

Cost of the tender
Document:Rs. 200/-
(Rupees Two Hundred only)



CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Near GB Pant Hospital, Srinagar – 190 004 (J&K)

Phone: 0194-2468354, 2468357, Website www.cukashmir.ac.in

Tender No.: **CUKmr/Est/ORS/NG/F.No.317/14/02**

Dated: **17.09.2015**

1. Name of the Firm/Supplier /Vendor:.....

2. Address with telephone No. :.....

3. Earnest Money Deposit (EMD)

(to be deposited along with the tender document)

- a) Bank Draft No.....
- b) Date.....
- c) for Rs.....
- d) Drawn on

4. Cost of Tender Document:

(to be deposited in case of downloaded tender document)

- a) Bank Draft No.....
- b) Date.....
- c) for Rs.....
- d) Drawn on

CENTRAL UNIVERSITY OF KASHMIR

TENDER FOR OUTSOURCING OF REPROGRAPHIC SERVICES
LAST DATE & TIME FOR SUBMISSION *29th September, 2015*
OF TENDER *by 4 p.m.*

DATE, TIME & VENUE FOR OPENING OF BIDS:

30th September, 2015 at 3p.m. University Administrative Campus behind Sadabahr Filling Station at Pahroo Crossing Nowgam By Pass

1. Place of work: Different Campuses of Central University of Kashmir

2. Nature of Job:
1. Photocopy services (High Speed Model)
2. Spiral Binding and Lamination services.

3. Facilities

to be provided by the Agency:

- a) Operator
- b) Xerox Machine
- c) Photostat **paper (as per sample/ Requirement).**
- d) Toner
- e) Arrangements for **Spiral Binding and Lamination.**

4. Facilities to be provided by the University:

- Suitable space will be provided by the University in The Campus premises on the following conditions:
- a) The rent will be charged by University @ Rs. 500/- (Rupees Five Hundred only) per month.
 - b) The electricity charges will be charged as per separate sub meter reading.

TERMS AND CONDITIONS

Sealed tenders under two bid system are invited from registered dealers /Agencies / Operators running photocopy services for providing Reprographic Services on outsource basis at various Campuses of the University. Tender Document can be had from the University Administrative Campus behind Sadabahr Filling Station at Pahroo Crossing Nowgam By Pass of the University on payment of Rs 200/ or can be downloaded from the University website: www.cukashmir.ac.in. The downloaded form should be accompanied by a DD of Rs 200/ as cost of Tender Document. The last date for submission of bid is **29.09.2015 (04:00 pm)**. The bids will be opened on **30.09.2015 at 03:00 pm** at University Administrative Campus behind Sadabahr Filling Station at Pahroo Crossing Nowgam By Pass. Bidders or their authorized representatives who wish to attend tender opening, may do so.

SALE OF TENDER FORM

1. The interested bidders may obtain the tender from the University office at University Administrative Campus behind Sadabahr Filling Station at Pahroo Crossing Nowgam By Pass, J&K on all working days against the payment of non-refundable amount of Rs. 200/-

through DD of any nationalized bank drawn in favour of Central University of Kashmir payable at Srinagar (J&K).The tender document can also be downloaded from the University Website.: www.cukashmir.ac.in. The cost of tender form (Rs. 200) is to be attached with the Technical Bid in the form of a DD along with the downloaded form. This DD should be submitted separately and not merged with the EMD.

EMD

2. The Technical Bid should be accompanied with EMD of Rs. 2,000 in shape of Demand Draft drawn on any nationalized bank favoring Central University of Kashmir payable at Srinagar (CDRs will not be accepted).The EMD of the unsuccessful bidders will be returned after the selection of the successful bidder and that of the successful bidder after the submission of Performance Security of Rs. 5,000/-. The offers without EMD shall be summarily rejected.
3. All the DD's of the nationalized banks are to be drawn in favour of Central University of Kashmir payable at Srinagar (J&K) issued after the date of tender notification.

ELIGIBLE BIDDERS

- a) The bidder must be registered under shop & Estt Act.
- b) Bidder must submit PAN.
- c) Bidder must have valid TIN issued by Commercial Taxes Department.
- d) The bidder must have atleast 2 years experience of running such commercial unit/s

Two Bid System Tender

The prescribed tender documents should be submitted in one sealed envelope duly superscribed with, "Tender for Outsourcing of Reprographic Services". This sealed envelope should contain 2 sealed envelopes marked A & B as under:

A. ENVELOPE I:

The Technical Offer should be complete in all respects and contain all information asked for, except prices.

B. ENVELOPE II

Financial Bid shall include quoted rates.

The tender not submitted in the prescribed formats or with incomplete details is liable for rejection. The Central University of Kashmir is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delayed receipt.

SUBMISSION OF BIDS

4. The bids should be addressed to the REGISTRAR, Central University of Kashmir, University Administrative Campus behind Sadabahar Filling Station at Pahroo Crossing Nowgam By Pass (J&K) within the dates and time as specified above by hand or by post. PLEASE NOTE THAT THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY POSTAL LOSSES/DELAYS. IN CASE OF BIDS SENT BY POST AND BEING RECEIVED AFTER 4.00 p.m. ON 29th September, 2015.THE UNIVERSITY SHALL REJECT THE SAME AND IN CASE OF ANY DISPUTE IN THE TIMING OF RECEIPT, THE DECISION OF THE UNIVERSITY SHALL BE FINAL
5. The Bidder is expected to go through all instructions, terms & condition as specified in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
6. At any time prior to the deadline for submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. However, such amendments shall be

- published only on the University website. In their own interest prospective bidders are advised to browse the University website regularly for any amendments during the period of submission of tenders.
7. Quotations received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections in the quotation document are liable to be rejected.
 8. The bid will be opened on **30th September, 2015 at 03:00 pm** in presence of bidders or their authorized representatives. The representative should bring the authorization letter from their vendor for attending the tender opening. However, the presence of the bidders or their representatives is not mandatory.
 9. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University's office, the due date for submission of bids and opening of bids will be the following working day at the time fixed above.
 10. The bidder should confirm that there are no hidden costs. Any items found necessary to make facility functional will be provided by the bidder without extra cost.
 11. The successful Tenderer shall have to deposit Rs. 5,000/- as Security Deposit in the form of DD in favour of Central University of Kashmir as Performance Security. The performance security shall be returned to the service provider after 60 days beyond the date of completion of all contractual obligations. In case of unsatisfactory service provided by the bidder, the Performance Security shall be forfeited.
 12. The bid security (EMD) may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity;
 - (b) If at any stage it is proved that the information given by the bidder is incorrect;
 - (c) In case of a successful Bidder, if the Bidder fails:
 - (i) to sign the Contract
 - (ii) to furnish Performance Security
 13. **Late Bids:** Any bid received by the University after the deadline for submission of bids prescribed by the University, will be rejected/returned unopened to the Bidder.
 14. No bid will be allowed to be modified subsequent to the deadline for submission of bids.
 15. No bid will be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of his bid security.
 16. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.
 17. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
 18. **Period of Validity of Bids:** Bids shall remain valid for a minimum 90 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.
 19. In exceptional circumstances, the University may solicit the Bidder's consent to an extension of the period of validity. The request and the responses there to, shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting his bid security. A Bidder agreeing the request will not be required nor permitted to modify its bid.

EVALUATION OF BIDS (Two Bid System)

20. The evaluation of bids shall be a two stage process. In Stage-1, qualification of bidder shall be ascertained and only those bidders shall qualify for stage-2 of bidding, whose qualification meets the requirements set by the University as eligibility mentioned in the

foregoing clauses. Financial Bid of only those bidders shall be opened whose were declared qualified in stage-1.

21. In stage-2, Financial Bids of the qualified bidders shall be opened and on the basis of the comparative statement of the quoted rates, the contract shall be awarded to the L1.
22. The University's evaluation of a financial bid will be based on the final cost chargeable to the University taking into account all the taxes, duties etc.
23. No Bidder shall contact the University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the University, it should do so in writing.
24. Any effort by a Bidder to influence the University, in its decisions on bid evaluation, bid comparison or contract award may result in rejection of bid.
25. Failure of the successful bidder to comply with the requirements of the University shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest evaluated bidder or call for new bids.

General Terms & Conditions

26. Prices shall be quoted in Indian Rupees only.
27. The amount to be quoted both in figures and in words, in case of a discrepancy the amount quoted in words will be taken as final.
28. The quoted rates should be final and should include all taxes etc. Any extra amount over and above the quoted rates will not be entertained.
29. The selected firm will be required to enter into an Agreement with the University by submitting an Instrument of Agreement on a non-judicial stamp paper of **Rs. 100/-**. Necessary clauses mentioned in this NIT shall be incorporated in the said agreement.
30. The University reserves the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
31. Once the bidder submits the tender, it would be presumed that the bidder has understood and accepted all the terms and conditions given in NIT. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
32. The machine/s should be kept in good, functional condition along with sufficient quantity of papers during all working days.
33. The Agency shall provide an operator who should be available on all working hours between 9 to 6 p.m. The photocopy work will be completed on the same day. In case of emergency, the operator will work beyond office hours or on holidays as required by the University from time to time.
34. The Agency shall have to pay to the University monthly rent of Rs. 500/- during the contract period.
35. The arrangement can be terminated with one month's notice by the University.
36. In case Agency fails to undertake the job, the same will be got done from the open market at the risk & cost of agency and excess expenditure if any incurred on this account will be recovered from the agency
37. The contract will be awarded initially for one year which may be renewed subject to the satisfactory performance of contractor purely at the discretion of the University. The Contractor has no right for renewal of the contract of his own.
38. The contractor has to install atleast one Xerox machine in each floor of the campus, or as per the space provided by the University.

Electricity Charges

39. The Agency will be required to pay to the University the electricity charges on actual basis, for which contractor shall have to install sub-meters. Out of the total bills received by the University for electricity consumption, the amount in respect of the units consumed by the Contractor shall be paid by him to the University.

Special Terms and Conditions

40. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the University by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the University. As a result of the acts of the Contractor, if the University is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the University failing which the University reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the University.
41. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
42. Care must be taken to ensure that, while carrying out the work, no item/space provided by the University are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be done by the University at the contractor's risk and cost. In this regard, the decision of the designated officer of the University shall be final and binding on the Contractor.
43. All work shall be carried out with due regard to the convenience of the University officers/officials/faculty/students etc. The orders of the University authorities shall be strictly observed.
44. The Contractor shall not use the space/s provided for any other activity except for the purpose for which it has been provided for.

Termination of the Contract

45. The Contract can be terminated by either party, i.e., the Central University of Kashmir or the Contractor, after giving three-month notice to the other party extendable by mutual agreement till alternate arrangements are made.
46. On termination of the contract, the Contractor will hand over all the items/space etc., provided, back to the University in good condition.

Jurisdiction

47. In case of any dispute, the same shall be resolved initially by mutual discussion between the parties with in a period of 60 days failing which appropriate courts at Srinagar will have the jurisdiction to adjudicate upon the matter.
48. The University reserves the right to relax any condition enumerated or arising out of this Tender notice, without assigning any reason/s thereof.

Sd/-
REGISTRAR
Central University of Kashmir

No.: **CUKmr/Est/ORS/NG/F.No.317/14/02**

BIDDER'S PROFILE
(PART -I)

1. Name of the bidder
2. Name of the Agency /Concern.....
3. Year of establishment of the existing Commercial Unit along with the reference to the certificates / licenses from the concerned authorities.....
4. Name of the authorized signatory (whose photograph is affixed)
Mr/Ms/Mrs.....
5. Permanent address of the firm/Agency.....
.....
Tel. No. (with STD Code) (O) (Fax)
(R) (Mobile)
6. Registration & incorporation particulars of the firm.
 - 4.1 Proprietorship
 - 4.2 Partnership
 - 4.3 Private Limited
 - 4.4 Public Limited(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law).
7. Name proprietor/partners/directors
8. Bidders bank, its address and his current account number.....
9. Permanent Account Number, Income Tax Circle.....
10. TIN.....

Passport size
photograph of the
tenderer/authoris
ed signatory
holding power
of attorney

I/We hereby declare that the information furnished above is true and correct. At any stage if the above information is found incorrect, University may cancel my/our empanelment.

Signature

Place:

Date:

Name of the authorized person
of the firm along with seal

**PROFORMA FOR FINANCIAL BID
(PART –II)**

Name of the bidder:.....

Tel No./s.....

Note: Bidders must clearly mention quantities in terms of number, , size etc. for which rates are quoted against each item.

Rates for Photostat			
S.No.	item	Rate per copy (on one side of paper)	Rate per copy (on both sides of paper)
a)	A-4		
b)	F/S		
c)	A-5		
d)	A-3		
Rates for Spiral Binding			
	Spiral Size	Rate	
e)	up to 50 pages		
f)	50 to 100 pages		
g)	100 to 150 pages		
h)	150 to 200 pages		
i)	Above 200 pages		
Rates for Lamination			
	Item	Rate per copy	
j)	A-4		
k)	F/S		
l)	A-5		
m)	A-3		

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....

XXXXXXXX.....XXXXX.....XXXXXXXX