



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act. No.25/1975)
NAAC Accredited 'A' Grade 01262-266953

Sub:- Quotation for Envelopes.

Dear Sir

The University intends to purchase the following envelopes:-

Sr. No.	Specification of Envelopes	Proposed quantity to be purchased
1.	Sky Blue Envelopes 10"x12" ordinary 105GSM	150000Nos.
2.	Sky Blue Envelopes 12"x16" "Clothline 105GSM	5000 Nos.
3.	Sky Blue Envelopes 5"x9" "ordinary 100 GSM	12000 Nos.
4.	Sky Blue Envelopes 8"x10" Clothline105 GSM	1000 Nos.
5.	Sky Blue Envelopes 9"x16" ordinary 105GSM	5000 Nos.
6.	Sky Blue Envelopes 9"x4" ordinary 70 GSM	100000 Nos.
7.	Cover Paper Envelopes 9"x5" Green 105GSM	35000 Nos.
8.	Cover Paper Envelopes 9"x5" Yellow 105GSM	35000 Nos.
9.	White envelope 5x6 ordinary 70GSM	7000 Nos.

You are requested to quote your rates with sample of paper/jali/cloth 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 quotations 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 11:00 A.M. in the O/o the Assistant Registrar (P&S), MDU 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 the Bank Draft in favour of Finance Officer, MDU 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 the material wherever required must 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 the Rohtak Jurisdiction.
9. The University reserves the right to reject any or all the 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. Rates be quoted F.O.R University Main Store.

Asstt. Registrar (P&S)
MDU Rohtak

TERMS & CONDITIONS GOVERNING THE QUOTATIONS FOR THE SUPPLY OF ENVELOPES

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 contract 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 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 quotations 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. The 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.
13. For details may visit in this regard on E-Mail address ar.ps@mdurohtak.ac.in/MDU or may visit the office of the under signed in office hours.