



MDU CENTRE FOR PROFESSIONAL AND ALLIED STUDIES, GURUGRAM

(MAHARSHI DAYANAND UNIVERSITY, ROHTAK)

A State University, established under Haryana Act No. 25 of 1975

Sector 40, Gurugram – 122001, Haryana, India

Phone: 0124-2383343, 2383443

Email: dir.cpas@mdurohtak.ac.in

No. MDU-CPAS/26/1019

Dated: 19.10.2026

To,

Subject: Inviting Quotation for Supply and Installation of Book Racks and Book Stoppers at MDU-CPAS, Gurugram.

Sir,

MDU-CPAS, Gurugram, is a satellite campus of Maharshi Dayanand University, Rohtak, offering quality education in law and management. Established in 2000 as the National Law College, it has evolved into a modern academic centre with a 5.4-acre green campus, contemporary infrastructure, experienced faculty, and strong industry linkages, serving students as well as professionals from law, civil services, and defence sectors.

Its well-equipped library supports teaching, learning, and research with 18,000+ books, 70,000+ e-books, 18,000+ e-journals, specialised legal archives, a fully air-conditioned reading hall, digital library cards, and access to global databases.

MDU-CPAS, Gurugram, is inviting sealed quotations through Registered Post/Speed Post for the supply and installation of Book Racks and Book Stoppers as per the given below eligibility criteria, terms & conditions, and scope of the work, etc. for the said supply:

ELIGIBILITY CONDITIONS:

1. The supplier quoting the rates and other terms & conditions must have a good reputation and at least three years' experience in supplying library furniture. Firms must have an average Annual Turnover of 50 Lac in library furniture.
2. Supplier must provide copies of:
 - PAN/TAN Numbers
 - GST/Sales Tax Number
 - Copies of the last three years' Income Tax Returns
 - CA Certified copy of the Turnover Certificate

TERMS AND CONDITIONS FOR QUOTATION

1. The quotation must be submitted in a **sealed envelope** superscribed with “*Quotation for Book Racks and Book Stoppers*”.
2. The sealed quotation should reach the Director, MDU-CPAS, Sec 40, Gurugram **through Registered Post/Speed Post only** on or before 16.11.2026.
3. The quotation must include price details, delivery schedule, warranty/guarantee terms, and validity period.
4. Quotations received after the due date will not be considered.
5. The institute reserves the right to accept or reject any or all quotations without assigning any reason.
6. For any clarification regarding the detailed sealed quotation, it can be sought from the Director, MDU-CPAS, Gurugram, during office hours at **0124-2383343** or **E-Mail: dir.cpas@mdurohtak.ac.in**
7. Only the firm(s) that have possessed the GST Number can quote their rates for the required items.
8. The sealed quotation should be submitted only if the material is readily available in your stock or can be supplied within ninety days of the order date.
9. The University/Centre is situated within the Municipal Limits. As such, any Octroi shall be payable. In case the material is supplied by road through a Transport Company, the Transport Company’s charges, labour charges, and octroi charges shall be borne by the supplier. It may be explicitly mentioned whether the material will be sent by rail or road through a Transport Company.
10. GST/TDS will be applicable as per the prevailing Government Rules. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi, in terms of Govt. Notification No. 51/96- Customs dated 23.07.1996, amended by Notification No.43/2017 dated 30.06.2017, further amended by Notification No.42/2022-Customs dated 13.07.2022, Notification No.07/2024-Customes dated 29.01.2024; amended further vide Notification No.38/2024-Customs dated 23rd July, 2024, Notification No.45/2025-Customes dated 24.10.2025, valid upto 31.08.2028. Thus, the University is exempted from payment of Customs Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak, to avail of the exemption.
11. The rates should be quoted for the required specifications. The technical specifications of Book Racks and Book Stoppers required must accompany the quotation. The University’s decision will be final regarding the items to be purchased.
12. Rates should be carefully filled up both in words and figures. All costs/charges, such as packing, forwarding, freight, insurance, etc., must be quantified in monetary terms and spelt out clearly. These charges will not be payable against such vague statements as “packing, forwarding, freight and insurance, etc., extra”. Non-quantified costs/charges shall not be considered and paid.

13. **The following charges and terms may be spelt out in your offer clearly:**
- i) **F.O.R. shall be the MDU-CPAS Library, MDU-CPAS, Sec 40, Gurugram.**
 - ii) **Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'.**
 - iii) **Payment terms.**
 - iv) **Delivery period.**
 - v) **Guarantee/Warranty period.**
 - vi) **After-sales service.**
 - vii) **Misc. charges such as Packing & Forwarding, Insurance, etc., if any.**
14. The standard manufacturer's warranty period for the item should be at least 3 years with Next Business Day On-site Service Support from the installation date.
15. The delivery of the material shall be FOR MDU-CPAS, Library, Sec 40, Gurugram. Assembly of the stacks/racks shall be the responsibility of the supplier. The supplier of the Book Stacks / Racks shall be responsible for dismantling the old Book Racks installed on the Ground Floor/First Floor of the MDU-CPAS, Library, where the supplied racks will be assembled/installed, and re-assembling them on the Ground/first floor or as per library's requirements.
16. The samples of the material, if necessary and possible, shall be supplied by the supplier. The unapproved samples shall be collected on receipt of information, failing which Goods Carrier shall dispatch the same on your risk with the condition of "Freight to Pay". Samples costing less than Rs.100.00 shall not be returned to the quotees. However, if the quotees wish to take the samples back, they may be collected at their own cost within one month; failing which, the samples will be disposed of.
17. The sealed quotations shall be opened in the office of the University Librarian, Vivekananda Library, M. D. University, Rohtak, on 19.11.2026. The firm or its authorised representatives may attend the meeting of the sealed quotation Opening Committee at their own cost.
18. If the day of the opening of the sealed quotation is a holiday, the sealed quotation will be opened on the next working day. The University has the right to change the time and place of opening sealed quotations.
19. Any other conditions as may be deemed appropriate shall be announced at the time of the Opening of sealed quotations in the presence of the quotees.
20. The sealed quotation of the quotees who do not satisfy the eligibility/qualification criteria in the quotation documents is liable to be rejected summarily without assigning any reason, and no claim whatsoever on this account will be considered.
21. The acceptance of the quotation shall rest with the Committee/ Vice Chancellor, who does not bind itself to accept the lowest bid and reserves the right to reject any or all items of the bid without assigning any reason thereof. The Committee/ Vice Chancellor also reserves the right to accept a quotation in part, i.e. any item or any quantity, and to reject it for the rest. The University may reject any quotation or all quotations, or withdraw from further processing at any stage at the discretion of the competent authority without assigning any reason.
22. The Committee reserves the right to negotiate thereafter if considered necessary.
23. The items will be purchased from the firm(s) on the basis of quality and not merely on the lowest rates.

24. The University will finalise the L1 firm (lowest rate quotees firm) on the basis of the overall total cost quoted for all items.
25. The rates accepted by the University shall be applicable up to 180 days, and the supplier shall have to make a supply during the period as and when required.
26. The Supplier shall supply and install the goods within the time limit specified in the supply order. **If the material is not supplied within the delivery period, the supplier shall be liable to pay the University, compensation amount equivalent to 1% (one per cent) of the material cost each day or such other amount as the CPC/Director/University Librarian may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten per cent) of the total cost of material supplied.** However, an appeal against these orders shall lie with the Vice-Chancellor, M.D. University, Rohtak, whose decision shall be final.
27. In case the supplier/contractor declines/fails to execute the supply order/contract on the rates and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security deposits, besides any other action as may be deemed proper by the University.
28. The Committee constituted by the CPC / VC is competent to increase/decrease the quantity of items by 25% without any prior intimation. In case of a decrease in the quantity of items, the firm shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which it might have derived from the execution of the work/order in full.
29. The acceptance of the material shall be subject to a satisfactory report of the Committee/Technical Committee/Experts Committee.
30. As a general policy, the University tries to make 100% payment as early as possible after the receipt of the material and its proper installation, on the satisfactory report of the Inspection Committee. No advance payment or payment against documents negotiated through the Bank shall be made.
31. TDS and any other statutory tax/cess/levy shall be deducted at source as per the Government. Rules.
32. Terms and conditions printed on the quotation/Invoice of the firm, if any, shall not be binding on the University, except those explicitly mentioned in the supply order of MDU-CPAS, Gurugram, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order document.
33. In case of any dispute relating to this contract, the matter shall be referred to the Arbitrator to be appointed by the Vice-Chancellor, whose decision shall be binding on both parties.
34. The dispute, if any, shall be subject to the jurisdiction of the Courts at Rohtak/Gurugram. Any other jurisdiction mentioned in the quotation or invoices of the manufacturers/distributors/ dealers/suppliers, etc., shall be invalid and shall have no legal sanctity.
35. In case any other information/clarification is required, the firm may be contacted at Telephone No. 0124-2383343, 2383443 or Email id dir.cpas@mdurohtak.ac.in on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).

36. The agency/firm shall also append the following declaration with the sealed quotation:

DECLARATION

I/We (Name) of the firm_____ do hereby solemnly affirm and declare that the facts stated in the Bid are correct and true to the best of my / our knowledge and belief, and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/We will be liable for legal action under Section 182 and Section 415 read with Section 318 or any other applicable Sections of the Bharatiya Nyaya Sanhita (BNS) 2023 or latest, as the case may be.

Place: _____

Date : _____

(Signature of the Bidder)
with full name and Address
with seal & stamp

**MDU-CPAS LIBRARY, GURUGRAM
MAHARSHI DAYANAND UNIVERSITY**

Specifications & Performa for quotation for Supply of Book Racks and Book Stoppers

Sr. No.	Item	Specifications	Quantity	Rate (Per Item)	GST Amount (Per Item)	Total Amount (Per Item)
1.	Double-Faced Book Racks with Main Unit	20-gauge steel made, adjustable slotted angels (18 gauge) with pre-laminated 18 mm thick board (Greenlam/Greenply) on the side and top; Dimensions – 90”x36”x 22.5”; One main unit consists of 14 shelves on both sides with the plain surface (i.e. shelves without adjustable book stoppers.) The exact color of book racks, ply, and book stoppers shall be as per the sample provided by the library.	10 Nos.			
2.	Double-Faced Book Rack Add-ons	20-gauge steel made, adjustable slotted angels (18 gauge) with pre-laminated 18 mm thick board (Greenlam/Greenply) on the side and top; Dimensions – 90”x36”x 22.5”; One add-on each shall consist of 14 shelves on both side with the plain surface (i.e. shelves without adjustable book stoppers.) The exact color of book racks, ply, and book stoppers shall be as per the sample provided by the library.	30 Nos.			
3.	Book Stoppers	The size of the book Stoppers is 7”x7” (height x width); they are made of steel and 16-gauge power-coated with smooth rounded edges and corners.	200 Nos.			

Director, MDU-CPAS, Gurugram

ANNEXURE-I (b)

Undertaking (on non-judicial stamp paper)

This is to certify that M/s _____,
address _____,
has not ever been debarred/blacklisted from any **by any School / Board / University /
Organization / Government Agency, etc.**, for any reason at any point of time and no legal
case/proceedings is pending against the Agency as on date.

Place: _____

Dated: _____

Signature of the Tenderer
with full name and Address
with seal & stamp

Any clarification regarding the detailed notice inviting **Sealed Quotation** can be sought
from the Director, MDU-CPAS, Gurugram, during office hours at **0124-2383343, 2383443**
or E-Mail: **dir.cpas@mdurohtak.ac.in**

IMPORTANT NOTE:

- 1) The Applicants/quotees have to complete the ‘Application/Quotation Preparation & Submission’ stage at the scheduled time as mentioned above. If any Applicant/quotees fails to complete his / her aforesaid stage in the stipulated time schedule for this stage, his / her Application/Quotation status will be considered as ‘Application /Quotation not submitted’.
- 2) Applicant/quotees must confirm and check his/her quotation even after completion of his/her activities, Sealed Quotation.
- 3) Applicant/quotees can rework on his / her quotation even after completion of the ‘Application/Quotation Preparation & submission stage’ (Application/quotation Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/quotees Stage.

TECHNICAL DOCUMENT:

Sr. No.	Description	Quotees Response (Yes/No)	Remarks
1.	Turnover certificate per Income Tax Return or GST Returns, as the case may be, certified by a Chartered Accountant.		
2.	Copy of PAN Card and proof of Registration for GST.		
3.	Copy of the last three Income Tax Returns		
4.	List of institutions, including name & address of the universities/organisations, etc., where the library furniture has been supplied and installed.		
5.	Affidavit on non-judicial stamp paper notarised by a notary public to the effect that they have not been debarred/blacklisted by any State Government / Central Government / PSU Department in India / Public or Private Institute / Organisation as Annexed-I (b) .		

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