

**CENTRAL PURCHASE OFFICE,  
ALIGARH MUSLIM UNIVERSITY,  
ALIGARH.**

**TENDER FORM**

NAME OF THE FIRM .....

ADDRESS .....

TELEPHONE NO. ....

01. Cash Receipt No./D.D. No. .... Date ..... Amount Rs. 500/- (Non-Refundable) (DD in favour the Finance Officer, A.M.U., Aligarh)
02. Tender should be accompanied by earnest money at the rate of 2% of the total tender cost which is to be deposited in cash/Demand Draft in favour of the Finance Officer, A.M.U., Aligarh payable at Aligarh. **TENDER DOCUMENTS UNACCOMPANIED BY EARNEST MONEY SHALL BE OUTRIGFHTLY REJECTED.**

The undersigned invites open tenders in sealed covers from Mills/authorized dealers/agents for the following items. Preferences will be given to the approved agencies of Bharat Leather Emporium, Super Bazar, KVIC authorized outlets and Kendriya Bhandar, Co-operative Society, Govt. Body.

**Winter Liveries & Uniform items:**

<b>S. No.</b>	<b>Name of the items</b>	<b>Width</b>	<b>Total Quantity Required</b>	<b>Maximum price limit including tax</b>	<b>Quoted Rate</b>	<b>Tax</b>	<b>Total</b>
1.	Navy Blue Blazer	137 cms.	3000 mtrs.	Rs. 225/- per mtr.			
2.	Khaki Blazer	137 cms.	500 mtrs.	Rs. 225/- per mtr.			
3.	Navy Blue Serge	137cms.	200 mtrs.	Rs. 225/- per mtr.			
4.	Khaki Serge	137 cms.	200 mtrs.	Rs. 225/- per mtr.			
5.	Navy Blue Over coating	137 cms.	200 mtrs.	Rs. 225/- per mtr.			
6.	Khaki Over coating	137 cms.	200 mtrs.	Rs. 225/- per mtr.			
7.	Lining cloth Navy Blue/Khaki	137 cms.	3500 mtrs.	Rs. 35/- per mtr.			

	(for Winter Uniform)						
8.	Terricot for Pajama (Moazzins)	120 cms.	50 mtrs.	Rs. 40/- per mtr.			
9.	Cotton Saree (White) 5 mtrs. Length	120 cms.	60 pieces	Rs. 225/- per piece			
10.	Woolen Khaki Jersey (Gents)	Different sizes	1500 pieces	Rs. 225/- per piece			
11.	Woolen Navy Blue Jersey (Cardigan) Ladies	Different sizes	80 pieces	Rs. 200/- per piece			
12.	Shoes(Gents) Black	Different sizes	1500 pairs	Rs. 240/- per piece			
13.	Shoes (Ladies) Black	Different sizes	100 pairs	Rs. 210/- per piece			

### **Summer Liveries & Uniform items**

<b>S. No.</b>	<b>Name of the items</b>	<b>Width</b>	<b>Total Quantity Required</b>	<b>Maximum price limit including tax</b>	<b>Quoted Rate</b>	<b>Tax</b>	<b>Total</b>
1.	Terricot (Khaki/White) 67% + 33%	137 cms.	8000 mtrs.	Rs. 100/- per metre			
2.	Lining Cloth (Khaki/White) for summer uniform	120 cms.	1100 mtrs.	Rs. 28/- per metre			
3.	Polyster Sari (white) 67%+33%	5 mtrs. Length	160 pcs.	Rs. 215/- per piece			
4.	Long cloth for Peticot (white)	100 cms.	250 mtrs.	Rs. 25/- per metre.			
5.	Long cloth for Pajama (white)	100 cms.	50 mtrs.	Rs. 30/- per metre.			
6.	Terri Rubia for Blouse (white)	100 cms.	180 mtrs.	Rs. 44/- per metre.			
7.	Nylon socks (Khaki/Navy Blue)	Full size	2200 prs.	Rs. 20/- per pair			
8.	Gents Shoes (Black/Brown) only for Proctor's	Different sizes	300 prs.	Rs. 240/- per pair			

	Office and Drivers						
9.	Sandle Gents (Black)	Different sizes	2400 prs.	Rs. 160/- per pair			
10.	Sandle Ladies (Black)	Different sizes	150 prs.	Rs. 145/- per pair			

The tender complete in all respect will be received in the Central Purchase Office till 12<sup>th</sup> November, 2011 upto 4.00 p.m. and will be opened at 3.00 p.m. on 14<sup>th</sup> November, 2011 in the presence of the willing tenderers or their representatives.

The undersigned reserves the right to accept or reject the tenders in full or in part of this notice without assigning any reason. The undersigned also reserves the right to change/modify the quantity of the item(s) required.

**Deputy Finance Officer  
Central Purchase Office**

## INSTRUCTIONS TO TENDERERS

1. Quotations/tenders must be properly sealed in envelop/cover and addressed to the Deputy Finance Officer, Central Purchase Office, A.M.U., Aligarh. The envelop be superscribed "Quotation/Tender for the item(s) .....
2. Quotations/Tenders must be accompanied with sample of quoted item strictly in accordance with the specifications mentioned in the tender and the sample must not be of less than 1 metre in case of cloth and one piece incase of sandal/shoe/Jersey.
3. Tender should be accompanied by earnest money at the rate of 2% of the total tender cost which is to be deposited in cash/Demand Draft in favour of the Finance Officer, A.M.U., Aligarh payable at Aligarh. **TENDER DOCUMENTS UNACCOMPANIED BY EARNEST MONEY SHALL BE OUTRIGFHTLY REJECTED.**
4. Quotations/tenders must reach in the office of the undersigned on or before 12<sup>th</sup> November, 2011 by 4.00 p.m.
5. Quotations/tenders shall be opened at 3.00 p.m. on 14<sup>th</sup> November, 2011 in the Central Purchase Office in the presence of tenderers/their representatives.
6. The University will have the right to reject all or any of the quotation(s) without assigning any reason thereof.
7. Quotations must be supported by Manufacturer's printed price-list, if so available.
8. Maximum discount/rebate/concession that you could offer to this Institution may be mentioned intender.
9. Rates quoted F.O.R. destination at door delivery at Central Purchase Office, A.M.U., Aligarh must be clearly mentioned.
10. Tenders should mention the rates in figure as well as in words.
11. The goods have to be supplied within 30 days of the issue of the order in one lot unless extension of time will be granted by the University on request of the firm. In case, the supply is not completed within stipulated time, the University may impose 5% penalty for the delay in addition to forfeiture of earnest money and security deposit. The penalty will be deducted from the amount of bill.
12. In case goods are not found according to specifications, the cost of returning the same shall be borne by the firm/supplier.
13. Ambiguous, incomplete or conditional offer shall not be considered.
14. Rates quoted must remain valid for atleast six months.
15. The payment will be made on bill basis on receipt of consignment in accordance with the approved sample.
16. All dispute will be settled in Aligarh Court only.
17. Tenders received with samples already returned in the past by this office will be treated as without samples and will be liable to rejection.
18. Only 3 samples/rates shall be considered for one item.
19. Tenders and samples should be submitted in separate envelops.

**TECHNICAL INFORMATION**

1.           (a) Name of firm .....  
              (b) Year of Establishment .....
2. Addresses: Full Address of head Office  
              .....  
              .....  
              Branches (mention names of Cities only)  
              .....
3. (a) Telephone No. ....  
     (b) Fax No. ....  
     (c) E-mail .....
4. Sales/Trade Tax Registration No. ....
5. Is your firm an SSI Unit? (Yes/No)  
  
      If yes please mention registration & date and attach an attested copy of the certificate to the effect.
6. Have you executed any order placed on by this and or other department of the Government of India/U.P. in the past two years?  
      If yes, particulars of such orders should be attached/enclosed. Particulars of important supply (if any) executed for Government department such as Railways, Defence, and Electricity etc. during the last two years should also be attached/enclosed.  
  
      7. Maximum amount upto which orders can be executed at a time.  
          .....  
      8. Two names and full postal addresses of Distributors/Stockist/Dealers.  
  
          (i) .....  
          (ii) .....
9. Maximum discount for Institutional supply:  
      .....
10. Terms and conditions:  
  
      .....  
      .....
11. Any other information which you want to furnish.  
      .....  
      .....
12. Signature of authorized signatory  
      .....
13. Full Name, designation & address of authorized signatory:  
      .....  
      .....
14. Office seal of the Firm.