



CENTRAL UNIVERSITY OF SOUTH BIHAR

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

(Limited Tender Enquiry)

(Only for Empanelled/Registered Vendors of CUSB)

Subject: Designing, Printing and Supply of CUSB Prospectus - 2020.

To,
M/s. _____

Dear Sir/Madam,

Central University of South Bihar Gaya invites proposals for Gaya Campus for **Designing, Printing and Supply of CUSB Prospectus-2020** as per specification mentioned below (Annexure 'A') from the empanelled/Registered vendors of the University.

The last date for submission of tender documents is **26/02/2020 till 2:00 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, Website- www.cusb.ac.in
Contact – 0631-2229519

Index for Tender Form

Sl. No.	Items	:	Details
1.	Tender Notice No	:	CUSB/PSD/ACAD/TENDER/27/2019-20
2.	Tender Date	:	06/02/2020
3.	Name of the Work	:	Designing, Printing and Supply of “ CUSB Prospectus-2020 ” (As per attached Annexure- ‘A’).
4.	Earnest Money Deposit	:	Earnest Money Deposit (EMD) of ₹ 10,000/- in shape of Demand Draft/ FDR etc.(Refundable)
5.	Start of submission of bids	:	06/02/2020
6.	Last date and time for submission of bids	:	26/02/2020 by 02:00 pm



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Price Bid: The bidder has to quote the rate per copy. The rate quoted should be inclusive of all taxes, freight charges, scanning, composing, cutting, pressing, binding etc. **The printer would carry out the printing only after the approval of the sample copy by the University.**

Terms & conditions:-

01. Enquiry will be sent by courier/ registered post/ speed post/ by hand (to be submitted in Tender Box) and will not be accepted after last date of submission.
02. Tender documents will be **one bid system** and must be accompanied by the Bid Security Form/Earnest Money Deposit.
03. Bidders should clearly mention Tender reference on envelop **CUSB/PSD/ACAD /TENDER/27/2019-20, Date: 06/02/2020. EMD should be in favour of “Central University of South Bihar” Payable at Gaya.**
04. The rate offered should be quoted **F.O.R CUSB Gaya Campus.**
05. The delivery period should be within 4-6 weeks.
06. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted
07. Quotation should have validity of at least 90 days from the date of opening.
08. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
09. The penalty @ 0.5% per week subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
10. Our standard payment terms & condition is 100% against after successful delivery of complete order with satisfactory quality of printed item as per requisite specification.
11. Unless otherwise stated delivery of goods at **CUSB Gaya Campus** as per conditions as specified in Purchase Order.
12. Copies of GST registration certificate of the firm, with the TIN number clearly indicated therein is to be submitted will have to accompany the quotation.
13. The bid documents are not transferrable and the seal and signature of the authorised official of firms must appear on all the papers submitted.
14. The quotation should be complete in all respects and **duly signed on every page of tender** documents/wherever required. Incomplete and unsigned offer will not be accepted.
15. The quotations are liable to be rejected if the fore going conditions are not complied with.
16. Printed conditions of the firm, if any, will not be binding on us.
17. Late and delayed tender will not be considered.
18. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Gaya, India only.
19. CUSB reserves the right to cancel the tender at any stage.
20. The bidders have to submit the signed copy of tender document with the proposal.

**Sd/-
Registrar**



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Bidder Information

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	
4.	Details of Demand Draft for EMD in favour of Central University of South Bihar , Payable at Gaya (Refundable). (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing Bank : (iv) Amount :	
5.	<u>Contact Information :</u> (a) Name of the contact person : (b) Telephone Number : (c) Mobile Number : (d) E-Mail : (e) Website address, if any :	
6.	Kind of Firm : Name and address of Directors/Managing Directors/Proprietor/Partners	



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7.	(a) Your Permanent Account No. (PAN): (b) Your Goods and Service Tax (GST) No. (Certified copy enclosed)
8.	Bank Details (a) Name of the Account holder : (b) Name of the Bank : (c) Address : (d) Bank Account No. : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (Saving / Current): (Certified copy of Bank passbook/Cancelled Cheque attached)
9.	Annual Turnover of the firm for the last 3 consecutive financial years : (a) 2018-19 : (b) 2017-18 : (c) 2016-17 :
10.	Have your firm ever been debarred / blacklisted for doing business Organization? YES/NO



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FINANCIAL BID

Sr. No.	Items	Unit	Quantity	Size	Rate per unit inclusive GST and delivery charges (₹)	Total Amount inclusive GST and delivery charges (₹) (number and word also)
1	Designing, Printing and Supply of CUSB Prospectus - 2020 (As annexure - A)	PC	1500	8.5" X 11"		

Note :-

- i. All documents are to be printed in multicolour.
- ii. Sample of each paper clearly mentioned the purpose and duly signed/ sealed should be attached with the tender.
- iii. Quality of printing should be clear/ readable/ standard.
- iv. Bidder may visit the office for sample printed copy (CUSB Prospectus) before quoting the rate, if needed.
- v. No fluid/over writing is permitted.
- vi. No extra charge shall be paid otherwise quoted above.

Signature of bidder with seal



Specifications of CUSB Prospectus - 2020

1.	Number of copies	:	Approx. 1500
2.	Number of pages	:	220 (may be vary after designing)
3.	Size	:	8.5” x 11”
4.	Colour	:	Multi-colour
5.	Designing	:	Needs professional designing to be done by the publisher for an attractive look.
6.	Paper quality	:	130 GSM Art Paper gloss multicolour printing for inner pages
7.	Cover	:	250 GSM Art Card/ Art Paper gloss multicolour printing
8.	Fabrication	:	Gloss finish printing lamination perfect binding
9.	Scope	:	The University will provide the text of report in e- mail /CD, the agency has to ready the print file after designing and customizing the text in consultation with the university.
10.	Proof Reading	:	One or more round of proof- reading before final printing
11.	Electronic copy	:	The printer would provide the electronic copy of the printed booklet in PDF/ DOC/Coral draw formats to the University.
12.	Delivery	:	Delivery of the finished goods in one or many lots within stipulated time would be made available free of cost at CUSB Gaya.

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Signature of bidder with seal