



## CENTRAL UNIVERSITY OF SOUTH BIHAR

(Notice Inviting Tender)

CUSB, invites sealed tenders in two bid systems from eligible reputed logistic firm **For Shifting of goods of Central University of South Bihar to its premises at Panchanpur, Gaya Tekari Road from BIT Patna Panchanpur, Gaya.**

Sr. No.	Tender no.	Item wise details	EMD Amount
1.	<b>CUSB/PSD/Admin/Tender/04/2017-18</b>	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](http://www.cusb.ac.in). Forms can be downloaded and used. Note the following important dates.

1. Date of commencement of Tender : **20/05/2017**
2. **Last date for query and clarification related to tender** : **24/05/2017**
3. Last date and time for receipt of Tender Document : **03/06/2017 up to 5.00 pm.**
4. The firms/ bidders has to submit an undertaking that they have not been blacklisted by any Govt. organization during last three years.

Date: 20/05/2017

(Registrar)

### **Scope of work**

- The scope of work covered under this tender shall include dismantling and re-assembling of furnitures/ air-conditioners & other electrical equipment 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 **Patna Campus located at BIT 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 it 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 work preferably in Govt. organisation or reputed organisation in last three year copy of the same to be attached.



## CENTRAL UNIVERSITY OF SOUTH BIHAR (Notice Inviting Tender)

On behalf of CUSB, sealed item rate tenders from eligible manufactures (or their 'authorized' dealers by submitting letters/certificates, in original, from the manufacturers that they have been authorized to quote in response to this NIT) for the following are invited:

Sr. No.	Tender no.	Item wise details	EMD Amount (Rs.)
1.	CUSB/PSD/Admin/Tender/04/2017-18	Annexure enclosed	15,000/-

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](http://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 Patna.**

- a) Date of commencement Tender : **20/05/2017**
- b) Last date and time for receipt of Tender Document : **03/06/2017 upto 5.00 pm.**
- c) The tender should be addressed to the undersigned and should be delivered by only registered / speed post so as to reach the University on/before **03/06/2017 upto 5.00 p.m..** 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 Rs. 15,000/- (Rs. 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 Patna. 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 (EMD must be submitted separately for each item).

The University shall not be responsible for any delay in receiving Bids/sending of Tender Document by post. The quantity of the items may increase or decrease as per requirement.

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 information/particulars /specification are found to be false or tempered.

Date: 20/05/2017

(Registrar)



**CENTRAL UNIVERSITY OF SOUTH BIHAR**

**TECHNICAL BID PROFORMA**

**NIT No.: CUSB/PSD/Admin/Tender/04/2017-18**

**Dated: 20/05/2017**

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 , 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 ☐ Trade License
- b) Partnership ☐ Partnership Deed, Trade License
- c) Private Limited Company ☐ Memorandum of Article
- d) Public Limited Company ☐ Certificate of Registration
- e) Public Sector ☐ Trade License

**6. Nature of Business (tick the relevant)**

Manufacturing		Service (Transport & Logistics)		Dealership	
Stockist		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:.....



## **Financial Bid Proforma**

**(It should be submitted in a separate sealed envelop)**

**TENDER NOTICE NO.: CUSB/PSD/ADMIN/TENDER/04/2017-18, DATED: 20/05/2017**

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

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

**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.	Assets Name	Qty (approx.)
1	Air-conditioner	25
2	Almirah	46
3	Bed	10
4	Binding Machine	2
5	Blanket	14
6	Book Shelve	1
7	Centre Table	4
8	Chair	120
9	Coffee Stool	6
10	Computer	37
11	Computer Table	22
12	Conference Table	10
13	Dining Table	2
14	Display Board	2
15	Dressing Table	10
16	Executive Table	5
17	Geyser	8
18	Glass Top Table	9
19	Godrej Table	18
20	Iron Rack	1
21	Iron Table	2
22	Mattress	10
23	Medical Bed	1
24	Microwave Oven	2
25	Numero Cabinet	10
26	Plastic Chair	16
27	Plastic Table	3
28	Printer	21
29	Refrigerator	3
30	Room Heater	30
31	Shredder Machine	5
32	Sofa Set	9
33	Stabilizer	19
34	Streture	1
35	Table	23
36	Telephone Set	19
37	Television Set	8
38	Tender Box	1
39	TV Stand	1
40	Wall Clock	11
41	Washing Machine	4
42	Water Purifier	3
43	Weighing Machine	2
44	White Board	11
45	Work Station (Four Seater)	5
46	Fan (Ceiling)	8
47	Inverter with battery	3
48	Xerox Machine (Multifunctional)	2
49	Files & Office Record	approx. 2000 nos.
50	Other Stationary items	approx. 15 cartoons of big size
51	Crockery (Adequate Quantity) Breakable	approx. 02 big cartoons
52	Utensils & Cutlery (Adequate Quantity)	approx. 03 big cartoons

Note:

- 1) These are approximate quantity and may increase with slight variation at the time of actual packing.
- 2) Bidders are requested to quote their rate as lump-sum after visit the site.