



CENTRAL UNIVERSITY OF SOUTH BIHAR

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

Tender for Procurement of IT Consumables (Fixing Film Assembly/Drum Unit)

Central University of South Bihar Gaya invites sealed tender in two bid system for Procurement of **IT Consumables (Fixing Film Assembly/Drum Unit)** as per specification mentioned as Annexure – ‘A’ from the eligible bidders. It is requested to send the quotations/ proposals for below mentioned items as per specifications latest by **11/02/2019 till 4:00 PM** to the below mentioned address:

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: cusb.ac.in

Index for Tender Form

| Sl. No. | Details | : | Deadline |
|----------------|--|----------|---|
| 1. | Tender Notice No. | : | CUSB/PSD/IT/TENDER/20/2018-19, Date: 18/01/2019 |
| 2. | Name of work | : | Procurement of Fixing Film Assembly/Drum Unit |
| 3. | Earnest Money Deposit | : | ₹ 15,000/- |
| 4. | Start of submission of Bids | : | 18/01/2019 |
| 5. | Last date and time for receipt of Bids | : | 11/02/2019 by 04:00 pm |
| 6. | Place of opening of Bids | : | CUSB Panchanpur, Gaya |

The Tender Documents for items will be on two-Bid System consisting of Technical Bid and Financial Bid. The Technical Bid EMD should be deposited separately in a sealed envelope and on the top of the envelope, it should be written as “Technical Bid & EMD”.

The Financial Bid should also be kept in a separate sealed envelope and should be written as “Financial Bid”. Both the envelope should contain in a separate sealed envelope.

All Tender Documents must be accompanied with the Bid Security Form/Earnest Money Deposit (Refundable). The Earnest Money Deposit is to

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



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be paid in the form of Bank Draft in favour of “Central University of South Bihar” payable at Gaya. The Bid Security Form/Earnest Money Deposit in form of Bank Draft must be enclosed with Technical Bid. The details of Bank Draft Number of Earnest Money Deposit must be endorsed on top of envelope containing Technical Bid.

Terms & Conditions:

1. Enquiry should be sent by courier/ registered post/ speed post/ by hand (to be deposited in tender box) before last date of submission.
2. The relevant papers in regards to technical specifications as per **Annexure ‘A’**, eligibility criteria, EMD should be in sealed envelope. Bidders should clearly mention NIT ref on envelop **CUSB/PSD/IT/TENDER/20/2018-19, Date: 18/01/2019. EMD should be in favour of “Central University of South Bihar” Payable at Gaya through Demand Draft only.**
3. Firms will quote separately for each article in specific format only.
4. The rate offered should be quoted **F.O.R to CUSB Gaya Campus** in attached **Annexure ‘B’**.
5. The amount of packaging forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax as and other statutory levels must be mentioned.
6. The delivery period should be within 1-2 weeks.
7. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted. The name of manufactures and country of manufacture should also be invariably be stated. In the absence of these particulars the quotation is liable for rejection. A separate compliance sheet in regards to technical specification of each item should be submitted with technical bid.
8. Quotation should have validity of at least 90 days from the date of opening which can further be extended with mutual consent of the University and bidder.
9. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
10. The penalty @ 1% per week subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
11. Our standard payment terms & condition is 100% against delivery and successful installation and approval.
12. The successful vendor bidder shall furnish an unconditional Performance Bank Guarantee (PBG) for 5% of the quoted value within 21 days of receiving of supply order valid beyond 60 days from the expiry of warranty period.
13. Unless otherwise stated delivery of goods at **CUSB Gaya Campus** as per conditions as specified in Purchase Order.

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14. **Copies of GST registration certificate of the firm, with the TIN number clearly indicated therein will have to accompany the quotation to be submitted.**
15. Dealership/Authorised Retailer Certificate on the offered products and standard technical literature on each of the items offered will have to be enclosed along with the quotation.
16. The bid documents are not transferrable and the seal and signature of the authorised official of firms must appear on all the papers and envelopes submitted.
17. The quotation should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
18. The quotations are liable to be rejected if the foregoing conditions are not complied with.
19. Printed conditions of the firm, if any, will not be binding on us.
20. Late and delayed tender will not be considered.
21. All disputes are subject to exclusive jurisdiction of Competent Court and Forum under jurisdiction of Gaya only.
22. CUSB reserves the right to cancel the Tender at any stage.
23. **Compliance sheet about the specification asked must be enclosed with the proposal.**
24. The bidders to submit the signed copy of Tender document with the proposal.
25. No conditional bid shall be accepted.
26. Warranty/ Guarantee if any, should be clearly mentioned.

**Sd/-
Registrar**

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Annexure 'A'

TECHNICAL BID PROFORMA

| | | |
|--|---|---|
| NIT No. : CUSB/PSD/IT/TENDER/20/2018-19 Dated:18/01/2019 | | |
| <u>Sub.: Procurement of IT Consumables (Fixing Film Assembly/Drum Unit)</u> | | |
| 1. | Name of the Organization | |
| 2. | Head Office / Registered Office | |
| | Telephone No/mobile No. | |
| | Fax No. | |
| | Email | |
| | Web site (if any) | |
| | Date of Establishment | |
| | Branch Office in Gaya , 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 | Certified 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 |
| e. | Public Sector | Trade License |

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| 6. Nature of Business (tick the relevant) | | | | | |
|---|--|--------------|--|----------------------|--|
| Manufacturing | | Service | | Dealership | |
| Stockiest | | Indian Agent | | Indian Branch Office | |
| Others Pl. Specify | | | | | |

| 7. Class / Type of Product / Materials Manufactured / Sold / Serviced/ Fabricated | | | | | |
|---|--|---------------------------|--|-----------------------------|--|
| Scientific Equipment | | Electronics | | Lab Consumables & Chemicals | |
| Electrical Items | | Computer Peripherals | | Computers | |
| Laboratory Equipments | | Office Automation Product | | Electrical Works | |
| Sport Materials | | Water Coolers | | Air-conditioners | |
| AV Equipments | | Boards | | Other, please specify..... | |
| Audited Annual Turnover during last 3 years (Rs. In Lakhs) (enclose Chartered Accountant's certification & Income Tax Return Copy) | | | | | |
| Year | | Rupees (in Lakhs) | | Annexure (Number) | |
| 2017-18 | | | | | |
| 2016-17 | | | | | |
| 2015-16 | | | | | |

| 8. Commercial Information (enclose Attested Copy wherever Applicable) | | | |
|---|-------------------------|---------|-------------------|
| S. No. | Information | Details | Annexure (Number) |
| a. | GST Registration Number | | |

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| | | | | |
|--|--|------------------------------------|-------------------------|---|
| b. | Excise Registration Number Trade / Factory License Number | | | |
| c. | PAN No. | | | |
| d. | Details of Registration Certificate with DGS&D/NCCF | | | |
| e. | SSI/NSIC Certificate | | | |
| f. | Current dealership agreement with Principal Letter No. / Date / Valid upto | | | |
| g. | Relevant IISI/ SO Certificate, if any | | | |
| h. | <u>Bank Details</u> : Account No. | | | |
| i. | Name of Bank & Branch | | | |
| j. | IFSC Code | | | |
| k. | Details of Tender Fee | Amount: | DD No. & Date | Name of the issuing Bank & Branch |
| | | Not applicable | | |
| l. | Details of EMD | Amount: | DD No. & Date | Name of the issuing Bank & Branch |
| | | | | |
| m. | Details of Previous Supply in Govt. Organisations/ Govt. Educational Institutions (Enclose Supply order & Performance report. If required enclose separate sheets) Enclosures - | Name of the organiza tion | Item Supplied / Qty. | Total Value (Rs in lakhs) |
| | | | | |
| | | | | |
| I/ We hereby give an undertaking that the information provided are true to the best of my knowledge and belief. If anything found to be false at any stage my tender will be liable to be rejected and EMD amount will be forfeited. | | | | |
| Signature of authorized representative: | | | | |
| Date: | | | | |

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| 9. | Note |
|------|--|
| 9.1. | Separate information sheet may be provided for item (s) in case space provided is not adequate. |
| 9.2. | Affidavit in the enclosed format on Non Judicial stamp paper duly attested by Magistrate/Notary shall also be furnished by the bidder. |

Signature with seal of Authorised Signatory

Name:

Date:

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Item details & specification

| Sl. No. | Device Name | Model of Printer | Approx. Qty. (Nos.) | Remarks (Quoted/ Not Quoted) |
|---------|-------------------|------------------|---------------------|------------------------------|
| 1. | Fixing Film Assy. | Canon iR adv4045 | 03 | |
| 2. | Fixing Film Assy. | Canon iR adv4025 | 03 | |
| 3. | Fixing Film Assy. | Canon iR adv2520 | 02 | |
| 4. | Fixing Film Assy. | Canon iR adv3245 | 01 | |
| 5. | Drum unit | Canon iR adv4045 | 02 | |
| 6. | Drum unit | Canon iR adv4025 | 03 | |
| 7. | Drum unit | Canon iR adv2520 | 02 | |
| 8. | Drum unit | Canon iR adv3245 | 02 | |

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Annexure 'B'

FINANCIAL BID PROFORMA

(It should be submitted in a separate sealed envelope)

TENDER NOTICE NO.: CUSB/PSD/IT/TENDER/20/2018-19, Dated: 11/02/2019

SUB.: Procurement of IT Consumables (Fixing Film Assembly/Drum Unit)

Name of the Bidder: _____

| Sl. No. | Device Name | Model of Printer | Approx. Qty. (Nos.) | Unit Price (₹) | Total Amount (₹) |
|---|-------------------|------------------|---------------------|----------------|------------------|
| 1. | Fixing Film Assy. | Canon iR adv4045 | 03 | | |
| 2. | Fixing Film Assy. | Canon iR adv4025 | 03 | | |
| 3. | Fixing Film Assy. | Canon iR adv2520 | 02 | | |
| 4. | Fixing Film Assy. | Canon iR adv3245 | 01 | | |
| 5. | Drum unit | Canon iR adv4045 | 02 | | |
| 6. | Drum unit | Canon iR adv4025 | 03 | | |
| 7. | Drum unit | Canon iR adv2520 | 02 | | |
| 8. | Drum unit | Canon iR adv3245 | 02 | | |
| Total Basic Amount (₹) | | | | | |
| GST @% | | | | | |
| Freight & Other Charges (if any) | | | | | |
| Installation Charges (if any) | | | | | |
| Total F.O.R. CUSB Campus (₹) | | | | | |
| Total amount in works: (₹) | | | | | |

Note: No overwriting or use of whitener is permitted. If done it will be summarily rejected.

Date:

Signature _____

Name: _____

Designation & seal

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