



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya - Panchanpur Rd., Vill. - Karhara, Post - Fatehpur
PS - Tekari, Dist. - Gaya, PIN - 824236 (Bihar). Website :cusb.ac.in

NOTICE INVITING TENDER

Tender Notice No. : CUSB/PSD/ADMIN/Printing Kiosk/T/17/2024-25
Date : 13/11/2024
Tender Name : “Printing and Photocopying Kiosk at CUSB Campus”

The Central University of South Bihar invites sealed tenders under **Single Bid Systems** for **“Printing and Photocopying Kiosk at CUSB Campus”** from reputed firm for a period of one year and extendable one year each time up to five years on satisfactory report and mutual consent. The last date and time of submission of tender document is **06/12/2024 by 4:00 PM.**

The detailed tender document is available on the University website www.cusb.ac.in and CPP Portal web site: www.eprocure.gov.in/epublish/app. Cost of tender form is Rs. 500/-. The tender forms can be downloaded from University website and be accompanied by DD of Rs. 500/- (Rs. Five hundred only) in favour of Central University of South Bihar, payable at Gaya must be sent by POST/By Hand (to be dropped in tender box) to the office before last date of closing of the bid at given 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

Email- registrar@cusb.ac.in

Website- www.cusb.ac.in

Contact – 0631-2229519

CPP Portal web site: www.eprocure.gov.in/epublish/app/epublish/app

Registrar



CENTRAL UNIVERSITY OF SOUTH BIHAR

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Notice Inviting Tender (NIT)

Index for Tender Form

Sl.No.	Items	:	Details
1.	Tender Notice No.	:	CUSB/PSD/ADMIN/Printing Kiosk/T/17/2024-25 Date: 13/11/2024
2.	Name of work	:	Tender for “ Printing and Photocopying Kiosk at CUSB Campus ” NH-30, Gaya- Panchanpur Road, Village-Karhara, Post- Fatehpur, P.S- Tekari, District- Gaya (Bihar) PIN- 824 236.
3.	Tender Fee	:	Rs. 500/- (Rs. Five hundred only) in shape of DD
4.	Earnest Money Deposit	:	Earnest money of Rs. 10,000/- (Rs. Ten thousand only) in shape of Demand Draft/BG/FDR drawn in favour of Central University of South Bihar, payable at Gaya from any scheduled Bank.
5.	Start of submission of Bids	:	13/11/2024
6.	Pre-bid Meeting	:	20/11/2024 (11:00 AM to 04:00 PM at CUSB Gaya)
7.	Last date and time Receipt of Bids	:	06/12/2024 by 04:00 PM
8.	Date and Time of opening of Bids	:	06/12/2024 by 04:30 PM
9.	Place of opening of Bids	:	CUSB Gaya.

Note: *The Prospective Bidders/Vendors are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids.*

Area of Printing and Photocopying Kiosk at CUSB Campus

1. Chanakya Bhawan Bldg. Shop Total Area	15.0 sq.mtr. or 161.0 sq.ft.
2. Near Madhuban Cafeteria Shop Total Area	15.0 sq.mtr. or 161.0 sq.ft.



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Name of the work: Tender for “**Printing and Photocopying Kiosk at CUSB Campus**” Central University of South Bihar, Gaya (Bihar).

Sold to Sri/Smt./M/s.

On payment of Rs. 500/- (Rupees One Thousand only)

Vide D.D. No. Bank & Branch dt.....

Registrar

I undertake to abide by the terms and conditions as stipulated in the detail tender call notice and conditions of contract.

Signature of the contractor

For Office Use only

- | | | |
|--------------------------------------|---|--------------------------|
| 1. Total Nos. Corrections | : | |
| 2. Total Nos. of Overwriting | : | |
| 3. Total Nos. of Pages | : | |
| 4. Earnest Money Deposit in shape of | : | |
| 5. Copy of S.T.C.C | : | Furnished/Not Furnished |
| 6. Copy of I.T.C.C./PAN | : | Furnished/ Not Furnished |
| 7. Any other enclosure | : | |

Registrar
Central University of South Bihar



CENTRAL UNIVERSITY OF SOUTH BIHAR

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NOTICE INVITING BIDS

1. The Central University of South Bihar (CUSB), invites sealed tender in two bid system for providing smooth Printing and Photocopying facility along with other related services like Spiral Binding/Lamination etc. to students at the University Campus. CUSB intends to setup Kiosk in **Two Places – 1. Chanakya Bhawan Building and 2. Near Madhuban Cafeteria** - for which the sufficient space shall be provided on monthly rental basis.
Electricity charges shall also be payable by the vendor as per actual consumption recorded through meter which shall be fixed by the contractor.
2. CUSB invites tender from professionally & financially sound and duly registered vendors having required machine(s) for complete set up, experience and technical expertise in execution of Printing and Photocopying services to the students.
3. Functional Requirements for the services –

- Complete details of the No. of Machines/Model No./Make/Year of Manufacturing for:

Sl.No.	Equipment	Qty.	Available Make / Model
1	Photocopy Machine		
2	Computer		
3	Printer		
4	Spiral Binding Machine		
5	Lamination Machine		
6.	General Stationary Items		
7.	Mobile / Internet Recharge Voucher		

4. **EMD** : The tender must be accompanied by a Demand Draft for the amount **Rs. 10,000/- (Rs.Ten Thousand only)** on a schedule bank drawn in favour of Central University of South Bihar, payable at Gaya as Earnest Money for the above tender.
5. Presence of Tenderer in pre-bid meeting is encouraged to clarify any doubt related with the tender. Tenderers should email their queries to registrar@cub.ac.in / so1@cub.ac.in before the end date/time of pre-bid meeting. University shall upload the clarification, if found necessary, on the University's website and shall explain during pre-bid meeting.

BASIC INFORMATION ABOUT THE TENDERER

1.	Name and full Address of Tenderer	
	Telephone No.	
	E-mail	
2.	Last 3 years Income Tax Assessment Certificate	
4.	The firm will submit its consent to adhere the Time Schedule of the Work as mentioned in the tender document.	
5.	Legal Status; Whether a proprietary or a partnership firm of incorporated body etc. With proof of registration/ certification by Government of parent country.	
6.	Authenticated copy of the following documents.	
(a)	Certificate of incorporation. In case of an incorporated body.	
(b)	Memorandum of Association	
(c)	Solvency Certificate from the Banker, if applicable	
7.	(a) Name and address with contact number of clients along with the place and year the said work has been executed.	1. 2. 3.
	(b) Documentary proof of satisfactory AMC contracts during the past three and the present condition.	
8.	Any other documents/information, which parties, may consider appropriate to the activity of tender	
09.	Details of disputes/claims, if any, between the tenderer and any Authority/ Body and its present status.	

Note:

1. Separate information sheet may be provided for item (s) in case space provided is not adequate.
2. Affidavit in the enclosed format on Non-Judicial stamp paper duly attested by Magistrate/Notary shall also be furnished by the bidder.

CHECK LIST

Document to be submitted with Tender Document

Sl.No.	Particulars	Yes/No	Enclosure	Page No.
1.	Tender Fee of Rs. 500/-			
2.	EMD of Rs. 10,000/- (shall be waived off on submission of MSME/Other Related Certificate as per Govt. Norms)			
3.	PAN Card			
4.	GST Registration			
5.	ITR of last 03 Financial Year			
6.	Copy of Audited Annual Accounts for Average Turn-Over of 3.0 Lakh in last 03 years			
7.	Copy of Order(s) regarding experience in related job (At least one copy)			
8.	Copy of Performance Report for running of such kiosk/shop for at least three years at any Educational Institution / University			
9.	Copy of Memorandum of Association / Firm Registration / Incorporation Certificate / Partnership Deed			
10.	Shop Registration, if available			
11.	Non-Solvency Certificate			
12.	Undertaking regarding Non-Blacklisting			
13.	Signed/Sealed copy of Tender Document			

Clause for tender submission

1. **Please mention following details super scribed on the envelop.**
 - a) Last date and time for submission of the Tender: 06/12/2024, till 04:00 PM
 - b) Tender Notice No. CUSB/PSD/ADMIN/Printing Kiosk/T/17/ 2024-25, Date: 13/11/2024.
2. Tender documents will be on **Single bid system** to examine the technical feasibility, financial credentials etc. and must be accompanied by the Tender Fee/ Earnest Money Deposit.
3. The language used shall be English. In case any information is given in foreign language, then translated (in English) copies of those pages must be enclosed, failing which the tender will be summarily rejected.
4. The tender shall be submitted in single sealed envelopes marked with Tender No. and Tender Name upon it. The envelope contains Tender Fee, EMD / MSME, Technical bid documents, Duly Filled-in Financial Bid.
5. **Criteria for Price Bid Evaluation:**

To qualify in technical bid is mandatory for further process subject to submission of all requisite documents. Selection of bidders/ vendors shall be done on the basis of **Highest Quoted Lease Amount per month** to be paid to the University for Providing **Printing and Photocopying Kiosk** separately for each shop.
6. **Security Deposit**
 - i. The successful tender has to furnish Security Deposit of Rs. **50,000/- (Rupees Fifty thousand only)** in form of Demand Draft/Bank Guarantee/FDR obtained from any nationalized / Scheduled bank and drawn in favour of 'Central University of South Bihar' payable at Gaya. Security Deposit to be furnished within 15 days of issue of Letter of Acceptance.
 - ii. If the successful tenderer fails to remit the security deposit within the above said period, the Earnest Money Deposit paid by him will be forfeited and the tender will be held void and the tender accepting authority shall continue the process with other responsive tenderers.
 - iii. No Interest will be paid on the Security Deposit mentioned in Clause 4.1 above.

7. Signing the Agreement

- i. The successful tenderer shall furnish the required security deposit and execute an agreement on a non-judicial stamp paper to the value of Rs.1,000/- embodying the terms and conditions of the tender within 15 days from the date of acceptance of the tender. The specimen form of agreement is enclosed (**Annexure- "D"**)
- ii. If the agreement mentioned in above is not executed in the prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer shall liable to be forfeited.
- iii. The successful tenderer, if fails to execute the agreement within the stipulated period, he will also be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any, in the subsequent tender, shall compensate for all losses sustained by the Government/University in this regard.
- iv. After the agreement is prepared signed by both parties and registered, the University shall retain the original agreement and the Contractor/ Service Provider shall keep the certified copy/duplicate copy of the agreement. The Agency shall bear and pay all the costs, charges and expenses incidental to the preparation, registration and execution of the signed contract in duplicate.

8. Termination of Contract

i. Termination for Default

- a) CUSB may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 15 days, sent to the Contractor/Lessee, terminate the contract in whole or part, (i) if the Contractor/Lessee fails to perform any of the obligation(s) under the contract; or (ii) if the Contractor/Lessee, in the judgment of CUSB, has engaged in fraudulent and corrupt practices in competing or in executing the contract.
- b) In the event, the CUSB terminates the contract in whole or in part, University may entrust the contract of operating/running Printing and Photocopying Kiosk to other persons/contractors in such manner and at such rate as deemed appropriate and they shall be liable to the CUSB for loss of revenue suffered by the CUSB in this process. However, the Contractor/Lessee shall continue the performance of the contract to the extent not terminated.

9. **Termination for Convenience**

- On serving written notice, with a notice period of 15 days sent to the Contractor/Lessee, CUSB may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the CUSB convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.
10. Non-fulfilment of the contract on any ground will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount. The University also reserves the right to debar such tenderer/contractor from future tenders. Besides this, the tenderer will also be liable for all damages arising from such default including the cost of conducting fresh tenders and the increase in rates in the subsequent tender and shall compensate for all losses sustained by the university in this regard.
11. If the Tenderer fails to provide Printing and Photocopying services within the stipulated time and substantial quality, the University is at liberty to make alternate arrangement for Printing and Photocopying Kiosk from any other source including from any other tenderer who might have quoted lower lease rate, at the risk and cost of the existing Contractor/Lessee and in such case the University has every right to recover the cost and impose penalty, besides taking any other action.
12. Service Providers shall entirely be responsible for all taxes, duties, license fees, octroi, road permits, etc. incurred in execution of the contracted services to the University.
13. If two or more vendors are found at H-1, the preference would be given to the firm having more experience of running Printing and Photocopying Kiosk at any Central University / Educational Institutions / Government Organizations.
14. Any dispute arising out of this contract will be interpreted and settled under jurisdiction of court at Gaya only.

Terms and Conditions

1. An Agency/Firm having an experience of at least 1 year of running Printing and Photocopying Kiosk is eligible to apply. The firm shall have requisite registration certificate for dealing in stationary items.
2. The submitted Tender Document should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
3. All pages of the EoI document along with all sections and enclosures should be duly signed and sealed.
4. The contractor shall be provided a space with aluminum-partition in **two separate places 1. Chanakya Bhawan Bldg. Shop 2. Near Madhuban Cafeteria Shop** - to run the Kiosk on rental basis. In addition, electricity charges as per actual consumption shall be payable by the vendor. Electricity Meter(s) shall be fixed by the contractor.
5. The contractor shall submit the monthly rent as per award letter by every 7th day of the following month.
6. The contractor should ensure that all the items required for printing and photocopy shall be available at the Kiosk and Stationary items as per need of Academic activities of students should also be available at the Kiosk. Rates should not be charged more than the prevailing Market Rate/MRP.
7. The contractor should ensure to install good quality Printing/Photocopier Machines for printing and photocopy (75 GSM or above paper) as below.
 - i) Black & White Photocopy, A4 size paper
 - ii) Black & White Photocopy, A3 size paper
 - iii) Black & White printing, A4 size paper
 - iv) Black & White printing, A3 size paper

Besides, vendor may sell General Stationary items and Mobile/Internet Recharge Voucher.
8. Competent authority of CUSB, Gaya reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
9. The machines shall be of reputed brands and in good working condition.
10. The contractor shall be responsible for engaging adequately trained manpower required for providing good Printing and Photocopy Services in the Central University of South Bihar Gaya and making payment to the staff engaged as per Labour laws.
11. No child labour shall be permitted by Central University of South Bihar, Gaya under the contract. Further, the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws.
12. The contractor shall be liable with regard to compliance with all the laws, rules, regulations and directions given by any statutory authority with regard to safety, labour laws or any other laws, both Central & State in force.

FINANCIAL BID PROFORMA

Tender Notice No.: CUSB/PSD/ADMIN/Printing Kiosk/T/17/2024-25 Date: 13/11/2024

Subject: Tender for “Printing and Photocopying Kiosk at CUSB Campus.

Name of the Bidder: _____

Sl. No.	Item Description	Amount /Per Month (in Rupees)
1.	Chanakya Building Shop Lease for Providing Printing and Photocopying Kiosk at CUSB Campus (Per Month)	
	Amount in Words (per month) : Rupees	
2	Near Cafeteria Shop Lease for Providing Printing and Photocopying Kiosk at CUSB Campus (Per Month)	
	Amount in Words (per month) : Rupees	

Note:

- (i) Quotation shall be filled separate for each shop. Order shall also be placed separate for each shop based on H-1 Lease Amount per month.
- (ii) Highest Lease Amount Quoted Bidder shall be declared as H-1 and award letter shall be issued to H-1 Bidder to start the Printing and Photocopying Kiosk at CUSB Campus.
- (iii) In case two or more H-1 bidder quoted same rate, order shall be issued based on years of experience.
- (iv) Overwriting or use of whitener results the Bid summarily to be rejected.

Date:

Signature

Name: _____

Designation & seal

AFFIDAVIT

1. I/We the undersigned do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s _____
_____ have abandoned any work/supply nor any contract awarded to us for such works/supplies have been rescinded, during last three years prior to the date of this bid.
3. The undersigned hereby authorize and request any bank, person, firm or Corporation to furnish pertinent information deemed necessary as requested by the Central University of South Bihar, to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Central University of South Bihar.

(Signed by an Authorized Officer of the Firm)

Title of Officer

Name of Firm

Date

CERTIFICATE
(to be provided on stamp paper / letter head of the firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account. Also certify that I have never been found or declared as bankrupt in any manner.

I certify that the above information is true and correct in all respect to the best of my knowledge.

If it is found that any details provided above are incorrect, then the contract given to the above firm may be summarily terminated and the firm may be blacklisted with other penalty as compensation of loss/damage of services as decided by the University Authority.

Date:

Place:

Authorized Signatory

Name:

Seal

Designation:

Contact No.:

UNDERTAKING
[by Tenderer(s)]

Name of the work : _____

Tender No. : _____

We confirm that we have quoted the rates in the tender considering Inter-alia the

1. Tender Document(s) with all Annexures, Scope of Vendor
2. Additional Document(s), if any
3. BOQ Document (Price Bid Format)
4. Corrigendum, if any
5. Pre Bid Meeting Minutes, if any

We, _____ (Name of the Tenderer) hereby certify that we have fully read and thoroughly understood the tender requirements and accept all Terms and Conditions of the tender including all corrigendum/addendum issued, if any. Our offer is in confirmation to all the terms and conditions of the tender including all corrigendum/addendum, if any and minutes of the pre-bid meeting. In the event, our offer is found acceptable and contract is awarded to us, the complete tender document shall be considered for constitution of Contract Agreement.

Signed for and on behalf of
Tenderer(s)

Name of Tenderer(s)

Date : __/__/____

Place :

Seal & Signature of Tenderer

Note :

This declaration should be signed by the Tenderer's authorized representative on COMPANY LETTERHEAD who is signing the Bid and to be submitted with tender.

FORMAT OF CONTRACT AGREEMENT

This Agreement made on the day of 2024 and to be effective from/...../2024 between **The Registrar, Central University of South Bihar**, SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur, P.S- Tekari, District- Gaya (Bihar) PIN- 824236. (herein after CUSB) of the one part and **(Name of Contractor/ Lessee)** of [complete address of Contractor/ Lessee] (hereinafter called “the Contractor/ Lessee) of the other part:

Whereas the University is desirous that catering services to be provided in the **Printing and Photocopying Kiosk at CUSB Campus** as per the tender reference No. And has accepted a bid by the Contractor/ Lessee / Service Provider for running the **Printing and Photocopying Kiosk at CUSB Campus (Chanakya Bhawan Building Shop / Near Madhuban Cafeteria Shop)** at Central University of South Bihar for a sum of Rs. (Rupees) per month herein after called the “Contract Price”.

NOW THIS AGREEMENT WITNESSETH AS FOLLOW:

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract and scheduled referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. The following documents shall be deemed to form, be read and construed as part of this Agreement, viz;
 - (a) The Letter of Acceptance issued by the University.
 - (b) The Notice Inviting Tender (NIT).
 - (c) The Tender Document including various Terms & Conditions.
 - (d) The schedule of Requirement.
 - (e) Any other document listed in the Contractor/ Lessee bid and replied to queries, clarifications issued by the University, such confirmations given by the bidders which are acceptable to the University and the entire Addendum issued as forming part of the Contract.

3. In consideration of the payments toward monthly lease amount to be made by the Contractor/ Lessee to the University by every 7th day of following month as hereinafter mentioned the University covenants with the Contractor/ Lessee to provide the infrastructure and other facilities as mentioned in the tender document for running of **Printing and Photocopying Kiosk at CUSB Campus** as per the provisions of the Contract.
4. The Contractor/ Lessee hereby covenants to pay the University in consideration of the provision of the infrastructure and other facilities for running the **Printing and Photocopying Kiosk at CUSB Campus**, the Contract Price (Lease Amount) or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract. The rates stipulated in the Contract shall remain valid for a period of one year with effect from contract date.

<p>(For M/s)</p> <p style="text-align: center;">Signature/Seal</p>	<p>(For Central University of South Bihar)</p> <p style="text-align: center;">Signature/Seal</p>
<p>Witness: Signature with Date:</p> <p>Name: Mobile No.: Address:</p>	<p>Witness: Signature with Date:</p> <p>Name: Mobile No.: Address:</p>