

**CENTRAL PURCHASE OFFICE  
ALIGARH MUSLIM UNIVERSITY  
ALIGARH**

**TENDER FORM**

NAME OF THE FIRM .....

ADDRESS .....

TELEPHONE .....

01- Tender Cost Cash Receipt No/D. D. No.....DATE..... AMOUNT RS. 500/-  
(Non-Refundable)

02- Security Deposit Cash Receipt No/D.D. No..... DATE.....AMOUNT RS.5000/-  
(Refundable)

03- Validity of Rates .....

**SPECIFICATION OF FURNITURE**

S.NO.	Particular/Specification	Quoted Rate	Tax	Total
01.	<p><b><u>Armed Office Chair:</u></b> Wooden armed office chair made of seasoned sheesham wood, cane seat and back finished with sprit polish. <b><u>Specification:</u></b> Front leg 2"x2" turned, back legs 1-3/8" seat rails 2 1/2"x2 1/2", back top rail 2 1/2"x1" curved shape back slates 1 3/4"x7/8" middle rail 1 3/4" arms 7/8"thick and bottom rail 1 3/4" width of front of seat 22" width of back 19" of seat (including back legs, 18" height of arms 9" and height of back 38").</p>			
02.	<p><b><u>Armless Wooden Chair:</u></b> Wooden armless chair made of seasoned sheesham wood finished with sprit polish. <b><u>Specification:</u></b> Front legs 2"x2" tapered, back legs 1 1/4" thick (curved), top rail and seat rail 1" thick, under framing 1 1/4"x7/8" slates 1"x3/8" sheet frame and shape of wood 1 3/4" thick seat slates 1 1/2"x1 1/2"x3/4 back height 34" seat height 18", depth 18", seat front 18", width of back 16".</p>			
03.	<p><b><u>Armless Chair:</u></b> Wooden armless chair made of seasoned sheesham wood having cane seat and wooden back of good quality finished with sprit polish. <b><u>Specification:</u></b> Front legs 2"x2" tapered, back legs 1 1/4" thick (Curved) seat rail 2 1/4" bottom rails 1 1/4"x1 1/4" back top rail 2 1/2"x1" centre slates 3"x1/2" side slates 1"x1 1/2" width of front seat 16" depth of seat (including back legs) 18" and height of back 38"</p>			

04.	<p><b><u>Deskey Chair:</u></b> Wooden deskey chair made of seasoned sheesham wood seat and back having 10" (250mm) one piece writing flap and book rest in bottom finished with sprit polish.</p> <p><b><u>Specification:</u></b> Front legs 2"x2" front rail 2.5"x1"x18" side rail 2.5"x1"x19" back leg 35"x1.5" (tapered) writing flap 24"x10"x1" (thick) in one piece. Bottom side rail 1.5"x1"x19" bottom rack 6"x0.5" back slate 2.5"x1" (one) and 1.5"x1" (two pieces) curved shape, writing flap height from seat 9".</p>			
05.	<p><b><u>Black Board:</u></b> Glass black board made of kail wood of the different sizes to be fixed on the wall, frame size 3"x1.5" and thickness of the glass 5 mm (Rates may be quoted in sqft.)</p>			
06.	<p><b><u>Notice Board:</u></b> Notice board made of kail wood fitted with glass/wire mesh depth 6" back closed with ceatex board thickness of glass 4 mm (Rates may be quoted in Sqft.)</p>			
07.	<p><b><u>Sofa Set:</u></b> Sofa set made of seasoned sheesham wood (3 pcs.) (5 seater) of the size length 5'.3" back height 26"/width 24"/ the size of foam seat 21"x22"x4" of sleep well quality density 40 covered with leather foam/banyan foam/ cloth.</p>			
08.	<p><b>Same as mentioned at S.I. No. 07 above but in teak wood.</b></p>			
09.	<p><b><u>Central Table:</u></b> Central table wooden of the size 4'x2'x1.5' having sunmica top with book shelf open from all sides made of seasoned sheesham wood complete with sprit polish.</p>			
10.	<p><b><u>Centre Table Wooden:</u></b> Size 3'x1.5'x1.5' made of seasoned sheesham wood/sunmica top frame 19 mm commercial ply board with good quality of sunmica finished with sprit polish.</p> <p><b><u>Specification:</u></b> Legs 16x1 3/4"x1 3/4" tapered top rail 2"x1" thick top side rail 2"x1" thick bottom rail 1.5"x 3/4' thick top frame 3"x1" thick.</p>			
11.	<p><b><u>Table:</u></b> Table of the size 4'x2.5'x2.5' having three drawers on R.H.S moving in good quality channel, steel frame in 12 gauge, wooden top board with sun mica.</p>			
12.	<p><b><u>Bed:</u></b> Bed of the size 6'x3'x1.5', 6 legs size made of pipe 12 gauge, 12 mm thick ply board, frame and legs should be painted weight of bed 19 k.g.</p>			
13.	<p><b><u>Computer table:</u></b> Computer table of the size 3'x2'x2.5' with one drawer</p>			

14.	<b><u>Executive chair:</u></b> Executive chair having high density cushioned seat and back, five wheels, revolving base PU handles, 30" back.			
15.	<b><u>Study chair:</u></b> Study chair wooden made of pucca sheesham with 4 strips, two supports back and seat, clamped on four sides and strip back.			
16.	<b><u>Study table:</u></b> Study table of the size 3'x2'x2.5' steel frame of 12 gauge top board, with sun mica.			
17.	<b><u>Plastic furniture:</u></b> 01. Plastic moulded arm chair Neel Kamal make. 02. Plastic moulded armless chair Neel Kamal make.			

In addition to above, rates for the following items may also be quoted separately for different make, size and quality.

S.No.	Name of the items	Size & Specification	Rate	Tax	Total
01.	Steel Almirah full size				
02.	Steel Almirah small size				
03.	Steel Almirah with Lockers				
04.	Steel Almirah full size with glass door				
05.	Steel Filling Cabinet in deferent sizes				
06.	Steel Racks in different sizes				
07.	Executive Chair				
08.	Executive Table				
09.	Sofa with Centre Table				
10.	Lounge Sofa Steel				
11.	Lounge Sofa Plastic				
12.	Computer Table with Chair				
13.	Office Table				
14.	Office Chairs				
15.	Visitor's Chair				

16.	Class Room Chairs				
17.	Plastic Chairs with Arms				
18.	Plastic Chairs without Arms				
19.	Desky Chairs for the use of Classroom				

Terms & Conditions if any.

**Signature & Seal of the Vender**

**Contact No. ....**

## INSTRUCTION TO SUPPLIER/TERMS & CONDITIONS

1. Tenders supported with manufacturer's price-list alongwith their literature, if any, must be properly sealed in envelop/cover and addressed to the Deputy Finance Officer, Central Purchase Office, AMU, Aligarh. The envelope be super scribed Tender for the item(s) .....
2. Delivery will be made within the stipulated period as mentioned in the supply order and F.O.R. destination.
3. Supply should strictly be in accordance with the Specification given in the supply order. The articles not found according to the specification or are or are damaged, will not be accepted and the supplier will be liable to remove the same from the University Campus, otherwise, University will not be responsible for safe custody of it. The cost of return shall be borne by the supplier.
4. Either failure to execute the supply within stipulated period or sub-standard supply, the University will have the right to black list such supplier.
5. Supply of goods after the stipulated period a regular sanction of extension of the period by the competent authority is necessary.
6. Any increases in the rate during the course of supply shall not be acceptable.
7. The incidental expenses such as; package, carriage, railway freight, forwarding and insurance etc. will be borne by the firm/supplier.
8. Payment shall be made against bill which should be forwarded in triplicate.
9. Guarantee/warranty period should clearly be mentioned.
10. Free service after sale should be ensured during warranty period.
11. Maximum rebate/discount to the Educational Institutions, if any may be mentioned.
12. Rate quoted should be net after allowing all discount and inclusive of all Taxes/V AT etc.
13. All disputes will be settled in Aligarh Court only.
14. The tenders will be accepted from only those suppliers who have valid TIN/S.T. numbers and the copy of the same may also be submitted with the tenders.
15. Tender should be accompanied by earnest money of Rs. 5000/- (Rupees five thousand only) which is to be deposited in cash/demand draft in favour of **Finance Officer, AMU payable at Aligarh.**  
DOCUMENTS UNACCOMPANIED BY EARNEST MONEY SHALL BE OUT RIGHTLY REJECTED.
16. Tender must reach in the Central Purchase Office, AMU, Aligarh on or before **10.06.2013 by 5.00 p.m.**
17. Tenders shall be opened at **3.00 p.m. on 11.06.2013** in the office of the Central Purchase Office in the presence of the tenderers/ representatives of the firms.
18. The University reserves the right to accept or reject all or any of the tenders without assigning any reason thereof.
19. PREFERNCE WILL BE GIVEN TO THE COMPANIES APPL YING DEIRECTLY .

**Deputy Finance Officer  
Central Purchase Office**

**CENTRAL PURCHASE OFFICE  
ALIGARH MUSLIM UNIVERSITY  
ALIGARH**

**TENDER FORM**

NAME OF THE FIRM.....

ADDRESS.....

TELEPHONE NO.....

01- Cash Receipt/D.D NO.....DATE..... AMOUNT Rs.500/-(Non Refundable)

02- .Cash Receipt./D.D.NO.....DATE.....AMOUNT RS.5000/-(Refundable)

03- Validity of Rates.....

**Specification of Equipment**

**1- Refrigerator**

Sl. No	Make	Model No.	Capacity 180 Liters	Capacity 200 Liters	Capacity 230 Lit.	Capacity 250 Lit.	Capacity 300 Lit.
i)	Voltas						
ii)	Whirlpool						
iii)	Kelivinator						
iv)	Samsung						
v)	Any other Brand/Make						

**2- Cycles** 22" of different make Accessories: seat, stand , carrier, Lock and chain cover and complete in all respect.

Sl.No.	Particular	Make	Model	Rate
01				
02				
03				

### **3 Desert Cooler**

<b>Sl.NO.</b>	<b>Specification</b>	<b>Make/Model</b>	<b>Rate</b>
01	Fan 20" make Submersible pump of type A 1 sheet 20 gauge, body size 36"X29"X29" tank depth 9" of G.I. sheet (I.S.I. Mark) 18 gauge		
02	Fan 20" make Submersible pump of type A 1 sheet 20 gauge, body size 54"X30"X24" tank depth 9" of G.I. sheet (I.S.I. Marl) 18 gauge		
03	Yours specification if any.		

### **4- A. Inverter**

<b>Sl.NO.</b>	<b>Make</b>	<b>Capacity 0.5 KVA</b>	<b>Capacity 1.0 KVA</b>	<b>Capacity 2.0 KVA</b>
i)				
ii)				
iii)				

### **5- ( B ) Battery**

<b>Sl.NO.</b>	<b>Make</b>	<b>150 Amp. Tubular</b>	<b>150 Amp. Flat</b>
i)			
ii)			
iii)			

### **6- Water Cooler**

<b>Sl.NO.</b>	<b>Make</b>	<b>Model No.</b>	<b>Capacity 40/80</b>	<b>Capacity 60/120</b>	<b>Capacity 150/150</b>
i)	Voltas				
ii)	Blue Star				
iii)	Usha				
IV)	Sidwal				
V)	Any other Make				

**7- Aqua Guard (Water Purifier)** of different brand & capacity

Sl.NO.	Make	Capacity Per lit. Per hour	Specification	Rate
i)				
ii)				
iii)				

**8- Water Purifier R.O**

Sl. No.	Make	Capacity per lit. per hour	Specification	Rate
i)				
ii)				
iii)				

**8-Stabilizer**

Sl.NO.	Make	Capacity 3.0 KVA 90 V-280V	Capacity 3 KVA 110-280V	Capacity 4 KVA 90 V-280V	Capacity 4 KVA 110-280	Capacity 5 KVA 90 V-280V	Capacity 5KVA 110V V-280V
i)							
ii)							
iii)							

**9- Fax Machine**

Sl.No.	Particular	Make	Model
01			
02			
03			

Terms & Conditions if any.

Signature & Seal of the Vender

Contract NO.....



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4. Either failure to execute the supply within stipulated period or sub-standard supply, the University will have the right to black list such supplier.
5. Supply of goods after the stipulated period a regular sanction of extension of the period by the competent authority is necessary.
6. Any increases in the rate during the course of supply shall not be acceptable.
7. The incidental expenses such as; package, carriage, railway freight, forwarding and insurance etc. will be borne by the firm/supplier.
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12. Rate quoted should be net after allowing all discount and inclusive of all Taxes/V AT etc.
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15. Tender should be accompanied by earnest money of Rs. 5000/- (Rupees five thousand only) which is to be deposited in cash/demand draft in favour of **Finance Officer, AMU payable at Aligarh.**  
**DOCUMENTS UNACCOMPANIED BY EARNEST MONEY SHALL BE OUT RIGHTLY REJECTED.**
16. Tender must reach in the Central Purchase Office, AMU, Aligarh on or before 10.06.2013 by 5.00 p.m.
17. Tenders shall be opened at 3.00 p.m. on 11.06.2013 in the office of the Central Purchase Office in the presence of the tenderers/ representatives of the firms.
18. The University reserves the right to accept or reject all or any of the tenders without assigning any reason thereof.
19. **PREFERNCE WILL BE GIVEN TO THE COMPANIES APPLYING DEIRECTLY .**

**Deputy Finance Officer  
Central Purchase Office**

CENTRAL PURCHASE OFFICE  
ALIGARH MUSLIM UNIVERSITY, ALIGARH-202002  
TELEPHONE NO.0571-2701327  
Web site: [www.amuregistrar.com](http://www.amuregistrar.com)

TENDER NOTICE

Aligarh Muslim University invites sealed tenders on the prescribed format from the reputed Manufacturers/Dealers and Suppliers for the Supply of Equipment/Furniture Items.

The prescribed format (non-transferable) alongwith the description of the material required and also other terms and conditions are given below in the tender notice.

Each tender should be accompanied Rs.5000/- (Rupees five thousand only) (Refundable) through D.D. in favour of the Finance Officer, AMU, Aligarh payable at Aligarh failing which the tender will not be accepted.

Tenders are acceptable up to 10.06.2013 by 5.00 p.m. and will be opened on 11.06.2013 at 3.00 p.m. in the presence of tenderers or their representatives.

Deputy Finance Officer,  
Central Purchase Office  
Aligarh Muslim University,  
A.M.U, Aligarh