



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

Central University of South Bihar, Gaya invites Tender for  
**Annual Rate Contract for Printing of Diaries/ Calendars/Annual Report  
/Envelopes/Stationaries and other items in Multicolour/ Black & White.**

The last date for submission of tender documents is **10/01/2019 till 4:00 PM** on the below mentioned address by **registered post / speed post /in drop box (Tender Box).**

To,  
The Registrar  
Central University of South Bihar  
SH-7, Gaya- Panchanpur Road,  
Village- Karhara, Post- Fatehpur  
P.S- Tekari, District- Gaya (Bihar), PIN- 824 236  
Email- [registrar@cub.ac.in](mailto:registrar@cub.ac.in)  
Website- [www.cusb.ac.in](http://www.cusb.ac.in)  
Contact-0631-2229519  
CPP Portal web site: [www.eprocure.gov.in](http://www.eprocure.gov.in)

## Index for Tender Form

Sl. No.	Items	:	Details
1.	Tender Notice No	:	CUSB/PSD/Rate Contract for Printing Items /Tender/17/2018-19
2.	Tender Date	:	17/12/2018
3.	Name of the Work	:	Rate Contract for Printing Items (Enclosures-A)
4.	Tender Cost	:	Non Refundable ₹ 500/- (₹ Five Hundred Only) in shape of Demand Draft only.
5.	Earnest Money Deposit	:	Refundable Earnest Money Deposit (EMD) of ₹ 20,000/- in shape of Demand Draft/ FDR drawn in favour of Central University of South Bihar, payable at Gaya from any scheduled bank.
6.	Start of submission of bids	:	17 /12/2018
7.	Last date and time for submission of bids	:	10/01/2019 by 04:00 PM
8.	Date and Time of opening of Bid	:	Shall be published on University website ( <a href="http://www.cusb.ac.in">www.cusb.ac.in</a> )
9.	Place of opening of bids	:	CUSB, Panchanpur, Gaya

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



## Eligibility Criterion

01. Please mention following details superscribed with on the face of the envelop.
  - a) Last date and time of submission of the Tender: 10/01/2019, till 04:00 PM for **Annual Rate Contract for Printing of Diaries/Calendars/Annual Report/Envelopes/Stationaries and other items in Multicolour/Black & White.**
  - b) Tender Ref No. CUSB/PSD/Rate Contract for Printing Items/Tender/ 17/2018-19.
02. Tender documents will be on **Two Bid System** and must be accompanied by the Tender Fee/ Bid Security Form/Earnest Money Deposit in favour of **Central University of South Bihar**, payable at Gaya.
03. The tender must be submitted in three separately sealed envelopes marked as “A”, “B”, & “C”. The language used shall be English. In case any information is given in foreign language, then translated (in English) copies of those pages must be enclosed, failing which the tender will be summarily rejected.
04. **ENVELOPE ‘A’ (Earnest Money & Tender Cost)**  
The tender shall be accompanied with the cost of the tender document as ₹ 500/- (₹ Five Hundred only) and earnest money of ₹ 20,000/- (₹ Twenty Thousand Only) as mentioned in the form of **Demand Draft/FDR** in favour of **Central University of South Bihar**, payable at Gaya issued by any Scheduled Bank, failing which the tender will not be accepted.
05. **ENVELOPE ‘B’ (Technical Bid Document)**  
Tenderers should establish their credentials by giving duly signed all valid documentary evidences in reference to this credentials and also of similar services as specified in this document.
06. **Envelope ‘C’ (Financial Bid Document)**  
The Envelope ‘C’ shall contain the tender documents and information related to the schedule of quoting the rates etc. of the item pertaining to the Financial Bid on the Financial Bid document, issued by CUSB, along with the tender document.
07. All the three envelopes shall be submitted together in another big envelope sealed and superscribing thereon Tender for Providing the **Rate Contract for Printing of Diaries/Calendars /Annual Report/Envelopes/Stationaries and other items in Multicolour/Black & White.**  
Envelope ‘A’ (Earnest Money & Tender Cost),  
Envelope ‘B’ (Technical Bid Document), and  
Envelope ‘C’ (Financial Bid Document), shall be in separate sealed envelopes, each marked as “Envelope ‘A’, Envelope ‘B’ and ‘Envelope ‘C’, respectively  
The envelope marked ‘Envelope ‘B’ of only those Tenderers shall be opened, whose earnest money & tender cost are placed in the ‘Envelope ‘A’ and found to be in order.

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

---

08. Sealed proposal should reach the office of the undersigned by Registered Post / Speed Post or by Hand to drop in Tender Box. Any proposal received after the last date shall not be entertained. The following documents should also be submitted along with the proposal : -
09. Attested photocopies of the following documents :
  - a) Copy of Income Tax return for the last 3 year of Registered Printer /Manufacturer / Authorized dealer/Service provider.
  - b) Copy of Sales Tax Assessment for the last 3 year of Registered Printer /Manufacturer/Authorized dealer/Service provider
  - c) Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet of the manufacturer/ authorized dealer/Service provider. A minimum average turnover for Printing Items of last three financial year ( i.e F.Y-2017-18, 2016-17 and 2015-16) of should not be less than **₹ 10,00,000/- (₹ Ten Lakh Only)** in average.
10. List of clients which mention 5 or more Rate Contracts with the Govt. Organization / Central Universities in the past three years for the similar items. Copies of such rate contracts must be enclosed with the proposal along with their performance certificates.
11. The enclosed certificates and proforma must be returned in original duly filled in and signed (Photocopy will not be accepted) failing which quotation may not be considered for Rate Contract.
12. The Bidders must agree for immediate free replacement in case any discrepancy is found with regard to quality/quantity of the material to be supplied by them under this Rate Contract. In the absence of any of the above documents / information, the proposal may be summarily rejected without making any further reference to the bidders in this regard.

---

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



## Terms and Condition

### **01. Rates**

Please quote your lowest rates F.O.R. destination at University campus at Gaya only otherwise your proposal may not be considered. Please quote for those items/specifications only which have been asked for. The rates should include insurance coverage, if necessary for safe delivery. The University shall not pay separately for transit risk insurance. The firm shall be responsible until the stores arrive in good condition at the Destination and accepts by the University after physical verification.

Further, if there is any damage or loss to the stores in transit, the firm will get the stores replaced/repaired to the entire satisfaction of the consignee otherwise cost will be deducted for items found in broken/ unserviceable conditions or short in quantities.

### **02. Taxes And Duties**

Please clearly specify the rates for the taxes, duties and other expenses applicable on the stores even if the rates are net. The rate of GST / taxes as applicable should be clearly mentioned in the proposal.

### **03. Validity of the proposal**

Since it is rate contract for one year may be extended for another one year on satisfactory performance and by mutual understanding.

### **04. Fall Clause**

- a) The prices charged for the stores supplied under the rate contract by the firm in no event should exceed the lowest price at which the firm sells the stores or proposal to sell the stores of identical description to any individual / organization / body etc. during the currency of the rate contract.
- b) If at any time during the said period, the firm reduces the sales price, sells or offers to sell such stores to any person (s) /organization (s) / body etc including the purchaser or any Department of Central Government or any Department of State Government of any statutory undertaking of the Central or a State Government as the case may be, at a price lower than the price chargeable under the contract, it shall forthwith inform such reduction or sale or proposal to sale to the Registrar CUSB and the price payable under the contract for stores supplied after the date of coming into force of such reduction or sale or proposal to sale shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the University about the reduction in the sale price and continues to charge higher rates, excess money so charged is liable to be deducted from PBG. Furthermore such firm is liable to be debarred from doing any business with the University in future.

---

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



## 05. Execution of Supplies And Billing

If a manufacturer is not in a position to execute supplies directly and intends to make the same through authorized dealer(s)/service providers their name(s) and address(es) should be declared in advance at the time of submission of the proposal.

It has been noted that on many occasions, only one dealer/ service providers is authorized to execute the supplies. The University desires that in order to maintain smooth supplies to the University, there should be more than one local dealer for the purpose. Also, the manufacturer should clearly indicate whether the orders will be placed with it or its authorized dealer(s)/ service providers. In such cases, no extra charges by way of any local Taxes/Trade Tax in addition to Central Sales Tax be admissible in case of supplies received from local authorized dealer(s).

## 06. Payment Terms

Payments shall be made only after delivery of the items as per the specification and quantity as mentioned in the supply order and satisfaction to the University Authorities.

## 07. Rejection Clause

- a) If the items received do not conform to the description and quality as contained in the catalogue or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) the University will be entitled to reject the said items or such portion, thereof as may be discovered not to conform to the said description and quality. On such rejection the goods will be replaced by the firm at its cost, or deducted from the amount payable.
- b) If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the proposal will summarily be rejected without any information.
- c) In case of sub-standard supply / non-execution of supply of ordered goods within the stipulated time, the University reserves the right to impose penalty on the concerned firm and to delist / debar / black list from further supply and may take necessary action.

## 08. The University Reserves The Right To

- a) Enter into parallel rate contracts simultaneously with more than one firm for the purchases /supply /Printing jobs of the items.
- b) Withdraw rate contract of any firm during the currency of rate contract on the reasons as specified
- c) Reject the quotation in absence of not furnishing the documentary evidence in respect of Trade Tax Registration, GST Registration, Income Tax and other applicable documents as per law together with the performance of supplies in various branches/institutions.

---

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

---

- d) Reject the quotation in the event of non-furnishing the authentic documentary evidence in respect of Testing reports/Performance report of the concerned Govt. Organization/Institutions about the products being manufactured and marketed.
  - e) Reject the supplies already made, if not found up to the mark. Random checking may be adopted to test the correctness of the supply. In such an event further action may call to conform the supply or discard further business.
  - f) All disputes are subject to judicature at “**Gaya**” only.
  - g) The decisions of the University in all respect shall be final and binding on all.
  - h) Kindly note that we attach great significance to the list of the organizations of repute where a firm is on rate contract, therefore please enclose certified photocopies of the rate contract.
  - i) Before submission it should be ensure that the proposal is complete in all respect as no further clarifications shall be sought from you and reaches us within the last date mentioned above.  
**The University shall not be responsible for any postal delay/loss in transit etc.**
  - j) Please mention our reference number and due date on the sealed envelope, otherwise your quotation may not be entertained.
  - k) A checklist (list documents to be attached) with proper signature, seal and date should be enclosed with tender document for verification; otherwise the proposal will not be entertained.
09. Expiry date of the supplied items should not be less than one year at the time of the receipt in stores.
10. **Liquidated Damages for delayed supply: -**  
If vendor fails to deliver any of or all products or does not perform the services within the period specified in the Purchase Order, the second party shall without prejudice to its other remedies under the contract, deduct from the bill, a sum equivalent to 0.5% of the price of undelivered stores at the agreed price for each week to maximum limit of 5% of the values of the order can be imposed. Once maximum is reached, the second party may consider termination of contract.
11. The successful Tenderer shall have to deposit a **Performance Security of ₹ 20,000/- (₹ Twenty Thousand Only)** in the form of **Bank Guarantee/Fixed Deposit/Demand Draft etc.** The performance security should remain valid for a period of Ninety days beyond the date of completion of all contractual obligations including warranty which is refundable without any interest. In case, the contract is further extended beyond the initial period of one year, the Performance Security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. **Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.**
12. Conditional bids shall not be considered and will be rejected summarily.

---

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

## Bidder Information

### (Technical BID)

Following proforma should be filled in and duly signed by the firm and send alongwith the quotation/bid.

1.	Tender Ref. and date	
2.	Name of the Firm :	
3.	Postal Address of the Office of the Firm (Attach Proof)	
4.	Details of Demand Draft for Tender Fees in favour of <b>Central University of South Bihar, Payable at Gaya (Non Refundable)</b> (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing Bank :	
5.	Details of Demand Draft for EMD in favour of <b>Central University of South Bihar, Payable at Gaya (Refundable).</b> (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing Bank :	
6.	<b><u>Contact Information :</u></b> (a) Name of the contact person : (b) Telephone Number : (c) Mobile Number : (d) Fax Number : (e) E-Mail : (f) Website address, if any :	

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).





# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

7.	Kind of Firm Name and address of Directors/Managing Directors/Proprietor/Partners
8.	Whether you are income tax payee? If yes, please submit a copy of Income tax return filed for last three consecutive years. (i) 2017-18 (ii) 2016-17 (iii) 2015-16
9.	Your Permanent Account No. (PAN): (Copy Attached)
10.	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):
11.	Are you a distributor/dealer/stockiest/executive/preferred agent of the manufacturer? If so, please submit the most recent authority letters issued by the manufacturer.
12.	Do you have direct import license. (If Yes, please attach a copy of the same)
13.	Annual Turnover of the firm FOR THE LAST 3 CONSECUTIVE FINANCIAL YEARS : (a) 2015-16 : (b) 2016-17 : (c) 2017-18 : Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Accountant). Applicant Supplier must have a minimum average annual Turn Over of Rs 25 Lakhs in last 3 consecutive Financial Year.
14.	Have your firm ever been debarred / blacklisted for doing business from any Government Organization? If No, Please furnish an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred Only)

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).





# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

---

## Declarations:

1. I/We \_\_\_\_\_ (Names of Partners/Proprietors or Directors) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
2. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
3. I/We accept all terms & conditions of the tender.

Place :

Signature of Partner/Proprietor/Director  
(Seal of the Firm)

Date :

---

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



## To be returned Along with the Proposal

### Certificate

#### **We certify that :**

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than the prices quoted by us to the University.
2. The vendor shall furnish a following certificate to the Paying Authority alongwith each bill for payment for supplies made against the Rate Contract as mentioned below.
3. The goods on which GST has been charged are not exempted for payment of GST Act the rules made there under and the amount mentioned on account of GST on goods is not more than payable rate under the provisions of the relevant Act or Rules made there under.
4. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules in all respects and the same is payable to the Excise Authorities in respect of the stores.
5. The goods / Stores / articles offered under the rate contract shall be of the best quality and workmanship and their supply be strictly in accordance with the technical specifications and particulars as detailed in the quotation and also certificate of quality control system attached.
6. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
7. We have read and understood the rules, regulations, terms and conditions of rate contract as applicable from time to time and agree to abide by them.

**N.B. :**\* I / We certify that there has been no reduction in sale price of the Stores of Description identical to the Government under the contract herein and such stores have not been offered / sold by me / us to any person(s) / Organization(s) including the purchaser or any Department of Central government or any Department of State Government or any statutory undertaking of the Central or State Government as the case may be upto the date of the bill / the date of completion of supplies against all supply orders placed during the currency of the R/C at a price lower than the price charged to the Government under the Contract.

**Authorized Signatory**

(Seal)

---

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

## Client Details

To,

**The Registrar**

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

Sir/Madam,

Sub:- Rate Contract for Supply of Printing Materials

I /We hereby mention following list of our clients which mention 5 or more Rate Contracts with the Govt. Organization / Central Universities in the past three years for the similar items. Copies of such rate contracts must be enclosed with the offer.

S.No.	Name of the Client	Purchase Order/ Rate Contract Details	Amount of Order (₹)
1			
2			
3			
4			
5			

Yours faithfully

(Signature of the Bidder)

Name

Designation

Seal

Date

Address:

Enclosure : As above

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

## Annexure “A”

Sr. No.	Items	Size	Colour	Paper GSM	Specification	Unit	Approx. Quantity at each occasion
1	End- Term Answer Books	22.0 cms. X 28.4 cms.		70 GSM Maplitho Printing Paper	<b>End-Term Answer Books</b> Containing <b>32 Pages</b> made of “ <b>70 GSM Maplitho Printing Paper manufactured by reputed paper mills</b> ” with thread stitching (on the left side of short edge), proper stapling and Serial numbering. The first page containing the columns for student and examination particulars and table for markings and the overleaf containing instructions to candidates in English and Hindi shall be black in colour. It shall contain 20 lines in blue on each page of 30 inner pages with red double-lined left margin. The entire book shall be punched with <b>perforated</b> letters “CUSB”. <b>Size (in Cm) – 20.0 cms. X 28.4 cms.</b>	PC	100000
2	Mid- Term Answer Books	22.0 cms. X 28.4 cms.		70 GSM Maplitho Printing Paper	<b>Mid-Term Answer Books</b> Containing <b>08 Pages</b> made of “ <b>70 GSM Maplitho Printing Paper manufactured by reputed paper mills</b> ” with thread stitching (on the left side of short edge), proper stapling and Serial numbering. The first page containing the columns for student and examination particulars and table for markings and the overleaf containing instructions to candidates in English and Hindi shall be black in colour. It shall contain 20 lines in blue on each page of 06 inner pages with red double-lined left margin. The entire book shall be punched with <b>perforated</b> letters “CUSB”. <b>Size (in Cm) – 20.0 cms. X 28.4 cms.</b>	PC	100000
3	Class Test/ Supplementary Answer Book	22.0 cms. X 28.4 cms		70 GSM Maplitho Printing Paper	<b>Class Test / Supplementary Answer Books</b> Containing <b>04 Pages</b> made of “ <b>70 GSM Maplitho Printing Paper manufactured by reputed paper mills</b> ” with thread stitching (on the left side of short edge), proper stapling and Serial numbering. The first page containing the columns for student and examination particulars and table for	PC	250000

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

					markings and the overleaf containing instructions to candidates in English and Hindi shall be black in colour. It shall contain 20 lines in blue on each page of 03 inner pages with red double-lined left margin. The entire book shall be punched with <b>perforated</b> letters "CUSB". <b>Size (in Cm) – 20.0 cms. X 28.4 cms.</b>		
4	Annual Report	A4	Multi-colour	300 GSM for Cover, 170 GSM ) for In-side	75 sheets of both side printing of 150 pages, 300 GSM Imported Art Paper ( Magna Star/ Mat Finish) for Cover, 170 GSM Imported Art paper (Magna Star/ Mat Finish) for Inside, Gloss lamination / UV coating on front cover and back cover <b>Multicolour</b> , Stich Binding/ Perfect Binding	PC	200
5	Annual Accounts	A4	Multi-colour	300 GSM for Cover, 170 GSM ) for In-side	60 sheets both side printing of 120 pages, 300 GSM Imported Art Paper ( Magna Star/ Mat Finish) for Cover, 170 GSM Imported Art paper (Magna Star/ Mat Finish) for Inside, Gloss lamination / UV coating on front cover and back cover, Black & White, Stich Binding/ Perfect Binding	PC	50
6	Printing and Supply of University Newsletter "CUSB Times"	A4	Multi-colour	170 GSM Art Paper	28 Pages, Size 8.5" X 11", 170 GSM Art Paper , Centre Stich, Multi-colour	PC	500
7	Printing and Supply of University Student Magazine – CUMEDHA	A4	Multi-colour	250 & 130 GSM Art Paper	64 pages, (60 pages text + 4 pages cover) Title 250 GSM Art Card , Colour Printing and gloss finish laminated, inside text matter on 130 GSM Art Paper Gloss from colour printing, Size A4, Fabrication, Lamination on cover & Centre Stich	PC	1500
8	Diary	7" X 9.25"	As per Specification	130 GSM & 70 GSM	Size 7" X 9.25", Total pages 400 (365 pages, Paper 70 GSM), Starting 30-35 initial pages 4 colour (paper-130 GSM) Hard Binding Cover In between each <b>12 coloured photographs to be inserted</b> Inside page will carry University name and logo in <b>single colour</b> 2-3 designing options/layout to be shared by printer	PC	500

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

9	Calendar	12 " X 22"	Multi-colour	130 GSM	Size 12"x 22", Total Pages -7 , 6 for 12 months, 1 for cover page with both side colour printing Paper 130 GSM Art Paper	PC	
10	Printing & Supply of Invitation Card with Envelope	5.5 X 8.25	Multi-colour	300 GSM	300 GSM Artboard	PC	350
11	Printing & Supply of Jacket (Folder)	9.25" X 13"	Multi-colour	320 GSM	320 GSM Cartelumina Board with Matt Lamination, Multi Colour Printing front side, 2 colour printing back side, Inner side-2 pocket pasting, down side & 4 corner pasting on upper side, Size 9.25" X 13"	PC	1200
12	Claim Form for Reimbursement of T.A./ D.A (PKT of 100 pages)	Legal		70 GSM		PKT	5000
13	Claim Form for payment of Honorarium/ sitting Fee (PKT of 100 pages)	A4		70 GSM		PKT	1000
14	Local Travel Expenses of Experts/Officers (PKT of 100 pages)	A4		70 GSM		PKT	1000
15	To Whom It May Concern (PKT of 100 pages)	A4		70 GSM		PKT	1000
16	Voucher (Payment/ Journal) (PKT of 100 pages)	A4		70 GSM		PKT	1000
17	Self-Certification Form (PKT of 100 pages)	A4		70 GSM		PKT	1000
18	Application Form for Health Diary (Employee) (PKT of 100 pages)	A4		70 GSM		PKT	3000
19	Application Form for Health Diary (Student) (PKT of 100 pages)	A4		70 GSM		PKT	30000
20	University Health Centre (Letter Head) PKT of 100 pages	A4		70 GSM		PKT	5000
21	Health Diary Card for Employee /Dependent	16 cm X 20 cm			Total 14 Pages, 1 <sup>st</sup> page water proof Colour, 2 <sup>nd</sup> page normal, 3-13 pages prescription page, 14 page instruction, Size 16 cm X 20 cm	PC	5000

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

22	Student Health Diary Card	16 cm X 20 cm			Total 14 Pages, 1 <sup>st</sup> page water proof Colour, 2 <sup>nd</sup> page normal, 3-13 pages prescription page, 14 page instruction, Size 16 cm X 20 cm	PC	5000
23	Envelope Window	10" x 4.5"		70 GSM		PC	6250
24	Envelope Self Stick Tape	10" x 4.5"		70 GSM		PC	10000
25	Envelope Self Stick Tape	11" x 5"		70 GSM		PC	12500
26	Envelope Yellow inside laminated	10" x 12"		70 GSM		PC	10000
27	Envelope Yellow inside laminated	10" x 14"		70 GSM		PC	10000
28	Envelope Yellow inside laminated	12" X 16"		70 GSM		PC	10000
29	Single Hole File Cover (Fly Leaf with Cloth Binding)	11" X 14"		350 GSM		PC	10000
30	Double Hole Spring File (Fly Leaf with Cloth Binding)	10" X 14"		180 GSM		PC	10000
31	Meeting Folder	9" X 13"		210 GSM		PC	5000
32	Note Sheet Pad (PKT of 100 Pages)	8.5" X 13"		70 GSM		PKT	1000 (Pad)
33	University Letter Head ( PKT of 100 Sheet)	8.5" X 12"		100 GSM		PKT	1000 (PKT)
34	Service Book, Bilingual Printing, Glue Binding (120 pages)	8.5" X 13"		80 GSM		PC	500
35	Staff Attendance Register (200 Pages)	8.5" X 13"		60 GSM		PC	100
36	Dispatch Register (200 Pages)	8.5" X 13"		60 GSM		PC	100
37	Dispatch Register (400 Pages)	8.5" X 13"		60 GSM		PC	100
38	Letters Receiving Register (200 Pages)	8.5" X 13"		60 GSM		PC	100
39	Letters Receiving Register (400 Pages)	8.5" X 13"		60 GSM		PC	100
40	Consumable Stock Register (400 pages)	8.5" X 13"		60 GSM		PC	100

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).





# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

41	Non Consumable Stock Register (400 pages)	8.5" X 13"		60 GSM		PC	100
42	Newspaper Record Register (400 pages)	8.5" X 13"		60 GSM		PC	15
43	Library Overdue Collection Register (400 pages)	8.5" X 13"		60 GSM		PC	20
44	Magazine Record Register (400 pages)	8.5" X 13"		60 GSM		PC	10
45	Library Patron Record Register (200 Pages)	8.5" X 13"		60 GSM		PC	20
46	Book Issue Record Register (200 Pages)	8.5" X 13"		60 GSM		PC	30
47	Personal Book Record Register (200 pages)	8.5" X 13"		60 GSM		PC	15
48	Library Membership Record Register (400 pages)	8.5" X 13"		60 GSM		PC	15
49	Department Letter Head ( PKT of 100 Sheet per )	8.5" X 12"	Multi-colour	70 GSM	70 GSM Executive Bond Paper, Multi colour	PKT	100 (PKT)
50	Officer Letter Head (PKT of 100 Sheet ) With University Logo	8.5" X 12"	Multi-colour	70 GSM	70 GSM Executive Bond Paper, Multi colour	PKT	100 (PKT)
51	Visiting Card Normal (PKT of 100 Sheet ) With University Logo	3.5" X 2"	Multi-colour	250 GSM		PKT	100 (PKT)
52	Visiting Card Eco Friendly (PKT of 100 Sheet )	3.5" X 2"	Multi-colour	250 GSM		PKT	100 (PKT)
53	Form for Refund of Hostel fee Deposit (PKT of 100 Sheet )	A4	-	70 GSM	A book shall consist of 100 PC of forms with Sr. number 70 GSM Maplitho Printing	PKT	25
54	Form for No Dues Certificate (PKT of 100 Sheet )	A4	-	70 GSM	A book shall consist of 100 PC of forms with Sr. number 70 GSM Maplitho Printing Paper	PKT	25
55	Form for Security Money Refund Form (PKT of 100 Sheet )	A4	-	70 GSM	A book shall consist of 100 PC of forms with Sr. number Maplitho Printing Paper	PKT	25

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

56	Form for Degree Certificate (in absentia) (PKT of 100 Sheet )	A4	-	70 GSM	A book shall consist of 100 PC of forms with Sr. number Maplitho Printing Paper	PKT	25
57	Form for Issuance of University Certificates (PKT of 100 Sheet )	A4	-	70 GSM	One sheet with printing on both side. A book shall consist of 100 PC of forms with Sr. number Maplitho Printing Paper	PKT	25
58	Form for Application for cancellation of admission (PKT of 100 Sheet )	A4	-	70 GSM	A book shall consist of 100 PC of forms with Sr. number Maplitho Printing Paper	PKT	25
59	Form for Honorarium for Evaluation of Ph.D. /M.Tech Thesis (PKT of 100 Sheet )	A4	-	70 GSM	A book shall consist of 100 PC of forms with Sr. number, Maplitho Printing Paper	PKT	25
60	Character Certificate (PKT of 100 Sheet )	A4	Colour	90 GSM	A book shall consist of 100 PC of certificates with Sr. number and side binding. Each certificate shall have office and students copy of certificate separated by perforation. Parchment Printing Paper	PKT	50
61	Migration Certificate (PKT of 100 Sheet )	A4	Colour	90 GSM	A book shall consist of 100 PC of certificates with Sr. number and side binding. Each certificate shall have office and students copy separated by perforation. Parchment Printing Paper	PKT	50
62	Provisional Certificate (PKT of 100 Sheet )	A4	Colour	90 GSM	A book shall consist of 100 PC of certificates with Sr. number and side binding. Each certificate shall have office and students copy separated by perforation. Parchment Printing Paper	PKT	50
63	Indent form for using chemicals (Internal) (PKT of 100 Sheet )	A4	White	70 GSM		PKT	25
64	Indent form for using chemicals (External) (PKT of 100 Sheet )	A4	Green	70 GSM		PKT	25
65	Indent form for using Equipment (External) (PKT of 100 Sheet )	A4	Blue	70 GSM		PKT	25
66	Stamp (Self inking)				Four Lines	PC	100
67	Stamp (Self inking)				Three Lines	PC	100

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

## FINANCIAL BID

Sr. No.	Items	Unit	Size	Quoted Rate Amount for per Unit (Multicolour)	Quoted Rate Amount for per Unit (B/W)
1	End- Term Answer Books	PC	22.0 cms. X 28.4 cms.		
2	Mid- Term Answer Books	PC	22.0 cms. X 28.4 cms.		
3	Class Test/ Supplementary Answer Book	PC	22.0 cms. X 28.4 cms		
4	Annual Report	PC	A4		
5	Annual Accounts	PC	A4		
6	Printing and Supply of University Newsletter "CUSB Times"	PC	A4		
7	Printing and Supply of University Student Magazine – CUMEDHA	PC	A4		
8	Printing & Supply of	PC	7" X 9.25"		
9	Calendar	PC	12 " X 22"		
10	Printing & Supply of Invitation Card with Envelope	PC	5.6 X 8.25		
11	Printing & Supply of Jacket (Folder)	PC	9.25" X 13"		
12	Claim Form for Reimbursement of T.A./ D.A (PKT of 100 pages)	PKT	Legal		
13	Claim Form for payment of Honorarium/ sitting Fee (PKT of 100 pages)	PKT	A4		
14	Local Travel Expenses of Experts/Officers (PKT of 100 pages)	PKT	A4		
15	To Whom It May Concern (PKT of 100 pag- es)	PKT	A4		
16	Voucher (Payment/ Journal) (PKT of 100 pages)	PKT	A4		
17	Self-Certification Form (PKT of 100 pages)	PKT	A4		
18	Application Form for Health Diary (Employ- ee) (PKT of 100 pages)	PKT	A4		
19	Application Form for Health Diary (Student) (PKT of 100 pages)	PKT	A4		
20	University Health Centre (Letter Head) PKT of 100 pages	PKT	A4		
21	Health Diary Card for Employee /Dependent	PC	16 cm X 20 cm		
22	Student Health Diary Card	PC	16 cm X 20 cm		

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

23	Envelope Window	PC	10" x 4.5"		
24	Envelope Self Stick Tape	PC	10" x 4.5"		
25	Envelope Self Stick Tape	PC	11" x 5"		
26	Envelope Yellow inside laminated	PC	10" x 12"		
27	Envelope Yellow inside laminated	PC	10" x 14"		
28	Envelope Yellow inside laminated	PC	12" X 16"		
29	Single Hole File Cover (Fly Leaf with Cloth Binding)	PC	11" X 14"		
30	Double Hole Spring File (Fly Leaf with Cloth Binding)	PC	10" X 14"		
31	Meeting Folder	PC	9" X 13"		
32	Note Sheet Pad (PKT of 100 Pages)	PKT	8.5" X 13"		
33	University Letter Head ( PKT of 100 Sheet)	PKT	8.5" X 12"		
34	Service Book, Bilingual Printing, Glue Binding (120 pages)	PC	8.5" X 13"		
35	Staff Attendance Register ( of 200 Pages)	PC	8.5" X 13"		
36	Dispatch Register (of 200 Pages)	PC	8.5" X 13"		
37	Dispatch Register (of 400 Pages)	PC	8.5" X 13"		
38	Letters Receiving Register (of 200 Pages)	PC	8.5" X 13"		
39	Letters Receiving Register (of 400 Pages)	PC	8.5" X 13"		
40	Consumable Stock Register (of 400 pages)	PC	8.5" X 13"		
41	Non Consumable Stock Register (of 400 pages)	PC	8.5" X 13"		
42	Newspaper Record Register (of 400 pages)	PC	8.5" X 13"		
43	Library Overdue Collection Register (of 400 pages)	PC	8.5" X 13"		
44	Magazine Record Register (of 400 pages)	PC	8.5" X 13"		
45	Library Patron Record Register (of 200 Pages)	PC	8.5" X 13"		
46	Book Issue Record Register (of 200 Pages)	PC	8.5" X 13"		
47	Personal Book Record Register (of 200 pages)	PC	8.5" X 13"		
48	Library Membership Record Register (of 400 pages)	PC	8.5" X 13"		
49	Department Letter Head ( PKT of 100 Sheet)	PKT	8.5" X 12"		
50	Officer Letter Head (PKT of 100 Sheet )	PKT	8.5" X 12"		

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

51	Visiting Card Normal (PKT of 100 Sheet)	PKT	3.5" X 2"		
52	Visiting Card Eco Friendly (PKT of 100 Sheet )	PKT	3.5" X 2"		
53	Form for Refund of Hostel fee Deposit (PKT of 100 Sheet )	PKT	A4		
54	Form for No Dues Certificate (PKT of 100 Sheet )	PKT	A4		
55	Form for Security Money Refund Form (PKT of 100 Sheet )	PKT	A4		
56	Form for Degree Certificate (in absentia) (PKT of 100 Sheet )	PKT	A4		
57	Form for Issuance of University Certificates (PKT of 100 Sheet )	PKT	A4		
58	Form for Application for cancellation of admission (PKT of 100 Sheet )	PKT	A4		
59	Form for Honorarium for Evaluation of Ph.D. /M.Tech Thesis (PKT of 100 Sheet )	PKT	A4		
60	Character Certificate (PKT of 100 Sheet )	PKT	A4		
61	Migration Certificate (PKT of 100 Sheet )	PKT	A4		
62	Provisional Certificate (PKT of 100 Sheet )	PKT	A4		
63	Indent form for using chemicals (Internal) (PKT of 100 Sheet )	PKT	A4		
64	Indent form for using chemicals (External) (PKT of 100 Sheet )	PKT	A4		
65	Indent form for using Equipment (External) (PKT of 100 Sheet )	PKT	A4		
66	Stamp (Self inking)	PC	Four Lines		
67	Stamp (Self inking)	PC	Three Lines		

**Note :- All documents print with University Logo.**

**Signature of bidder with seal**

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



## Undertaking for Check List

We hereby declare that the following requirements have been fulfilled by us –

01. Attested photocopy of current manufacturing license, for respective items, issued by competent authority.
02. List of List of clients which mention 5 or more Rate Contracts with the Govt. Organization /Central Universities in the past three years for the similar items. Copies of such rate contracts must be enclosed with the Proposal along with their performance certificates.
03. The enclosed certificates and proforma duly filled in and signed.
  - a) Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet. A minimum average turnover for Printing Items of last three financial year ( i.e F.Y-2017-18, 2016-17 and 2015-16) of should not be less than ₹ 10,00,000/- (₹ Ten Lakh Only) in average.
04. Demand Draft of ₹ 500/- (₹ Five Hundred Only) in case tender form downloaded from Website **in favour of “Central University of South Bihar, Payable at Gaya.**
05. Earnest Money Deposit (EMD) amount ₹ 20,000/- (₹ Twenty Thousand Only) to be submitted along with the Proposal in form of Demand Draft/Fixed Deposit in favour of **“Central University of South Bihar, Payable at Gaya”.**
06. Copy of Small Scale Unit/ MSME/ NSIC Registration under relevant items (if registered).
07. Copy of Income Tax Returns for 3 years..
08. Copy of GST / Sales Tax / VAT Assessment for 3 years.
09. **Every page of the tender documents and the enclosed copies of the certificates must be signed with seal.**

We hereby agree that in the absence of any of the above documents / information, the Proposal may be summarily rejected without making any further reference to us.

Date:

Signature with seal

**NOTE: 1- While arranging the Tender Documents, check list should be placed on TOP.**

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



**Draft (MOU)**

**MEMORANDUM OF UNDERSTANDING BETWEEN CENTRAL UNIVERSITY OF SOUTH BIHAR, PATNA AND .....**

Whereas, the Central University of South Bihar published an open Tender vide **CUSB/PSD/ Rate Contract Printing Items/ Tender /17/2018-19, dated: 17/12/2018** for Rate Contract for Printing of Diaries/Calendar/Annual Report/Envelopes/Stationaries and other items in Multicolour/Black & White.

And whereas, the **Central University of South Bihar** also uploaded the said Tender on the University website ([www.cusb.ac.in](http://www.cusb.ac.in)) as well as CPP Portal ([www.cppp.nic.in](http://www.cppp.nic.in)) with last date of submission as **10/01/2019 till 04:00 p.m.**

And whereas, **Vendor Name .....** duly submitted their proposal accepting all the Terms and Conditions of the bid documents as published by the University as mentioned above.

And Now, thereof this Memorandum of Understanding, hereinafter referred as MOU signed between **Central University of South Bihar**, hereinafter called **CUSB** (represented by the Registrar, Central University of South Bihar, Gaya) on the one part and **M/s .....** (**Vendor Address**, (represented by .....)) on the other part, on this day of .....at Gaya, and has been made effective from the date of issue of Work order vide University letter no. CUSB/....., dated /01/2019.

Whereas, **Vendor M/s .....** has agreed to supply of printing items and accordingly now therefore, it is agreed between the two parties the following:

**01. Rate Contract Validity**

Initially the Rate Contract will be valid for the period of 12 (twelve) months from the date of award of the Rate Contract vide letter No. CUSB/...../..... Dated .....01/2019, which may be extended for another 1 (one) year subject to satisfactory performance and by mutual understanding

**02. Pricing**

Will be applicable as per the prevailing rate (price list for the year Financial Year 2018-19) on Free On Road (FOR) basis for CUSB Gaya Panchanpur Campus as proposal.

**03. Other Charges**

No transportation or any other ancillary charges except statutory applicable taxes will be paid extra.

**04. Order Value**

Irrespective of value, the order will be placed as per requirement.

**05. Delivery Period**

As per the supply order.

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).





## 06. Liquidity Charges

The University has to run its academic and research activities in time bound manner. Hence, a penalty @ 0.5 % per week or part thereof up to maximum of 5% of value of supply order will be levied under following conditions: (i) supplies are not made within the stipulated period, (ii) request for extension by the Supplier is not considered by the University; under what so ever conditions prevailing at the end of Vendor.

## 07. Payment Term

Within 30 (thirty) days from the date of submission of bill, duly completed in all respect.

## 08. Fall causes

The Supplier will abide by the Fall Clause and will not supply or is supplying same stores at a price lower than that offered in the present quotation to any other Departments under Government of India/States and if it is found at any stage that same stores was supplied to any other Departments under Government of India/States at a lower price, then that very price will be applicable to the present case and the difference in the cost would be refunded the University, during or even if the contract has already been concluded

## 09. Delivery Period

The Stores shall be supplied as per Purchase Order/ Work Order.

## 10. Parallel Rate Contract

This can be placed at any time during the period of the rate contract, for similar Stores.

## 11. Supply of Stores & Services during Notice Period

It is contemplated that during the Notice Period (in the process of Termination of Contract), the Supplier shall keep on discharging his duties as before till the expiry of Notice Period.

## 12. Termination of Contract

Post award of the contract, it can be terminated in any of the following contingencies:-

- a) On the expiry of the contract period, without any notice.

**OR**

- b) On giving fifteen days' notice at any time during the currency of services, by either of the University or service provider.

**OR**

- c) Provided that during the notice period for termination of contract, in the situation contemplated above, the contracted agency shall keep on discharging his duties as before till the expiry of notice period.

**OR**

- d) By the University without any notice, if the second party violates any of the above terms and condition of the contract.

---

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

---

13. Any other Terms and Conditions of floated Tender Document, which is not included in this Agreement, will be the part of this Contract and binding on both the Parties.

## 14. Confidentiality

- a) The parties hereby undertake to each other to keep confidential all information (written, including without limitation information contained in electronic format, or oral) concerning the business and affairs of the other that it shall have obtained or received from the other party.
- b) The parties hereby undertake to each other to use the confidential information solely in connection with the implementation of this Agreement and not for its own or the benefit of any third party.

## 15. Resolution of Disputes

- a) The Vice-Chancellor shall have the authority to interpret any of the clauses, whose decision shall be final.
- b) Any disputes arise out of this contract shall be within the jurisdiction of Patna.

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 Vendor Name**  
**(Seal)**

**For Central University of South Bihar, Patna**  
**(Seal)**

Witness:

Name :

Signature:

Date:

Witness:

Name :

Signature:

Date:

---

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).