



Central University of Orissa
(Established under the Central Universities Act, 2009)
Landiguda, Koraput. Odisha Pin.: 764 020.
Phone:06852-288235/238 Fax.06852-288225

Ref.: CUO/PR/2018/D-C/02

Dt.02/11/2018

LIMITED TENDER NOTICE

Sealed Limited Tenders are invited from the reputed printing agencies for printing and supply of "Pictorial & Dater Table Calendar-2019 and Diary-2019" for the Central University of Orissa, Koraput. The sealed Bids are to be submitted on or before 14/12/2018 by 15.00 Hrs. as per the prescribed terms and conditions.

For further details please visit University website: www.cuo.ac.in.

Sd/- Registrar

(Ref.: CUO/PR/2018/D-C/02 Dt.02/11/2018)

Sealed limited tenders are invited for "**Printing and Supply of Pictorial & Dater Table Calendar and Diary**" for the Central University of Orissa.

TERMS & CONDITIONS

(I) ELIGIBILITY CRITERIA:

The bidders must fulfill the following criteria for eligibility, failing which their offer will be summarily rejected:-

1. The tenderer must possess required valid License, Registration etc. issued by the Competent Authority as per the Law.

2. The tenderer must have completed satisfactorily during the last 03 financial years (2015-16, 2016-17 and 2017-18) and the Current Financial Year at least

(a) One supply order of Rs.80,000/- or more **or**

(b) Two supply orders of Rs.60,000/- each or more **or**

(c) Three supply orders of Rs.40,000/- each or more issued by any Govt./ Autonomous/PSU Organisation (Central or State) for supplying the printing items.

[**N.B.:** (i) the supply in progress irrespective of any value against any supply order not satisfactorily completed/executed shall not be considered; (ii) Supply in any private organization shall not be considered.]

3. The tenderer must have the total turnover of at least Rs.6.00 lakh during the combined period of the last 03 financial years (2015-16, 2016-17 and 2017-18) and the Current Financial Year.

4. The tenderer must deposit earnest money of Rs.4,000/- (Rupees Four thousand only) along with their tender in the form of account payee Demand Draft favouring **Central University of Orissa** payable at **Koraput**.

5. The tenderer must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of account payee demand draft in favour of **Central University of Orissa** payable at **Koraput** only (non-refundable).

6. The tenderer must have its own bank account, PAN, TAN, TIN, VAT, Service Tax No. & GST Registration No.

7. Successful tendered must have to deposit Rs. 5,000/- (Rupees five thousand only) as a security deposit in the form of account payee Demand Draft favouring **Central University of Orissa** payable at **Koraput**.

II. DOCUMENTS TO BE ENCLOSED

The tenderer must submit the following documents (self attested) along with the tender failing which their offer will be summarily rejected:-

1. Documentary proof of the registration/license etc. issued by the Competent Authority.
2. Satisfactory completion certificate issued by the concerned Govt./Autonomous/PSU Organization (Central or State) under the signature of the appropriate authority as regards Sl.No.3 of Eligibility Criteria. The certificate must contain (i) Full name (with description) of items supplied (ii) Supply order No. (iii) Supply order date (iv) Quantity supplied (v) Value of the complete supplies made (vi) Commencement of date of supply (vii) Completion of date of supply (viii) Whether the supply was made satisfactorily or not.
3. Copy of income tax return and/or annual accounts of the last 03 Financial Years.
4. Photocopies of bank account, PAN, GST, TIN, TAN, VAT and Service Tax Registration Certificate.
5. Original demand draft of Rs.4,000.00 (Rupees Four thousand only) pertaining to earnest money in the form of account payee demand draft in favour of **Central University of Orissa** payable at **Koraput** only.
6. Original demand draft of Rs.500.00 (Rupees Five hundred only) (non-refundable) being the cost of tender document in the form of account payee demand draft in favour of **Central University of Orissa** payable at **Koraput** only
7. Certificate of dealership/distributorship as applicable.

(III) OTHER TERMS & CONDITIONS:

1.0. Submission of Bids:

1.1. The bidder shall submit their bid on their own letterhead to be addressed to the **Registrar, Central University of Orissa, Koraput**, containing the information detailed at **Annexure-01, 02 and 03**.

1.2. Mode of Submission. (i) Bid **must** be placed in a sealed envelope clearly super-scribed as "Tender for Printing and Supply of Pictorial & Dater Table Calendars and Diary vide **Ref. No. CUO/PR/2018/D-C/02 and Date. 14/12/2018**" and must be submitted by hand, or by Speed/Registered Post at/to the Office of the Registrar, Central University of Orissa, Landiguda, Koraput – 764021 on or before 14.12.2018.

(ii) Tenders/bids submitted through Fax or e-mail will not be considered at all.

1.3. Bid Opening. The Bids shall be opened by the University in accordance with the extant procedure, tender terms and conditions.

2.0 Tender Documents Availability & Cost: The tenderer/bidder may download the tender document from the University Website (i.e. www.cuo.ac.in). The tenderer are required to enclose along with their Bid a demand draft of Rs.500.00 (Rupees Five hundred only) as the cost of the tender document (non-refundable).

3.0 Validity of Bids: Tender/Bids must be valid for 120 days from the tender opening date.

4.0 Tendered Quantity and Variation: The approximate required quantity of Pictorial & Dater table calendars and Diary is 1000 (one thousand) each and may vary (more or less) as per the requirement of the University.

5.0 Delivery Period. The successful tenderer must be able to supply the goods within 20 days from the date of issue of Supply Order. Delayed supply will attract the levy of penalty/liquidated damages.

6.0 Penalty: If the suppliers fails to deliver and place any or all the items by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

7.0 Payment. 'Advance Payment' is not allowed in any case. 100% payment will be released after completion of the printing and supply of items, subject to submitting Performance Security Deposit.

8.0 Tender Opening: Tender Box shall be sealed at 1500 hrs on 23/11/2018 and the same will be opened at 1530 hrs on the same day. The bidders or their authorised representatives may also witness the opening.

9.0 Quality Declaration: The supplied goods must be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered.

10.0 Settlement of Disputes. In the event of any dispute or difference(s) between the Central University of Orissa and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Vice-Chancellor, Central University of Orissa, Koraput who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties. All disputes shall be subject to Jurisdiction of courts at Koraput only.

11.0 Return of EMD to unsuccessful tenderers. The EMD demand draft(s) of unsuccessful tenderers shall be returned to them within 15 days after finalization of the tender and issue of supply order in favour of successful Bidder. However, the EMD of the successful tenderer shall be treated as Security Deposit and shall be returned after 30 days of satisfactory supply of goods.

12.0 **Condition of goods.** The supplier must supply the goods in good condition without any defect whatsoever to the satisfaction of the university. Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the suppliers need to replace the rejected goods free of cost in the specified form to the satisfaction of the University.

13.0 **Dispatch of tender bids by the tenderer.** (i) The tenderers may drop in person their sealed envelopes containing their bids in the Tender Box kept in the Office of the Central University of Orissa, Landiguda Campus, Koraput up to 1500 hrs of 23/11/2018.

(ii) The tenderers may also send their bids by Speed Post or Registered Post only addressed to the **Registrar, Central University of Orissa, Landiguda, Koraput – 764 021, Odisha** so as to reach the University before **1500 hrs of 14/12/2018.**

(iii) The bids sent through normal post or courier or Fax or e-mail shall not be considered.

14.0 Central University of Orissa, Koraput reserves the rights to accept/reject any offer in full or in part without assigning any reason thereof.

Sd/- Registrar

(Ref.: CUO/PR/2018/D-C/02 Dt.02/11/2018)

BIDDERS' PROFILE

1. Name of the Tenderer :
2. Full Address of the tenderer :
3. Contact details of tenderer :
 - (a) Telephone No.
 - (b) Mobile No.,
 - (c) Fax No.,
 - (d) E-mail id
4. Details of Earnest Money Deposit (Rs.4,000/-) :
(DD must be placed in the Bid envelope)
 - (a) D.D. No.
 - (b) D.D. date
 - (c) DD amount
 - (d) Issuing Bank
5. Details of cost of tender document deposited (Rs.500/-):
(DD must be placed in the Bid envelope)
 - (a) D.D. No.
 - (b) D.D. date
 - (c) DD amount
 - (d) Issuing Bank
6. List of Documents enclosed:

Sl.No.	Name of the document	Information to be filled in this column		Whether photocopies of the documents enclosed (pl. tick)
1.	License/Registration (Number)			Yes / No
2.	Supply order completion certificate (Name of the organization, value, supply completion date)			Yes / No
3.	Income Tax Return (Annual Income during last 03 Financial Years)	2014-15	Rs.	Yes / No
		2015-16	Rs.	
		2016-17	Rs.	

4.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2014-15	Rs.	Yes / No
		2015-16	Rs.	
		2016-17	Rs.	
5.	Bank Account (Bank Name, Branch & Account No.)			Yes / No
6.	PAN (Number)			Yes / No
7.	GST (Number)			Yes / No
8.	TIN (Number)			Yes / No
9.	TAN (Number)			Yes / No
10.	VAT (Number)			Yes / No
11.	Service Tax (Number)			Yes / No

7. Validity period of the Bid:

8. Additional information, if any proposed to be furnished by the tenderer.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :
Place :

Signature of authorised person
Full name :
Designation:
Seal:

DETAILS OF SPECIFICATIONS OF THE TENDERED ITEMS

Name of the work : Printing and Supply of Pictorial & Dater table Calendars and Diary

Specification for Pictorial and Dater table calendar:-

Items	Minimum Specifications required by the University (N.B.: Tenderer's specification can also be higher than that required by University)	Specifications proposed to be supplied by the tenderer (N.B.: Tenderer's specifications may be higher than those required by University strictly within the required brand name)
Quantity	1000 Nos.	
Size	26.5cm x 12.5cm	
Pages	28 (14x2)	
Printing	Multi-colour back to back (both side) print	
Paper	220 GSM Art Mate paper	
Designing	Art work designing shall be carried out by the agency.	
Binding	Hard board tent with Wiro Bound.	
Proof reading	The University will verify the design and text of the Calendar prepared by the agency. Proof (Dummy copy-coloured) to be submitted to the Public Relations Officer of the University within 05 days from the date of work order.	
Delivery	The complete supply shall be made in 20 days from the date of approval of dummy copy of the university.	
Packing	Packaging should be made in small size boxes. The box should bear the weight of 50 calendars which are to be packed in each box wrapped with transparent polythene sheet.	

Specification for Diary:-

Items	Minimum Specifications required by the University (N.B.: Tenderer's specification can also be higher than that required by University)	Specifications proposed to be supplied by the tenderer (N.B.: Tenderer's specifications may be higher than those required by University strictly within the required brand name)
Quantity	1000 Nos.	
Colour & Size of diary	22.5cm x 13.5cm (1000) to be finalized after submission of the design	
Cover & Inside cover printing	Hard Board & Multicolour printing	
Inner Pages	168 pages single colour + 4 pages multi-colour with photo setting	
Printing	Multi-colour printing of cover page	
Paper	70 GSM Maplitho	
Designing	Art work designing shall be carried out by the agency.	
Binding	Board binding and lamination (with stitching and gum binding)	
Proof reading	The University will verify the design and text of the diary prepared by the agency. Proof (Dummy copy-coloured) to be submitted to the Public Relations Officer within 05 days from the date of work order.	
Delivery	The complete supply shall be made in 20 days from the date of approval of dummy copy of the university.	
Packing	Packaging should be made in small size boxes. The box should bear the weight of 50 diary which are to be packed in each box wrapped with transparent polythene sheet.	

Date :
Place :

Signature of authorised person
Full name & designation:
Seal:

BILL OF QUANTITIES

1. Name of the Items : **Pictorial & Dater Table Calendar and Diary**
2. Quantity required : 1000 Nos. each
3. Quantity proposed to be supplied:
4. Rates quoted by the tenderer in the following table:

Sl. No.	Items	Total Unit Rate (TUR) inclusive of basic cost, freight, all taxes, insurance, all duties etc.	Total Amount (Quantity x TUR) (Rs.)
(a)	Diary		
(b)	Pictorial & Dater Table Calendar		
Total			

(Total Amount in Words Rupees)

5. Break-up of Total Unit Rate (TUR):

Sl.No.	Component	Amount	Remarks
(a)	Basic cost		
(b)	Freight		
(c)	Insurance		
(d)	Excise duty		
(e)	Customs duty		
(f)	Sales tax/VAT		
(g)	Discount, if any		
(h)	Any other (entry tax/toll tax etc.)		
TOTAL(Rs.)			

6. Validity period of the bid:
7. Delivery Period:
8. Warranty Period:
9. Installation Period:

N.B.: Offer with Special condition having additional financial implication for the University shall not be entertained.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :
Place :

Signature of authorised person
Full name :
Designation:
Seal: