



## **Tender Notice for Registration/Empanelment of Vendors/Suppliers for**

- **Toner and Cartridge**
- **Office Stationery & Others**
- **Sanitation & Cleaning Items**
- **Printing Materials**
- **Electrical & Electronic Items**
- **Computer Peripherals & Others**
- **Office Furniture**
- **Laboratory Equipment**
- **Laboratory Chemicals and Glassware**
- **Sports items**
- **Event Management**
- **Newspaper and Media Advertisement**

**(Tender Ref. no. CUSB/PSD/Vendor Registration/01/2021-22)  
Dated 03/06/2021**

**Duly sealed envelope with clearly mentioned Tender No.,  
Subject and Category Code on it in hard copy only  
to be sent by Registered Speed Post / by Hand in  
Tender Box to the given address :**

The Registrar,  
(Tender Document)  
Central University of South Bihar  
SH-7, Gaya Panchanpur Road, Village – Karhara  
P.O - Fatehpur, P.S – Tekari  
Gaya-824236, Bihar  
Email - registrar@cub.ac.in  
Website - www.cusb.ac.in  
Contact – 0631-2229519  
CPP Portal web site - www.eprocure.gov.in

# **NOTICE**

- **Central University of South Bihar** : a Central University established by an Act of Parliament vide Central Universities Act, 2009 is an institution of higher learning in the state of Bihar with the motto 'Collective Reasoning'.
- The University Invites offers from the interested companies/ firms/ registered (authorised) dealers, which are in the business of services of specified categories as mentioned in the registration documents. Registration Form / Tender Document may be downloaded from the University web-site : [www.cusb.ac.in](http://www.cusb.ac.in).
- Separate tender is to be submitted for each category.
- Registration Fee (non-refundable) of **Rs. 1500/-** (₹ One Thousand Five Hundred only) in form of Demand Draft in favour of 'Central University of South Bihar' payable at Gaya is to be deposited with the bid.
- Period of the contract for empanelment/registration shall be initially for two years (upto March,2023) which is extendable for next one year (up to March, 2024) on mutual consent and satisfactory performance.
- EMD for further enquiry shall be waived on submission of MSME Registration Certificate with this tender.
- Hard copy of the Registration Form along with non-refundable fee of **Rs. 1500/-** (₹ One Thousand Five Hundred only) with each separate bid must reach the office of **The Registrar, Central University of South Bihar, SH-7, Gaya Panchanpur Road, Village - Karhara, P.O - Fatehpur, P.S - Tekari, Gaya-824236, Bihar, Email- registrar@cub.ac.in, Website- www.cusb.ac.in, Contact – 0631-2229519, by registered post / in drop box (Tender Box). CPP Portal web site- www.eprocure.gov.in**
- The last date for submission of application is **30/06/2021 upto 04:00 p.m.**
- For any enquiry/clarification regarding this tender, bidder may contact/consult/visit the office on or before **30/06/2021**.

## **TERMS AND CONDITIONS**

### **1. Eligibility & Categories for Registration / Empanelment**

Companies/firms/registered (authorised) dealers, which are in the business of services of specified categories as mentioned in the registration documents are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

### **2. Benefits of Registration**

The Companies/firms/registered (authorised) dealers registered with CENTRAL UNIVERSITY OF SOUTH BIHAR will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised shall be sent to the registered Companies/firms/registered (authorised) dealers by Speed Post/ Registered Post/ Registered E mail.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to them giving advance information to enable them to purchase the Tender sets.

### **3. Empanelment/Registration Procedure**

- 3.1. The applicant should read all the pages of the document.
- 3.2. Correct/relevant information/data have to be furnished by the vendor.

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in) For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in))..

- 3.3. The applicant should make sure before applying that they have the required eligibility criteria & experience of the work.
- 3.4. Service providers/suppliers seeking Empanelment / Registration shall have to pay the requisite (cost/fee) amount of **₹ Rs. 1500/-** (₹ One Thousand Five Hundred only) for each separate bid (the Category you are interested for) for registration/empanelment. The amount shall be paid in the form of demand draft drawn in favour of **“CENTRAL UNIVERSITY OF SOUTH BIHAR”**, payable at **Gaya**.
- 3.5. Service providers/suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to **The Registrar, Central University of South Bihar, SH-7, Gaya Panchanpur Road, Village - Karhara, P.O - Fatehpur, P.S - Tekari, Gaya-824236, Bihar** by Speed Post/ Registered Post/ in Tender Box only on or before the due date **.i.e 30/06/2021 upto 04:00 p.m.**
- 3.6. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.7. The sealed envelope containing the Registration Form, documents & fee should be clearly mentioned on the top of the envelope as **“APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR THE CATAGORY CODE- ..... CATEGORY- .....”** along with **TENDER NUMBER**.
- 3.8. Vendors/Firms registered with MSME, shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.
- 3.9. The following self-certified essential documents (as applicable) should accompany the Registration Form:
- 3.9.1. Registration Fee in form of DD for Rs. 1500/-
  - 3.9.2. Income tax Permanent Account No.
  - 3.9.3. GST/ CST / VAT / TIN No.
  - 3.9.4. Valid MSME Certificate (If Registered)
  - 3.9.5. Relevant ISO/ISI certificate.
  - 3.9.6. Trade License, Factory License, Shop Registration
  - 3.9.7. Memorandum and Article of Association, Certificate of Incorporation, Dealership Agreement, Partnership Deed, Principal's Authorization or Undertaking, Registration Certificate issued by the Registrar of Firms etc., if any.
  - 3.9.8. Annual Turnover certified by authorized CA for last 3 years & Copy of IT Return for the year 2019-20, 2018-19, and 2017-18.
  - 3.9.9. Copy of at least 03 (three) relevant Purchase Order / Registration to other organisations as a proof of work experience
  - 3.9.10. Bank Details.

- 3.9.11. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / PSU, University, Institute etc. in past three year.
- 3.10. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the CENTRAL UNIVERSITY OF SOUTH BIHAR.
- 3.11. The firm will be considered for registration / Empanelment for an initial **period of two (02) years** and shall be considered for renewal for another one year based on the performance evaluated by the University without any extra fee/charges.
- 3.12. **Service/ Branch Centres:** Service Centre (s) / Branch in Gaya / Patna / nearby location may be mentioned. For authorized distributor / Partner the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the vendor may be blacklisted by the University.

#### 4. CATEGORY WISE LIST OF ITEMS / WORK

Sl. No.	Category	Category Code	Particulars of Items
1	Toner and Cartridge	01	<ul style="list-style-type: none"> <li>B &amp; W and Colour Toner/Cartridge for HP / Canon / Ricoh / Others make Photo Copier Machine and LaserJet / Multifunction Printers</li> </ul>
2	Office Stationery & Others	02	<ul style="list-style-type: none"> <li>All types of Office Stationeries like A4, A3 Paper, Label Sheets, Hole Guard, Numbering Machine, Note sheets (Legal Size: printed or plain), Envelops (all sizes), Pen, Pencils, Calculators, Register, Log Book, Peon Book, Despatch Register, Inward Register, Letter Pad (Printed), Drawing Sheets, Seal/ Stamp, Coloured Paper, Cedar Paper, Transparent Sheets, White Board/ Green Board Marker, Notice Board, File (all types), Meeting Folders, Tag, Punching Machine, Needle and all other office Stationery items etc.</li> </ul>
3	Sanitation & Cleaning Items	03	<ul style="list-style-type: none"> <li>Phenyl, Colin, Acid, Naphthalene Goli, Broom, Wiper, Mopping Wiper, Bleaching Powder, Surf, Dettol Hand washes, Soaps, Gloves &amp; allied sanitary items etc.</li> </ul>
4	Printing Materials	04	<ul style="list-style-type: none"> <li>All types of printing materials.</li> </ul>
5	Electrical & Electronic Items	05	<ul style="list-style-type: none"> <li>Fan (Ceiling, Table, Pedestal, Wall), Water Heater, Geyser, Inverters, Lamps, Voltage Stabilizer, Distribution Boards, Switches, Extension Cord, Wires, Wiring Tapes, PVC Pipes, Bulbs all types, Tube Lights, Power plugs and all other Electrical items etc.</li> <li>LED/LCD/PLASMA TVs, Electric Iron, Refrigerators, Split/ Window A.C., Water-cooler, RO, Vacuum Cleaner, Digital Camera, Voice Recorder, Sound &amp; Mike System etc.</li> </ul>
6	Computer Peripherals & Others	06	<ul style="list-style-type: none"> <li>Desktop Computer, Laptop computer, Tablet of HP/ Dell/ Samsung/ Lenovo or Equivalent Make, HP/Samsung/ Canon or Equivalent Make Printer, Photocopier Machine Both Black &amp; White / Coloured, Scanner, Software, Antivirus, UPS, UPS Battery, Server, Firewall Modem, Pen-drive of Sony or Equivalent Make, Fax Machine, EPABX, Digital Podium etc.</li> </ul>
7	Office Furniture	07	<ul style="list-style-type: none"> <li>All types of Office/Classroom/ Home furnishing furniture/ of Godrej or Equivalent Make, Steel Almira of Godrej or Equivalent Make Steel Chairs, Plastic Chairs, Tables, Computer Tables, Library Furniture Wooden or Metal, Podium etc.</li> </ul>
8	Laboratory Equipment	08	<ul style="list-style-type: none"> <li>All types of Laboratory Equipment of Physics Lab, Chemistry Lab, Biotechnology Lab, Life Science Lab, Environmental Science Lab, Pharmacy Lab, Geology Lab, Psychology Lab and for Research Projects.</li> </ul>
9	Laboratory Chemicals and Glassware	09	<ul style="list-style-type: none"> <li>All types of Laboratory Chemicals, Consumables and Glassware of Physics Lab, Chemistry Lab, Zoology Lab, Bio Technology Lab, Bio Informatics Lab, Life Science Lab, Environmental Science Lab, Psychology Lab, and for Research Projects etc.</li> </ul>
10	Sports Items	10	<ul style="list-style-type: none"> <li>All types of Gym &amp; Fitness Equipment</li> <li>All types of Sports related items</li> </ul>
11	Event Management	11	<ul style="list-style-type: none"> <li>To arrange Light, Sound System, Tent, Shamiyana, Carpets, &amp; Stage decoration, flower decoration, Sofa, Chairs, Tables etc. for programmes &amp; functions organised by the University from time to time</li> </ul>
12	Newspaper and Media Advertisement	12	<ul style="list-style-type: none"> <li>All types of material of advertisement to be printed in Newspapers, media communications etc.</li> </ul>

***CENTRAL UNIVERSITY OF SOUTH BIHAR reserves all the rights to modify or add any or all the categories as per the requirement from time to time.***

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in) For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in))..

## **5 Terms & Conditions for Vendor Registration / Empanelment as a Supplier**

### **5.1 General Clause**

- 5.1.1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work / purchase order.
- 5.1.2. The University reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the University in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered vendors in the panel of CENTRAL UNIVERSITY OF SOUTH BIHAR.
- 5.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of CENTRAL UNIVERSITY OF SOUTH BIHAR and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- 5.1.4. Two-bid tendering system shall be adopted where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno-commercial and price bids separately. Price bids of technically qualified bidders only will be opened.
- 5.1.5. This document is treated as a valid contract between CENTRAL UNIVERSITY OF SOUTH BIHAR and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by the University from time to time during the registration period.
- 5.1.6 In case of empanelled vendor is found in breach of any terms & condition(s) of the University or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by the university besides debarring and blacklisting the vendor concerned for at least three years for further dealings with the CENTRAL UNIVERSITY OF SOUTH BIHAR.
- 5.1.7 The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Vendor can get registered and empanelled at any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- 5.1.8 All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with the University , empanelled vendors are required to quote the Registration No.

5.1.9 The University has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

## 5.2 **Price Variation Clause**

During the validity of the empanelment including the extended period, if the vendor sells any listed item to any other department / Organization at a price lower than the price fixed for the University, the vendor must voluntarily pass on the price difference to the University with immediate effect.

## 5.3 **Indemnity**

The selected vendor shall indemnify the CENTRAL UNIVERSITY OF SOUTH BIHAR and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof CENTRAL UNIVERSITY OF SOUTH BIHAR.

User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase order.

## 5.4 **Termination for Default**

a) Default is said to have occurred

i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by the University.

ii) If the vendor fails to perform any other obligation(s) under the empanelment.

b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from the University (or takes longer period in spite of what the University may authorize in writing), The University may terminate the empanelment/ Purchase Order in whole or in part.

5.5 All disputes in this connection shall be settled in Gaya Jurisdiction only.

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# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur,P.S- Tekari, Gaya - 824 236, Bihar

## Application Form for Registration

CUSB/PSD/Vendor Registration/01/2021-22

**Category:** \_\_\_\_\_ **Category Code:** \_\_\_\_\_

1. Name of the Organisation \_\_\_\_\_

2. a) Head Office / Registered Office \_\_\_\_\_

Telephone No/mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

Web site (if any) \_\_\_\_\_

Date of Establishment \_\_\_\_\_

Branch Office in Gaya / Patna, if any  
(Provide Complete Address) \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No./Email \_\_\_\_\_

3. Name of Chief Executive /  
Proprietor / Partners with  
Designation \_\_\_\_\_

Telephone No./Mobile No. \_\_\_\_\_

Fax No./ Email \_\_\_\_\_

4. Name of Contact Person \_\_\_\_\_

Telephone No./Mobile No \_\_\_\_\_

Fax No./Email : \_\_\_\_\_



**5. Type of Organization****Documents to be enclosed**

- a) Proprietary  Trade License
- b) Partnership  Partnership Deed / Trade License
- c) Private Limited Company  Memorandum of Article
- d) Public Limited Company  Certificate of Registration / Trade License
- e) Public Sector  Trade License

**6. Nature of Business (tick the relevant)**

Manufacturing	<input type="checkbox"/>	Service	<input type="checkbox"/>	Dealership	<input type="checkbox"/>
Stockist	<input type="checkbox"/>	Indian Agent	<input type="checkbox"/>	Indian Branch Office	<input type="checkbox"/>
Others Pl. Specify					

**7. Audited Annual Turnover during last 3 years (₹ Lakhs) (Enclose Chartered Accountant's certification & Income Tax Return Copy)**

Year	₹ in Lakhs
2019-20	
2018-19	
2017-18	

**8. Copy of Purchase Order/Registration proof in any other organisation as work experience (Proof of documents is to be submitted with the bid)**

S.N.	Name of the Organisation	Order Value
1		
2		
3		

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in) For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in))..

**9. Commercial Information Registration (Enclose Attested Copy wherever Applicable).****INDEX TABLE**

<b>S.N.</b>	<b>Information</b>	<b>Details</b>	<b>Annexure</b>	<b>Page No.</b>
1	Registration Fee			
2	GST / VAT Regn. No.			
3	PAN No.			
4	Excise Registration No., Trade / Factory License No.			
5	MSME Certificate			
6	Relevant IISI/ SO Certificate, if any			
7	Document regarding nature of the Organisation as above mentioned			
8	Current dealership agreement with Principal Letter No. / Date / Valid upto			
9	<u>Bank Details :</u> Account Holder Bank Name Branch Account No. IFSC Code			
10	ITR of last three F.Y.			
11	Audited copy of Annual Accounts of last three F.Y.			
12	Copy of proof for related work experience			
13	Non-Blacklisting Certificate			
14	Nearby Service Centre Location Details			

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in) For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in))..

**10.Details of Major Customers**

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your organisation is registered: (enclose Separate Sheet if required)

Sl. No.	Name of the Institution / Organisation	Empanelled for Category/Item or Copy of Purchase Order	Contact Person of the Organisation with whom empanelled	Contact Number with E mail ID

**10. Details of Registration fee ( ₹ 1500/-) for each category (the category you are interested for)**

**Category Code -**

D.D. No.. \_\_\_\_\_ Date:\_\_\_\_\_

Bank: \_\_\_\_\_

**DECLARATION BY VENDOR**

I/ We confirm that

The information furnished is correct to the best of my knowledge and belief, and if at any stage it is found to be false my registration will be cancelled and Registration fee will be forfeited.

.....

(Signature of Proprietor/Partner/Chief Executive)

Full Name .....

Place: .....

(Official Seal)

Date: .....



# Central University of South Bihar

(A Central University established under Central Universities Act 2009)  
SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

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## Draft Letter for Registration

### Registration /Empanelment Letter

To,

M/s .....

**Sub.: Registration / Empanelment of vendor in Central University of South Bihar.**

**Ref.: CUSB/PSD/Vendor Registration/01/2021-21, Dated: 30/06/2021.**

Sir,

Your proposal for Registration/Empanelment of your firm under category ..... against the University tender vide **CUSB/PSD/Vendor Registration/01/2021-22, Dated: 03/06/2021** has been considered and your firm has been registered as registered / empanelled vendor / supplier for the following category and item on the terms & conditions as noted hereunder for a period of **two (2) years** from **the date of issue of this letter and may be extendable upto next one year** on mutual consent based on past performance and capacity.

### Terms & Conditions

1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work / purchase order.
2. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of CENTRAL UNIVERSITY OF SOUTH BIHAR and keep the Institution informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
3. Two-bid tendering system shall be adopted where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno-commercial and price bids separately. Price bids of technically qualified bidders only will be opened.
4. This document is treated as a valid contract between CENTRAL UNIVERSITY OF SOUTH BIHAR and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by the University from time to time during the registration period.
5. In case of empanelled vendor is found in breach of any terms & condition(s) of the University or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/ laws, shall be initiated against the Vendor and blacklisting the vendor

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Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in) For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in))..

concerned for at least three years for further dealings with the CENTRAL UNIVERSITY OF SOUTH BIHAR.

6. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
7. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with the University, empanelled vendors are required to quote the University letter number conveying the empanelment.
8. The selected vendor shall indemnify the CENTRAL UNIVERSITY OF SOUTH BIHAR and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof.
9. Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by the University. ii) If the vendor fails to perform any other obligation(s) under the empanelment.
10. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from the University (or takes longer period in spite of what the University may authorize in writing), The University may terminate the empanelment/ Purchase Order in whole or in part.
11. All disputes in this connection shall be settled in Patna/Gaya Jurisdiction only.

**You are further requested to submit the acceptance of empanelment for Registered Supplier within 15 days of issue/receiving of this letter.**

We wish you a long association with the University.

.....  
**Registrar**