



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF SOUTH BIHAR
SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur
P.S. – Tekari, District – Gaya (Bihar) PIN- 824236

Tender Notice No. : CUSB/PSD/Empanel/UPS & Printing/T/ 26 /2024-25

Date : 06/02/2025

TENDER NOTICE FOR

“EMPANELMENT OF VENDOR” FOR –

- (I) SUPPLY OF UPS - BATTERY &**
- (II) PRINTING WORKS**

AT CENTRAL UNIVERSITY OF SOUTH BIHAR, GAYA

Notice Inviting Tender (NIT)

The Central University of South Bihar invites sealed tenders for the “**EMPANELMENT OF VENDORS FOR – (i) SUPPLY OF UPS - BATTERY & (ii) PRINTING WORK**” at CUSB Panchanpur, Gaya from original manufactures/ authorized dealers/ distributors. The last date and time of submission of tender document is **28/02/2025 by 4:00 PM**. The detailed tender document is available on the University website www.cusb.ac.in and CPP Portal www.eprocure.gov.in/epublish/app. The cost of tender form/Registration Fee is Rs. 1,000/- and can be purchased by payment in the form of Demand Draft, from Central University of South Bihar. The tender forms can also be downloaded from University website and be accompanied by DD of Rs. 1,000/- in favour of 'Central University of South Bihar', payable at Gaya. Duly filled in tender is to be sent by Speed Post/ Registered Post/ By Hand (to be dropped in Tender Box) on following 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

Index for Tender Form

1.	Tender No.	:	CUSB/PSD/Empanel/UPS & Printing/T/ 26 /2024-25 Date : 06/02/2025
2.	Name	:	EMPANELMENT OF VENDORS FOR –(I) SUPPLY OF UPS - BATTERY & (II) PRINTING WORK
3.	Registration fee (<i>non-refundable</i>)	:	Rs 1500/- for each category in the form of Demand Draft drawn in favour of Central University of South Bihar payable at Gaya
4.	Validity of Empanelment	:	Three (03) Years
5.	Date of issue	:	06/02/2025
6.	Last date & Time for submission of documents	:	28/02/2025 at 04:00 PM
7.	Date and Time of opening of documents	:	28/02/2025 at 04:30 PM
Bidders are advised to regularly check our website (www.cusb.ac.in) for any corrigendum/ amendments. All pages of tender document should be signed by the Applicant.			

Registrar
Central University of South Bihar, Gaya

1. GENERAL TERMS & CONDITION

- 1.1 Applications in **SINGLE BID SYSTEM** are invited for “**EMPANELMENT OF VENDORS FOR –(i) Supply of UPS - BATTERY & (ii) Printing work**” from any individual, sole proprietorship firm, partnership firm and public limited company **for execution of supply/work up to Rs. 25 lakhs.**
- 1.2 The empanelled vendors have to abide by all the instructions made herein and as amended from time to time during the empanelment.

2. ELIGIBILITY CRITERIA

- 2.1 Interested vendors/suppliers will be required to fulfill the following criteria:
 - 2.1.1 The Firm / Supplier shall be registered with the Govt. of Bihar and/ or Central Government, and any other Autonomous Bodies under Government of India, Semi/ Quasi Govt. Departments as vendor. Experience in reputed private organization and MSME registered Vendor/ Supplier may also apply.
 - 2.1.2 The Firm/Vendor/Supplier should be registered with **Income Tax** and **GST. Audited Balance Sheet** with Profit & Loss Account for the last three years ending March 2024 along with **Bank Solvency Certificate for Rs. 50,000/-** as per Govt. rules & regulations are to be submitted in support of the same.
 - 2.1.3. The Firm/Vendor should have **Average Annual Turnover of Rs. 10 Lakhs** (Rupees Ten Lakhs Only) during last three (03) years ending March 2024.
 - 2.1.4 The Vendor/ Supplier should have successfully carried out similar type of supply/work during the last three years not less than 10,00,000/-. Copy of supply orders in this regard must be submitted.
 - 2.1.5 The Vendor must have experience of three (03) years in the field of quoted category(ies).

3. SUBMISSION OF APPLICATION

- 3.1 **Separate envelope should be filled for each category.**
- 3.1 The completed application for empanelment with necessary documents shall, be submitted in single sealed envelope duly mentioned Tender Number, Tender Name and Category on the envelope along with Sender & Receiver full address with contact details includes all relevant document therein.

Tender No.- CUSB/PSD/Empanel/UPS & Printing/T/26/2024-25 Date : 06/02/2025

Tender Name-Tender for EMPANELMENT OF VENDORS

Category – (i) Supply of UPS - BATTERY or (ii) Printing work Name.

Sent to - The Registrar (Tender Document), Central University of South Bihar, NH- 120, Gaya-Panchanpur Road, Gaya – 824236 (Bihar) on or before 16:00 hours on 28/02/2025.

4. **TERMS AND CONDITIONS**

- 4.1 The application shall be submitted strictly in the prescribed format along with self-attested supporting documents.
- 4.2 The application shall be signed by the applicant or authorized person(s) on behalf of the applicant organization by enclosing an Authority Letter / Power of Attorney, as the case may be.
- 4.3 If the space in the application is insufficient for furnishing full details, the applicant may give the details on a separate sheet which shall be self-attested.
- 4.4 Application containing false and/or incomplete information will be rejected.
- 4.5 If any information or details furnished by applicants are found in future to be false at any time, the empanelment of such applicant will be cancelled immediately.
- 4.6 The applicant should sign on each page of the application.
- 4.7 Overwriting should be avoided. Corrections, if any, should be made by neatly crossing out, initialing with date and rewriting and appending signature thereof.
- 4.8 CENTRAL UNIVERSITY OF SOUTH BIHAR may approach/ visit the vendor's clients facilities to verify vendor's general reputation/competence.
- 4.9 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. With regard to the completed works, copies of the work order and completion certificate shall be submitted.
- 4.10 Decision of the Registrar, CENTRAL UNIVERSITY OF SOUTH BIHAR in selection of vendors will be final and binding and no further correspondence will be entertained. Vendor empanelled will be informed by post/e-mail.
- 4.11 The enlistment of a vendor at CENTRAL UNIVERSITY OF SOUTH BIHAR shall only entitle him to be considered for issue of tender document. It shall not confer any right on him either to be necessarily issued the tender documents or for award of work.
- 4.12 The empanelled firm/vendor is required to keep updated the University about the change of Address, change of the Management etc. from time to time.
- 4.13 CENTRAL UNIVERSITY OF SOUTH BIHAR reserves the right to call open tenders in which agencies not empanelled in this process but meeting the qualification criteria for the tender can participate. For such tenders, the empanelled vendors under this process meeting the stipulated criteria of tender may also participate.

- 4.14 The empanelment shall be valid for a period of **three years** from the date of enlistment and it can further be extended as per discretion of the Competent Authority of CENTRAL UNIVERSITY OF SOUTH BIHAR subject to satisfactory execution of works entrusted to the vendor and submission of Security Deposit increased time to time by the University and yearly satisfactory performance.
- 4.15 CENTRAL UNIVERSITY OF SOUTH BIHAR may remove the name of the firms from the empanelled list, if the contracting firm -
- (a) has failed to execute a contract or has executed it unsatisfactorily or
 - (b) is proved to be responsible for defects / lapses in work; or
 - (c) persistently violates any important conditions of the contract; or
 - (d) does not start the work after the same is awarded to him.
 - (e) In case submission of bills for the incomplete works / for the works not carried out by them
 - (f) Or, other similar reasons.
- 4.16 All the documents should be self-attested with company seal. The original documents are to be produced by the applicant on demand for verification.
- 4.17 The applicant shall be responsible for payment of any compensation/ settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement.
- 4.18 The services provided by Firm/ Agency shall be to the entire satisfaction of CENTRAL UNIVERSITY OF SOUTH BIHAR.
- 4.19 The applicant should ascertain the complete work to be undertaken by visiting the site before submission of bid.
- 4.20 The work shall be carried out as per the specifications included in tender.
- 4.21 Statutory deductions will be made as applicable from the bills of vendor/ supplier.
- 4.29 All sorts of insurance are to be borne by the Vendor/ Supplier with his own cost and risk. The CENTRAL UNIVERSITY OF SOUTH BIHAR authority will not pay extra on this account.
- 4.30 Any type of Transportation, loading/ unloading of materials/ equipment under the scope of vendor/ supplier, the CENTRAL UNIVERSITY OF SOUTH BIHAR will not pay extra on this account beyond the quoted price against a floated tender.
- 4.33 The Registrar, CENTRAL UNIVERSITY OF SOUTH BIHAR, Gaya reserves the right to accept or reject, any or all the offers submitted in response to this advertisement, squash the empanelment or curtail the validity period without assigning any reasons thereof.

5. Tender enquiries against demands for limited tender costing upto Rs 25 Lakhs (Rupees Twenty Five Lakhs Only); which are not advertised; shall be sent to the empanelled/registered firms directly by Mail/Post/University Website.
6. **SELF-CERTIFIED DOCUMENTS TO BE SUBMITTED WITH THE REGISTRATION FORM**
 - 6.1 The Firm / Supplier shall be registered with the Govt. of Bihar and/ or Central Government, and any other Autonomous Bodies under Government of India, Semi/ Quasi Govt. Departments/ Reputed Private Organization as vendor.
 - 6.2 The Firm/Vendor/Supplier should be registered with **Income Tax** and **GST. Audited Balance Sheet** with Profit & Loss Account for the last three years ending March 2024.
 - 6.3 The Firm/Vendor should have **Average Annual Turnover of Rs. 10 Lakhs** (Rupees Ten Lakhs Only) during last three (03) years ending March 2024.
 - 6.4 The Vendor/ Supplier should have successfully carried out similar type of supply/work during the last three years not less than 10,00,000/-. Copy of supply orders in this regard must be submitted.
 - 6.5 The Vendor must have experience of three (03) years in the field of quoted category(ies).
 - 6.6 **Bank Solvency Certificate for Rs. 50,000/-** as per Govt. rules & regulations are to be submitted in support of the same but not be older than 6 months from last date of bid submission.
 - 6.7 PAN Number certificate.
 - 6.8 GST Certificate.
 - 6.9 Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. An affidavit in case of sole proprietorship, Partnership deed in case of Partnership firm, Article of Association in case of Private/ Public limited Companies.
 - 6.10 Certified Bank Details/Copy of Bank Passbook/E-banking report.
 - 6.11 Non-Blacklisting Certificate on Firm Letter-head.
 - 6.12 Duly filled signed/stamped Application form.
7. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the firms/agencies/vendors shall be registered with the CENTRAL UNIVERSITY OF SOUTH BIHAR.

8. The firms / agencies/vendors will be considered for registration/ Empanelment for an initial period of three years and it can further be extended as per discretion of the Competent Authority subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the University.
9. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the vendors with the following details:
 - (a) Registration No.
 - (b) Category/ Code No.
10. **DISPUTE REDRESSAL SYSTEM**
- 10.1 In case of any dispute the matter will be referred to Vice Chancellor, Central University of South Bihar and his decision will be final.

CATEGORY DETAILS OF EMPANELMENT

Category No.	Particulars/ Items of work																																										
Category-01 :	<p>Supply of UPS - BATTERY.</p> <p><u>Types of UPS - BATTERY:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sl. No.</th> <th style="text-align: center;">Capacity</th> <th style="text-align: center;">Specification</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1.</td><td>120 AH Battery</td><td>As required in tender</td></tr> <tr><td style="text-align: center;">2.</td><td>65 AH Battery</td><td>As required in tender</td></tr> <tr><td style="text-align: center;">3.</td><td>42 AH Battery</td><td>As required in tender</td></tr> <tr><td style="text-align: center;">4.</td><td>24 AH Battery</td><td>As required in tender</td></tr> <tr><td style="text-align: center;">5.</td><td>12 AH Battery</td><td>As required in tender</td></tr> <tr><td style="text-align: center;">6.</td><td>7 AH Battery</td><td>As required in tender</td></tr> <tr><td style="text-align: center;">7.</td><td>5 AH Battery</td><td>As required in tender</td></tr> <tr><td style="text-align: center;">8.</td><td>600 VA Battery</td><td>As required in tender</td></tr> <tr><td style="text-align: center;">9.</td><td>Others not specified above</td><td>As required in tender</td></tr> </tbody> </table>	Sl. No.	Capacity	Specification	1.	120 AH Battery	As required in tender	2.	65 AH Battery	As required in tender	3.	42 AH Battery	As required in tender	4.	24 AH Battery	As required in tender	5.	12 AH Battery	As required in tender	6.	7 AH Battery	As required in tender	7.	5 AH Battery	As required in tender	8.	600 VA Battery	As required in tender	9.	Others not specified above	As required in tender												
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Checklist for the Tender

S.N.	Documents Required	YES/NO	Annexure No.
1	Tender Fee - Rs. 1500/- (For each category)		
2	PAN Card		
3	Copy of GST		
4	ITR of last 03 years		
5	Audited Balance Sheet (duly certified by the registered Chartered Accountant) with average Turn-over of 10 lakhs in last 03 years		
6	Work Experience of 03 years with copy of Work orders/Performance Report not less than Rs 10 lakhs in any Central/State/Semi/Quasi Govt., Educational Institutions or Reputed Private Organizations.		
7	Audited Copy of ITR and Annual Turn Over as desired		
8	Bank Solvency Certificate for Rs. 50,000/- within 06 months		
9	Certified Bank Details/ Copy of Bank Passbook/ E-banking report.		
10	Copy of Registered Private Limited Company or Registered Partnership Firms or proprietorship Firm		
11	Certificate of Non-Blacklisting		
12	All pages of tender document to be signed/sealed		

Annexure - I

Application for Enlistment and re-validation in all categories and classes

Category(ies) for which firm has tendered (please tick) :

(i) SUPPLY OF UPS - BATTERY

(ii) SUPPLY OF PRINTING MATERIALS

1. (a) Name of the applicant/firm :

(b) Status of entity (please tick): (i) Individual (ii) Sole Proprietorship (iii) Partnership Firm (iv) Limited Liability Partnership (v) Company

(c) Registration Number for Firm (if any, with details) :

.....
.....
.....

2. Nationality:.....

3. Address :

(a) Registered Office(Regional) :

.....

(b) Head Office (if different from Registered office) :

.....

4. Contact Details

(a) Telephone Number :

(b) Mobile Number :

(c) Website URL (if any) :

(d) Email Id :

5. (a) PAN (Individual/Firm/LLP/Company) :
- (b) GST registration number :

6. Is the individual/ sole proprietor/ any partner/ director of company:

- (a) Dismissed Government servant : Yes / No
- (b) Removed from approved list of vendors : Yes / No
- (c) Having business banned/suspended by any Government in the past : Yes / No
- (d) Convicted by court of law : Yes / No
- (e) Any person/ relative related to Central University Employee : Yes / No

Note: If answer to any of the above is 'Yes' furnish details on a separate sheet.

7. (a) Name of person holding power of attorney (if any) :
- (b) Nationality :
- (c) Liabilities (if any) :

8. (a) Is any person working with the applicant a near relative of the official of CUSB:
Yes / No
- (b) If yes, give details (Name, Designation & Department)
- i.
- ii.

9. Enlistment fee details:

Sl. No.	Fee	Name of the Bank	Transaction Ref. No.	Transaction Ref. Date	Date
01	Tender Fee				

Note : Tender Fee to deposit separately for each category by each prospective bidders.

10. Details of completed works secured during the last five years, eligible for work experience (to be filled in the proforma given in Annexure-II. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.

Place
Date

Signature of the Applicant
(Authorized Signatory)

Form of Banker's Solvency Certificate

This is to certify that to the best of our knowledge and information Shri/Smt/M/s..... having registered address, a customer of our bank, is/are respectable and can be treated as reliable for any engagement upto a limit of Rs..... (Rupees).

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers. This certificate is issued on the request of Shri/Smt/M/S.....

For obtaining enlistment in CUSB in Category No. - For
(Name of category)

Bank Account No. and other details:

(Signature)
For the Bank

Note:

1. Banker's certificates should be on the letter head of the bank, addressed to enlisting authority.
2. In case of partnership firm, the certificate shall include names of all partners as recorded with the bank.

CERTIFICATE

(to be provided on 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.

I also certify that the above information is true and correct in all respect and in any case at a later date, 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.

Date:

Place:

Authorized Signatory

Name:

Seal

Designation:

Contact No.:

Annexure - IV

AFFIDAVIT

(on Rs.100/- Non Judicial Stamp Paper duly attested by Magistrate/ Notary)

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:

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

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.

VENDOR DETAILS FORM

1.	Do you have a PFMS Unique ID (please tick)	NO	YES	UID No.-
2.	Name of the Firm			
3.	Address with City Name & Pin Code			
4.	Contact No.			
5.	Email ID			
6.	GST No. (Yes / No)	GST No. -		
		If YES, a copy of GST CERTIFICATE must be attached.	If NO, duly signed/sealed attached DECLARATION OF GST NON-ENROLMENT must be submitted.	
7.	PAN No.			
8.	TIN No.			
9.	ADHAR No.			
10.	Name of the Contact Person	Name :		
	With Mobile No. & E-mail ID	Mobile :	E-mail ID :	
11.	Bank Account Details			
	Beneficiary Name			
	Bank Name & Branch			
	Bank Account Number			
	IFSC Code			
	MICR Code			
	Type of Bank Account	Saving Account	Current Account	Cash Credit
	Telephone no. and E-mail of Bank Branch	Telephone		
Email ID				
12.	Vendor Type (please tick)	Manufacturer	Distributor	Reseller
		Service Provider	Stockiest	Indian Agency

Signature of Vendor with Seal

Name: _____

Date: _____

DECLARATION OF GST NON-ENROLMENT

DECLARATION OF GST NON-ENROLMENT

Dear Sir/Madam,

Sub: Declaration of non-requirement of registration under the Central/State/UT/Integrated Goods and Services Tax Act, 2017

I/We..... (Name of the service provider/business entity), do hereby declare that I/we am/are not registered under the Goods and Services Tax Act, 2017 as (select and fill below for the relevant reason)

-I/We deal in/supply the category of goods or services (Describe the nature of the services/goods) which are exempted under the Goods and Service Tax Act, 2017.

-I/We have the annual aggregate turnover below the taxable limit as specified under the Goods and Services Tax Act, 2017.

-I/We are yet to register ourselves under the Goods and Services Tax Act, 2017.

I/We hereby also confirm that if anytime during any financial year I/we decide or require or become liable to register under the GST, I/we undertake to provide all the requisite documents and information.

I/We request you to consider this communication as a declaration for not requiring to be registered under the Goods and Service Tax Act, 2017.

I/We hereby also confirm that (Name of the service recipient) shall not be liable for any loss accrued to me/us, due to any registration default with the GST.

Signature of Authorised Signatory:

Name of the Authorised Signatory:

Name of Business:

Date:

Stamp/Seal of the business entity: