



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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

## Limited Tender Enquiry (For University empanelled vendors/ firms only)

### Subject: Supply of Office Stationary Items

To,

M/s. \_\_\_\_\_

Dear Sir/Madam,

Central University of South Bihar Gaya invites proposals for Gaya Campus for **Supply of Office Stationary Items** as per specification mentioned below (**Annexure 'A'**) from the empanelled Suppliers of the University. You are requested to kindly send the quotations/ offer latest by **16/06/2022 till 4:00 PM** to the below mentioned address:

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

### Index for Tender Form

Sl. No.	Details	:	Deadline
1.	Tender Notice No. (LTE)	:	CUSB/PSD/Stores/T/06/2022-23, Date: 26/05/2022
2.	Name of work	:	Supply of Office Stationary Items
3.	Earnest Money Deposit	:	₹ 5,000/-
4.	Start of submission of Bids	:	26/05/2022
5.	Last date and time for receipt of Bids	:	<b>16/06/2022 by 4:00 PM</b>
6.	Place of opening of Bids	:	CUSB Panchanpur, Gaya

Tender documents will be on single bid system and must be accompanied by the Bid Security Form/Earnest Money Deposit (Refundable). The Earnest Money Deposit is to be paid in the form of Bank Draft in favour of the Central University of South Bihar payable at Gaya.

**Price Bid:** The bidder has to quote the rate per unit in '**Financial Bid Proforma**'. The rate quoted should be inclusive of all taxes, freight charges, insurance, etc. in figure as well as in words for total amount. The University reserves the right to cancel the tender, if any false information is furnished.



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## Terms & Conditions:

1. 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.
2. The relevant papers in regards to eligibility criteria, EMD should be in sealed envelope. Bidders should clearly mention NIT reference on envelope **CUSB/PSD/Stores/T/06/2022-23, Dated: 26/05/2022. EMD should be in favour of "Central University of South Bihar" Payable at Gaya.**
3. The rate offered should be quoted **F.O.R CUSB Gaya Campus.**
4. In case of Ex-Godown terms the amount of packaging forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax as and other statutory levels must be mentioned.
5. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted.
6. Quotation should have validity of at least 90 days from the date of opening.
7. 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.
8. Material supplied should not be obsolete /used/old stock but should be of requisite brand with one year warranty.
9. Delivery period for supply of material within 03 weeks, F.O.R. CUSB Gaya from the date of issuance of Purchase Order.
10. The penalty @ 1% 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.
11. Our standard payment terms & condition is 100% against delivery and successful installation and approval.
12. Unless otherwise stated delivery of goods at **CUSB Gaya Campus** as per conditions as specified in Purchase Order.
13. Copies of GST registration certificate of the firm, with the TIN number clearly indicated therein will have to accompany the quotation to be submitted.
14. The bid documents are not transferrable and the seal and signature of the authorised official of firms must appear on all the papers and envelopes submitted.
15. The quotation should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
16. The quotations are liable to be rejected if the foregoing conditions are not complied with.
17. Printed conditions of the firm, if any, will not be binding on us.
18. Late and delayed tender will not be considered.
19. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Gaya, India only.
20. CUSB reserves the right to cancel the tender at any stage.
21. Compliance sheet about the specification asked must be enclosed with the proposal.
22. The bidders to submit the signed copy of tender document with the proposal.

**Sd/-  
Registrar**



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## Annexure 'A'

### Description of Items

Sl. No.	Item Description	Unit	Qty.
1	Pilot V7 (Green) Pen	No.	10
2	Pilot V7 (Blue) Pen	No.	30
3	Paper Clips Oddy PCC-D100	Box	50
4	Kangaro Stapler HD 45	No.	20
5	Oddy Re-Stick Notes (Pack of 180)	Packet	1
6	Cotton Thread (Bundle)	Bundle	20
7	Notepad (for meeting)-10 pages	No.	500
8	Notepad (for meeting)-40 pages	No.	500
9	Oddy White Board Duster (Magnetic)	No.	100
10	Executive File	No.	100
11	Century A3 Paper 75g/ Meter Square (Pkt)	No.	10
12	Century FS (legal size) Paper 75g/meter square (pkt)	No.	10
13	Cotton Tag (big) - Packet	No.	50
14	Century A4 paper 75 g/meter square (pkt)	No.	750
15	Eveready AA Batteries (1015R6P)-Red	No.	500
16	Eveready AAA Batteies (1012R03) - Red	No.	500
17	Linc Glycer Red Pen	No.	500
18	Luxor Pilot 0.5 Black Pen	No.	50
19	Luxor Pilot 0.5 Red Pen	No.	20
20	Luxor Pilot 0.5 Blue Pen	No.	50
21	Casio Calculator (MJ 12D)	No.	25



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## FINANCIAL BID PROFORMA

(It should be submitted in a separate sealed envelope)

TENDER NOTICE NO.: CUSB/PSD/Stores/T/06/2022-23, Dated: 26/05/2022

SUB.: Supply Office Stationary Items.

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

Sl. No.	Item Description	Unit	Qty.	Unit Price (Rs.)	Total Amount (Rs.)
1	Pilot V7 (Green) Pen	No.	10		
2	Pilot V7 (Blue) Pen	No.	30		
3	Paper Clips Oddy PCC-D100	Box	50		
4	Kangaro Stapler HD 45	No.	20		
5	Oddy Re-Stick Notes (Pack of 180)	Packet	1		
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15	Eveready AA Batteries (1015R6P)-Red	No.	500		
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17	Linc Glycer Red Pen	No.	500		
18	Luxor Pilot 0.5 Black Pen	No.	50		
19	Luxor Pilot 0.5 Red Pen	No.	20		
20	Luxor Pilot 0.5 Blue Pen	No.	50		
21	Casio Calculator (MJ 12D)	No.	25		
Total Basic Amount (Rs.)					
GST .....%					
Grand Total (Rs.)					

# Above rates are inclusive of all and no other charges shall be paid extra.

Note: No overwriting or use of whitener is permitted. If done it will be summarily rejected.

Date:

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation & seal