

CENTRAL UNIVERSITY OF SOUTH BIHAR, GAYA

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

Website: <http://cusb.ac.in/>

Tender No. CUSB/CL/84/2019

Dated: 08-03-2019

TENDER NOTICE

Tender Document for “empanelment of vendor for Binding of Books / Journals and other office documents for Central University of South Bihar, Gaya

Sealed quotations under two bid system are invited by the Central University of South Bihar, Gaya in prescribed format to engage reputed firms / commercial binder(s) to carry out the binding work for the period of 05 years on the terms and conditions mentioned below. Quotation must be sealed and sent to:

The University Librarian,
Central University of South Bihar,
SH-7, Gaya Panchanpur Road,
Village – Karhara, Post. Fatehpur,
Gaya – 824236 (Bihar)

Tender Date Sheet

Date of Publication of Tender	08-03-2019
Period and Terms of delivery	As per the terms & conditions of tender
Last date for submission of bids(Technical as well financial)	26-03-2019
Time and date for opening of technical bids	27-03-2019 at 11:00 A.M.
Time and date for opening of Financial bids	27-03-2019 at 03:00 P.M.

Name of Work	Binding of Books / Journals and other office documents for Central University of South Bihar, Gaya
Earnest money to be deposited (OFFLINE) in the shape of DD/Banker's cheque/FDR/Bank Guarantee	25,000/- (Rs. Twenty Five thousand only) (Refundable)
Name & Address of the Tenderer	The Registrar, Central University of South Bihar, SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Fatehpur, Gaya – 824236 (Bihar)
Telephone Number of the Tenderer	+91-9415573149 / 7905455149
E-mail Address of the Tenderer	dylibrarian@cusb.ac.in
Website	http://cusb.ac.in/

Technical Bid (Annexure-I):

1. Copy of PAN/TAN registration.
2. Enclose dummy samples of
 - a) half leather (journals) with gold tooling,
 - b) full rexine (books and other office documents) with gold tooling, and
 - c) for repair and replacement of spine of journals with gold tooling.
3. Also enclose the samples of materials will be used in binding:
 - a) Rexine
 - b) Leather
 - c) Board
 - d) Tapes
 - e) Siaja
 - f) Thread
4. The bidder should have executed successfully at least 2 assignments of carrying out binding work during last financial year. These orders should be from Government Departments/Autonomous Bodies/ Public Sector Units. Provide copy of work orders & successful completion certificates as the documentary or payment remittance as evidence

Financial Bid (Annexure-II):

1. The bidder should quote flat rates for all sizes of books and other office documents (in full rexine binding) and journals (in half leather binding).
2. The binding rates once quoted by the bidder shall not be allowed to be altered after submission of sealed quotation and should be valid for 5 years or till the empanelment whichever is later.
3. The rates should be quoted for unit item in Indian currency inclusive of packing, forwarding, freight, insurance and all other incidental charges and exclusive of applicable taxes.

General Terms and Conditions:

1. The bids should be in two parts i.e., (i) technical bid (ii) financial bid i.e., binding rates on various categories.
2. The quotes should be submitted in two separate sealed envelopes, marked as "Technical Quotes" and "Financial Quotes", and both the envelopes should be put in a bigger envelop. The bigger envelope of both the quotation is super scribed. **"Quotation for "Binding of Books / Journals and other office documents"**
3. The technical bid will be opened first in the presence of the bidders or their authorized representatives in the office of the undersigned on **27-03-2019** at .11:00 AM . At the second stage, the financial bid of only those bidders will be opened who will be declared technically qualified. No separate notice will be issued for this purpose. The technically qualified bidders may remain present at the time of opening of financial bid.
4. Each bidder shall submit only one quotation.
5. Rates quoted by the firm will be accepted only after the approval of sample. All samples should be duly stamped with name of the binder and bear the signature of the proprietor. The quality of material and the workmanship shall be prime consideration.
6. Award of contract:
 - a) The university will award the contract to the bidder whose material has been determined to be good (acceptable) and has offered the lowest quotation price.
 - b) The bidder whose bid is accepted will be notified about contract prior to the expiration of the quotation validity period.

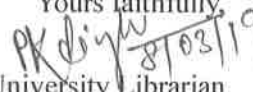
7. Those firms who are black listed by any Government / Autonomous / PSU type Organizations are not eligible to participate in bid.
8. The bidder should give an undertaking raised on a non-judicial stamp paper of Rs. 100.00 that it has not been black listed by any Government / Autonomous / PSU type organization.
9. In case of any change in Date & Time of opening of Bid the same will be uploaded on University Website "<http://cusb.ac.in>"
10. The bidder is bound by all rules and regulations fixed by The Registrar, Central University of South Bihar, Gaya any violation may invite forfeiture of the earnest money.
11. The rates quoted by the bidders shall be valid for 180 days from the date of opening of bid.
12. Each bidder shall have to mandatorily submit signed copies of following documents with Technical bid:
 - a) Scanned copy of GST Registration, PAN, proof of EMD, Client list/previous work order.
 - b) Scanned copy of Price Bid Undertaking, Bank details & Tender Acceptance letter etc.
 - c) Scanned copy of exemption certificate (if exemption claimed for deposition of EMD).a.
13. Rate including all charges should be quoted in INR only up to destination places. No further clarification will be entertained in this regard
14. The earnest money of unsuccessful bidder will be released only after the finalization of the tender.
15. Certificate should be attached with tender, stating that you own a bindery, giving detailed address of the location of bindery along with telephone number, the committee can visit the location for verification of infrastructure, if required.
16. The University Librarian, Central University of South Bihar, Gaya reserves the right to cancel any or all the tender without assigning any reason thereof.
17. The University Librarian, Central University of South Bihar, Gaya is not responsible for any kind of failure in respect of submission of bid. It is the responsibility of the Bidder to make sure that the required documents / bid is submitted in time.
18. The Tenders shall not be entertained after deadline under any circumstances whatsoever. The participating firms may, if they so desire, attend the tender opening at the scheduled date and time by deputing a representative duly authorized by the firm.
19. The bidder is solely responsible for submission of EMD. Non-submission of EMD will lead to disqualification.
20. Exemption from EMD will be applicable as per Government Norms.
21. Incomplete and tender received after due date will be summarily rejected.
22. The rates must be quoted both in figures and words and over-writing should be avoided
23. No interest will be paid by this university on Earnest Money & Security Money.
24. Quotaions with conditions will not be entertained.
25. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. Any changes in this regard will be informed through univesity website only.
26. Bidders are requested to quote their rates for different size of books / Journals and other office material in accordance with our instruction as per annexure-II
27. Tenderers are advised to visit university website <http://cusb.ac.in/> at least 2 days prior to closing date of submission of tender for any corrigendum/addendum/amendment.
28. Submission of document through registered post only.
29. The University Librarian, Central University of South Bihar, Gaya may relax any of terms & conditions on his discretion.
30. In case of any dispute arises the decision of the University Competent Authority shall be treated as final
31. All matters (if any) are Subject to the jurisdiction of Gaya Court.

Term and Conditions of Successful Tenderer:

1. Successful bidder shall have to deposit security money of Rs. 50,000/- (Rs. Fifty Thousand Only), even after exemption for depositing the earnest money. The security money shall be deposited in the form of DD/FDR/Bank Guarantee (valid for 72 months) issued in favour of "The Registrar, Central University of South Bihar, Gaya, payable at Gaya.
2. Binding work would be done as and when required and accordingly payment may be released on submission of bill as per job done or in phase wise.
3. The work will be given for the two year and it will be extended further subject to the approval of the Competent Authority based on vendor performance report. In case not considered up to the mark or not in accordance with the specifications shall be rejected.
4. The binder shall execute the work within 20 days after receiving the lot of books / Journals and other office documents are given to him
5. The selected binder is required to pledge an indemnity bond in a Non-Judicial stamp paper of Rs. 50.00 (Rupees Fifty) stating that the binder shall be responsible for loss or damage of books handed over to him for binding even if it is discovered after the expiry of the contract. The liability of the binder for such damage/loss shall be equivalent to the full current cost of the books irrespective of the condition of the book at the time of delivery, and shall be adjusted from the bill or security of the binder.
6. The binder shall take delivery of the books / Journals and other office documents at the University premises and return them after binding at their own expenses i.e. transportation charges shall be borne by the binder. If required by the vendor a place may be provided for the execution of work within university premises.
7. Earnest money for Rs.25,000/- (Rs. Twenty Five Thousand only) is to be paid through offline mode in the form of demand draft/banker's cheque/FDR/Bank Guarantee only and should be issued in favour of The Registrar, Central University of South Bihar, Gaya payable at Gaya and should reach to this office (Physically) on or before last date.
8. LD clause will be applicable as per Govt. Norms i.e. 2% of total cost each month or as per the university norms.

Description of Binding work

S.No.	Item / Work	Technical Specifications
1.	Books / Journals and other office documents	I. Half Lather Binding with superior quality leather, raxine, board (Black) and gold littering of the Title of the book, Author, Volume/Part, year, call No. and University Logo on spine of each book / Journals and other office document. II. 2.5 lb (pound) white board III. 90 GSM thick (First and Last two pages) IV. leather corner with cloth
2.	Sewing	Sewing should be done properly and neatly with superior quality thread so that the book should open up freely and lie flat (Preferably section binding)

Yours faithfully,

University Librarian

I agree to abide by the above terms and conditions.

Name & Signature of the authorized signatory of the Vendor (with seal)

Annexure-I**Technical Bid**

Please furnish the following information in this part so as to enable the committee to decide about the qualification of the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statements.

S.No.	Required Details	
1.	Tender's Reference No. and Date	
2.	Name and Address of the Bidder/ Company	
3.	Contact No./Mobile No.	
4.	PAN / TAN	
5.	Enclose dummy samples of (i) half leather (journals) with gold tooling, (ii) full rexine (books) with gold tooling, and (iii) for repair and replacement of spine of journals with gold tooling.	Yes No
6.	Enclose the samples of materials use in binding: (i) Rexine (ii) Leather (iii) Board (iv) Tapes (v) Siaja (vi) Thread	Yes No
7.	Number of similar works undertaken during the last financial year. Attach copies of the supply orders / copy of last payment/completion or satisfactory certificate.	Yes No
8.	Enclose certificate stating that you own a bindery of your own giving detailed address of the location of bindery along with telephone number, if any.	Yes No
9.	Enclose a list of equipments being used in your bindery	Yes No
10.	Undertaking that the bidder has not been black listed by any Government/Autonomous/PSU type organization	Yes No

Name & Signature of the authorized signatory of the Company (with seal)

Annexure-II**Financial Bid**

Please go through this document carefully and ensure compliance. Non-compliance of any one of the conditions may make your offer invalid.

1.	Tender's Reference No. and Date	
2.	Name and Address of the Bidder/ Company	
3.	Contact No./Mobile No.	

Performa for Financial Bid

1	2	3	4	5	6	7
S.No	Size of Book / Journals and Other Office Materials	Category	Binding Rates in Rs.(Unit Item) exclusive of all taxes	VAT	Other Charges (If Any)	Total Price (INR) (4+5+6)
1.	17 * 11.5	Half Leather with Golden Tooling (Journals)				
		Full Rexine with Golden Tooling (Books)				
		For repair and replacement of spine of Journals with Gold Tooling.				
2.	21.5 * 13.5	Half Leather with Golden Tooling (Journals)				
		Full Rexine with Golden Tooling (Books)				
		For repair and replacement of spine of Journals with Gold Tooling.				
3.	23 * 16.5	Half Leather with Golden Tooling (Journals)				
		Full Rexine with Golden Tooling (Books)				
		For repair and replacement of spine of Journals with Gold Tooling.				
4.	26 * 18.5	Half Leather with Golden Tooling (Journals)				
		Full Rexine with Golden Tooling (Books)				
		For repair and replacement of spine				

		of Journals with Gold Tooling.				
5.	27 * 21.5	Half Leather with Golden Tooling (Journals)				
		Full Rexine with Golden Tooling (Books)				
		For repair and replacement of spine of Journals with Gold Tooling.				
6.	Other	Half Leather with Golden Tooling (Journals)				
		Full Rexine with Golden Tooling (Books)				
		For repair and replacement of spine of Journals with Gold Tooling.				

1. I have thoroughly examined and understood all the terms & conditions as contained in the bid document, and agree to abide by them.
2. I offer to supply the item on the rates as indicated in the price bid which is inclusive of all applicable taxes.

Note

Bids will be opened in the presence of Bidder's representative(s) who choose to attend on the specified date and time.

Name & Signature of the authorized signatory of the Company (with seal)

Annexure - III

BANK DETAILS
(To be given on Company Letter Head)

Name of the Firm:

Registered / Postal Address:

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1.	GST Registration No.	
2.	Bank Details	
I.	Name of Bank	
II.	Branch Name	
III.	Type of Account	
IV.	Account Number	
V.	MICR No.	
VI.	IFSC Code	

Yours faithfully,

Name & Signature of the authorized signatory of the Company (with seal)

Annexure- IV
Tender Acceptance Letter
(To be given on Company Letter Head)

To,
The Registrar,
Central University of South Bihar,
SH-7, Gaya Panchanpur Road,
Village – Karhara, Post. Fatehpur,
Gaya – 824236 (Bihar)

Sub: Acceptance of terms & conditions of Tender

Tender Reference No.:-----

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Wrok' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned websites(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s) etc., which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do here declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Section Undertaking.
6. I/We certify that all information furnished by the our Firm is true and correct and in the event that the information found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Signature of the Bidder with Official Seal