



Central University of Orissa
(Established under the Central Universities Act, 2009)
Landiguda, Koraput. Odisha Pin.: 764 021.
Phone:06852-288209/238 Fax.06852-288225

Ref.:CUO/Exam/Printing/2016/86

Dt. 15/05/2019

LIMITED TENDER NOTICE

Sealed Tender are invited from the registered printing agencies for "Printing and Supply of Main Answer Books" for Central University of Orissa, Koraput. The last date for submission of Tender will be 1500Hrs on or before 05/06/2019. For further details please log on to our website www.cuo.ac.in.

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Registrar

Sealed Tender are invited from the reputed printing agencies for "Printing and Supply of Main Answer Books" for Central University of Orissa, Koraput. Tender Documents along with terms and conditions may be obtained in person from the Central University of Orissa, Koraput by paying ₹ 500.00 by D.D drawn in favour of Central University of Orissa payable at Koraput, towards non-refundable cost of Tender Documents from .**2019 to** .**2019** between 10.00Hrs to 15.00Hrs. on working days. Request to obtain the Tender Documents by Post will not be entertained. Tender Documents may also be downloaded from our website www.cuo.ac.in. In such case the cost of tender document amounting to ₹ 500.00 in the form of D.D as specified above shall be deposited along with Tender

I. ESSENTIAL QUALIFICATION:

The tenderers shall fulfill the following eligibility criteria, failing which their quotations will be summarily rejected:

- a. The tenderers must possess valid Licenses, Registration etc. issued by the Competent Authority as per law.
- b. The tenderers must have satisfactorily completed:
 - i. One work Order of Rs. 80,000/- each or more
 - ii. Two work orders of Rs.60,000/- each or more or
 - iii. Three work orders of Rs.40,000/- each or more issued by any Govt. / Autonomous/ PSU Organization (Central or State) for providing vehicles during the last 03 Financial Years (i.e., 2015-16, 2016-17 and 2017-18).
- c. The total turnover of the tenderer shall not be less than Rs.6,00,000.00 (Rupees six lakhs only) during the last 03 Financial Years (2015-16, 2016-17 and 2017-18).
- d. The tenderers must deposit Earnest Money (EMD) of Rs.4,000.00 (Rupees four thousand only) in the form of Demand Draft drawn in favour of Central University of Orissa payable at Koraput along with their tenders.
- e. The tenderers must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of demand draft drawn in favour of Central University of Orissa payable at Koraput. The cost of the tender document is non-refundable.
- f. The tenderers must possess their own Bank Account, PAN and G.S.T No.

II. DOCUMENTS TO BE ENCLOSED

The tenderers shall submit copies of the following documents along with the tender failing which their quotation will be summarily rejected:

1. Copy of registration / license issued by the Competent Authority for the agency.
2. Work Completion Certificate issued by the authority with reference to Sl.No.II-c above consisting of the following details:
 - i. Description
 - ii. Work Order No. & Date
 - iii. Value of Work Order
 - iv. Date of commencement of Work

- v. Date of completion of Work
 - vi. Quantity
 - vii. Whether Work completed or not
3. Copy of income tax returns and / or annual accounts of the last 03 Financial Years.
 4. Copies of Bank Account, PAN and Goods & Services Tax Registration Certificate (GST).
 5. Demand Draft of Rs. 4, 000.00 (Rupees four thousand only) drawn in favour of Central University of Orissa payable at Koraput towards value of EMD.
 6. Demand Draft of Rs.500.00 (Rupees Five hundred only) towards cost of tender document drawn in favour of Central University of Orissa payable at Koraput which is not refundable.
 7. Certificate of dealership/distributorship as applicable.

III. INSTRUCTIONS TO THE BIDDER:

1. **Bid Opening Date and Time:** The tenderers may send their quotations by speed post or registered post or in person only addressed to the Registrar, Central University of Orissa, Landiguda, Koraput, Odisha – 764 021, so as to reach the University on or before 05/06/2019 by 15.00Hrs. Super-scribed as "Tender for the work of Ref. No.....date....." The bids will be opened at 15.30 hrs on the same day in the presence of representatives of the bidders if any.
2. The rates and specifications quoted by the tenderers shall be **strictly as per the Proforma attached as Annexure I,II & III** otherwise their quote will be liable for rejection.
3. The bids sent through Fax or e-mail shall not be considered.
4. All the documents submitted by the tenderers shall be serially numbered.
5. Central University of Orissa, Koraput reserves the right to accept / reject any tender in full or in part without assigning any reason thereof.
6. Tenders / Bids shall be valid for 120 days from the date of opening of tender.
7. The quantity required may vary as per the requirement of the University.
8. **Delivery Period:** The successful tenderer must be able to supply the goods within 20 days from the date of letter of award. Delayed supply will attract the levy of penalty/liquidated damages.
9. **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 maximum of 10% of total order value will be deducted.
10. **Quality Declaration:** The supplied goods must be free from all defects and faults in material, workmanship, printing and shall be of the highest quality and material of the type ordered.

11. **Award Value:** The total contract value of the work will be based on quoted rates and the break-up of total contract price as quoted in the Bill of Quantities enclosed.
12. **Payment Terms:** `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.
13. **Risk Performance:** In the event of failure of the Agency to execute the contract as per the terms & conditions of award, University reserves the right to engage from outside agencies, at their risk & cost. Further, notwithstanding anything stated herein above, University shall have the right to terminate the contract by giving one month's written notice to the Agency without assigning any reason whatsoever.
14. **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.
15. **Return of EMD:** The EMD of the unsuccessful bidders / tenderers will be returned within 15 days after finalization of the tender and issue of Work Order to the successful tenderer. The EMD of the successful tenderer will be returned after 30 days of satisfactory of goods.
16. **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.

Sd/-
Registrar



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CENTRAL UNIVERSITY OF ORISSA, KORAPUT

Annexure-01

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) | 2015-16 | Rs. | Yes / No |
| | | 2016-17 | Rs. | |
| | | 2017-18 | Rs. | |

| | | | | |
|----|---|---------|-----|----------|
| 4. | Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years | 2015-16 | Rs. | Yes / No |
| | | 2016-17 | Rs. | |
| | | 2017-18 | Rs. | |
| 5. | Bank Account (Bank Name, Branch & Account No.) | | | Yes / No |
| 6. | PAN (Number) | | | Yes / No |
| 7. | GST No. | | | 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 :
Designation:

Signature of authorised person
Full name :

Seal:



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Annexure-02

DETAILS OF SPECIFICATIONS OF THE TENDERED ITEMS

Name of the work : Printing and Supply of Main Answer Books.

Specification for Main Answer Books:-

| Description | 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) |
|--------------------|---|---|
| Size (lxb) | 29.5cms x 21.5cms | |
| Pages | 12 pages 06 sheets | |
| Printing | Offset | |
| Paper | 70 GSM Maplitho printing paper manufactured by reputed mills with proper stapling and serial numbering | |
| Designing | The first page containing the text and columns for students and examination particulars and tables for markings and instructions to the candidates in English shall be black in colour. | |
| Proof reading | The University will verify the design and text of the Main Answer Book prepared by the agency. Proof (dummy copy) to be submitted to the Examination Department of the University within 05 days from the date of letter of award. | |
| Delivery | The complete supply shall be made within 15 days from the date of approval of dummy copy of the university. | |
| Packing | Packaging should be made in small size packages of 500 Nos. separately covered in plastic sheet tied with strapping and then packed in gunny bags duly stitched. The serial numbers of the answer books should clearly be written on each gunny bags. | |



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Annexure – 03

BILL OF QUANTITIES

Name of the Work : **Printing and Supply of Main Answer Books.**

| Sl. No. | Description | Unit | Quantity | Rate (₹) | Amount (₹) |
|---------|-------------------------------|------|----------|----------|------------|
| 01. | Main Answer Book | No. | 50,000 | | |
| 02. | Transportation Charges if any | | | | |
| 03. | Taxes and Levis if any | | | | |

(Total Amount in Words Rupees)

1. Validity period of the bid:

2. Delivery 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 :
Designation:

Signature of authorised person
Full name :

Seal: