



CENTRAL UNIVERSITY OF SOUTH BIHAR

(A Central University established by an Act of Parliament)

SH-7, Gaya- Panchanpur Road, Village- Karhara,

Post- Fatehpur, P.S- Tekari,

District- Gaya (Bihar) PIN- 824 236, website: cusb.ac.in

CUSB, invites sealed tenders in two bid system from eligible reputed logistic firms for **“Shifting of Goods”** (Furniture & Fixtures of Class Room, Laboratories, Library, Hostels; Lab Equipment & Instruments, Chemicals & Glasswares, Library Books & Journals; Computer Systems, Xerox Machine, Printer etc.) of Central University of South Bihar to its premises at Panchanpur, Gaya Tekari Road from **(1) BIT Patna Campus (2) Boys Hostel at Ashiana Nagar, Patna and (3) Girls Hostel at Ramjaypal Nagar, Gola Road, Patna to CUSB Permanent Campus at Panchanpur village, Gaya Tekari Road, Gaya.**

Sr. No.	Tender Ref. No.	Item wise details	EMD Amount
1.	CUSB/PSD/Admin/Tender/01/2018-19	Annexure enclosed	15,000/-

The Tender documents (non-transferable) along with detailed item list and terms & conditions (available on) can be obtained from CUSB website www.cusb.ac.in. Forms can be downloaded and used. Note the following important dates.

1.	Date of commencement of Tender	09/05/2018
2.	Last date for query and clarification related to tender	15/05//2018
3.	Pre-bid meeting at CUSB Panchanpur, Gaya	16/05/2018 at 11:00 AM onwards
4.	Last date and time for receipt of Tender document	30/05/2018 up to 4.00 PM
5.	Opening of tender (Technical Bid)	31/05/2018 at 2:30 PM
6.	Opening of Financial Bid	01/06/2018 at 2:30 PM
7.	Award of Work	01/06/2018

1. The firm/ bidder has to submit an undertaking that they have not been blacklisted by any Govt. organization during last three years.
2. The firm/ bidder has also to submit an understanding that they will finish the packing, loading, transporting, unloading, unpacking and fixing at allocated locations within 20 days of Award of Work.
3. The firm/ bidder has to submit a Performance Bank Guarantee (PBG) of equal amount of awarded value. The bidders has to sign an Agreement within three days of issue of Award.

(Registrar)

Date: 09/05/2018

Scope of work

The scope of work covered under this Tender shall include dismantling and re-assembling of furnitures/ air-conditioners & other electrical equipments wherever necessary. Proper packaging, loading and unloading of aforesaid items and computer, books, glasses, files & other miscellaneous items as per the details provided in Annexure from the University **(1) BIT Patna Campus (2) Boys Hostel at Ashiana Nagar, Patna and (3) Girls Hostel at Ramjaypal Nagar, Goal Road, Patna to CUSB Permanent Campus at Panchanpur village, Gaya Tekari Road, Gaya.**

Eligibility Criteria

- 1)** The firm / bidder must have an Annual Turnover of Rs. 50 lakhs in last three financial years i.e. 2016-17, 2015-16 and 2014-15.
- 2)** The firm/ bidder must have its own logistic capacity and must have fleet of 50 goods truck of sufficient capacity.
- 3)** The firm/ bidder must have sufficient expertise in transportation of goods and completed similar kind of works preferably in Govt. organisation or reputed organisation in last three years, copy of the same to be attached.



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The Tender Documents for items will be on two-Bid System consisting of Technical Bid and Price Bid. The Tender Documents will be submitted in two separate sealed covers clearly mentioning on the envelope the particulars of the tender for which bid is submitted and Technical Bid/ Financial Bid.

The tender documents (non-transferable) along with detailed specifications and terms & conditions (available on) can be obtained from CUSB website www.cusb.ac.in. Forms can be downloaded and used along with payment of non-refundable tender price as mentioned below. The Tender price may be paid in the form of Bank Draft in favour of **Central University of South Bihar payable at Gaya.**

- a) Date of commencement Tender : **09/05/2018**
- b) Last date and time for receipt of Tender Document : **30/05/2018 upto 4.00 PM**
- c) The tender should be addressed to the undersigned and should be delivered by only registered / speed post/ by hand (to be dropped in Tender Box) so as to reach the University on or before **30/05/2018 upto 4.00 PM**. No tender will be accepted after the due date and time.

All Tender Documents must be accompanied by the Bid Security Form/Earnest Money Deposit (Refundable) of **₹ 15,000/- (₹ Fifteen Thousand only)**. 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. The Bid Security Form/ Earnest Money Deposit Bank Draft must be enclosed with Technical Bid. The details of Bank Draft Number of Earnest Money Deposit must be endorsed on top of envelope containing Technical Bid.

The University shall not be responsible for any delay in receiving Bids. The quantum of goods may increase or decrease approximately by 10%. Bidders are requested to

visit the sites and access the goods to be shifted before submission of bids. An Undertaking in this regard has to be submitted alongwith Tender document.

The University reserves the right to accept or reject any bid, for any technical or administrative reason. No correspondence in this regard will be entertained.

Earnest Money shall be forfeited in case it is found at any stage that informations/ particulars / specifications are found to be false or tempered.

Date: 09/05/2018

(Registrar)



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TECHNICAL BID PROFORMA

NIT No.: CUSB/PSD/Admin/Tender/01/2018-19

Dated: 09/05/2018

1. Name of the Organization _____

2. a) Head Office / Registered Office _____

Telephone No/mobile No. _____

Fax No. _____

Email _____

Web site (if any) _____

Date of Establishment _____

Branch Office in Patna/Gaya,
(if any)
(Provide Complete Address) _____

Telephone No. _____

Fax No./Email _____

3. Name of Chief Executive /
Proprietor / Partners with
Designation _____

Telephone No./Mobile No. _____

Fax No./ Email _____

4. Name of Contact Person _____

Telephone No./Mobile No _____

Fax No./Email : _____

5. Type of Organization

Certified Documents to be enclosed

- | | | | |
|----|-------------------------|--------------------------|---------------------------------|
| a) | Proprietary | <input type="checkbox"/> | Trade License |
| b) | Partnership | <input type="checkbox"/> | Partnership Deed, Trade License |
| c) | Private Limited Company | <input type="checkbox"/> | Memorandum of Article |
| d) | Public Limited Company | <input type="checkbox"/> | Certificate of Registration |
| | | | Trade License |
| e) | Public Sector | <input type="checkbox"/> | Trade License |

6. Nature of Business (tick the relevant)

Manufacturing		Service (Transport & Logistics)		Dealership	
Stockiest		Indian Agent		Indian Branch Office	
Others Pl. Specify					

7. Audited Annual Turnover during last 3 years (Rs. In Lakhs) (Enclose Chartered Accountant's certification & Income Tax Return Copy)

Year	Rupees in Lakhs	Annexure (Sl. No.)
2015-16		
2014-15		
2013-14		

**8. Previous logistic experiences :
(Separate sheet may be attached with copy of work orders).**

9. Commercial Information (Enclose Attested Copy wherever Applicable)

S.No.	Information	Details		Annexure (Sl. No.)
1.	GST Regn, No.			
2.	CST / VAT Regn. No.			
3.	State ST Regn. No			
4.	TIN No.			
5.	Excise Registration No. Trade / Factory License No.			
6.	Service Tax Regn.No.			
7.	PAN No.			
8.	Details of Registration Certificate with DGS&D/NCCF			
9.	SSI/NSIC Certificate			
10	Current dealership agreement with Principal Letter No. / Date / Valid upto			
11.	Relevant IISI/ SO Certificate, if any			
12.	<u>Bank Details :</u> Account No.			
13.	Name of Bank & Branch			
14.	IFSC Code			
15.	Details of Tender Fee	Amount:	DD Details:	Name of the issuing Bank & Branch
16.	Details of EMD	Amount:	DD Details:	Name of the issuing Bank & Branch
17.	Details of Previous Supply in Govt. Organisations / Govt. Educational Institutions (Enclose Supply order & Performance report. If required enclose separate sheets)	Name of the organization		

I/ We hereby give an undertaking that the information provided are true to the best of my knowledge and belief. If anything found to be false at any stage my tender will be liable to be rejected and EMD amount will be forfeited.

Signature of authorized representative:

Date:.....



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Financial Bid Proforma

(It should be submitted in a separate sealed envelop)

TENDER NOTICE NO.: CUSB/PSD/ADMIN/TENDER/01/2018-19, DATED: 09/05/2018

Name of the Bidder: _____

Sl. No.	Item Description	Total Quoted Amount in Rupees (Inclusive of all charges, Tax, Road Permit etc.)
1	As per Annexure enclosed	₹
Final Amount including all charges (₹)		
Total Amount in words: (₹)		

Note:

- 1) No overwriting or use of whitener is permitted. If done it will be summarily rejected.

Date:

Signature_____

Name_____

Designation & Seal

Annexure of Goods

(Indicative list of items to be shifted)

Sl. No.	Item Description	Size/ Capacity/ Dimension/Type	Quantity (Nos.)
1.	AC Adaptor		2
2.	AC Stabilizer		3
3.	Accessories Box		9
4.	Acoustic Material		4
5.	Air Conditioner	Split	57
6.	Air Sampler		1
7.	Almirah	(Small, Medium, Big with & without glass)	136
8.	Almirah Glass Frame		1
9.	Aluminium Partition		11
10.	Aquarium	Medium size with wooden stand	4
11.	Audio Mixer		1
12.	Baggage Counter		3
13.	Barcode Reader		1
14.	Battery	Different type (UPS)	79
15.	Bed	Hostel Bed (6'x3')	135
16.	Cabinet Catalogue Box		3
17.	Camera Stand		1
18.	Camera with Charger		1
19.	Canteen Stand		4
20.	Carrom Board		2
21.	Ceiling Fan		206
22.	Centre Table	(with and without glass)	4
23.	Chair	All types (Revolving/ Visitor/ Godrej etc.)	955
24.	Class Room Board	(White and Green)	37
25.	Computer Set	(CPU, Monitor, Keyboard, Mouse)	114
26.	Computer Table		52
27.	Curtain Set		155
28.	Desk		81
29.	Digital AV Mixer		1
30.	Dining Chair	(Plastic and others)	12
31.	Dining Table	Plastic and others	46
32.	Drawer		3
33.	Dustbin	Medium & Small	11
34.	Exerciser	Medium Size	2

35.	Exhaust Fan		7
36.	Extension Cord		11
37.	External Hard Disk		4
38.	Fire Extinguisher		10
39.	Gas Cylinder	5 Kg.	3
40.	Geyser		26
41.	Hanger		43
42.	Inverter Trolley		3
43.	Inverter with Battery	All types	6
44.	Journal Display Rack		10
45.	Key Cage		4
46.	Kitchen Utensils	All types	102
47.	Lab Table		44
48.	Ladder	8 feet	6
49.	Laptop		3
50.	LCD Battery Charger		2
51.	Letter Box		1
52.	Library Rack		9
53.	Library Stack		10
54.	LPG Cylinder		4
55.	Magazine Display		3
56.	Mattress	Hostel Bed Mattress (6'x3')	3
57.	Microphone Stand		9
58.	Mike Stand		3
59.	Mirror		4
60.	Mixer		3
61.	Moped (TVS)		1
62.	Mosquito Net		19
63.	Music System		3
64.	Notice Board	Display board (with and without glass)	89
65.	Pedestal Fan		15
66.	Photocopier		1
67.	Podium		1
68.	Podium Set		1
69.	Porta Light		4
70.	Pota Light		3
71.	Power Cord		29
72.	Preview Monitor		2
73.	Printer		11
74.	Projector Set	(with LCD Monitor and other accessories)	21
75.	Rack		10
76.	Reading Table		10
77.	Refrigerator		10

78.	Revolving Display		2
79.	Room Heater		5
80.	Scanner		1
81.	SD/ HDD Video Camera		3
82.	Computer Server		6
83.	Set Top Box Set		3
84.	Sofa Set	(1+3 & 1+9)	12
85.	Sound Box		6
86.	Speaker		4
87.	Stabilizer		30
88.	Stand Light		2
89.	Table	(Small, Medium, Big)	444
90.	Table Tennis Table		1
91.	Telephone Set		10
92.	Television Set		5
93.	Tennis Board		2
94.	Tread meal		1
95.	Tripod with Bag		2
96.	Trunk Small Size		7
97.	Tube Light Set		116
98.	TV Stand		1
99.	UPS		13
100.	Wall Cabinet		2
101.	Wall Fan		5
102.	Wall Watch		22
103.	Washing Machine		1
104.	Washing Tub		6
105.	Water Purifier		17
106.	Weighing Machine		1
107.	White Board Stand		1
108.	Wireless Microphone		3
109.	Workstation	(Wooden & Others)	11

Central Library (Books, Racks, Almira, Display Board, Reading Table & Chair)

Sl. No.	Item Description	Size/ Capacity/ Dimension/Type	Quantity (Nos.)
1.	Books		8000 approx.
2.	Book Rack	Double sided	36
3.	Book Rack	Single sided	10
4.	Periodical Rack (3/5)		3
5.	Iron Rack		5
6.	Glass Door Almira		5
7.	Office Almira		3
8.	New Arrivals Display		1
9.	Periodicals Display		2
10.	Photocopy Machine		1
11.	Reading Table		40 (Sitting Capacity)
12.	Reading Chair		40 (Sitting Capacity)

Note:

- 1) These are approximate quantity and may vary at the time of actual packing.
- 2) Bidders are requested to quote their rate as lump-sum after visit the site at Patna and Panchanpur (University campus and hostels) for which **Md. Mudassir Alam, PRO**, may be contacted on Email PRO@cub.ac.in, Mobile – 09871723607.

MEMORANDUM OF UNDERSTANDING BETWEEN CENTRAL UNIVERSITY OF SOUTH BIHAR, PATNA AND M/S.

Whereas, the Central University of South Bihar advertised the Tender vide dated: for **Shifting of Goods** of Central University of South Bihar from BIT Patna Campus to its permanent campus at Panchanpur, Gaya

And

Whereas, the **Central University of South Bihar** also uploaded the said Tender on University website (www.cusb.ac.in) as well as CPP Portal with last date of submission as till 4:00 PM.

And

Whereas, **M/s.** duly submitted their proposal accepting all the Terms and Conditions of the bid documents advertised by the University as mentioned above.

And now thereof, this Memorandum of Understanding, hereinafter call MOU signed between **Central University of South Bihar**, hereinafter called CUSB (represented by the Registrar, Central University of South Bihar, Patna) on the one part and having its registered office at (represented by Mr.) on the other part, on this day at Gaya.

Whereas, **M/s.** has agreed to provide services regarding shifting of Goods and accordingly now therefore, it is agreed between the two parties that:

Terms & Conditions:

1. To execute the work in accordance with best practice in the field of logistic support system and follow the Indian standards without causing any damage to documents or files or goods at existing as well as at new locations where the shifting is made.
2. Works assigned must be completed within 20 days from issuance of Work Order and accident or damage/ maintenance of vehicle should not affect the period of delivery.
3. Loading and unloading of Goods should be done by you in consultation with the Head of Office of the dispatching office and the Office in-charge.
4. To keep track of the consignment and submit the report to the University.
5. To pay premium of insurance and toll tax or any other charges as applicable.

6. Responsibility shall be lie with M/s. in case of any loss or damage of files, documents or goods in course of transportation or loading and unloading.
7. M/s. to submit a Performance Bank Guarantee of **Rs.** within two days from issuance of the work order in favour of Central University of South Bihar, which should be valid for period of three months beyond the completion of the shifting in all respect.
8. Performance Bank Guarantee shall be forfeited in the event of breach of contractual obligation and inferior quality of service.
9. In case it is found you are violating any terms and conditions as mentioned will be considered as breach of contractual obligation and you will be liable for suitable action.
10. 100% payment will be made after successful completion of the works on submitting the completion certificate by the University.
11. All disputes in this regards shall be under Patna Jurisdiction.

We, the above said Parties have signed this Deed of Agreement, after duly understanding the contents of this Deed on the date and place mentioned above.

For M/s.

**For Central University of South Bihar,
Patna**

Witness: Name with Signature and Date

Witness: Name with Signature and Date