



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

Sub: - Detailed Notice for Inviting Tenders for paper items.

Dear Sir,

The University intends to purchase the following mill packed paper items:-

Sr. No.	Size & Specifications of Paper items	Proposed quantity to be purchased
1.	Photostat Paper, 75 GSM/A4/2.3 Kg	7000 Reams
2.	Photostat Paper A6 Size 75 GSM	250 Reams
3.	Photostat Paper 75 GSM/A3/4.7 Kg	200 Reams
4.	Ledger Paper 17"X27"/10.4 Kg/70 GSM	1500 Reams

Rates be quoted by the mills, authorized distributors/dealers/suppliers. The Paper should be of a reputed mills viz. BP/JK etc. etc. subject to the following terms & conditions:-

1. All charges payable by the University should clearly be stated.
2. The Tender be addressed to the Registrar, M.D. University, Rohtak
3. The tender should be submitted only if the material is available in your stock or can be supplied within **20 days** after the order is placed.
4. The quotations/tender should reach the office of the Registrar on/before **05/01/2015** quoting our reference and due date of opening of the tenders on the sealed envelope.
5. The quotations/tender will be opened on **06/01/2015 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 may like to be present.
6. An amount equal to 2% of the involved value only as EMD in the shape of Bank Draft in favour of Finance Officer, MDU Rohtak should accompany the quotation, in absence of which the quotation/tender will not be entertained.
7. The rates should be quoted for the required specifications. The technical specification and samples of paper required must accompany the tender. The decision of the University will be final with regard to the quality of paper to be purchased.
8. The acceptance of goods is subject to the approval of the Inspection Committee.
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. Rates be quoted F.O.R University Main Store.
12. Dispute, if any, will be subject to the Rohtak Jurisdiction.

Asstt. Registrar (P&S)

TERMS & CONDITIONS GOVERNING THE TENDER FOR THE SUPPLY OF ARTICLES

1. Every Tender shall be accompanied by the earnest money equal to 2% of the involved value and Tender Fee of Rs.1000/-. The money should be deposited through two separate Bank Drafts 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, tender fee 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 supplied/to be 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 the contract, the earnest money deposited by the contractor shall be forfeited besides taking 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 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 tender.
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 Tender.
10. The tender shall be opened by the Purchase Committee in the presence of contractor/supplier available at the time of opening, if any, 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/tenders or invoices shall be invalid and shall have no legal sanctity.
13. For details may visit E-Mail address ar.ps@mdurohtak.ac.in/MDU or may visit the office of the under signed on a working day during office hours.