

जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu

Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K)
Ph: 01923-249657 & Website: www.cujammu.ac.in

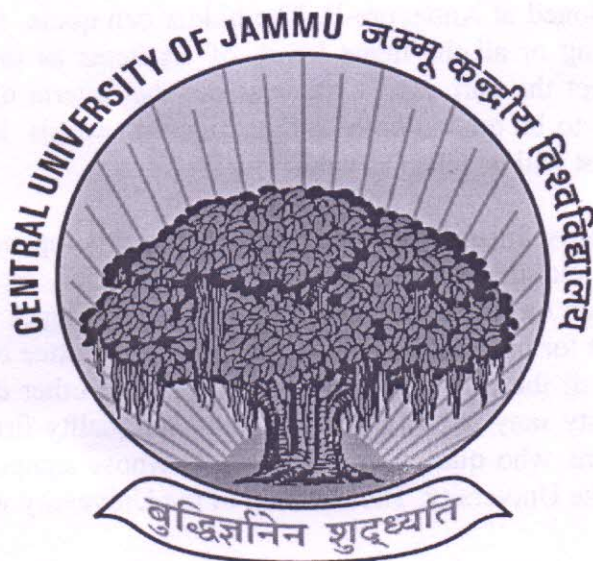
No. CUJ/Proc/F.74/2017/01

Dated 24-05-2017

Cost of tender documents: **Rs. 1,000/-**

Issued to: **M/s.**

**TENDER DOCUMENTS CUM RATE CONTRACT AND REGISTRATION OF FIRMS
TO SUPPLY AND TO PRINT STATIONARY ITEMS FOR THE CENTRAL
UNIVERSITY OF JAMMU**



Last date and time to submit the bids : 14.06.2017 by 3.00 p.m.
Date and time of opening of bids at University Campus, : 14.06.2017 at 3.30 p.m.
Rahya-Suchani (Bagla), District Samba-181143, Jammu (in presence of the bidders)
(J&K), Tel: 01923 – 249657 ext.206

Total pages: 13 (thirteen)

Chapter-I: Instructions to the bidders

- 1. Preface:** The Central University of Jammu is presently functioning from two campuses, Administrative Block at Rahya-Suchani (Bagla), District Samba, Jammu and Temporary Academic Block & Hostels at Sainik Colony, Jammu. The University intends to supply and to print stationary for the University at both the campuses from OEM / authorized dealers / reputed firm.
- 2. Submission of tender:** The sealed tenders are invited to supply and to print stationary under **two bid system**, viz. **Technical bid** (filled in Annexure-I duly signed and stamp, consisting all technical details, make of items along with commercial terms & conditions, EMD, relevant documents and DD of Rs. 1,000/- (if downloaded tender form is used) and **Financial bid** (indicating item wise make & price for each item mentioned in Annexure-II (A & B), in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly. Both the sealed envelopes should be kept in a third envelope on which it should be super scribed '**Tender for stationary and printing 2017**').
- 3. Quotation of stationary and printing:** The bidder is required to furnish the information as mentioned at Annexure-II. The bidder can quote for both the parts (A & B) of stationary and printing or all the items / part of its items as mentioned at Annexure-II and should agree to accept the part supply order as per the criteria of lowest quoted bid for each item. Unit prices are to be quoted both in figures and in words. In case of a discrepancy, that quoted in words / least will be taken as valid.
- 4. Opening of bids:** Initially the technical bids will be opened and scrutinised. The firms who meets the basic requirement as per documents furnished, may be invited for full fledged display / demonstration / to present the samples before opening of financial bid. The University will not bear any cost for presentation of samples. The committee of the University will inspect the samples, may visit the show room / items supplied at other organizations to ascertain the quality. The University may shortlist three to four best quality firms. The financial bid will be opened for those firms who qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.
- 5. Availability and submission of tender form:** The tender documents can be obtained in person from Procurement Branch, Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K) (Tel: 01923-249657) on payment of **Rs. 1,000/-** through DD favouring "Finance Officer, *Central University of Jammu*" payable at Jammu during working hours (10:00 to 17:00 hrs). The tender form can be downloaded from University website (www.cujammu.ac.in) and must be submitted along with the cost of tender form of Rs. 1,000/- and EMD. The downloaded tender form without cost of tender form will not be accepted. Last date to submit the tender is **14.06.2017 by 3:00 p.m.** The filled in tender form can be dropped in tender box at the above address or can be sent through post. The bids will be opened on the same day in presence of the bidders at **3:30 p.m.** or any other date convenient to the University authorities, which shall be intimated separately. Hence, the firm should write their phone numbers and email ID on outside the sealed envelope to pass the information, if required.

6. **Opening of bids:** The bids will be opened in presence of the bidders, scrutinized and those firms who meet basic criteria will be qualified technically. The decision of the University will be final in this regard.

7. **Selection of firm:** The firm will be selected among the technically qualified firms only and the rates will be considered on lowest quoted basis item wise. Further, if the committee found that the quality of lowest quoted firm is not satisfactory, the committee may recommend and consider to the next lowest quoted firm. The decision of the committee will be final in this regard. The short listed tender along with the documents will be submitted to the competent authority and upon approval, the successful bidders will be placed offer letter. If the L-1 firm is not able to supply the items due to any reason and agreed by the University, the University may procure the items from other firm at the L-1 rates.

8. **Sample:** The firm is required to attach the sample of the paper / envelopes etc along with technical bid.

9. **Alter in the bid:** The bidder will not be permitted to alter or modify their bids after receipt by the University; however, the firm can withdraw the bid before the closing last date and time of the tender.

10. **Registration:** The firm should be registered with the competent authority and requested to enclose self attested copies of the following documents:

- (a) Certificate of registration with competent authorities, if any
- (b) Valid registration with sale tax and service tax authority, as applicable
- (c) TIN / PAN, as applicable
- (d) Service tax clearance certificate for the period ending 31.03.2015, as applicable
- (e) Experience certificate, as applicable

11. All the columns in bid are to be filled in words and figures. The variation in words and figures, if any, the lowest shall be taken into account.

12. In case the successful bidder declines the offer of contract / purchase order, for whatsoever reason(s), his EMD will be forfeited.

13. The University reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

14. **Cost:** The rates quoted should be inclusive of all taxes, material, transportation etc at the destination. All the above stated elements of taxes and others are required to be shown separately and distinctly.

15. **Office:** The firm should have its office / authorized dealer / representative within Municipal limit of Jammu / District Samba to supply and to print the stationary and to furnish the addresses of service centre with telephone number along with technical bid. The firm not having authorized office / service centre at Jammu / District Samba will be required to arrange the service without extra cost and to furnish the certificate to this effect.

16. **Supply:** This is a tender cum rate contract and registration of firms initially for a period of two years, till finalization of next tender and which can be extended for further period with

mutually agreement. The selected firms will be required to enter into agreement and to supply / print the items during a period of two years at the same rates, terms and conditions, which can be extended to supply / print the items for further period at the same rates, terms and conditions. The printing quantity given in the tender is tentative, it may increase / decrease. The firm will be required to supply / print items within a period of two weeks from the date of issue of purchase order.

17. **Validity of quotation:** All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. The bid shall be valid for 90 (ninety) days from the date of opening.

18. Taxes deduction at source as per provision will be made by the University.

Chapter-II: Terms and conditions

19. In case the firm fails to supply the desired stationary as per terms and conditions, the University reserves the right to place the order to the next higher bidder or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial order and this will be binding on the bidder.

20. In printing of stationery items, payment will be released as per page basis, not in the multiple of 4/8/16/32.

21. The University does not pledge itself to accept the lowest quoted or any tender and reserve the right to accept the whole or any part of the tender or portion of the quantity offered and bidders shall supply the same / execute the order at the rate quoted by them.

22. **Rejection of tender:** The conditional tender, incomplete in any form, unfilled / unsigned bids, without required documents, EMD and cost of tender form (if downloaded form is used) shall not be accepted and on such bids any query / intimation will not be entertained. The tender documents are not transferable.

23. The committee may consider any bid, if feels that inadvertently certain required documents are not enclosed by the firm and the firm promises that the required documents obtained before the closing date of the tender will be furnished within stipulated time. The decision of the committee will be final in this regard

24. **Specification:** The desired specifications and allied technical details are placed at Annexure-I, if required the same may be amended / up graded at the time of placing purchase order without increase in the quoted price. These are basic specifications; the firm may quote the same or higher specification as per enclosed annexure format only, without changing the specification and serial number. The committee may amend the specification and their decision will be final in this regard.

25. **Quantity:** The quantity given in the bid is tentative for two years, may increase / decrease and will be procured as per the requirement in phase manner.

26. **Bid security / EMD:** The filled in tender form without DD (cost of tender form) of Rs. 1,000/- (*if the downloaded tender form is used*) and EMD in FDR / DD will not be considered. The DD / FDR are to be drawn favouring “**Finance Officer, Central University of Jammu**” payable at Jammu. The security bid / EMD of unsuccessful bidders will be returned without interest after finalization of the tender. The security bid / EMD of the successful bidder will be converted into security deposit and will be returned without interest after successful completion of warranty period / after submission of bank guarantee / supply of items. The security bid / EMD amount is as follows:

S No	Items	EMD amount : head wise
01	Stationary items (part-A)	10,000
02	Printing items (part-B)	10,000
03	Total for both heads	20,000

27. **Experience:** Bidder should be original manufacturer / authorized dealer / reputed firm and should have minimum one year of experience in supply / printing of similar items. A certified copy of the same should be attached with the technical bid.

28. **Payment terms:** No advance payment will be considered and 100 % payment will be released after supply and agreed by the University.

29. **Quantity:** The quantity mentioned in the tender document can increase or decrease without changing the quoted price at the discretion of the University and the decision of the University shall be final in all respects. This is a tender cum rate contract and registration of suppliers initially for a period of two years and the item offered in the tender can be re-ordered at the same rate, terms & conditions within a period of twenty-four months extendable by next year mutually agreed by both the parties.

30. **Rights of the University:** The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice in part or full. The University reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders of the ground for such action.

31. Late submission of tenders shall not be accepted. If the tenders are sent by post / courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. The University is not responsible for any delay on account of postal / courier services.

32. **Acceptance of terms and conditions:** The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The bidder would fill up the information in the Annexure enclosed at the end of this document at Chapter-III in clear and legible terms. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.

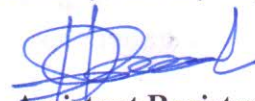
33. **Termination of contract:** If supply of stationary / printing items is not found satisfactory, the purchase order will be cancelled by the University at any stage. The University

reserves the right to decrease or increase the quantity at the time of placing the work order; the firm will undertake the same at the quoted rates.

34. **Penalty clause:** The supply and printing of stationary has to be completed within stipulated time period, in case of delay and the University is not satisfied with the stated reason, the University reserves the right to impose the penalty equivalent to 0.5% per week of the value of undelivered goods or unperformed services limited to a maximum of 10% value of the purchase order / left over cost. Once the maximum is reached, the University may consider termination of the contract / order without any notice and further serious action may be initiated.

35. **Settlement of dispute:** In case of any dispute, University Headquarter (Samba) will be the jurisdiction and the Registrar, Central University of Jammu, shall decide the issue and his decision will be final and shall be the binding on both the parties.

36. In case of any disagreement or dispute between the first party (i.e. Central University of Jammu) and the second party (i.e. agency) arising out of or due to the terms and conditions of contact agreement, the Central University of Jammu shall have the discretion for settlement of such disputes by appointing a sole arbitrator and the award so made by the arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jammu courts only, for any dispute.



Assistant Registrar

Central University of Jammu

Place: Samba (J&K)

Date: 24th May, 2017

Encl: Technical Bid: Annexure-I (1 page)

Financial bid: Annexure-II (A & B) (3 pages)

Chapter-III (Technical Bid): To be filled by the firm and to submit to CUJ

Sl. No	Particulars	Details (if yes, furnish certificate No.)	Appendix No. (attached in bid)
1	Name of the Firm / Agency:	M/s.	
2	Status of the Firm / Agency: (Proprietorship / Partnership / Joint Stock Co. etc)		
3	Name of the Proprietor / Partner / Director		
4	Address:	--	--
	a) Head Office		
	b) Office at Jammu:		
5	Phone, Mobile No., E-mail & website		
6	Documentary proofs of:	--	--
	a) Self attested copy of valid registration with competent authority, certificate No.	Yes / No	
	b) Self attested copy of valid TIN / PAN No.	Yes / No	
	c) Proof of latest average annual turnover supported by audit balance sheet	Yes / No	
	d) Proof of past experience supported by documents from concerned organization	Yes / No	
7	Earnest Money deposit details:	--	--
	a) Amount	Rs. 10,000/- or Re. 20,000/-	
	b) Name of the drawer and issuing bank		
	c) No. and date of bank draft / FDR		
9	Details of demand draft & amount (in case of tender downloaded from University website).	Rs. 1,000/-	
10.	Quoted for	Yes / No	
	(i) Stationary and contingency		
	(ii) Printing of various items	Yes / No	

Declaration: I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency :

Name of the Applicant :

Designation :

Annexure-II (A)

Sl. No	Description of the items (Stationary)	Required make / brand / Specification	Make / brand offered	Unit	BASIC COST PER UNIT	ADD: VAT/GST @.....(as applicable per unit)*	Total Cost PER UNIT
1.	Correcting Fluid	Kores		Each			
2.	Non-Dust Eraser of Pencil	Natraj / Apsara		Each			
3.	Pencil Lead (10 in a box), HB dark	Natraj / Apsara		Each Box			
4.	Sharpener with cap	Natraj		Each			
5.	Ball Pen Ordinary (5 in a packet)	Cello Gripper etc		Each pkt			
6.	Gel Pen	Reynolds etc		Each pkt			
7.	Pilot Pen (V-5)	Luxor		Each			
8.	Permanent Marker Pen			Each			
9.	Ball Pen (Jotter)	Jotter		Each			
10.	Uniball Pen	Uniball		Each			
11.	Stamp Pad	Supreme/ Ashok		Each			
12.	Cello tap 2 inch	Cello / Wonder or equivalent					
13.	Brown tap 2 inch	- do -					
14.	Gem Clip (in box)	Plastic Quoted		Each Box			
15.	All Pin (in Box)	Apex		Each Box			
16.	Punch-Single (FP-20)	Kangaroo		Each			
17.	Punch-Double (DP-600)	Kangaroo		Each			
18.	Staple HD-10D	Kangaroo		Each			
19.	Staple HD- 45	Kangaroo		Each			
20.	Staple Pin No. 10	Kangaroo		Each Pkt			
21.	Staple Pin No. 24/6	Kangaroo		Each Pkt			
22.	Heavy Duty Stapler (TOHO Stapler - 12 S/ 17o)	TOHO / Kangaroo		Each			
23.	Heavy Duty Stapler (TOHO Stapler - 23/17)	TOHO / Kangaroo		Each			

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24.	Cello Tape (1/2" x 65 metres)	Omex		Each roll		
25.	Cello Tape (1/2" x 50 metres.)	Premier		Each roll		
26.	Color Flag (tri-color) 3 x 3"	De' Smat		Each		
27.	Self Sticking Yellow Slip (Approx size 3x3 inch)	De' Smat		Each		
28.	Calulator Casio HJ-120-12 Digit / Equivalent	De' Smat / Casio		Each		
29.	Photocopy Paper (A 4 size), JK / A-One / Power / Trident or equivalent brand	80 gsm		Each ream		
30.	Photocopy Paper (Legal), JK brand	80 gsm		Each ream		
31.	Photo glossy Paper A-4 size (100 sheets)	Oddy		Each pkt		
32.	Register (classmate/Superior / Students)	100 Page		Each		
33.	Register (classmate/Superior / student)	200 Page		Each		
34.	Register Superior (Bilt)	250 Pages				
35.	Attendance Register					
36.	File Flap / Pad	Heavy duty		Each		
37.	High Lighter	Luxor/ Feber Castel		Each		
38.	Glue Stick- Fevi stick 25 gm	Pedilite/ Kores		Each		
39.	Bond Paper (Different Colours) (100 sheets)	85 gsm		Each pkt		
40.	Scissors			Each		
41.	Writing/Note Pad			Each		
42.	Dak Pad	Heavy duty		Each		
43.	Scale	Steel make		Each		
44.	Magnetic Pin Dispenser					
45.	White Tags			Each Pack		

46.	Green Tags			Each Pack			
47.	Peon Book			Each			
48.	Pen Stand (Small)						
49.	Dumper/ Paper weight						
50.	Binder Clips 15 mm	Oddy etc					
51.	Binder Clips 19 mm	Oddy etc					
52.	Binder Clips 25 mm	Oddy etc					
53.	Binder Clips 32 mm	Oddy etc					
54.	Binder Clips 41 mm	Oddy etc					
55.	Binder Clips 51 mm	Oddy etc					

* University will pay taxes as per actual

Annexure-II (B)

B. Printing of Stationary:

Sl. No	Description of the items/stationary (with printing)	Required make / brand / Specification	Make / brand	Unit	BASIC COST PER UNIT	ADD: VAT/GST @.....(as applicable per unit)*	Total Cost PER UNIT
56.	Envelop 9 x 4 inch (approx 4,000)	white, maplitho, 90 gsm, single colour, printed on one side		Each			
57.	Envelop 10 x 4½ inch (approx 4,000)	- do -		Each			
58.	Envelop 11 x 5 inch, (approx 4,000)	- do -		Each			
59.	Window Envelop 10 x 4½ inch (approx 4,000)	- do -		Each			
60.	Window Envelop 11 x 5 inch, (approx 4,000)	- do -		Each			
61.	Envelop 11 x 5 inch, (approx 4,000)	Yellow superior with PVC lamination, 90 gsm, single colour		Each			

		printed on one side					
62.	Window Envelop 11 x 5 inch, (approx 4,000)	- do -		Each			
63.	Envelop 10 x 12 inch (approx 4,000)	Yellow superior with cloth net, 120 gsm, single colour printed on one side		Each			
64.	Envelop 12 x 16 inch (approx 4,000)	- do -		Each			
65.	File Cover (approx 4,000)	350 gsm / 31.5 kg, laminated, single colour printing on both side, folding supported by pasting additional cloth / tap		Each			
66.	Note Sheets (per pack 100 sheets) (approx 4,000 copies)	Legal green, 90 gsm paper, single colour printing on both side		Each			
67.	Answers script 32 pages (approx 4,000 copies)	Pin binding, 80 gsm paper, single colour printing of all page, pin punched as CUJ, finished size 27.5 x 20 cm, numbering on cover page with red ink		Per page			
68.	Answers Script 20 pages (approx 4,000 copies)	Pin binding, 80 gsm paper, single colour printing of all page, pin punched as CUJ, finished size 27.5 x 20 cm, numbering on cover page with red ink		Per page			
69.	Annual Accounts / Annual Report (Bi-lingual) and other brochures etc	Multi colour printing on imported art paper, inner pages 130 gsm, cover page 260 gsm, 150 inner pages (approx), perfect / pin binding (approx 100 copies comprising around 150 pages or less)		Per inner page cost	(For Digital printing)		
					Rs.....		
					(For Offset printing)		
					Rs.....		
70.	Magazine (Black & White pages: 18x	Single colour printing on imported Art		Per inner	(For Digital		

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	23/4)	Paper 13/170 GSM, cover page 260 gsm including Title / Binding / Lamination, approx 100 copies comprising around 150 pages or less		page cost	printing) Rs..... (For Offset printing) Rs.....		
71.	Magazine (Colour pages: 18x 23/4)	Multi colour printing on imported Art Paper 13/170 GSM, cover page 260 gsm including Title / Binding / Lamination, approx 100 copies comprising around 150 pages or less		Per inner page cost	(For Digital printing) Rs..... (For Offset printing) Rs.....		
72.	L- Shape plastic folders (approx qty: 1000)	Single colour printing with University Logo and Address, (Superior quality).		Each			
73.	Executive Bag (fine leather/ Rexene make) (approx qty: 500)	Single colour printing with University Logo and Address, (Superior quality).		Each			
74.	Executive Folders (approx qty: 1000)	Single colour printing with University Logo and Address, (Superior quality).		Each			
75.	Conference Note Pads (A4 Size) (20 Pages approx) (approx qty: 1000)	Multi Colour Printing on cover page and water mark of University Logo and name on each page 75 gsm		Each			
76.	Mementoes (approx qty: 300)	With Silver shield with M.G finish wooden base with University logo printing		Each			
77.	Diaries/Planner (15 x 21 cms) (approx qty: 500)	Including University directory pages, University Holidays and Academic Calendar with brief University Description (approx 16 pages)		Each			

78.	Wall Calendar (approx qty: 500)	Multicolor (8 Leaves) 16.5"x 25" on 120 gsm paper		Each			
79.	Engagement Calendar (approx qty: 500)	80 gsm paper with university holidays, Academic Calendar printed		Each			

1. I have carefully read and understood all the terms and conditions of the tender and here by convey my acceptance of the same.
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
3. Declaration: I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.
4. The firm is not a black listed by any Department / Organizations of the Government of India / Government of J&K and no criminal case is pending against the firm / agency, if found at later date, my tender can be rejected, even after awarded.

Signature with date & Seal of the agency :

Name of the applicant :

Designation :

(Handwritten mark)