



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
Central University of South Bihar
SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur
P.S. – Tekari, District – Gaya (Bihar) Pin- 824236

Central University of South Bihar Gaya invites Expression of Interest (Eol) for
“Printing and Photocopying Kiosk at Central University of South Bihar”

The last date for submission of Eol documents is **25/07/2019 till 4:00 PM** on the below mentioned address **by registered post / speed post /in drop box (Tender Box).**

To,
The Registrar
(Tender Document)
Central University of South Bihar
SH-7, Gaya- Panchanpur Road,
Village- Karhara, Post- Fatehpur
P.S- Tekari, District- Gaya , PIN- 824 236

Email - registrar@cub.ac.in
Website – www.cusb.ac.in /
CPP Portal web site: www.eprocure.gov.in/epublish/app
Contact - 0631-2229519

Sr. No.	Items	Details
1	Eol Notice No.	CUSB/PSD/IT/Printing & Photocopy Kiosk/Eol/06/2019-20
2	Eol Date	12/07/2019
3	Name of work	Eol for Printing and Photocopying Kiosk in the Premises of the University on Rent.
4	Sale of Eol document	Bidder can download the Eol document from University Website www.cusb.ac.in free of cost.
5	Start of submission of Bids	12/07/2019
6	Last date and time for Receipt of Bids	25 /07/2019 at 04:00 p.m.
7	Date and Time of opening of Bid	Shall be intimated later on University website.
8	Place of opening of Bids	CUSB Campus, Gaya

Date:

Signature of Tenderer with Seal

Introduction

Central University of South Bihar, hereinafter to be referred as CUSB, is one among the sixteen newly established Central Universities by the Government of India under the Central Universities Act, 2009 (Section 25 of 2009). The University is located at State Highway-7, Gaya-Panchanpur Road and spread over 300 acres of land. Currently the University is having approximate strength of 2000 students.

As a proactive approach for providing smooth Printing and Photocopying facility along with other related services like Spiral Binding/Lamination etc. to students at the University Campus, CUSB intends to set up Kiosks in two buildings ("School of Earth, Biological and Environmental Sciences" and "School of Social Sciences and Policy") for which the sufficient aluminium-partition space shall be provided on rental basis. Electricity charges shall also be payable by the vendor as per actual consumption recorded through meter which shall be fixed by the contractor.

CUSB invites Expression of Interest (EoI) from professionally & financially sound and duly registered vendors having required machine(s) for complete set up, experience and technical expertise in execution of Printing and Photocopying services to the students.

Considering the existing infrastructural setup and the locality, the eligible bidders should propose suitable solution for implementation of the purpose.

Intent

The University desires to shortlist qualified bidders having the requisite machine(s) who will set up Kiosk system which would be helpful to resolve the purpose of Printing and Photocopying facility on the campus of CUSB, Gaya so that the students may be facilitated with the services smoothly.

Functional Requirements for the Services

Complete details of the No. of Machines/Model No./Make/Year of Manufacturing for:

- i. Photocopy Machine(s)
- ii. Computer
- iii. Printer
- iv. Spiral Binding Machine
- v. Lamination Machine

Date:

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Bidder Information

1.	EoI Ref. No.																				
	EoI date																				
2.	Name of the Firm :																				
3.	Postal Address of the Office of the Firm (Attach Proof)																				
5.	Contact Information (a) Name of the contact person : (b) Telephone Number : (c) Mobile Number : (d) Fax Number : (e) E-Mail : (f) Website address, if any :																				
6.	(a) Permanent Account No. (PAN/TAN) : (b) Goods and Service Tax (GST) No. : (c) Shop Registration Number, if any :																				
7.	Bank Details (a) Name of the Bank : (b) Address : (c) Bank Account No. : (d) Name of the Account holder : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (Saving / Current) :																				
8.	Have your firm ever been debarred / blacklisted for doing business from any Government Organization? If No, Please furnish an undertaking on Letter Head of the firm.																				
9.	Details of Experience in the similar field (attach copies from the agency) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2" style="width: 10%;">Sl.No.</th> <th colspan="2" style="width: 20%;">Period</th> <th rowspan="2" style="width: 30%;">Organization</th> <th rowspan="2" style="width: 40%;">Details of Services</th> </tr> <tr> <th style="width: 10%;">From</th> <th style="width: 10%;">To</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">i</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">ii</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Sl.No.	Period		Organization	Details of Services	From	To	i					ii				
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ii																					

Date:

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CHECK-LIST

Document to be submitted with EoI

S.No.	Particulars	Yes / No	Enclosure No	Page No.
1	ITR of last Financial Year			
2	GST Registration			
3	PAN Card			
4	Bank details in given format			
6	Experience of work			
7	Shop Registration, if available			
8	Signed / Sealed Copy of Tender Document			
9	Dealership / Distributor / Authorization Certificate (if any)			
10	Undertaking regarding Non – Blacklisting			

Date:

Signature of Tenderer with Seal

Terms and Conditions For the award of 'Printing and Photocopying Kiosk' at

Central University of South Bihar, Gaya

1. An Agency/ Firm having an experience of at least 1 year of running Printing and Photocopying Kiosk is eligible to apply. The firm shall have requisite registration certificate for dealing in stationery items.
2. The submitted EoI should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
3. All pages of the EoI document along with all sections and enclosures should be duly signed and sealed.
4. The successful bidders will be called for a meeting on a scheduled date and time and will try to give their representation about the credentials.
5. The contractor shall be provided a space with aluminium-partition in two separate buildings to run the Kiosk on rental basis. In addition, electricity charges as per actual consumption shall be payable. Electricity Meter(s) shall be fixed by the contractor.
6. The contractor should ensure that all the items required for printing and photocopy shall be available at the Kiosk and Stationary items as per need of Academic activities of students should also be available at the Kiosk. Rates should not be charged more than the prevailing Market Rate / MRP.
7. The contractor should ensure to install good quality Printer / Photocopier Machines for printing and photocopy (75 GSM or above paper) of following materials:
 - i) Black & White Photocopy, A4 size paper
 - ii) Black & White Photocopy, A3 size paper
 - iii) Black & White printing, A4 size paper
 - iv) Black & white printing, A3 size paper
8. Competent authority of CUSB, Gaya reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
9. The machines shall be of reputed brands and in good working condition.
10. The contractor shall be responsible for engaging adequately trained manpower required for providing good Printing and Photocopy Services in the Central University of South Bihar Gaya and making payment to the staff engaged as per Labour laws.
11. No child labour shall be permitted by Central University of South Bihar, Gaya under this contract. Further, the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws.
12. The contractor shall be liable with regard to compliance with all the laws, rules, regulations and directions given by any statutory authority with regard to safety, labour laws or any other laws, both Central & State in force.

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- 13.** Central University of South Bihar, Gaya, shall in no way be responsible for any default with regard to statutory obligations and the contractor will indemnify Central University of South Bihar, Gaya, in case of any damage, which may arise on account of action of contractor.
- 14.** The contractor has to deploy adequate number of staff who has to work during holidays, late hours and Sundays as well according to the requirement and convenience of Central University of South Bihar, Gaya and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
- 15.** Central University of South Bihar, Gaya will not provide any residential accommodation or transportation to personnel deployed by the contractor.
- 16.** The contractor is required to obtain all local licenses for running the printing / photocopy / stationery kiosk as per the requirement of statute in force and revised from time to time.
- 17.** The contractor should ensure security of moveable and immovable property of CUSB premises against theft or damage.
- 18.** Fulfilment of all the labour laws or other requisite licenses etc. will be sole responsibility of the service provider. The University will not be responsible in any manners.

Date:

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