



Cost of the tender  
Document:Rs. 500/-  
(Rupees Five Hundred only)

**CENTRAL UNIVERSITY OF KASHMIR**

Administrative Campus: Nowgam, Near Puhroo Crossing, Nowgam Bypass, Srinagar ó 190 015 (J&K)  
Phone: 0194-2140130, 2315371, Website [www.cukashmir.ac.in](http://www.cukashmir.ac.in)

**Tender No.:** CUKmr/Pur/F.No.453/15/303  
**Dated:** 17 .11.2015

**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. í í í í í ..í .
- b) Date í í í í í í í í í í
- c) for Rs. í í í í í í í í í í .
- d) Drawn on í í í í í í í í í ..

**4. Cost of Tender Document:**  
(to be deposited in case of downloaded tender document)

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

# CENTRAL UNIVERSITY OF KASHMIR

## TENDER FOR PRINTING OF ANSWER BOOKLETS, CALENDERS ETC.

**LAST DATE & TIME FOR SUBMISSION  
OF TENDER**

**26<sup>th</sup> November, 2015  
by 4 p.m.**

**DATE, TIME & VENUE FOR OPENING OF BIDS:**

**27<sup>th</sup> November, 2015 at 02:30 p.m.** CENTRAL UNIVERSITY OF KASHMIR,  
NOWGAM CAMPUS-II, SRINAGAR 6 190 015 (J&K)

### TERMS AND CONDITIONS

Sealed tenders under single bid system are invited from Registered Firms for Printing of various Stationery items for the University. Tender Document can be had from the Nowgam Campus-II of the University on payment of Rs 500/ or can be downloaded from the University website: [www.cukashmir.ac.in](http://www.cukashmir.ac.in). The downloaded form should be accompanied by a DD of Rs 500/ as cost of Tender Document. The last date for submission of bid is **26.11.2015** (04:00 pm). The bids will be opened on **27.11.2015** at 02:30 pm at the Nowgam Campus-II.

### **SALE OF TENDER FORM**

1. The interested bidders may obtain the tender form from the University Administrative Campus: Nowgam, Near Puhroo Crossing, Nowgam Bypass, Srinagar 6 190 015 (J&K) on all working days against the payment of non-refundable amount of Rs. 500/- 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](http://www.cukashmir.ac.in). The cost of tender form (Rs. 500) 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. 5,000 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. The offers without EMD shall be summarily rejected.
3. All the DDs of the nationalized banks are to be drawn in favour of Central University of Kashmir payable at Srinagar (J&K).

### **ELIGIBLE BIDDERS**

- a) The bidder must be registered with Commercial Tax Department, having a valid TIN.
- b) The bidder is required to submit latest VAT Clearance Certificate.  
(Note: Failure to meet above requirements shall disqualify the bidder from participation in bidding. Claim of bidder on account of above must be substantiated by suitable documentary evidence).

### **SINGLE BID SYSTEM TENDER**

The prescribed tender documents should be submitted in one sealed envelope duly superscripted with, "Tender for Printing of Answer Booklets, Calendars etc". The Offer should be complete in all respects and contain all information asked for, including all relevant price information related to items mentioned in Financial Bid complete with all the

details - The Bid Form must be filled-in completely, without any errors, erasures or alterations. The bidder must submit the sample of the quoted item along-with the bid like paper, tape, envelope etc.

The tender not submitted in the prescribed format 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, Administrative Campus: Nowgam, Near Puhroo Crossing, Nowgam Bypass, Srinagar ó 190 015 (J&K) within the date 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 26<sup>th</sup> November, 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 an amendment.
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 27<sup>th</sup> November, 2015 at 02:30 pm in presence of bidders or their authorized representatives. The representative should bring the authorization letter from their Firm 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 and the rates quoted are FOR Central University of Kashmir.
11. 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 the Successful Bidder, if the supplies are rejected on the basis of Non-Compliance with the Specifications of the items given in the Financial Bid.
12. **Late Bids:** Any bid received by the University after the last date for submission of bids prescribed by the University will be rejected/returned unopened to the Bidder.
13. No bid will be allowed to be modified subsequent to the last date for submission of bids.
14. No bid will be allowed to be withdrawn in the interval between the last date for submission of bids and the expiry 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 forfeiture of bid security submitted by the Bidder.
15. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.

16. 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.
17. **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.
18. In exceptional circumstances, the University may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto, 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 to the request will not be required nor permitted to modify its bid.

#### **EVALUATION OF BIDS**

20. In Stage 1, the eligibility of the bidders shall be evaluated. The Prices of only those bidders shall be evaluated whose bid meets the eligibility criteria mentioned in the foregoing clauses.
21. In Stage 2, the samples of the paper, tape, envelopes etc. shall be evaluated. On the basis of the samples approved and 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, transportation cost, 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 such event, the University may award the contract 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 must 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 University reserves the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
30. 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.
31. All the payment will be made in Indian Rupees. Payment (100%) shall be released by the University after successful supply of the item/s and subsequent Inspection of the supplies by a Committee specially constituted for the purpose. In case the Committee is of the opinion that the supplies are not of the required specifications/quality, the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such an event, the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.

32. The amount payable against supplies shall be subject to the deduction of applicable Taxes, if any.
33. The supply has to be made within a **period of 15 days from the date of the issuance of Purchase Order** by the University. In case of failure to do so, the University may impose the penalty as may be decided by the University.
34. The actual quantity of the items to be purchased can be increased or decreased by the Competent Authority of the University at the time of the placement of purchase orders in favour of successful bidder.
35. The Item supplied can be re-ordered at the same rate, under same terms & conditions within a period of twelve months from the date of issuance of the first Purchase Order.
36. The University reserves the right to relax any condition enumerated or arising out of this Tender, without assigning any reason/s thereof.
37. 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.

**Sd/-**  
**REGISTRAR**  
Central University of Kashmir

No.: CUKmr/Pur/F.No.453/15/303

Dated: 17.11.2015

**BIDDER'S PROFILE**  
**(PART –I)**

1. Name of the bidder í ..í í í í í
2. Name of the Firm /Concerní ..
3. Year of establishment of the existing Concern along with the reference  
to the certificates / licenses from the concerned authoritiesí í í í í í  
í .....í ..
4. Name of the authorized signatory (whose photograph is affixed)  
Mr/Ms/Mrsí í
5. Permanent address of the firm/Supplierí  
í ..í í  
Tel. No. (with STD Code) (O)í í í í í í í ..í (Fax)í ..í í í í í í í í í .  
(R)í í í í í í í í .. (Mobile)í í í í í í í í ..
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 í í í í í í í í í í ..í í í í í í í í í í .  
í í
8. Bidders bank, its address and his current account  
numberí .
9. Permanent Account Number, Income Tax Circleí í í í í í ..í í í í í í í ..
10. TINí í

Passport size photograph of the tenderer/authorised signatory holding power of attorney
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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.

Place: \_\_\_\_\_ Signature  
 Date: \_\_\_\_\_ Name of the authorized person  
 of the firm along with seal

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

Name of the bidder:í ..

Tel No./sí í

S.No.	Specification of the Item to be Printed	Min. Quantity	Rate Quoted
1.	<p><b><u>Answer Booklets:</u></b> The Answer Booklet should comprise of 56 pages (28 Leaves) including Outer Cover. Inner Pages should be 70-80Gsm and the Outer should be 110 Gsm. The Outer Cover should be Light Green with Single Colour Printing (Royal Blue) on front &amp; back. There should be Customized Perforations at Four Places on the Answer Booklet. The Size of the Answer Booklet should be 11" x 8.5" (<math>\pm 0.25</math>") in Landscape with Center Stitch and a Binding Strip on Spine. The Binding Strip Should be of Black Colour with Golden/Silver Colour Printing. The Answer Booklets should be duly packed (100 Booklets per Pack). The Answer Booklets should be numbered Serially, however, the Serial Number shall be conveyed confidentially to the Successful Bidder.</p> <p><i>(The Sample of the Answer Booklet shall be given to the Successful Bidder along-with the text to be printed).</i></p> <p><b>Note: Rate to be quoted for 1,000 Answer Booklets.</b></p>	10,000 Answer Booklets	
2.	<p><b><u>Calendar (2016):</u></b> The Calendar for the Year 2016 should be of 12 Pages (6 Leaves) with Multi-Colour Printing on Front and Back. The Size of the Calendar should be 15" x 20" (<math>\pm 0.5</math>") in Portrait. The Paper should be Art Paper (Glossy) of 170Gsm with Spiral binding on Top.</p> <p><i>(The Soft Copy of the Calendar- 2016 [Completely designed and ready to print] shall be provided to the Successful).</i></p> <p><b><u>Packing Envelopes for Calendars:</u></b> The envelopes should be made up of Card Sheets.</p> <p><b>Note: Rate to be quoted for 100 Calendars and 100 Envelopes each.</b></p>	2,000 Calendars  800 Envelopes	

3.	<p><b><u>Security/Packaging Envelopes:</u></b> PVC Security/ Packaging Envelopes for Packing of Answer Booklets. The envelopes should be Opaque and made up of PVC with Self Adhesive Strip. The envelopes should be Moisture/ Damp Proof, Single Use. (The ones used by various online shopping Companies to deliver the goods to the Customers). The Security envelopes should be duly printed in the name of the University.</p> <p><b><u>Size of the Envelopes</u></b>                  a) 10" x 12"                  b) 12" x 16"</p> <p><b>Note: Rate to be quoted for one Dozen each.</b></p>	1,000 Dozens each	
4.	<p><b><u>Security Tape:</u></b> The Security Tape should be Transparent and at least 30 Mtrs in a roll, duly printed in the name of the University.</p> <p><b><u>Size of the Security Tape</u></b>                  a) 1"                  b) 2"</p> <p><b>Note: Rate to be quoted for one Dozen each.</b></p>	250 Dozens each.	

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: í í í í í í í í ..

Signature: í .....í í í í í í í í í

Date: í í í í í í í í í

Name: í í í í í í .....í í í í í ...

Designation: í í í í í í .....í í

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