



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

Central University of South Bihar Gaya invites Tender
for Annual Rate Contract of Stationery Items (As per attached annexure- A).
The last date for submission of tender documents is **21/01/2019 till 4:00 PM** on the
below mentioned address **by registered post / speed post /in drop box (Tender Box)**.

To,
The Registrar
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@cub.ac.in
Website- www.cusb.ac.in
Contact – 0631-2229519
CPP Portal web site: www.eprocure.gov.in/epublish/app

Index for Tender Form

Sl. No.	Items	:	Details
1.	Tender Notice No	:	CUSB/PSD/Rate Contract/Tender/19/2018-19
2.	Tender Date	:	20/12/2018
3.	Name of the Work	:	Rate Contract of Stationery Items (As per attached Annexure- A).
4.	Tender Cost	:	Non Refundable ₹ 500/- (₹ Five Hundred Only) in form of Demand Draft only
5.	Earnest Money Deposit	:	Earnest Money Deposit (EMD) of ₹ 25,000/- in shape of Demand Draft/ FDR etc.
6.	Start of submission of bids	:	20/12 /2018
7.	Last date and time for submission of bids	:	21/01/2019 by 4:00 PM
8.	Date and Time of opening of Bid	:	Shall be published on University website (www.cusb.ac.in)
9.	Place of opening of bids	:	CUSB, Panchanpur, Gaya

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 send by the intended bidder at registrar@cub.ac.in, so1@cub.ac.in . For further information, visit University Website – (www.cusb.ac.in).



Eligibility /Evaluation Criteria

01. Please mention following details super scribed on the face of the envelop.
- Last date and time of submission of the Tender: 21/01/2019, till 04:00 PM
 - Tender Ref No. CUSB/PSD/Rate Contract/Tender/19/2018-19.
02. Tender documents will be on **Two bid system** and must be accompanied by the Tender Fee/ Bid Security Form/Earnest Money Deposit.
03. The tender must be submitted in three separate sealed envelopes marked as “A”, “B”, & “C”. 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.
04. **ENVELOPE ‘A’ (Earnest Money & Tender Cost)**
The tender shall be accompanied with the cost of the tender document as ₹ 500/- (₹ Five Hundred only) and earnest money of ₹ 25,000/- (₹ Twenty Five Thousand only) as mentioned in the form of Demand Draft/FDR etc. in favour of **Central University of South Bihar, payable at Gaya** issued by any Scheduled Bank, **failing which the tender will not be accepted.**
05. The tender cost and EMD are not required to be submitted by bidders who are exempted in terms of MSME, Govt. of India guidelines. However, they are required to furnish requisite valid certificate in this regard issued by the Competent Authority.
06. **ENVELOPE ‘B’ (Technical Bid Document)**
Tenderers should establish their credentials by giving valid documentary evidences of similar services as defined in this document to have been executed in India.
07. **Envelope ‘C’ (Financial Bid Document)**
The Envelope ‘C’ shall contain the tender documents and information related to the schedule of quoting the rates etc. of the item pertaining to the Financial Bid on the Financial Bid document, issued by CUSB, along with the tender document.
08. All the three envelopes shall be submitted together in another big envelope sealed and superscribing thereon Tender for **Rate Contract of Stationery Items.**
Envelope ‘A’ (Earnest Money & Tender Cost),
Envelope ‘B’ (Technical Bid Document), and
Envelope ‘C’ (Financial Bid Document), shall be in separate sealed envelopes, each marked as “Envelope ‘A’, Envelope ‘B’ and ‘Envelope ‘C’, respectively
The envelope marked ‘Envelope ‘B’ of only those Tenderers shall be opened, whose earnest money & tender cost are placed in the ‘Envelope ‘A’ and found to be in order.

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SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

09. Sealed proposal should reach the office of the undersigned by Registered Post / Speed Post or by Hand (to be deposited in Tender Box). Any proposal received after the last date and time shall not be entertained. The following documents should also be submitted along with the proposal : -
10. Attested photocopies of the following documents :
 - a) Manufacturing license issued by the competent authority for each items separately if applicable.
 - b) Registration Certificate of GST/ Central Sales Tax & Provincial Trade Tax.
 - c) Copy of Income Tax return for the last 3 year of manufacturer/Authorized dealer.
 - d) Copy of GST/Sales Tax / VAT Assessment for the last 3 year of manufacturer/Authorized dealer.
 - e) Documentary evidence for the turnover ₹ 10,00,000/- (₹ Ten Lakh Only) amount of last three consecutive years along with copy of the audited balance sheet for both manufacturer and authorized dealer.
 - f) Registration in S.S.I in case of manufacturer.
 - g) Undertaking for Quality Control System.
11. List of clients where the firm is on Rate Contracts or has been supplying the items, along with their performance certificated and attested photocopies of rate contracts.
12. The enclosed certificates and proforma must be returned in original duly filled in and signed (Photocopy will not be accepted) failing which quotation may not be considered for Rate Contract.
13. The Bidders must agree for immediate free replacement in case any discrepancy is found with regard to quality/quantity of the material to be supplied by them under this Rate Contract.
14. Financial Bid shall only be opened for technically qualified bidders and L-1 bidder shall be decided on the basis of each Item wise lowest rate.

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Terms and Condition

01. Rates

Please quote for those items/specifications only which have been asked for. The rates should include insurance coverage, if necessary for safe delivery. The University shall not pay separately for transit risk insurance. The firm shall be responsible until the stores arrive in good condition at the Destination and accepts by the University after verification.

Further, if there is any damage or loss to the stores in transit, the firm will get the stores replaced/repaired to the entire satisfaction of the consignee. Payment of such items shall not be made by the University.

02. Three Printed copies of the Catalogue/Price List of the products.

03. Taxes And Duties

Please clearly specify the rates for the taxes, duties and other expenses applicable on the stores even if the rates are net. The rate of GST / taxes as applicable should be clearly mentioned in the proposal.

04. Validity of the proposal

Since it is rate contract for one year (2018-19) may be extended for another year on satisfactory performance and by mutual understanding.

05. Fall Clause

- a) The prices charged for the stores supplied under the rate contract by the firm in no event should exceed the lowest price at which the firm sells the stores or proposal to sell the stores of identical description to any individual / organization / body etc. during the currency of the rate contract.
- b) If at any time during the said period, the firm reduces the sales price, sells or offers to sell such stores to any person (s) /organization (s) / body etc including the purchaser or any Department of Central Government or any Department of State Government of any statutory undertaking of the Central or a State Government as the case may be, at a price lower than the price chargeable under the contract, it shall forthwith inform such reduction or sale or proposal to sale to the Registrar CUSB and the price payable under the contract for stores supplied after the date of coming into force of such reduction or sale or proposal to sale shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the University about the reduction in the sale price and continues to charge higher rates, excess money so charged is liable to be deducted from PBG. Furthermore such firm is liable to be debarred from doing any business with the University in future.

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06. Execution Of Supplies And Billing

It is desired that the supplies be made by a manufacturer directly. However, if a manufacturer is not in a position to execute supplies directly and intends to make the same through authorized dealer(s) their name(s) and address(es) should be declared in advance at the time of submission of the proposal.

It has been noted that on many occasions, only one dealer is authorized to execute the supplies. The University desires that in order to maintain smooth supplies to the University, there should be more than one Local Dealer for the purpose. Also, the manufacturer should clearly indicate whether the orders will be placed with it or its authorized dealer(s). In such cases, no extra charges by way of any local Taxes/Trade Tax in addition to Central Sales Tax be admissible in case of supplies received from local authorized dealer(s).

07. GeM Rate Contract

In case if the product(s) is registered under GeM Portal, Rates and specifications of the product(s) must be enclosed with the tender documents, simultaneously if any changes (Rate/Specification etc) occur during the rate contract period for 1(One) year of the CUSB be intimated to the University immediately.

08. Payment Terms

Payments shall be made only after delivery of the items as per the specification and quantity as mentioned in the supply order and satisfaction to the University Authorities.

09. Rejection Clause

- a) If the items received do not conform to the description and quality as contained in the catalogue or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) the University will be entitled to reject the said items or such portion, thereof as may be discovered not to conform to the said description and quality. On such rejection the goods will be replaced by the firm at its cost, or deducted from the amount payable.
- b) Conditional bid shall be summarily rejected.
- c) In case of sub-standard supply / non-execution of supply of ordered goods within the stipulated time, the University reserves the right to impose penalty on the concerned firm and to delist / debar / black list from further supply and may take necessary action.

10. Warranty/Guarantee Terms

Should be clearly stated for all items.

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11. The University Reserves The Right To

- a) Enter into parallel rate contracts simultaneously with more than one firm for the purchases of the items.
- b) Withdraw rate contract of any firm during the currency of rate contract in case the supplier fails to comply the conditions as mentioned in this bid document.
- c) Reject the quotation in absence of not furnishing the documentary evidence in respect of Trade Tax Registration (GST/ CST/VAT.), Income Tax and Trade Tax clearance certificates together with the performance of supplies in various branches/institutions.
- d) Reject the quotation in the event of non-furnishing the authentic documentary evidence in respect of Testing reports/Performance report of the concerned Govt. Organization/Institutions about the products being manufactured and marketed. The performance test of the product can be conducted at University level also for which charge will have to be borne by the suppliers.
- e) To reject any addition/alteration in respect of local dealerships intimated by the Principals after consideration of the case by the committee appointed by the University for the purpose.
- f) To reject any proposal which is not supported / submitted along with the Pricelist / Catalogues / Leaflets / Brochures / Samples where ever applicable within the scheduled time.
- g) To reject any or all the offers without assigning any reasons thereof.

12. General instruction/condition

- a) All disputes are subject to judicature at “**Gaya**” only.
 - b) The decisions of the University in all respect shall be final and binding on all.
 - c) Please ensure that your proposal is complete in all respect as no further clarifications shall be sought from you and reaches us within the last date mentioned above. **The University shall not be responsible for any postal delay/loss in transit etc.**
 - d) Please mention our reference number and due date on the sealed envelope, otherwise your quotation may not be entertained.
 - e) A checklist (list documents to be attached) with proper signature, seal and date should be enclosed with tender document for verification; otherwise the proposal will not be entertained.
13. Expiry date of the supplied items should not be less than a year at the time of the receipt in stores.

14. Liquidated Damages for delayed supply: -

If vendor fails to deliver any of or all products or does not perform the services within the period specified in the Purchase Order, the University shall without prejudice to its other remedies under the contract, deduct from the bill, a sum equivalent to 0.5% of the price of undelivered stores at the agreed price for each week to maximum limit of 5% of the values of the order can be imposed. Once maximum is reached, the University may consider termination of contract.

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15. The successful Tenderer shall have to deposit a Performance Security of ₹ 1,00,000/- (₹ One Lakh Only) in the form of Bank Guarantee/Fixed Deposit/Demand Draft etc. The performance security should remain valid for a period of Ninety days beyond the date of completion of all contractual obligations including warranty which is refundable without any interest. In case, the contract is further extended beyond the initial period of one year, the Performance Security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. **Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.**
16. On their selection as L-1 the firm(s) will have to deposit sample in respect of each items for which they are selected as L-1. The sample deposited will be signed by the owner of the firm along with acceptance letter of each terms and conditions stipulated by University. If it is found that the sample is not of standard quality, the item will not be purchased from the firm even if they are L-1. This University will not accept duplicate/substandard items or items not matching the samples/prescribed specifications.
17. Conditional bids shall not be considered and will be rejected summarily.

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Bidder Information

(Technical BID)

Following proforma should be filled in and duly signed by the firm and send alongwith the quotation/bid.

1.	Tender Ref. and date	
2.	Name of the Firm :	
3.	Postal Address of the Office of the Firm (Attach Proof)	
4.	Details of Demand Draft for Application Fees in favour of Central University of South Bihar, Payable at Gaya (Non Refundable) (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing Bank :	
5.	Details of Demand Draft for EMD in favour of Registrar, Central University of South Bihar, Payable at Gaya (Refundable). (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing Bank :	
6.	<u>Contact Information :</u> (a) Name of the contact person : (b) Telephone Number : (c) Mobile Number : (d) Fax Number : (e) E-Mail : (f) Website address, if any :	

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7.	Kind of Firm Name and address of Directors/Managing Directors/Proprietor/Partners
8.	Submit a copy of Income tax return filed for last three consecutive years.
9.	Your Permanent Account No. (PAN): Your Goods and Service Tax (GST) No. (Certified copy enclosed)
10.	Bank Details (a) Name of the Bank : (b) Address : (c) Bank Account No. : (d) Name of the Account holder : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (Saving / Current):
11.	Are you a distributor/dealer/stockiest/executive/preferred agent of the manufacturer? If so, please submit the most recent authority letters issued by the manufacturer.
12.	Do you have direct import license. (If Yes, please attach a copy of the same)
13.	Annual Turnover of the firm FOR THE LAST 3 CONSECUTIVE FINANCIAL YEARS : (a) 2015-16 : (b) 2016-17 : (c) 2017-18 : Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Accountant).
14.	Have your firm ever been debarred / blacklisted for doing business from any Government Organization? If No, Please furnish an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred Only)

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Declarations:

1. I/We _____ (Names of Partners/Proprietors or Directors) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
2. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
3. I/We accept you all terms & conditions.

Place :

Signature of Partner/Proprietor/Director
(Seal of the Firm)

Date :

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To be returned Along with the Proposal

Certificate

We certify that :

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than the prices quoted by us to the University.
2. *The vendor shall furnish a following certificate to the Paying Authority alongwith each bill for payment for supplies made against the Rate Contract (*).*
3. The goods on which GST / Sales Tax / V.A.T. has been charged are not exempted for payment of GST /Sales Tax / V.A.T. under C.S.T. Act the rules made there under and the amount mentioned on account of GST/Sales Tax / V.A.T. on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
4. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules in all respects and the same is payable to the Excise Authorities in respect of the stores.
5. The goods / Stores / articles offered under the rate contract shall be of the best quality and workmanship and their supply be strictly in accordance with the technical specifications and particulars as detailed in the quotation and also certificate of quality control system attached.
6. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
7. We have read and understood the rules, regulations, terms and conditions of rate contract as applicable from time to time and agree to abide by them.

Authorized Signatory

(Seal)

N.B. :* | We certify that there has been no reduction in sale price of the Stores of Description identical to the Government under the contract herein and such stores have not been offered / sold by me / us to any person(s) / Organization(s) including the purchaser or any Department of Central government or any Department of State Government or any statutory undertaking of the Central or State Government as the case may be upto the date of the bill / the date of completion of supplies against all supply orders placed during the currency of the R/C at a price lower than the price charged to the Government under the Contract.

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Client Details

To,

The Registrar

Central University of South Bihar

SH-7, Gaya Panchanpur Road,

Village – Karhara, Post. Office – Fatehpur,

Gaya – 824236, (Bihar)

Sir/Madam,

Sub:- Rate Contract for Supply of Stationery

I /We hereby mention following list of our clients List of clients where the firm is on Rate Contracts or has been supplying the items, along with their performance certificated and attested photocopies of rate contracts.

S.No.	Name of the Client	Purchae Order/ Rate Contract Details	Amount of Order (₹)
1			
2			
3			
4			
5			

Yours faithfully

(Signature of the Bidder)

Name

Designation

Seal

Date

Address:

Enclosure : As above

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Undertaking for Check List

We hereby declare that the following requirements have been fulfilled by us –

01. Three Printed copies of the **Catalogue / Price List** of the products.
02. Attested photocopy of current manufacturing license, for respective items, issued by competent authority.
03. List of clients where the firm is on Rate Contracts or has been supplying the items, along with their performance certificated and attested photocopies of rate contracts
04. The enclosed certificates and proforma duly filled in and signed.
05. Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet for both manufacturer and authorized dealer.
06. Demand Draft of ₹ 500/- (in case tender form downloaded from Website) **in favour of “Central University of South Bihar, Payable at Gaya.**
07. Earnest Money Deposit (EMD) amount ₹ 25,000/- (₹ Twenty Five Thousand Only) to be submitted along with the Proposal in form of Demand Draft in favour of **“Central University of South Bihar, Payable at Gaya”.**
08. Copy of Small Scale Unit/ MSME/ NSIC Registration under relevant items (if registered).
09. Registration Certificate of Central Excise, wherever applicable.
10. Registration Certificate of GST/ C.S.T. and other Taxes of State Govts.
11. Copy of Income Tax Returns for 3 years for both the manufacturer and authorized dealer.
12. Copy of GST / Sales Tax / VAT Assessment for 3 years for both the manufacturer and authorized dealer.
13. Registration in SSI / DI in case of manufacturer.
14. Undertaking for Quality Control System – Copy of Certificate pertaining to ISO, BIS etc.
15. **Every page of the tender documents and the enclosed copies of the certificates must be signed with seal.**

We hereby agree that in the absence of any of the above documents / information, the Proposal may be summarily rejected without making any further reference to us.

Date:

Signature with seal

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FINANCIAL BID

Name of the Bidder: _____

Annexure-A

Sl.No.	Product with Description	Make	Offered Brand Name	Unit	Quantity	Rate/Unit (Including GST) & Delivery
(A)	(B)	(C)	(D)	(E)	(E)	(G)
1	A4 SIZE COLOUR PAPER BLUE/ GREEN/PINK/YELLOW (500 PAGES)	ODDY/Matricks		PKT	As per Requirement	
2	A4 SIZE NAME STICKER	ODDY		PKT	As per Requirement	
3	A4 SIZE LABEL SHEETS ST 65 A4 100 (38.1*21.2MM)	ODDY		PKT	As per Requirement	
4	A4 SIZE LABEL SHEETS ST 1/ 2 /4/6/8 /10/ 12 (A4 100)	ODDY		PKT	As per Requirement	
5	ALL PIN (STAINLESS STEEL) ZEBRA TEE HEAD TYPE	GEM		Packets	As per Requirement	
6	BINDER CLIP 15 MM	ODDY		Packets	As per Requirement	
7	BINDER CLIP 19 MM	ODDY		Packets	As per Requirement	
8	BINDER CLIP 25 MM	ODDY		Packets	As per Requirement	
9	BINDER CLIP 32 MM	ODDY		Packets	As per Requirement	
10	BINDER CLIP 41 MM	ODDY		Packets	As per Requirement	
11	BLACK BOARD DUSTER (WOODEN)	SUPERIOR QUALITY		Nos.	As per Requirement	
12	BOARD FILE (FOR HOLDING OF FILE/DOCUMENTS)	SUPERIOR QUALITY		Nos.	As per Requirement	
13	BOARD PIN (FIBRE TOP)	SUPERIOR QUALITY		Packets	As per Requirement	
14	BOARD PIN BRASS (THUMB PIN)	SUPERIOR QUALITY		Packets	As per Requirement	
15	BONE CHINA CUP	L-opala / SUPERIOR QUALITY		Nos.	As per Requirement	
16	BOX FILE (INDEX FILE)	PIHOO		Nos.	As per Requirement	
17	BROWN PAPER SHEET (THICK PAPER)	SUPERIOR QUALITY		Each	As per Requirement	
18	BUSINESS CARD HOLDER COVER- 120 CARDS HOLDING CAPACITY WITH INDEX A4 SIZE	SAYA		Nos.	As per Requirement	
19	BUSINESS CARD HOLDER COVER- 240 CARDS HOLDING CAPACITY WITH INDEX A4 SIZE	SAYA		Nos.	As per Requirement	
20	CALCULATOR 12 DIGIT BIG SCREEN TYPE	CASIO/ORPAT		Nos.	As per Requirement	
21	CALCULATOR SCIENTIFIC TYPE STANDARD SIZE	CASIO/ORPAT		Nos.	As per Requirement	
22	CALL BELL / DOOR BELL ELECTRIC TYPE (IN DIFFERENT VOICES)	SUPERIOR QUALITY		Nos.	As per Requirement	
23	CANDLE	SUPERIOR QUALITY		Nos.	As per Requirement	
24	CARBON PAPER (BLUE A-4 SIZE)	CAMLIN/KORES		Packets	As per Requirement	
25	CELL - AA SIZE 1.5 VOLTS	EVEREADY/NIPPO		Nos.	As per Requirement	

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26	CELL - AAA SIZE 1.5 VOLTS	EVEREADY/NIPPO		Nos.	As per Requirement	
27	CELLO TAPE 1 INCH WHITE (30 MTR.) (48 MM X 65 MTR.)	WONDER		Roll	As per Requirement	
28	CELLO TAPE 1 INCH BLACK	SUPERIOR QUALITY		Roll	As per Requirement	
29	CELLO TAPE 2 INCH WHITE (30 MTR.) (48 MM X 65 MTR.)	WONDER		Roll	As per Requirement	
30	CELLO TAPE LARGE 2" BROWN (48 MM X 65 MTR.)	WONDER		Roll	As per Requirement	
31	CELLO TAPE DISPENSER (DELUX)	OMEGA/GENERIC		Nos.	As per Requirement	
32	CHALK - COLOUR (DUST FREE)	KORES		Box	As per Requirement	
33	CHALK WHITE (DUST FREE)	KORES		Box	As per Requirement	
34	CMOS BATTERY 3 VOLT (2032)	MICRO LITHIUM		Nos.	As per Requirement	
35	CUP SAUCCER	L-opala / SUPERIOR QUALITY		Nos.	As per Requirement	
36	DAK PAD	SUPERIOR QUALITY		Nos.	As per Requirement	
37	NUMBERING MACHINE	BAMBALIO/INFINITY		Nos.	As per Requirement	
38	DOUBLE SIDED TAPE 1" WIDTH X 15 MTR.	WONDER		Roll	As per Requirement	
39	DOUBLE SIDED TAPE 2" WIDTH X 15 MTR.	WONDER		Roll	As per Requirement	
40	DRAWING SHEET A-3 SIZE (PACK OF 50 SHEETS)	SUPERIOR QUALITY		Packets	As per Requirement	
41	DRAWING SHEET A-4 SIZE (PACK OF 50 SHEETS)	SUPERIOR QUALITY		Packets	As per Requirement	
42	ERASER (PACK OF 20 NOS.)	NATRAJ/DHOOM		Packets	As per Requirement	
43	EXECUTIVE BOND PAPER 70 GSM (PACK OF 500 SHEETS)	SUPERIOR QUALITY		Packets	As per Requirement	
44	FEVICOL 50 GM	PIDILITE		Nos.	As per Requirement	
45	FEVISTICK 22 GM	PIDILITE		Nos.	As per Requirement	
46	FOLDER FILE	SUPERIOR QUALITY		Nos.	As per Requirement	
47	GEMS CLIP (PLASTIC)	GLOBE		Packets	As per Requirement	
48	GEMS CLIP (STAINLESS STEEL)	GLOBE		Packets	As per Requirement	
49	GLASS (YERA)	YERA		Nos.	As per Requirement	
50	GLOSSY PAPER (A-4 SIZE)- 130 GSM (PACK OF 50 SHEETS)	ODDY		Packets	As per Requirement	
51	GLUE STICK - 15 GRAM	KORES/PIDILITE		Nos.	As per Requirement	
52	GUM BOTTLE 150 ML	KORES/CAMEL		Bottle	As per Requirement	
53	GUM BOTTLE 300 ML	KORES/CAMEL		Bottle	As per Requirement	
54	GUM BOTTLE 700 ML	KORES/CAMEL		Bottle	As per Requirement	
55	LOCK (3 LEVER) WITH 2 KEYS	LINK		Nos.	As per Requirement	
56	LOCK (4 LEVER) WITH 2 KEYS	LINK		Nos.	As per Requirement	
57	MATCH BOX (PACK OF 12 NOS.)	HOME LITE		Packets	As per Requirement	

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CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

58	MY CLEAR BAG (PLASTIC COVER)	ODDY		Nos.	As per Requirement	
59	OFFICE DESK CALL BELLS PREMIUM QUALITY	SUPERIOR QUALITY		Nos.	As per Requirement	
60	OFFICER'S PEN STAND WITH 02 SOCKET WITHOUT PEN	GEMSON		Nos.	As per Requirement	
61	OFFICER'S PEN STAND WITH 02 PENS	GEMSON		Nos.	As per Requirement	
62	OHP SHEET A4 SIZE (TRANSPARENCY FILM - 100)	ODDY		PKT	As per Requirement	
63	PAPEER COLOR FLAG (1"X3") 50X3 COLOUR FLAG	ODDY/MATRICS		Nos.	As per Requirement	
64	PAPER CUTTER PLASTIC WITH 1.8 CM WIDE BLADE PUSH BUTTON ONE TOUCH	INFINITY		Nos.	As per Requirement	
65	PAPER FLAG NOTES (1"X3") 50X1 COLOUR (STICKY NOTES)	ODDY/MATRICS		Nos.	As per Requirement	
66	PAPER TRAY	KEBIKA		Nos.	As per Requirement	
67	PAPER TRAY 2-TIER (PLASTIC NET)	KEBIKA		Nos.	As per Requirement	
68	PAPER TRAY 3-TIER (PLASTIC NET)	KEBIKA		Nos.	As per Requirement	
69	PAPER WEIGHT (CUBE TYPE)	SUPERIOR QUALITY		Nos.	As per Requirement	
70	PAPER WEIGHT SQUARE SHAPE	SUPERIOR QUALITY		Nos.	As per Requirement	
71	PEN CELLO FINE GRIP (BLUE/BLACK/ RED) (PACK OF 10 NOS.)	CELLO		packets	As per Requirement	
72	REFILL PEN CELLO FINE GRIP (BLUE/BLACK/ RED)	CELLO		Nos.	As per Requirement	
73	PEN CORRECTION FLUID PEN (WHITENER/CORRECTING FLUID) 20 ML	FABER CASTEL/LUXOR		Nos.	As per Requirement	
74	CORRECTION TAPE (5MM x 6 m)	DELI		Nos.	As per Requirement	
75	PEN HIGH LIGHTER PEN SET (DIFFERENT COLOURS) (PACK OF 10 PENS)	FABER CASTEL/LUXOR		Packets	As per Requirement	
76	PEN LINC GLYSER (BLACK/BLUE/ GREEN/RED) (PACK OF 10 NOS.)	LINC		packets	As per Requirement	
77	REFILL OF LINC GLYSER PEN (BLACK/BLUE/ RED)	LINC		Nos.	As per Requirement	
78	PEN LINK MEETING BALL PEN (PACK OF 10) (BLACK / BLUE)	LINK		Packets	As per Requirement	
79	REFILL OF MEETING BALL PEN (BALCK/BLUE)	LINK		Nos.	As per Requirement	
80	PEN PILOT (HI-TECH 0.5) (BLUE, BLACK, GREEN & RED)	LUXOR		Nos.	As per Requirement	
81	PEN PILOT INK (BLUE, BLACK, GREEN & RED) 10 ML.	LUXOR		Bottle	As per Requirement	
82	PEN PILOT V5 HI TECH POINT (BLACK/BLUE/GREEN/RED)	LUXOR		Nos.	As per Requirement	
83	PEN PILOT V7 HI TECH POINT (BLACK/BLUE/GREEN/RED)	LUXOR		Nos.	As per Requirement	
84	PEN REFILL OF TRIMAX (BLACK/BLUE/RED/GREEN)	RORITO		Nos.	As per Requirement	
85	PEN SKETCH PEN (DIFFERENT COLOUR)	LUXOR/FABER CASTLE		Nos.	As per Requirement	

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86	PEN TRIMAX (BLACK/BLUE/RED/GREEN)	RORITO		Nos.	As per Requirement	
87	PEN TRIMAX GOLD (BLACK/BLUE/RED/GREEN)	RORITO		Nos.	As per Requirement	
88	PEN REYNOLDS JETTER (BLACK /BLUE)	REYNOLDS		Nos.	As per Requirement	
89	REFILL OF REYNOLDS JETTER (BLACK/BLUE)	REYNOLDS		Nos.	As per Requirement	
90	PEN REYNODLS 045 PEN (BLACK/ BLUE/ RED)	REYNOLDS		Nos.	As per Requirement	
91	REFILL REYNOLDS 045 (BLACK/ BLUE /RED)	REYNOLDS		Nos.	As per Requirement	
92	PEN LINC GLYSER 10 X (BLACK/BLUE/ GREEN/RED) (PACK OF 10 NOS.)	LINC		Nos.	As per Requirement	
93	PEN LINK PENTONIC BALL PEN (BLACK/BLUE/ GREEN/RED) (PACK OF 10 NOS.)	LINC		Nos.	As per Requirement	
94	PEN UNI SA-R BALL PEN (BLACK/BLUE/ GREEN/RED) (PACK OF 10 NOS.)	UNI SA-R Ball		Nos.	As per Requirement	
95	PENCIL H.B. BLACK (10 NOS. IN 1 PACKETS)	NATRAJ/DHOOM		Packets	As per Requirement	
96	PENCIL SHARPENER (20 NOS. IN 1 PACKETS)	NATRAJ/DHOOM		Packets	As per Requirement	
97	PEON CUM DAK BOOK - 60 GSM (ORIENT PAPER) (200 PAGES)	SUPERIOR QUALITY		Packets	As per Requirement	
98	PERMANENT MARKER (GENERAL TYPE)	LUXOR/FABER CASTLE		Nos.	As per Requirement	
99	PERMANENT MARKER (OHP & CD) BP- 30	LUXOR/FABER CASTLE		Nos.	As per Requirement	
100	PHOTOCOPY PAPER (A-4 SIZE) - 75 GSM	ORIENT/CENTURY/JK		packets	As per Requirement	
101	PHOTOCOPY PAPER (F/S SIZE) -75 GSM	ORIENT/CENTURY/JK		packets	As per Requirement	
102	PHOTOCOPY PAPER (A-3 SIZE) -75 GSM	ORIENT/CENTURY/JK		packets	As per Requirement	
103	PIN CUSHION	SUPERIOR QUALITY		Nos.	As per Requirement	
104	PLASTIC FILE FOLDER (TRANSPARENT, L - TYPE)	ODDY		Nos.	As per Requirement	
105	PLASTIC SUTLEE BUNDLE (100 MTR.)	SUPERIOR QUALITY		Bundle	As per Requirement	
106	POKER (STAINLESS STEEL)	SUPERIOR QUALITY		Nos.	As per Requirement	
107	PUNCH MACHINE DP 480 (DOUBLE HOLE PUNCH)	KANGAROO		Nos.	As per Requirement	
108	PUNCH MACHINE DP 600 (DOUBLE HOLE PUNCH)	KANGAROO		Nos.	As per Requirement	
109	PUNCHING MACHINE SHP 20 (SINGLE HOLE)	KANGAROO		Nos.	As per Requirement	
110	REFILLABLE INK FOR MARKER (50 ML)	SUPERIOR QUALITY		Bottle	As per Requirement	
111	REGISTER RULED ORDINARY LONG TYPE (100 PAGES)	SUPERIOR QUALITY		Nos.	As per Requirement	
112	REGISTER RULED ORDINARY LONG TYPE (200 PAGES)	SUPERIOR QUALITY		Nos.	As per Requirement	
113	REGISTER RULED ORDINARY LONG TYPE (400 PAGES)	SUPERIOR QUALITY		Nos.	As per Requirement	
114	REGISTER RULED ORDINARY LONG TYPE (600 PAGES)	SUPERIOR QUALITY		Nos.	As per Requirement	
115	RING BINDER FOLDER	SUPERIOR QUALITY		Nos.	As per Requirement	
116	RUBBER BAND (MEDIUM SIZE) PACK OF 500 GRAM	SUPERIOR QUALITY		Packets	As per Requirement	
117	SCALE STEEL 12 INCH	KORES/KANGAROO		Nos.	As per Requirement	

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SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

118	SCISSOR 6"	KANGAROO		Nos.	As per Requirement	
119	SCISSOR 8"	KANGAROO		Nos.	As per Requirement	
120	SCISSOR 9"	KANGAROO		Nos.	As per Requirement	
121	SCISSOR 10"	KANGAROO		Nos.	As per Requirement	
122	SEALING WAX (PACK OF 6 WAX STICKS)	ASHOKA		Packets	As per Requirement	
123	SHORT HAND NOTE BOOK (60 GSM) (72 PAGES)	SUPERIOR QUALITY		Nos.	As per Requirement	
124	SPIRAL TYPE WRITING PAD (SIZE 5.5"X8.5") (100 PAGES)	SUPERIOR QUALITY		Nos.	As per Requirement	
125	SPIRAL TYPE WRITING PAD A-4 SIZE PAD (40 PAGES)	SUPERIOR QUALITY		Nos.	As per Requirement	
126	STAMP PAD	FABER CASTLE/LUXOR		Nos.	As per Requirement	
127	STAMP PAD INK (50 ML)	CAMLIN		Bottle	As per Requirement	
128	STAPLER (KANGAROO) HD- 10 SMALL SIZE	CAMLIN/LUXOR/REYONLD		Nos.	As per Requirement	
129	STAPLER (KANGAROO) HD- 45 BIG SIZE	KANGAROO		Nos.	As per Requirement	
130	STAPLER PIN 10 NO.	KANGAROO		Packets	As per Requirement	
131	STAPLER PIN 24/6 NO	SUPERIOR QUALITY		Packets	As per Requirement	
132	STICK FILE	COLORLINE/GOLD LEAF		Nos.	As per Requirement	
133	TAG (BIG) COTTON,-12" (GREEN) (100 NOS. IN 1 BUNDLE)	SUPERIOR QUALITY		Bundle	As per Requirement	
134	TAG (BIG) COTTON-8" (50 NOS. IN 1 BUNDLE)	SUPERIOR QUALITY		Bundle	As per Requirement	
135	THERMAL PAPER ROLL FOR SMALL PRINTERS (SIZE 79MM X 25 MTR)	ODDY		Nos.	As per Requirement	
136	THERMOCOL SHEET (STANDARD SIZE)	SUPERIOR QUALITY		Bundle	As per Requirement	
137	VEHICLE RUNNING RECORD LOG BOOK (2 QUIRE MADE OF 60 GSM ORIENT PAPER)	SUPERIOR QUALITY		Nos.	As per Requirement	
138	WALL CLOCK WITH ONE YEAR WARRANTY	AJANTA/ORPAT		Nos.	As per Requirement	
139	MILTON THERMOSTEEL CARAFE FLASK, 1 LITRES, SILVER	MILTON		Nos.	As per Requirement	
140	WHITE BOARD MAGNETIC DUSTER	GEMSON		Nos.	As per Requirement	
141	WHITE BOARD MARKER (GREEN/RED/BLUE/BLACK/YELLOW)	FABER CASTLE /CAMLIN/REYNOLDS		Nos.	As per Requirement	
142	WRITING PAD (SIZE 5.5" X 8.5") (100 PAGES)	SUPERIOR QUALITY		Nos.	As per Requirement	
143	WRITING PAD (SIZE 5.5" X 8.5") (40 PAGES)	SUPERIOR QUALITY		Nos.	As per Requirement	
144	WATER DUMPER	SUPERIOR QUALITY		Nos.	As per Requirement	
145	EXAM/WRITING WHITE PAD (15X10 INCH)	PRINTASTICK		Nos.	As per Requirement	
146	HOLE GUARD (PER PACKET 3 SHEETS)	MOSERBAER		Pkt	As per Requirement	
147	CD CASSETTE	SONY/MOSABEAR		Nos.	As per Requirement	
148	DVD CASSETTE	SUPERIOR QUALITY		Nos.	As per Requirement	
149	CD/DVD MAILER ENVELOPE SIZE (7 X 16 CM) BROWN ENVELOP WITH BUBBLE INSIDE)	SUPERIOR QUALITY		Nos.	As per Requirement	
150	9 VOLT BATTERY	EVEREADY/NIPPO		Nos.	As per Requirement	

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CENTRAL UNIVERSITY OF SOUTH BIHAR

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* No Overwriting/Fluid. Erazex is allowed.

*This is to certify that price quoted is not more than MRP. If at any time it is found that the items are available in the market is less that the Quoted Price the Supplier has to quote the market price at the time of submission of Bill.

Signature of the bidder with seal

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Draft (MOU)

MEMORANDUM OF UNDERSTANDING BETWEEN CENTRAL UNIVERSITY OF SOUTH

Whereas, the Central University of South Bihar advertised an Open Tender vide **CUSB/PSD/Rate Contract/Tender/19 /2018-19, dated 20/12/2018** for Rate Contract for supply of Stationary Items.

And whereas, the **Central University of South Bihar** also uploaded the said Tender on the University website (www.cusb.ac.in) as well as CPP Portal with last date of submission as **21/01/2019 till 4:00 p.m.**

And whereas, Vendor Name **.M/s** duly submitted their proposal accepting all the Terms and Conditions of the bid documents advertised by the University as mentioned above.

And Now, thereof this Memorandum of Understanding, hereinafter call MOU signed between **Central University of South Bihar**, Gaya, State- Bihar, India, hereinafter called **CUSB** (represented by the Registrar, Central University of South Bihar, Patna) on the one part and **M/s**, (represented by Mr.....) on the other part, on this day of / / 2019 at Gaya, and has been made effective from the date of issue of Work order vide University letter no. CUSB/ /2019, dated / / 2019.

Whereas, **M/s** has agreed to supply the Stationaries Items and accordingly now therefore, it is agreed between the two parties the following:

1. **Rate Contract Validity**

Initially the Rate Contract will be valid for the period of 12 (twelve) months from the date of award of the Rate Contract vide letter No. CUSB/..... /2019, Dated / /2019, which may be extended for another 1 (one) year subject to satisfactory performance and by mutual understanding.

2. **Pricing**

Will be applicable as per the prevailing rate (price list for the year Financial Year 2018-19) on Free On Road (FOR) basis for CUSB Gaya Panchanpur Campus with offered rate.

3. **Other Charges**

No transportation or any other ancillary charges except statutory applicable taxes will be paid extra.

4. **Order Value**

Irrespective of value, the order will be placed as per requirement.

5. **Delivery Period**

As per the supply order.

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6. Liquidity Damage

The University has to run its academic and research activities in time bound manner. Hence, a penalty @ **0.5 % per week or part thereof up to maximum of 5% of value of supply order will be levied under following conditions:** (i) supplies are not made within the stipulated period, (ii) request for extension by the Supplier is not considered by the University; under what so ever conditions prevailing at the end of Vendor.

7. Payment Term

Within 30 (thirty) days from the date of submission of bill, duly completed in all respect.

8. Other Terms & Conditions

(i) Supply should be made from the **most recent (latest) batch** of production for maximum shelf-life of the Stores and in original sealed packing.

(ii) The Supplier shall be liable to **provide higher discount** from the agreed one, in case, the company launches such special offers/schemes to promote its stores at any time during the period of Annual Rate Contract.

(iii) The material should be supplied in **One Lot** in the Central Store / Department. Piece-meal / Short / incomplete / Part supply will not be accepted and may be refused.

(iv) Fall Clause

The Supplier will abide by the Fall Clause and will not supply or is supplying same stores at a price lower than that offered in the present quotation to any other Departments under Government of India/States and if it is found at any stage that same stores was supplied to any other Departments under Government of India/States at a lower price, then that very price will be applicable to the present case and the difference in the cost would be refunded the University, during or even if the contract has already been concluded.

(v) Delivery Period

The Stores shall be supplied within 15 (fifteen) days for supplies against ex-stock deliveries. In case, firm does not supply the Stores within the stipulated time schedule, the cancellation of the purchase order can be considered.

(vi) Parallel Rate Contract

This can be placed at any time during the period of the rate contract, for similar Stores.

(vii) Supply of Stores & Services during Notice Period

It is contemplated that during the Notice Period (in the process of Termination of Contract), the Supplier shall keep on discharging his duties as before till the Expiry of Notice Period.

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CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

9. Termination of Contract

Post award of the contract, it can be terminated in any of the following conditions:-

a) On the expiry of the contract period, without any notice;

OR

b) On giving fifteen days' notice at any time during the currency of services, by either of the University or service provider.

c) Provided that during the notice period for termination of contract, in the situation contemplated above, the contracted agency shall keep on discharging his duties as before till the expiry of notice period.

d) By the University without any notice, if the second party violates any of the above terms and condition of the contract.

10. Any terms and condition of floated tender document which is not included in this agreement will be the part of contract and binding on both the parties.

We the above noted parties have signed this deed of agreement after duly understanding the contents of this deed on the date and place mentioned above.

(For M/s.) (For Central University of South Bihar)

Witness: _____ Witness: _____

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