



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

## (Limited Tender Enquiry) (Only for Empanelled/Registered Vendors of CUSB)

**Subject: Designing, Printing and Supply of Diary and Wall Calendar CUSB - 2020.**

To,  
M/s. \_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

Central University of South Bihar Gaya invites proposals for Gaya Campus for **Designing, Printing and Supply of CUSB Diary and Wall Calendar-2020** as per specification mentioned below (Annexure 'A') from the empanelled/Registered printers of the University.

The last date for submission of tender documents is **27/11/2019 till 2:00 pm** on the below mentioned address **by registered post / speed post /in drop box (Tender Box).**

To,  
The Registrar  
Central University of South Bihar  
SH-7, Gaya- Panchanpur Road,  
Village- Karhara, Post- Fatehpur  
P.S- Tekari, District- Gaya (Bihar), PIN- 824 236  
Email- [registrar@cub.ac.in](mailto:registrar@cub.ac.in), Website- [www.cusb.ac.in](http://www.cusb.ac.in)  
Contact – 0631-2229519

### **Index for Tender Form**

Sl. No.	Items	:	Details
1.	Tender Notice No	:	CUSB/PSD/PRO/TENDER/10/2019-20
2.	Tender Date	:	14/11/2019
3.	Name of the Work	:	Designing, Printing and Supply of “ <b>CUSB Diary and Calendar – 2020</b> ” (As per attached Annexure- ‘A’).
4.	Earnest Money Deposit	:	Earnest Money Deposit (EMD) of ₹ 10,000/- in shape of Demand Draft/ FDR etc.(Refundable)
5.	Start of submission of bids	:	14 /11/2019
6.	Last date and time for submission of bids	:	27/11/2019 by 02:00 pm



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**Price Bid:** The bidder has to quote the rate per copy. The rate quoted should be inclusive of all taxes, freight charges, scanning, composing, cutting, pressing, binding etc. **The printer would carry out the printing only after the approval of the sample copy by the University.**

## **Terms & conditions:-**

01. Enquiry will be sent by courier/ registered post/ speed post/ by hand (to be submitted in Tender Box) and will not be accepted after last date of submission.
02. Tender documents will be **one bid system** and must be accompanied by the Bid Security Form/Earnest Money Deposit.
03. Bidders should clearly mention Tender reference on envelop **CUSB/PSD/PRO /TENDER/10/2019-20, Date: 14/11/2019. EMD should be in favour of “Central University of South Bihar” Payable at Gaya.**
04. The rate offered should be quoted **F.O.R CUSB Gaya Campus.**
05. In case of Ex-Godown terms the amount of packaging forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax and other statutory charges must be mentioned.
06. The delivery period should be within 4-5 weeks.
07. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted
08. Quotation should have validity of at least 90 days from the date of opening.
09. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
10. The penalty @ 0.5% per week subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
11. Our standard payment terms & condition is 100% against after successful delivery of complete order with satisfactory quality of printed item as per requisite specification.
12. Unless otherwise stated delivery of goods at **CUSB Gaya Campus** as per conditions as specified in Purchase Order.
13. Copies of GST registration certificate of the firm, with the TIN number clearly indicated therein is to be submitted will have to accompany the quotation.
14. The bid documents are not transferrable and the seal and signature of the authorised official of firms must appear on all the papers submitted.
15. The quotation should be complete in all respects and **duly signed on every page of tender** documents/wherever required. Incomplete and unsigned offer will not be accepted.
16. The quotations are liable to be rejected if the fore going conditions are not complied with.
17. Printed conditions of the firm, if any, will not be binding on us.
18. Late and delayed tender will not be considered.
19. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Gaya, India only.
20. CUSB reserves the right to cancel the tender at any stage.
21. The bidders have to submit the signed copy of tender document with the proposal.

**Sd/-  
Registrar**



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## Bidder Information

Following proforma should be filled in and duly signed by the firm and send alongwith the quotation/bid.

1.	Tender Ref. and date	
2.	Name of the Firm :	
3.	Postal Address of the Office of the Firm	
4.	Details of Demand Draft for EMD in favour of <b>Central University of South Bihar</b> , Payable at Gaya ( <b>Refundable</b> ). (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing Bank : (iv) Amount :	
5.	<b><u>Contact Information :</u></b> (a) Name of the contact person : (b) Telephone Number : (c) Mobile Number : (d) E-Mail : (e) Website address, if any :	
6.	Kind of Firm : Name and address of Directors/Managing Directors/Proprietor/Partners	



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<b>7.</b>	(a) Your Permanent Account No. (PAN): (b) Your Goods and Service Tax (GST) No. <span style="float: right;">(Certified copy enclosed)</span>
<b>8.</b>	<b>Bank Details</b> (a) Name of the Account holder : (b) Name of the Bank : (c) Address : (d) Bank Account No. : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (Saving / Current):
<b>9.</b>	<b>Annual Turnover of the firm FOR THE LAST 3 CONSECUTIVE FINANCIAL YEARS :</b> (a) 2018-19 : (b) 2017-18 : (c) 2016-17 :
<b>10.</b>	Have your firm ever been debarred / blacklisted for doing business from any Government Organization? YES/NO



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## PRICE BID

Sr. No.	Items	Unit	Size	Rate (₹) per unit including GST and other charges (number and word also)
1	Designing, Printing and Supply of CUSB Diary -2020 (As annexure - A)	PC	7" X 9.25"	
2	Designing, Printing and Supply of CUSB Calendar -2020 (As annexure - A)	PC	12"x 22"	

### Note :-

- i. Sample of each paper clearly mentioned the purpose and duly signed/ sealed should be attached with the tender.
- ii. Quality of printing should be clear/ readable/ standard.
- iii. Bidder may visit the office for sample printed copy (Diary & Calendar) before quoting the rate, if needed.

**Signature of bidder with seal**



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## Annexure – A

### Specifications of Diary and Calendar

Sl. No.	Description	Quantity	Specification
1.	Diary	500	Size 7" X 9.25", Total pages 410-420 (Approx.) Starting 30-40 initial pages in multicolour (130 GSM Art Paper) At the start of each month, monthly planner and multicolour photographs to be inserted. Inner 366 pages (70 GSM Paper), B/W carrying University name and logo on each page. 2-3 designing options/layout to be shared by printer. Hard Binding Cover
2.	Calendar	500	Size 12"x 22", Total Sheet -7 , 6 sheet for 12 months (Both Side printing), 1 sheet for cover page with both side colour printing Paper 130 GSM Art Paper Designing options/layout to be shared by printer

#### Note :-

- i. Sample of each paper clearly mentioned the purpose and duly signed/ sealed should be attached with the tender.
- ii. Quality of printing should be clear/ readable/ standard.
- iii. Bidder may visit the office for sample printed copy (Diary & Calendar) before quoting the rate, if needed.