

**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 of 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 OUTRIGHTLY REJECTED.

The undersigned invites open tenders in sealed covers 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.

**Summer Liveries & Uniform items:**

S. No.	Name of the items	Width	Approximate Quantity Required	Quoted Rates	Tax/Vat	Total
<b>01.</b>	Terricot (Khaki/White) 67% + 33%	137 cms.	Khaki 8000 mtrs. White <u>8000 mtrs.</u> <b>Total 16000 mtrs.</b>			
<b>02.</b>	Lining Cloth (Khaki/White) for Summer uniform	120 cms.	Khaki 1200 mtrs. White <u>1200 mtrs.</u> <b>Total 2400 mtrs</b>			
<b>03.</b>	Polyster Sari (white)	5 mtrs. Length	350 pcs.			
<b>04.</b>	Long cloth for Peticot (white)	120 cms.	800 mtrs.			
<b>06.</b>	Terri Rubia for Blouse (white)	120 cms.	285 mtrs.			
<b>07.</b>	Nylon socks (Khaki/Navy Blue)	Full size	N.Blue 6000 Pairs. Khaki <u>800 Pairs.</u> <b>Total 6800 Pairs.</b>			
<b>08.</b>	Terricot fo Pajama (Moazzins)	120 cms	100 mtr.			

## Winter Liveries & Uniform items:

S. No.	Name of the items	Width	Approximate Quantity Required	Quoted Rates	Tax/Vat	Total
01.	Khaki/N.Blue Blazer	137 cms.	Khaki 3000 mtr. N.Blue <b>3500 mtr.</b> <b>Total 6500 mtr.</b>			
02.	Khaki/N.Blue Over Coating	137 cms.	200 mtr.			
03.	Khaki/N.Blue Serge	137 cms.	200 mtr.			
04.	Lining cloth N.Blue/Khaki (for Winter Uniform)	137 cms.	Khaki 2000 mtr. N.Blue <u>3000 mtr.</u> <b>Total 5000 mtr.</b>			
05.	Cotton Saree (White) 5 mtrs. Length	120 cms.	260 Pcs.			
06.	Woolen Khaki Jersey (Gents)	Different sizes	3100 Pcs.			
07.	Woolen Navy Blue Jersey (Cardigan) Ladies	Different sizes	200 Pcs.			
08.	Long Cloth for Pajama (moazzins)	120 cms.	50 mtr.			

The tender complete in all respect will be received in the Central Purchase Office till **20.07.2013** up to **1.00 p.m.** and will be opened at **11.00 a.m.** on **22.07.2013** 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 superscripted "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 favor 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 **20.07.2013 by 01.00 p.m.**
5. Quotations/tenders shall be opened at **11.00 a.m. on 22.07.2013** in the Central Purchase Office in the presence of renderers/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 at least six months.
15. The payment will be made on bill basis on receipt of consignment in accordance with the approved sample.
16. All disputes 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)  
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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)
6. 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, Defense, and Electricity etc. during the last two years should also be attached/enclosed.
7. Maximum amount up to which orders can be executed at a time.  
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8. Two names and full postal addresses of Distributors/Stockiest/Dealers.  
  
(i) .....
- (ii) .....
9. Maximum discount for Institutional supply:  
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10. Terms and conditions:  
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11. Any other information which you want to furnish.  
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12. Signature of authorized signatory .....
13. Full Name, designation & address of authorized signatory:  
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Office seal of the Firm