



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 printing items like - Student Admission File, Attendance Register and Other Items

To,

M/s. _____

Dear Sir/Madam,

Central University of South Bihar Gaya invites proposals for Gaya Campus for **Supply of printing items like - Student Admission File, Attendance Register and Other 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 **30/10/2023 till 4:00 PM** to the below mentioned address:

To,
The Registrar
(Tender Document)
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/ACAD/LTE/12/2023-24, Date: 19/10/2023
2.	Name of work	:	Supply of printing items like - Student Admission File, Attendance Register and Other Items
3.	Earnest Money Deposit	:	5,000/-
4.	Start of submission of Bids	:	19/10/2023
5.	Last date and time for receipt of Bids	:	30/10/2023 by 4:00 PM
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.



CENTRAL UNIVERSITY OF SOUTH BIHAR

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

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 mentioned NIT reference on envelop **CUSB/PSD/ACAD/LTE/12/2023-24, Dated: 19/10/2023. 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.
9. Delivery period for supply of material within 04 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 acceptance of quality of the delivered materials.
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 fore going 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**



CENTRAL UNIVERSITY OF SOUTH BIHAR

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

Annexure “A”

Specifications-cum-Compliance Sheet

Sl. No.	Item Description	Quantity	Specification	Compliance (Yes/No)
1.	Student Attendance Register	3840	<ul style="list-style-type: none"> Register size – 25 x 35 cm. Inner sheet – 8 pages (50 x 35 cm. - 70 GSM Cream Paper) Black & White, both side printed. Cover Page – Board Paper – 10kg, middle stapler pin binding Print material as per sample. 	
2.	Student Personal File (UG/PG)	3660	<ul style="list-style-type: none"> Single Hole File with one side Inner Pocket File size – 11” x 14” Inner Pocket Size : 7” x 9.5” File Colour - Orange Printing Colour – Deep Blue (Only on front page) Paper Quality – 350 GSM Cardboard, Fabrication Inner Cloth Binding and Single Hole Upper left side. Printing on Cover as per sample. 	
3.	Student Personal File (Ph.D.)	600	<ul style="list-style-type: none"> Single Hole File with one side Inner Pocket File size – 11” x 14” Inner Pocket Size : 7” x 9.5” File Colour - Pink Printing Colour – Deep Blue (Only on front page) Paper Quality – 350 GSM Cardboard, Fabrication Inner Cloth Binding and Single Hole Upper left side. Printing on Cover as per sample. 	
4.	Certificate Issuing Register	21	<ul style="list-style-type: none"> Size : Legal (8.5” x 13” – 85 GSM) White paper, 30 lines at each page, Upper line –double in red colour, rest – blue single line, Total Papers – 200 (100 sheet) Cover Cardboard thick (first & last with finishing) Page: 01 Cover (Hardboard) & inner page (70 GSM Paper). Print material as per sample. 	

If any query regarding specification/quality of the items and printing materials, Bidders may visit the University Store Section for clarification before filling the tender.



CENTRAL UNIVERSITY OF SOUTH BIHAR

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

Sample copy for Item SI.No. 01.

(Cover)

Central University of South Bihar

PANCHANPUR, GAYA



Attendance Register

Name of the Teacher :

Department :

Department :

Subject Name :

Subject Code : Theory / Session / Practical :

Session : Semester :

Full Signature of the Teacher

S



CENTRAL UNIVERSITY OF SOUTH BIHAR

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

(Inner)

Central University of South Bihar																				
ATTENDANCE REGISTER																				
No.	Enrollment No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				
26																				
27																				
28																				
29																				
30																				
31																				
32																				
33																				
34																				
35																				
36																				
37																				
38																				
39																				
40																				
41																				
42																				
43																				
44																				
45																				
46																				
47																				
48																				
49																				
50																				
51																				
52																				
53																				
54																				
55																				
56																				
57																				
58																				
59																				
60																				
61																				
62																				
63																				
64																				
65																				
66																				
67																				
68																				
69																				
70																				
71																				
72																				
73																				
74																				
75																				
76																				
77																				
78																				
79																				
80																				
81																				
82																				
83																				
84																				
85																				
86																				
87																				
88																				
89																				
90																				
91																				
92																				
93																				
94																				
95																				
96																				
97																				
98																				
99																				
100																				



CENTRAL UNIVERSITY OF SOUTH BIHAR

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

Sample copy for Item Sl.No. 02.

FILE NO. _____

दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

पंचानपुर, गया / PANCHANPUR, GAYA



STUDENT ADMISSION FILE

नामांकन संख्या / ENROLMENT NO.

To be filled By the Office	
-------------------------------	--

छात्र का नाम
NAME OF THE STUDENT _____

पिता का नाम
FATHER'S NAME _____

पाठ्यक्रम
PROGRAMME _____

सत्र
SESSION _____

कोटि
CATEGORY _____

नामांकन की तिथि
DATE OF ADMISSION _____



CENTRAL UNIVERSITY OF SOUTH BIHAR

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

Sample copy for Item Sl.No. 03.



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF SOUTH BIHAR

Ph. D. : Full Time / Past Time

Award approved by URDC on

Approved by Academic Council on

Examination Qualified : NET/JRF/CUCET

Academic Section

File Reference No. :

Name of the Student :

Department : School :

Supervisor Co Supervisor

प्रबन्ध शुल्क जमा करने की रसीद संख्या तथा दिनांक

<p>सिनेफिल</p> <p>प्रगति विवरण</p> <table border="0"> <tr><td>1.</td><td>July</td><td>-</td><td>Dec.</td></tr> <tr><td>2.</td><td>Jan.</td><td>-</td><td>June</td></tr> <tr><td>3.</td><td>July</td><td>-</td><td>Dec.</td></tr> <tr><td>4.</td><td>Jan.</td><td>-</td><td>June</td></tr> <tr><td>5.</td><td>July</td><td>-</td><td>Dec.</td></tr> <tr><td>6.</td><td>Jan.</td><td>-</td><td>June</td></tr> <tr><td>7.</td><td>July</td><td>-</td><td>Dec.</td></tr> <tr><td>8.</td><td>Jan.</td><td>-</td><td>June</td></tr> <tr><td>9.</td><td>July</td><td>-</td><td>Dec.</td></tr> <tr><td>10.</td><td>Jan.</td><td>-</td><td>June</td></tr> <tr><td>11.</td><td>July</td><td>-</td><td>Dec.</td></tr> <tr><td>12.</td><td>Jan.</td><td>-</td><td>June</td></tr> </table>	1.	July	-	Dec.	2.	Jan.	-	June	3.	July	-	Dec.	4.	Jan.	-	June	5.	July	-	Dec.	6.	Jan.	-	June	7.	July	-	Dec.	8.	Jan.	-	June	9.	July	-	Dec.	10.	Jan.	-	June	11.	July	-	Dec.	12.	Jan.	-	June	<ol style="list-style-type: none"> Date of Completion of Course Work : Date of Approval of Synopsis : Pre- Ph. D. Presentation : Publication of Reserch Paper Related To : Spl. extension after six year from to <p>शोध प्रबन्ध जमा करने की तारीख</p> <p style="text-align: center;">तथा</p> <p>शोध प्रबन्ध शुल्क जमा करने की</p> <p>रसीद संख्या एवं तारीख</p> <p>अन्तिम मौखिकी को हुआ ।</p> <p>रिपोर्ट को प्राप्त हुआ ।</p>
1.	July	-	Dec.																																														
2.	Jan.	-	June																																														
3.	July	-	Dec.																																														
4.	Jan.	-	June																																														
5.	July	-	Dec.																																														
6.	Jan.	-	June																																														
7.	July	-	Dec.																																														
8.	Jan.	-	June																																														
9.	July	-	Dec.																																														
10.	Jan.	-	June																																														
11.	July	-	Dec.																																														
12.	Jan.	-	June																																														



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

Sample copy for Item Sl.No. 04.

[illegible]



CENTRAL UNIVERSITY OF SOUTH BIHAR

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

FINANCIAL BID PROFORMA

(It should be submitted in a separate sealed envelope)

TENDER NOTICE NO.: CUSB/PSD/ACAD/LTE/12/2023-24,
Dated: 19/10/2023

SUB.: Supply of printing items like - Student Admission File, Attendance Register and Other Items.

Name of the Bidder: _____

Sl. No.	Item Description	Quantity	Unit Price (Rs.)	Total Amount (Rs.)
1	Student Attendance Register	3840		
2	Student Personal File (UG/PG)	3660		
3	Student Personal File (Ph.D.)	600		
4	Certificate Issuing Register	21		
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