

UNIVERSITY OF MUMBAI



**ALKESH DINESH MODY INSTITUTE FOR FINANCIAL &
MANAGEMENT STUDIES**

Vidyanagari, Santacruz (E), Mumbai 400 098, India
Tel: (022) 26525511 / 26521680; Fax: (022) 26505515
[Email: director.admi@mu.ac.in](mailto:director.admi@mu.ac.in)

**TENDER DOCUMENT FOR PRINTING OF INSTITUTE
BROCHURE**

Part A - Terms and Conditions

Part B - Specifications

Important Dates:

Last Date of Receiving sealed Bids	7 July , 2014, at 17.00 hrs
Date of Opening of Bids if minimum three Vendors have participated	08 July , 2014, 16.00 hrs

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GENERAL INFORMATION

Sealed Tender bids for the said Item for Alkesh Dinesh Mody Institute For Financial & Management Studies are invited for and on behalf of University of Mumbai by Director – **Alkesh Dinesh Mody Institute For Financial & Management Studies**, so as reach in his Office (on the address mentioned in the Header of this Document) latest by 17.00 hrs on 7 JULY , 2014.

Tender Document containing terms and conditions and technical specifications are available on the Website of University of Mumbai (<http://www.mu.ac.in>). Terms and conditions as well as technical specifications can also be downloaded from the Website which is <http://www.mu.ac.in>. The tender bids duly complete in all respects, along with the necessary documents should be submitted to Director – **Alkesh Dinesh Mody Institute For Financial & Management Studies**, University of Mumbai, Vidyanagari, Santacruz (E), Mumbai 400098 before 17.00 hrs on 7 July , 2014.

The Technical Bids so received, shall be opened on 08^{s t} JULY, 2014, at 16.00 hrs in the Office of Director – **Alkesh Dinesh Mody Institute For Financial & Management Studies**,, University of Mumbai, Vidyanagari, Santacruz (E), Mumbai 400098 in presence of the representatives of the Suppliers. The Financial bids of the Tenderers shall be opened on the same day/ or on the following day. The names of shortlisted Tenderers shall be announced on the website after scrutinizing the Technical bids and evaluating their suitability to meet the University requirements. Right to reject any or all Tenders, without assigning any reason thereof is reserved by the University of Mumbai.

Sd/-

**Director – Alkesh Dinesh Mody Institute
For Financial & Management Studies,
UNIVERSITY OF MUMBAI**

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Terms and Conditions of Supply:

1. The last date and time for the acceptance of the bids is **on 7 July , 2014 at 17.00 hrs.**
2. Suppliers shall submit the following documents along with their quotations:
 - Suppliers should be either manufacturer or authorized dealer of the said equipment and should submit the proof for the same. Also, the suppliers should state whether they are a Proprietary Firm, Partnership Firm or a Private/Public Limited Company and furnish the proof of the same.
 - VAT Registration No.
 - Technical specifications offered by the Supplier.
 - Technical compliance table
3. The rates should be mentioned in the **Schedule** attached with the Tender Document. Each page of the tender shall be signed in full and stamped with the seal by the supplier. The supplier must clearly state in what capacity he or she is signing the Tender.

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4. Supplier should read carefully all the instructions and terms and conditions, etc before registering rates in prescribed schedule of the tender. Taxes and duties etc., should be shown separately.
5. **The Sealed Envelopes shall be opened by the Nominee of Hon'ble Vice Chancellor** along with **Director – Alkesh Dinesh Mody Institute For Financial & Management Studies,,** University of Mumbai, **at 16.00 hrs on 08th July , 2014,** for those bids for which minimum three Vendors have participated.
6. The delivery of brochures should be completed within 15 days from placing of the order, No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.
7. If the supplier fails to deliver the article as per the delivery schedule, the University of Mumbai shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers.
8. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit accepted
9. The bills of the suppliers shall be paid by the University after all the materials /articles/equipments have been received, inspected as above.
10. In the event of any breach of the terms and conditions of the supply, the University of Mumbai may terminate the contract placed with the supplier and forfeit the security deposit or the supplier.

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SCHEDULE TO TENDER

Note:

- (a) Tenderers are advised to read carefully the Terms and Conditions of supply and "the Instructions to the Tenderers" before recording the rates in this Schedule.
- (b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
- (c) The Rates shall be FOR, at destinations/godowns/places indicated in the delivery

Signature of the Tenderer

Seal of the Firm

UNIVERSITY OF MUMBAI



ALKESH DINESH MODY INSTITUTE FOR FINANCIAL & MANAGEMENT STUDIES

The required specifications of the brochure is as followed

- Quantity 1000 Units with perfect binding
- Brochure size “20 CM X 30 CM (Or size of the A 4 Paper or size close to the same)
- Paper Quality 130 GSM
- Cover page- Art paper 250 GSM both side printing, printed in 4 colors
- Inside Printing- 130 GSM art paper photo pages in 4 color,

Kindly give us quote for the brochure with above specification. The minimum number of pages in the book will be 60. Please also give us the change in quote if number of pages increases above 60 in multiple of 4 that is 64, 68, 72 etc till maximum number of pages 80.

(Kindly Also Provide Quote with the following Specification)

And

The required specifications of the brochure is as followed

- Quantity 1000 Units with perfect binding
- Brochure size “20 CM X 30 CM (Or size of the A 4 Paper or size close to the same)
- Paper Quality 100 GSM**
- Cover page- Art paper 250 GSM both side printing, printed in 4 colors
- Inside Printing- 100 GSM Matte Litho paper photo pages in 4 colors,**

Kindly give us quote for the brochure with above specification. The minimum number of pages in the book will be 60. Please also give us the change in quote if number of pages increases above 60 in multiple of 4 that is 64, 68, 72 etc till maximum number of pages 80.

Note: The management will decide either of the quotes depends on the price difference

Note: Please send both the quotes on different paper but seal them in same envelope.

Sd/-

Director, Alkesh Dinesh Mody Institute For Financial & Management Studies

