



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act. No.25/1975)

'A' Grade University Accredited by NAAC

Regd.

No. P&S/P-II/2014-15/.....

Dated: 03/12/2014

To

Subject: Quotation for Stationery Items.

Dear Sir,

The University intends to purchase the Stationery Items as per **Annexure A**.

You are requested to quote your rates with samples of stationery items to be used, 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 is available in your stock or can be supplied within 30 days after the order is placed.
3. The quotation should reach the office of the Registrar on/before 18/12/2014 quoting our reference and due date of opening of the tenders/quotations on the sealed envelope.
4. The quotations will be opened on 19/12/2014 at 3:00 p.m. in the office of the Asstt. Registrar (P&S), M. D. University, Rohtak 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 as EMD in the shape of Bank Draft in favour of Finance Officer, M. D. University, Rohtak should accompany the quotation, in absence of which the quotation will not be entertained.
6. The rates should be quoted for the required specifications. The sample(s) of material wherever required must accompany the quotation for record.
7. The acceptance of goods is subject to the approval of the Inspection Committee.
8. Rates be quoted F.O.R. University Main Store.
9. The University reserves the right to reject any or all quotations 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. **University Insignia/Logo may be got printed.**
12. Dispute, if any, will be subject to Rohtak Jurisdiction.

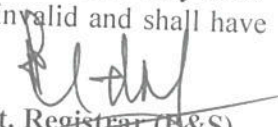

Asstt. Registrar (P&S)
M. D. University, Rohtak

TERMS AND CONDITIONS GOVERNING THE QUOTATIONS FOR THE SUPPLY OF STATIONERY ITEMS.

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.
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. The goods shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Asstt. Registrar (P&S)/CPC, only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material per day or such other amount as the CPC/Asstt. Registrar (P&S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material to be supplied/supplied.** Appeal against these orders shall, however, lie with the Vice-Chancellor, Maharshi Dayanand University, Rohtak 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 quotation. The charges etc. not specified in the quotation shall not be paid.
6. The quantity of the material/supplies shall be subject to increase or decrease on the tendered/quoted rates. This increase or decrease shall be communicated by the University within 30 days of acceptance of the quotation.
7. The University is exempted from payment of octroi charges on the articles purchased for the welfare of 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 offer must be valid for a period of at least three months from the date of opening of quotation/tender.
10. The quotation 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. For details may contact in this regard on E-Mail ID ar.ps@mdurohtak.ac.in, Phone no. 01262-266953, 393489 or may visit the office of the under signed in office hours.
13. All disputes, if any, shall be subject to jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in your quotations or invoices shall be invalid and shall have no legal sanctity.

Signature _____
Name of the firm with seal/stamp _____

Affix Rubber Stamp of the firm


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

NIQ for Stationery Items for the Year 2014-15.

S.No.	Name of Items with description	Quantity
1.	Awl Pins (Vikram Net Wt.90 gm per pkt.)	800 pkt
2.	Duster Wooden (Superior Quality)	500
3.	DVD (Sony/Moserbear)	250
4.	File Board (14" x 10" prepared from 32oz straw board with 32" long laces and 5" wide cloth flaps across the mid of width of board)	25000
5.	File Cover (14" x 10"/100 gms approx. with 2.5" cloth patti and two eyelet on left top duly printed with University Name and other particulars (Superior quality))	25000
6.	Gum Bottle Big (Kores 700 ml)	275
7.	Gum Bottle Small (Kores 300 ml)	200
8.	Shorthand Note Book (Swastik/Saraswati)	125
9.	Pen Pilot	100
10.	Pencil Lead HB Natraj/Apsara	1100
11.	Marker Pen (Luxor)	200
12.	Register 1 Quire (Ruled Register (full size made of 60 gsm good quality paper & duly printed with University name on Binding covers & superior binding, one quire - 96 pages)	200
13.	Register 2 Quire (Ruled Register (full size made of 60 gsm good quality paper & duly printed with University name on Binding covers & superior binding, two quire-192 pages)	1000
14.	Register 4 Quire (Ruled Register (full size made of 60 gsm good quality paper & duly printed with University name on Binding covers & superior binding, four quire-384 pages)	400
15.	Register 6 Quire (Ruled Register (full size made of 60 gsm good quality paper & duly printed with University name on Binding covers & superior binding, four quire-576 pages)	100
16.	Attendance Register (made of ledger paper & copy size 100 pages each approx.)	850
17.	DAIRY Register ((Saraswati) made of ledger paper with superior binding -428 pages each)	200
18.	DESPATCH Register ((Saraswati) made of ledger paper and superior binding – 428 pages each)	250
19.	STOCK Register ((Saraswati) made of ledger paper and superior binding - 428 pages each)	50
20.	Sketch Pen (Black Luxor)	2800
21.	Stapler (Max-10 original Japan)	300
22.	Stapler Pins (Max-10 original Japan)	600 pkts
23.	Tags Small (6" long superior quality (1000 tags in a bundle))	100000
24.	Tags Big size good quality	7000
25.	White Board Marker (Luxor)	4000
26.	White Fluid Correcting (Kores with diluter 15 ml each pot)	250
27.	Ball Pen Blue (Writometer)	3500
28.	Cello Tape	850
29.	Tape Dispenser	10
30.	Khakhi Tape	50
31.	Gel Pens Fine Quality	350
32.	Letter Pads of A4 size of 50 leaves	700
33.	Pen Drive (8GB) (Kingston/Moserbear)	350
34.	Highlighter	700
35.	Fevistic	700

NOTE:

- Quantity subject to increase or decrease.
- Sample(s) of File Covers, File Boards, Tags and Ledger Paper etc. etc. be sent with the quotation for verification of quality.