



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 & Printing Items

To,

M/s. _____

Dear Sir/Madam,

Central University of South Bihar Gaya invites proposals for Gaya Campus for **Supply of Office Stationary & Printing 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/Stores/LTE/13/2023-24, Date: 19/10/2023
2.	Name of work	:	Supply of Office Stationary & Printing 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.



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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 mentioned NIT reference on envelop **CUSB/PSD/Stores/LTE/13/2023-24, 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 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 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 envelops 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



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Annexure “A”

Specification of Items & Compliance Sheet

Sl. No.	Item Description	Unit	Quantity	Compliance (Yes/No)
1.	Century A4 size Paper (75 GSM, 500 Sheet/ream)	Ream	750	
2.	Chalk White (50 piece/packet)	Packet	100	
3.	Oddy Flag Triclour (Re-stick-25mm x 75mm x 3 colours)	Piece	180	
4.	Gems Clip	Packet	100	
5.	Camlin White Board Marker (Blue)	Piece	200	
6.	Pen Trimax (Blue)	Piece	50	
7.	Pen Linc Glycer (Blue)	Piece	200	
8.	Pen Linc Glycer (Black)	Piece	200	
9.	Pen Refill Trimax (Blue)	Piece	50	
10.	Linc Pentonic Ball Pen (Blue)	Piece	250	
11.	Agni Icy Gel (Blue)	Piece	500	
12.	Camlin Highlighter (Multi colour)	Piece	100	
13.	Correction Pen (Camlin/Faber Castell)	Piece	100	
14.	Index File	Piece	200	
15.	Stapler Pin (10 mm - 20Pc./Pkt)	Packet	250	
16.	Register No. 2 (2 liner)	Piece	250	
17.	Register No. 6 (2 liner)	Piece	100	
18.	Register No. 8 (2 liner)	Piece	150	
19.	Faber Castell Stamp Pad	Piece	50	
20.	Tape – 1 inch (Transparent)	Piece	200	
21.	Milton Thermo Flask (1 ltr. SS Make)	Piece	25	
22.	Electric Kettle (2 Ltr. Capacity) Electric Kettle, Suitable for: Water, Tea and Soups, Stainless Steel Body, Pull Lid Opening, 1000w to 1500w, Wide Mouth for Easy Cleaning, (Approved Brand make – Milton/Bajaj/Cello, Prestige, Morphy or equivalent.) 1 year warranty.	Piece	10	
23.	Envelop A4 (Yellow colour & inside laminated - CUSB Printed)	Piece	5000	

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



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Sample copy for Item SI.No. 23.



O.I.G.S. / भारत सरकार सेवार्थ

To,

If undelivered, please return to :-

दक्षिण बिहार केन्द्रीय विश्वविद्यालय
Central University of South Bihar

SH-7, Gaya Panchanpur Road, Village-Karhara, Post-Fatehpur
P.S.-Tekari, Dist.-GAYA, Pin-824236 (Bihar), Ph.: 0631-2229530



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FINANCIAL BID PROFORMA

(It should be submitted in a separate sealed envelope)

TENDER NOTICE NO.: CUSB/PSD/Stores/LTE/13/2023-24, Dated: 19/10/2023

SUB.: Supply Office Stationary & Printing Items.

Name of the Bidder: _____

Sl. No.	Item Description	Unit	Quantity	Unit Price (Rs.)	Total Amount (Rs.)
1	Century A4 size Paper (75 GSM, 500 Sheet/ream)	Ream	750		
2	Chalk White (50 piece/packet)	Packet	100		
3	Oddy Flag Tricolour (Re-stick-25mm x 75mm x 3 colours)	Piece	180		
4	Gems Clip	Packet	100		
5	Camlin White Board Marker (Blue)	Piece	200		
6	Pen Trimax (Blue)	Piece	50		
7	Pen Linc Glycer (Blue)	Piece	200		
8	Pen Linc Glycer (Black)	Piece	200		
9	Pen Refill Trimax (Blue)	Piece	100		
10	Linc Pentonic Ball Pen (Blue)	Piece	250		
11	Agni Icy Gel (Blue)	Piece	500		
12	Camlin Highlighter (Multi colour)	Piece	100		
13	Correction Pen (Camlin/Faber Castell)	Piece	100		
14	Index File	Piece	200		
15	Stapler Pin (10 mm - 20Pc./Pkt)	Packet	250		
16	Register No. 2 (2 liner)	Piece	250		
17	Register No. 6 (2 liner)	Piece	100		
18	Register No. 8 (2 liner)	Piece	150		



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19	Faber Castell Stamp Pad	Piece	50		
20	Tape – 1 inch (Transparent)	Piece	200		
21	Milton Thermo Flask (1 ltr. SS Make)	Piece	25		
22	Electric Kettle (2 Ltr. Capacity) Electric Kettle, Suitable for: Water, Tea and Soups, Stainless Steel Body, Pull Lid Opening, 1000w to 1500w, Wide Mouth for Easy Cleaning, (Approved Brand make – Milton/Bajaj/Cello, Prestige, Morphy or equivalent.) 1 year warranty.	Piece	10		
23	Envelop A4 (Yellow colour & inside laminated - CUSB Printed)	Piece	5000		
				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