

MAHARSHI DAYANAND UNIVERSITY ROHTAK

NOTICE INVITING QUOTATIONS

Subject:- **Quotation for Office Stationery articles**

The University intends to purchase the Stationery articles as per list attached. Interested suppliers may quote rates in a sealed envelope addressed to the Registrar, M.D. University, Rohtak with samples of wherever required, keeping in view the following as well as enclosed terms & conditions:-

1. All charges payable by the University should clearly be stated.
2. The quotations should be submitted only if the material can be supplied within 20 days after the order is placed.
3. The quotation should reach the office of the Registrar **on/before 30.11.2010** quoting our reference and due date of opening on the envelope
4. The quotations will be opened on **1.12.2010** at **11.00 a.m.** in the office of the Asstt. Registrar (P&S) in the presence of the parties or their representatives who- so-ever may 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 quotation, 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 above. The sample(s) of material wherever required should accompany the quotation 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 quotations without assigning any reason thereof.
10. Rates be quoted F.O.R. University Main Store.
11. The Notice Inviting Quotation is also available on the University website mdurohtak.com.

**Asstt. Registrar (P&S
M.D.University, Rohtak**

TERMS AND CONDITIONS GOVERNING THE QUOTATIONS FOR THE SUPPLY OF VARIOUS TYPES OF ENVELOPES REOD. BY UNIVERSITY.

1. Every QUOTATION 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 quotation 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 60 days of acceptance of the quotation/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 _____
Affix Rubber Stamp of firm

Asstt. Registrar (P&S)
M.D.University, Rohtak

MAHARSHI DAYANAND UNIVERSITY ROHTAK

NIT for stationery items for the year 2010-11

Sr. No.	Particulars of Item(s)	Qty.
1.	Awl Pins Packets (Vikram) Net weight 90 gms. Per pot	500 Pkts.
2.	Ball Pen-Writometer; Pilot Hitech point V.5	2500 Nos.
3.	Stamp Pad Self Inking (Ashoka) 110mmx70mm	90 Nos.
4.	Correcting Fluid – White (Kores) with diluter (15ml each pot)	100 Nos.
5.	Staples Pins MAX-10 original Japan	300 Box
6.	File Cover- 14"x10"/100 gms approx, with 2 ½" cloth patti and two eyelet on left top duly printed with University Name and other particulars (Superior Quality)	25000 Nos.
7.	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.	25000 Nos.
8.	Tags 6" long (Superior Quality) (1000 Tags in a Bundle)	200 Bundles
9.	Short Hand Note Book- 200 pages each (Saraswati) Short Hand Pencil-Apsara	100 Nos. 140 Nos.
10.	Peon Book – copy size and made of Ledger Paper 100 pages each.	100 Nos.
11.	Pencils (Lead)-HB Natraj/Apsara	100 Nos.
12.	Ruled Register (Full Size) made of 60 GSM Ballarpur Paper duly printed University's name on Binding Covers & superior Binding as perdetail given below : Register- 2 Quire (192 pages) Register – 4 Quire (384 pages)	600 Nos. 100 Nos.
13.	Diary, dispatch & Stock Register (Saraswari) made of Ledger Paper and Superior Binding-428 Pages each (Stock Register)	50 Nos.
14.	-do- Despatch Register	50 Nos.
15.	-do- Diary Register	50 Nos.
16.	Pen stand (KAY BEE)	50 Nos.
17.	Type Paper – Bilt Classic-60 GSM Cut & repacked40x65/4	100 Reams
18.	Duster Wooden (Superior Quality)	100 Nos.
19.	Poker with plastic handles (Superior Quality)	500 Nos.
20.	Attendance Register made of Ledger Paper & Copy Size(100 page each approx.)	500 Nos.
21.	Marker Pens- (Luxor)	500 Nos.
22.	CDs- Simple – Sony/Moisorbaer)	1000 Nos.
23.	CD RW - Sony/Moisorbaer)	400 Nos.

NOTE:

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