

# Central Purchase Office Aligarh Muslim University, Aligarh

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D. No...../CPO/2018

Dated:

## **TENDER NOTICE**

Sealed tenders on the prescribed format are invited for the livery & uniform items **upto 30.01.2018 by 4.00 P.M.** Interested parties may visit the AMU Website [www.amu.ac.in/tender.jsp?did=04](http://www.amu.ac.in/tender.jsp?did=04) and [www.eprocure.gov.in](http://www.eprocure.gov.in) to obtain the details

Joint Finance Officer  
Central Purchase Office  
A.M.U. Aligarh

**Central Purchase Office,  
Aligarh Muslim University,  
Aligarh.**

**TENDER FORM**

**NAME OF THE FIRM .....**

**ADDRESS .....**

.....

**TELEPHONE NO. ....**

**Email Address:.....**

1. Tender should be accompanied by bid security at the rate of 3% of the total tender cost which is to be deposited by Demand Draft in favor 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. Preference will be given to the approved agencies of Bharat Leather Emporium, Super Bazar, KVIC authorized outlets and Kendriya Bhandar, Co-operative Society, Govt. Body etc.

The tender complete in all respect will be received in the Central Purchase Office till **30.01.2018 up to 4:00 P.M.** and will be opened at **5:00 P.M. on 30.01.2018** 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.

Joint Finance Officer  
Aligarh Muslim University  
A.M.U. Aligarh

## INSTRUCTIONS TO TENDERERS

1. Quotations/tenders must be properly sealed in envelop/cover and addressed to the Assistant 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 mtr. In case of cloth and one piece in case of Jersey.
3. Tender should be accompanied by earnest money at the rate of 3% of the total tender cost which is to be deposited by 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 **30.01.2018 by 4:00 P.M.**
5. Quotations/tenders shall be **opened at 5:00 P.M. on 30.01.2018** in the Central Purchase Office in the presence of tenderers/their representatives.
6. The University has the right to reject all or any of the quotation(s) without assigning any reason thereof.
7. Maximum discount/rebate/concession that you could offer to this Institution may be mentioned in the tender.
8. Rates quoted F.O.R. destination at door delivery at Central Purchase Office, A.M.U., Aligarh must be clearly mentioned.
9. Tenders should mention the rates in figure as well as in words.
10. The goods have to be supplied within 20 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.
11. In case goods are not found according to specifications, the cost of returning the same shall be borne by the firm/supplier.
12. Ambiguous, incomplete or conditional offer shall not be considered.
13. Rates quoted must remain valid for at least six months.
14. The payment will be made on bill basis on receipt of consignment in accordance with the approved sample.
15. All disputes will be settled in Aligarh Court only.
16. Tenders received with samples already returned in the past by this office will be treated as without samples and will be liable to rejection.
17. Tenders and samples should be submitted in separate envelopes.
18. The University has the right to change/modify the quantity of items required.

Joint Finance Officer  
Aligarh Muslim University  
A.M.U. Aligarh

## TECHNICAL INFORMATION

1. (a) Name of firm .....  
(b) Year of Establishment .....

2. Addresses: Full Address of head Office

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Branches (mention names of Cities .....

3. (a) Telephone No. ....  
(b) Fax No. ....  
(c) E-mail .....

4. Sales/Trade Tax Registration No. ....

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, Defense, and Electricity etc. during the last two years should also be attached/enclosed.

Maximum amount up to which orders can be executed at a time.

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Two names and full postal addresses of Distributors/Stockiest/Dealers.

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Maximum discount for Institutional supply:

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Terms and conditions:

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Any other information which you want to furnish.

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Signature of authorized signatory .....

Full Name, designation & address of authorized signatory:

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Signature and Office seal of the Firm

**TENDER FORM OF LIVERY & UNIFORM**

S.N	Name of the livery item	Width	Quantity required (approx)	Maximum price limit including all taxes and freight Charges	Bid Security Amount	Price quoted by the firm	Tax & other Levies if applicable GST etc.	Net Rate	Remarks
1	2	3	4	5		6	7	8	9
01.	Tericot Khaki/White Uniform Cloth Summer Khaki--4000 Mtrs. White--4900 Mtrs.	137 cm.	8900 mtrs	150/- per mtr.	41000/-				
02.	Lining cloth (Khaki/White) For Summer Uniforms Khaki---850 Mtrs. White---450 Mtrs.	120 cm.	1300 mtrs	30/- per mtr.	1200/-				
03.	Cotton Saree (white) 5 mtrs. Length	120 cm.	200 pcs.	300/- per piece	1800/-				
04.	Long cloth for Peticot (White)	100 cm.	400 mtrs	50/- per mtr.	600/-				
05.	Teri rubia for blouse (white)	100 cm.	200 mtrs.	50/- per mtr.	300/-				
06.	Long cloth for Pajama Cotton (white)	100 cm.	100 mtrs.	60/- per mtr.	200/-				
07.	Shoes Gents Black	Different Size	1250 Pairs	350/- per Pair	13500/-				
08.	Shoes Gents Brown for Security Officer	Different Size	50 Pairs	350/- per Pair	600/-				

Authorized Signature

Name of Firm: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Mob.No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Seal if any:- \_\_\_\_\_

