

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

**TENDER FORM**

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

**ADDRESS** .....

.....

**TELEPHONE NO.** .....

1. D.D. No. .... Date ..... Amount Rs. 500/- (Non-Refundable)  
(D.D. must be in favor the Finance Officer, A.M.U., Aligarh payable at Aligarh).
2. Tender should be accompanied by earnest money at the rate of 2% 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 **28.05.2016 up to 1:00 P.M.** and will be opened at **3:00 P.M. on 28.05.2016** 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.



**(S. Ziauddin Shah)**  
Assistant Finance Officer

### 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 2% 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 **28.05.2016 by 1:00 P.M.**
5. Quotations/tenders shall be **opened at 3:00 P.M. on 28.05.2016** 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. 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. Tenders and samples should be submitted in separate envelops.
19. The University received the right to change/modify the quantity of items required.

  
(S. Ziauddin Shah)  
Assistant Finance Officer  
(Purchase)

## 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, 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.  
      .....
8.   Two names and full postal addresses of Distributors/Stockiest/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.   Signature and Office seal of the Firm.

**TENDER FORM OF LIVERY & UNIFORM 2016-17**

S.NO.	Name of the livery item	Width	Quantity required (approx)	Maximum price limit	Price quoted by the firm	Tax & other Levies if applicable	Net Rate	Remarks
1	2	3	4	5	6	7	8	9
01.	Tericot Khaki/White Uniform Cloth Khaki--3500 Mtrs. White--4000 Mtrs.	137 cm.	7500 mtrs	150/- per mtr.				
02.	Lining cloth (Khaki/White) For Summer Uniforms Khaki--850 Mtrs. White--400 Mtrs.	120 cm.	1250 mtrs	30/- per mtr.				
03.	Cotton Saree (white) 5 mtrs. Length	120 cm.	150 pcs.	300/- per piece				
04.	Long cloth for Peticot (White)	100 cm.	300 mtrs	50/- per mtr.				
05.	Teri rubia for blouse (white)	100 cm.	150 mtrs.	50/- per mtr.				
06.	Long cloth for Pajama Cotton (white)	100 cm.	50 mtrs.	60/- per mtr.				
07.	Blazer Navy blue for coat	137 cm.	800 mtrs.	300/- per mtr.				
08.	Steel Gray Matty for Pant	137 cm.	1300 mtrs.	200/- per mtr.				
09.	Blazer for Over Coating Navy blue	137 cm.	200 mtrs.	300/- per mtr.				

10.	<b>Serge Navy blue for Ladies Coat</b> Khaki-----150 Mtrs. Navy blue----- 200 Mtrs.	137 cm.	350 mtrs.	300/- per mtr.				
11.	<b>Lining cloth (Navy Blue/Khaki) for winter uniform</b> Khaki-----500 Mtrs. Navy blue----- 2500 Mtrs.	137 cm.	3000 mtrs.	30/- per mtr.				
12.	<b>Tericat Sari (White)</b>	5 mtr. Length	100 pcs	300/- per piece				
13.	<b>Jersey Woollen Khaki (Gents)</b>	(Different size)	1000 pcs.	300/- per piece				
14.	<b>Jersey Woollen Navy Blue (Cardigan) Ladies</b>	(Different size)	100 pcs.	250/- per piece				
15.	<b>Nylon socks (Black)</b>	Full Size	1250 pairs	30/- per pair.				
16.	<b>Shoes gents (black)</b>	Different size	1200 pairs	350/- per pair.				
17.	<b>Shoes gents (brown) For Security Inspector, Proctor's Office</b>	Different size	50 pairs	350/- per pair.				
18.	<b>Shoes Ladies (black)</b>	Different size	100 pairs	300/- per pair.				

**Note: Signature and seal of the firm is mandatory on both pages.**

