



CENTRAL UNIVERSITY OF SOUTH BIHAR

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

Tender Notice for Registration/Empanelment of Vendors/Suppliers for

**Toner, Printer Cartridge, Office Stationeries & Others,
Sanitation Items, Electronic Items, Computer Peripherals &
Others, Audio Visual Equipment, Printing Materials, Office
Furniture, Electrical Installation and Accessories, Laboratory
Equipment, Laboratory Chemicals and Glasswares, Sports &
Gym Equipment, Event Management, Medicines**

(Tender Ref. no. CUSB/PSD/Vendor Registration/18/2018-19)

Dated 17/12/2018

NOTICE

Central University of South Bihar is a Central University established by an Act of Parliament vide Central Universities Act, 2009 is an institution of higher learning in the state of Bihar, with the motto, 'Collective Reasoning'.

The University Invites offers from the interested companies/ firms/ registered (authorised) dealers, which are in the business of services of specified categories as mentioned in the registration documents. Registration Form can be filled, submitted and documents containing terms and conditions can be downloaded from the University web-site www.cusb.ac.in.

Hard copy of the Registration Form along with non-refundable fee of ₹ 2,000/- (₹ Two Thousand only) **for each category (which category you are interested for)** must reach the office of **The Registrar, Central University of South Bihar, SH-7, Gaya Panchanpur Road, Village - Karhara, P.O - Fatehpur, P.S - Tekari, Gaya-824236, Bihar, Email- registrar@cub.ac.in, Website- www.cusb.ac.in, Contact – 0631-2229519, by registered post / in drop box (Tender Box)**. CPP Portal web site- www.eprocure.gov.in

The last date for submission of application is **15/01/2019 upto 04:00 p.m.** Application (s) received after last date of submission will not be considered.

TERMS AND CONDITIONS

1. Eligibility & Categories for Registration / Empanelment

Companies/firms/registered (authorised) dealers, which are in the business of services of specified categories as mentioned in the registration documents are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

2. Benefits of Registration

The Companies/firms/registered (authorised) dealers registered with CENTRAL UNIVERSITY OF SOUTH BIHAR will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised are sent to the registered Companies/firms/registered (authorised) dealers by Speed Post/ Registered Post/ Registered E mail.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to them giving advance information to enable them to purchase the Tender sets.

3. Empanelment/Registration Procedure

- 3.1. The applicant should read all the pages of the document.
- 3.2. Correct/relevant information/data have to be furnished by the vendor.
- 3.3. The applicant should make sure before applying that they have the required eligibility criteria & experience of the work.
- 3.4. Service providers/suppliers seeking Empanelment / Registration shall have to pay the requisite (cost/fee) amount as stated below, for registration/empanelment. The amount shall be paid by a demand draft drawn in favour of "**CENTRAL UNIVERSITY OF SOUTH BIHAR**", payable at **Gaya**. The cost of Registration

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 sent by the intended bidder at registrar@cub.ac.in, so1@cub.ac.in For further information, visit University Website – (www.cusb.ac.in)..

- and processing fees to be remitted along with the forms, shall be as ₹ 2, 000/- (₹ Two Thousand only) **or each category (which category you interested for).**
- 3.5 Service providers/suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to **The Registrar, Central University of South Bihar, SH-7, Gaya Panchapur Road, Village - Karhara, P.O - Fatehpur, P.S - Tekari, Gaya-824236, Bihar** by Speed Post/ Registered Post only on or before the due date .i.e **15/01/2019 upto 04:00 p.m.**
- 3.6. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.7. The sealed envelope containing the Registration Form, documents & fee should be clearly mentioned on the top of the envelope as **“APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR THE CATEGORY CODE**”.
- 3.8. Vendors/Firms registered with NSIC/ NCCF (for items specified by NCCF), shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.
- 3.9. The following self-certified essential documents (as applicable) should accompany the Registration Form:
- 3.9.1. GST/ CST / VAT / TIN No.
- 3.9.2. Trade License, Factory License.
- 3.9.3. Income tax Permanent Account No.
- 3.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- 3.9.5. Registration Certificates with DGS&D/NCCF
- 3.9.6. Valid SSI/NSIC Certificate (If Registered)
- 3.9.7. Current dealership Agreement /Registration Certificate from the Principal.
- 3.9.8. Annual Turnover CA certified Certificate for last 3 years & Copy of IT Return for the year 2017-18, 2016-17, and 2015-16.
- 3.9.9. Bank Details.
- 3.9.10. Relevant ISO/ISI certificate.
- 3.9.11. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / PSU, University, Institute etc. in past three year.

- 3.10. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the CENTRAL UNIVERSITY OF SOUTH BIHAR.
- 3.11. The firm will be considered for registration / Empanelment for an initial **period of one year** and will be considered for renewal for another one year based on the performance evaluated by the University.
- 3.12. **Service/ Branch Centres:** Service Centre (s) / Branch in Gaya / Patna may be mentioned. For authorized distributor / Partner the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the vendor may be blacklisted by the University.

4. CATEGORY WISE LIST OF ITEMS / WORK

Sl. No.	Category	Category Code	Particulars of Items
1	Toner	001	B & W and Colour Toner for Photo Copier Machine of Canon & Ricoh Make etc.
2	Printer Cartridge	002	B & W and Colour Printer Cartridge for HP, Canon Make LaserJet/ Multifunction Printers etc.
3	Office Stationeries & Others	003	All types of Office Stationeries like A4, A3 Paper, Label Sheets, Hole Guard, Numbering Machine, Note sheets (Legal Size: printed or plain), Envelops (all sizes), Pen, Pencils, Calculators, Register, Log Book, Peon Book, Despatch Register, Inward Register, Letter Pad (Printed), Drawing Sheets, Seal/ Stamp, Coloured Paper, Cedar Paper, Transparent Sheets, White Board/ Green Board Marker, Notice Board, File (all types), Meeting Folders, Tag, Punching Machine, Needle and all other office Stationary items etc.
4	Sanitation Items	004	Phenyl, Colin, Acid, Naphthalene Goli, Broom, Wiper, Mopping Wiper, Bleaching Powder, Surf, Dettol Hand washes, Soaps, Gloves & allied sanitary items etc.
5	Electronic Items	005	LED/LCD/PLASMA TVs, Electric Iron, Refrigerators, Split/ Window A.C., Water Coller, RO, Vacuum Cleaner, Digital Camera, Voice Recorder, Sound & Mike System etc.
6	Computer Peripherals & Others	006	Desktop Computer , Laptop computer, Tablet of HP/ Dell/ Samsung/ Lenovo or Equivalent Make , HP/Samsung/ Canon or Equivalent Make Printer, Photocopier Machine Both Black & White / Coloured, Scanner, Software, Antivirus, UPS, UPS Battery , Server, Firewell Modem, Pendrive of Sony or Equivalent Make, Fax Machine, EPABX, Digital Podium etc.
7	Audio Visual Equipment	007	Audio Visual system for Conferencing , Audio Visual Equipment for Auditorium, LED/LCD Projector, DLP Projector, Mobile/ Pocket Projector, Projector Screen of Godrej / Sony / Samsung/ Bosch or Equivalent Make
8	Printing Materials	008	All types of printing materials.
9	Office Furniture	009	All types of Office/Classroom/ Home furnishing furniture/ of Godrej or Equivalent Make, Steel Almirah of Godrej or Equivalent Make Steel Chairs, Plastic Chairs, Tables, Computer Tables, Library Furniture Wooden or Metal , Podium etc.
10	Electrical Installation and Accessories	010	Fan (Ceiling, Table, Pedestal, Wall), Water Heater, Geysers, Inverters, Lamps, Voltage Stabilizer, Distribution Boards, Switches, Extension Cord, Wires, Wiring Tapes, PVC Pipes, Bulbs all types, Tube Lights, Power plugs and all other Electrical items etc.
11	Laboratory Equipment	011	All types of Laboratory Equipment of Physics Lab, Chemistry Lab, Zoology Lab, Bio Technology Lab, Bio Informatics Lab, Life Science Lab, Environmental Science Lab, Psychology Lab, and for Research Projects.
12	Laboratory Chemicals and Glasswares	012	All types of Laboratory Chemicals, Consumables and Glasswares of Physics Lab, Chemistry Lab, Zoology Lab, Bio Technology Lab, Bio Informatics Lab, Life Science Lab, Environmental Science Lab, Psychology Lab, and for Research Projects etc.
13	Sports & Gym Equipment	013	All fitness Equipment and Sports Equipment.
14	Event Management	014	To arrange Light, Sound System, Tent, Shamiyana, Chairs, Sofas, Tables, Carpets, & Stage decoration, flower decoration etc. On programmes & functions organised by the University from time to time
15	Medicines	015	All types of medicines for University dispensary.

CENTRAL UNIVERSITY OF SOUTH BIHAR reserves all the rights to modify or add any or all the categories as per the requirement from time to time.

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 sent by the intended bidder at registrar@cub.ac.in, so1@cub.ac.in For further information, visit University Website – (www.cusb.ac.in)..

5 Terms & Conditions for Vendor Registration / Empanelment as a Supplier

5.1 General Clause

- 5.1.1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work / purchase order.
- 5.1.2. The University reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the University in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered vendors in the panel of CENTRAL UNIVERSITY OF SOUTH BIHAR.
- 5.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of CENTRAL UNIVERSITY OF SOUTH BIHAR and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- 5.1.4. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both technocommercial and price bids separately. Price bids of technically accepted bids only will be opened.
- 5.1.5. This document is treated as a valid contract between CENTRAL UNIVERSITY OF SOUTH BIHAR and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by the University from time to time during the registration period.
- 5.1.6 In case of empanelled vendor is found in breach of any terms & condition(s) of the University or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by the university besides debarring and blacklisting the vendor concerned for at least three years for further dealings with the CENTRAL UNIVERSITY OF SOUTH BIHAR.
- 5.1.7 The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- 5.1.8 All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with the University , empanelled vendors are required to quote the Registration No.

5.1.9 The University has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

5.2 **Price Variation Clause**

During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for the University, the vendor must voluntarily pass on the price difference to the University with immediate effect.

5.3 **Indemnity**

The selected vendor shall indemnify the CENTRAL UNIVERSITY OF SOUTH BIHAR and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof CENTRAL UNIVERSITY OF SOUTH BIHAR.

User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase order.

5.4 **Termination for Default**

a) Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by the University. ii) If the vendor fails to perform any other obligation(s) under the empanelment.

b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from the University (or takes longer period in spite of what the University may authorize in writing), The University may terminate the empanelment/ Purchase Order in whole or in part.

5.5 All disputes in this connection shall be settled in Gaya Jurisdiction only.



CENTRAL UNIVERSITY OF SOUTH BIHAR

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

Application Form for Registration

CUSB/PSD/Vendor Registration/18/2018-19

Category _____

Category Code _____

1. Name of the Organisation _____

2. a) Head Office / Registered Office _____

Telephone No/mobile No. _____

Fax No. _____

Email _____

Web site (if any) _____

Date of Establishment _____

Branch Office in Gaya / 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 : _____

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 sent by the intended bidder at registrar@cub.ac.in, so1@cub.ac.in For further information, visit University Website – (www.cusb.ac.in)..

5. Type of Organization**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 / Trade License
- e) Public Sector Trade License

6. Nature of Business (tick the relevant)

Manufacturing	<input type="checkbox"/>	Service	<input type="checkbox"/>	Dealership	<input type="checkbox"/>
Stockist	<input type="checkbox"/>	Indian Agent	<input type="checkbox"/>	Indian Branch Office	<input type="checkbox"/>
Others Pl. Specify					

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

Year	₹ in Lakhs
2017-18	
2016-17	
2015-16	

8. Commercial Information Registration (Enclose Attested Copy wherever Applicable).

S. No.	Information	Details
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	

10.Details of Major Customers

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your organisation is registered: (enclose Separate Sheet if required)

Sl. No.	Name of the Institution / Organisation	Empanelled for Category/Item	Contact Person of the Organisation with whom empanelled of the	Contact Number with E mail ID

11. Details of Registration fee (₹ 2,000/-) for each category (which category you interested)

Category Code -

D.D. No.. _____ Date:_____

Bank: _____

DECLARATION BY VENDOR

I/ We confirm that

The information furnished is correct to the best of my knowledge and belief, and if at any stage it is found to be false my registration will be cancelled and Registration fee will be forfeited.

.....

(Signature of Proprietor/Partner/Chief Executive)

Full Name

Place:

(Official Seal)

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 sent by the intended bidder at registrar@cub.ac.in, so1@cub.ac.in For further information, visit University Website – (www.cusb.ac.in)..



Central University of South Bihar

(A Central University established under Central Universities Act 2009)
SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

Draft Letter for Registration

Registration /Empanelment Letter

To,

M/s

Sub.: Registration / Empanelment of vendor in Central University of South Bihar.

Ref.: CUSB/PSD/Vendor Registration/18/2018-19, Dated: 17/12/2018.

Sir,

Your proposal for Registration/Empanelment of your firm under category against the University tender vide **CUSB/PSD/Vendor Registration/18/2018-19, Dated: 17/12/2018** has been considered and your firm has been registered as registered / empanelled vendor / supplier for the following category and item on the terms & conditions as noted hereunder for a period of **one (1) year** from **the date of issue of this letter and may be extended.**

Sl. No.	Category Code	Name of Item
1	-	Annual Report Printing, New Letter, Admission Brochures, Journals, Note sheets, Diary, Calendar, Letter Pad, Identity Card of Students and Staffs, , Visiting Card, Banner, Pamphlets, Souvenirs
2		
3		

Terms & Conditions

1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work / purchase order.
2. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of CENTRAL UNIVERSITY OF SOUTH BIHAR and keep the Institution informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
3. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno, commercial and price bids separately. Price bids of technically accepted bids only will be opened.

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 sent by the intended bidder at registrar@cub.ac.in, so1@cub.ac.in For further information, visit University Website – (www.cusb.ac.in)..

4. This document is treated as a valid contract between CENTRAL UNIVERSITY OF SOUTH BIHAR and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by the University from time to time during the registration period.
5. In case of empanelled vendor is found in breach of any terms & condition(s) of the University or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/ laws, shall be initiated against the Vendor and blacklisting the vendor concerned for at least three years for further dealings with the CENTRAL UNIVERSITY OF SOUTH BIHAR.
6. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
7. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with the University, empanelled vendors are required to quote the University letter number conveying the empanelment.
8. The selected vendor shall indemnify the CENTRAL UNIVERSITY OF SOUTH BIHAR and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof.
9. Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by the University. ii) If the vendor fails to perform any other obligation(s) under the empanelment.
10. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from the University (or takes longer period in spite of what the University may authorize in writing), The University may terminate the empanelment/ Purchase Order in whole or in part.
11. All disputes in this connection shall be settled in Patna/Gaya Jurisdiction only.

You are further requested to submit the acceptance as empanelment of Registered Supplier within 15 days of issue of letter.

We wish you a long association with the University.

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Registrar