



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur,  
P.S- Tekari, District- Gaya (Bihar) PIN- 824 236

(Limited Tender Enquiry)

**Subject: Designing, Printing and Supply of Annual Report & Annual Accounts.**

To,

M/s. \_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

Central University of South Bihar Gaya invites proposals for Designing, Printing and Supply of Annual Reports & Annual Accounts as per specification mentioned below (Annexure 'A') from the empanelled printers of the University. You are requested to kindly send the quotations/ proposals latest by **04/10/2019 till 4:00 PM** to the below mentioned address:

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

### **Index for Tender Form**

Sl. No.	Details	:	Deadline
1.	Tender Notice No.	:	CUSB/PSD/PRO/T/08/2019-20, Date: 18/09/2019
2.	Name of work	:	Designing, Printing and Supply of Annual Report & Annual Accounts.
3.	Earnest Money Deposit	:	₹ 5,000/-
4.	Start of submission of Bids	:	18/09/2019
5.	Last date and time for receipt of Bids	:	04/10/2019 by 4:00 PM
6.	Place of opening of Bids	:	CUSB Panchanpur, Gaya

Tender documents will be on single bid system and must be accompanied by the Bid Security Form/Earnest Money Deposit (Refundable). The Earnest Money Deposit is to be paid in the form of Bank Draft in favour of the Central University of South Bihar payable at Gaya.

**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.**



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## Terms & Conditions:

1. 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.
2. The relevant papers in regards to eligibility criteria, EMD should be in sealed envelope. Bidders should clearly mentioned NIT reference on envelop **CUSB/PSD/PRO/T/08/2019-20, Date: 18/09/2019. EMD should be in favour of "Central University of South Bihar" Payable at Gaya.**
3. The rate offered should be quoted **F.O.R CUSB Gaya Campus.**
4. 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 as and other statutory levels must be mentioned.
5. The delivery period should be within 1-2 weeks as per requirement.
6. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted.
7. Quotation should have validity of at least 90 days from the date of opening.
8. 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.
9. The penalty @ 0.5% per week subject to a maximum of 10% of the delivery price of delayed items will be deducted from the balance payment if supply is not completed within stipulated period.
10. Our standard payment terms & condition is 100% against delivery and approval/ acceptance by end-user.
11. Unless otherwise stated delivery of goods at **CUSB Gaya Campus** as per conditions as specified in Purchase Order.
12. Copies of GST registration certificate of the firm, with the TIN number clearly indicated therein will have to accompany the quotation to be submitted.
13. The bid documents are not transferrable and the seal and signature of the authorised official of firms must appear on all the papers and envelops submitted.
14. The quotation should be completed in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
15. The quotations are liable to be rejected if the fore going conditions are not complied with.
16. Printed conditions of the firm, if any, will not be binding on us.
17. Late and delayed tender will not be considered.
18. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Gaya, India only.
19. CUSB reserves the right to cancel the tender at any stage.
20. Compliance sheet about the specification asked must be enclosed with the proposal.
21. The bidders have to submit the signed copy of tender document with the proposal.

**Sd/-  
Registrar**



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## Annexure - A

### Specifications

Sl. No.	Description	Annual Report	Annual Accounts
1.	Size	A4 Size	A4 Size
2.	Quantity	<b>200 Approx.</b>	<b>50 Approx.</b>
3.	No of Pages	<b>150</b> (rate for Increase or decrease in number of pages would be decided on pro- rata basis.	<b>120</b> (rate for Increase or decrease in number of pages would be decided on pro- rata basis.
4.	Colour	<b>Multi Colour</b>	<b>B&amp;W</b>
5.	Fabrication	Stich Binding/ Perfect Binding	Stich Binding/ Perfect Binding
6.	Paper	300 GSM Imported Art Paper ( Magna Star/ Mat Finish) for Cover (Multicolour)	300 GSM Imported Art Paper ( Magna Star/ Mat Finish) for Cover (Multicolour)
		170 GSM Imported Art paper (Magna Star/ Mat Finish) for Inside (Multicolour)	170 GSM Imported Art paper (Magna Star/ Mat Finish) for Inside (Black & White)
7.	Lamination/ UV Coating	Gloss lamination / UV coating on front cover and back cover	Gloss lamination / UV coating on front cover and back cover
8.	Stiching	Stich binding/ perfect binding	Stich binding/ perfect binding
9.	Scope	The University will provide the text of report in CD/ e- mail, the agency has to ready the print ready file after designing and customizing the text in consultation with the university.	The University will provide the text of report in CD/ e- mail, the agency has to ready the print ready file after designing and customizing the text in consultation with the university.
10.	Proof Reading	Two rounds of proof- reading.	Two rounds of proof- reading.
11.	Dummies	Two colour dummies to be provided for approval within 10 days of award of the contract.	Two colour dummies to be provided for approval within 10 days of award of the contract.
12.	Completion of Job	Printing to be completed within seven days after the approval of dummies.	Printing to be completed within seven days after the approval of dummies.
13.	Electronic copy	The printer would provide the electronic copy of the printed booklet in PDF as well as DOC formats.	The printer would provide the electronic copy of the printed booklet in PDF as well as DOC formats.
14.	Delivery	Delivery of the finished goods in one or many lots would be made available free of cost at CUSB Gaya.	Delivery of the finished goods in one or many lots would be made available free of cost at CUSB Gaya.

**Note: (i) Sample of each papers clearly mentioned the purpose & duly signed/ sealed should be attached with the tender.**

**(ii) Quality of printing should be clear/ readable/ standard.**



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Annexure - B

## FINANCIAL BID PROFORMA

(It should be submitted in a separate sealed envelop)

TENDER NOTICE NO.: CUSB/PSD/PRO/T/08/2019-20, Dated: 18/09/2019

SUB.: Designing, Printing and Supply of Annual Report & Annual Accounts.

Name of the Bidder: \_\_\_\_\_

Sl. No.	Item Description	Qty. (Approx.)	Unit Price (₹)	Total Amount (₹)
1.	Printing and Supply of Annual Report	200 nos.		
2.	Printing and Supply of Annual Accounts	50 nos.		
<b>Total Basic Amount(₹)</b>				
<b>GST@ ....%</b>				
<b>Freight &amp; Other charges (if any)</b>				
<b>Installation charges ,if any</b>				
<b>Total F.O.R. CUSB Campus</b>				
<b>Total Amount in words: (₹ .....</b> )				

Note: No overwriting or use of whitener is permitted. If done it will be summarily rejected.

Date:

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation & seal