	ii)Two Quire (192 pages)	300 Nos.
	iii)Four Quire (384 Pages)	200 Nos.
16.	Duster Wooden (superior quality)	100 Nos.
17.	Poker with plastic handles (superior)	1000 Nos.
18.	Pencil HB Natraj	1000 Nos.
19.	Pencil Short Hand Apsara (Steno)	100 Nos.
20.	White Chalk dust proof Taj/student (50 stick each box)	
21.	Marker Pen for White Board (Luxur)	500 Nos.
22.	File Covers 14"x10"/100 Gm. Approx. with 2/1/2" cloth Patti and two eyelet on left top duly printed University's name and others particulars (as per sample attached). Quality Superior.	20000Nos.
23.	File Board 14"x10" prepared from 32 oz straw board with 32" long laces and 5" wide cloth flaps across the mid of width of board.	10000 Nos.

NOTE:

1. Quantity subject to increase or decrease.
2. Sample (s) of File Covers, File boards and tages etc be sent with the tender for verification of quality.

.....

MAHARSHI DAYANAND UNIVERSITY ROHTAK
ANNEXURE-C
N.I.T. FOR ENVELOPES 2009-10

Sr. No.	<u>Name of the items with specifications</u>	<u>Qty. Reqd.</u>
1.	Khaki Envelopes 9"x4"/60 GSM Star Paper	2,00,000 Nos.
2.	Khaki Envelopes 16"x12"/80 GSM Star Paper	20,000 Nos.
3.	Khaki Envelopes 12"x10"/80 GSM Star Paper (Jali)	30,000 Nos.
4.	Khaki Envelopes 10"x 8"/80 GSM Star Paper (jail)	30,000 Nos.
5.	Khaki Envelopes 10"x10"/80 GSM Star Paper(Jali)	30,000 Nos.
6.	Khaki Envelopes 12"x10"/80 GSM Star Paper	70,000 Nos.
7.	Khaki Envelopes 13"X11"/80 GSM Star	40,000 Nos.
8.	Cover Paper Envelopes 9"x5"/100 GSM/Star/ Ballarpur Paper as per Colour given below:-	
	i) Yellow Colour	25,000 Nos.
	ii) Green Colour	25,000 Nos.
9.	Khaki Envelopes 7"X11"/60 GSM	10,000 Nos.
10.	Khaki Envelopes 16"x12"/80 GSM Star Paper(Cloth)	30,000 Nos.
11.	White Envelopes 6"x3 1/2"/80 GSM	10,000 Nos.

NOTE:

1. Quantity subject to increase or decrease.
2. Sample (s) of Paper/Jali/Envelopes be attached.

MAHARSHI DAYANAND UNIVERSITY ROHTAK

ANNEXURE-D

N.I.T. FOR PAPER & BOARD ITEMS OF VIRGIN PULP FOR 2009-10

<u>Sr.No.</u>	<u>Name of the items with specifications</u>	<u>Qty. Reqd.</u>
1.	Creamwove Paper 17"X27"/8.9 Kg/60GSM	400 Reams
2.	-do- 18"X22"/7.6Kg/60GSM	1000 Reams
3.	-do- 23"X36"/16Kg/60GSM	500 Reams
4.	S.S.Maplitho 23"X36"/70 GSM	100 Reams
5.	-do- 20"X26"/11.8 Kg	20 Reams
6.	-do- 23"X36"/90GSM	100 Reams
7.	Ledger Paper 17"X27"/10.4 Kg	100 Reams
8.	-do- 20"X30"/18.2 Kg	10 Reams
9.	Executive Bond 18"X22"/70 GSM	10 Reams
10.	Cover Paper 20"X30"/70 GSM	10 Reams
11.	Pulp Board 22"X28"/13.2 Kg/JK	40 pkts.
12.	Art Card 23"X36"/300 GSM/JK	20 pkts.
13.	Card Sheets-4 color22"X28"/10 Kg.	20 pkts.
14.	Copier paper A4 size	50 Reams

Note: Samples of paper items are required with tender.

MAHARSHI DAYANAND UNIVERSITY ROHTAK

ANNEXURE-E

N.I.T For Markin Cloth for the Year 2009-10

<u>Sr.No.</u>	<u>Name of the Items with full specifications</u>	<u>Qty. Regd.</u>
1.	Markin Cloth of good quality having physical Width 160 Cms with Mills Name	24,000 Mtrs.

NOTE:

1. Quantity subject to increase or decrease.
2. Sample(s) of Markin Cloth be attached with tender.