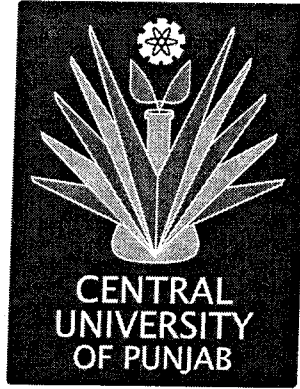


CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-48(2016-17)



Tender Notice for Printing of Annual Report (English and Hindi Version) and Financial Report (Bilingual)

Release Date : August 24, 2016

Last Date : September 15, 2016; 3:00P.M.

City Campus, Mansa Road, Bathinda- 151001,
E-mail: registrar@cup.ac.in, Tel: 0164-2864155,

Central University of Punjab, Bathinda

Central University of Punjab invites sealed tenders from Reputed Printers/Publishing House for printing.

Tender Notice Number	:	P-48(2016-17)
Release Date of the Tender	:	August 24, 2016
Last date for the submission of Tender	:	September 15, 2016; 3:00P.M.
Opening date of Tender	:	September 15, 2016: 4:30P.M. (In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)
Name and Address of the University	:	Registrar, Central University of Punjab, City Campus, Mansa Road, Bathinda – 151001, Punjab, India.
Tel.	:	0164-2864155
E-Mail Address	:	registrar@cup.ac.in
Earnest Money Deposit (EMD)	:	Rs. 5,000/- drawn in favour of Central University of Punjab, Bathinda in the shape of Demand Draft only.

Note: Offers without Tender Fee & EMD shall not be entertained. The bidders registered with NSIC are exempted from submission of Tender Fee & EMD.

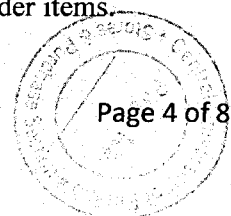
GUIDELINES FOR PREPARATION OF TENDER

- 1 Earnest Money Deposit (EMD) and all other necessary documents should be submitted for the item. The envelop should super- scribe: "*Tender for Printing of AR, FR, Last date of submission September 15, 2016; 3:00P.M.*".
- 2 The top of cover must also contain Name and Address of the tenderer, telephone and other contact details for further correspondence.
- 3 Blank Tender Forms for the above items along with details can be downloaded from www.cup.ac.in or www.cup.edu.in. The non-refundable application fee must be accompanied with tender.
- 4 Tenders must accompany a copy of the "*General Financial Terms and Conditions*" section of this document, signed and stamped on each page indicating that they agree to these.
- 5 Last date of submission of tender along with EMD and all documents is **September 15, 2016**.
- 6 The DD for EMD or any other must be drawn in favour of Central University of Punjab, Bathinda.
- 7 The Tenders/Quotations will be opened at the University campus as per given schedule if the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.
- 8 The tenders received late, without earnest money, without required documents or incomplete in any respect / Misleading will out rightly be rejected. Electronic submission of documents (by facsimile, email and so on) is not acceptable.

Annexure-B

GENERAL FINANCIAL TERMS AND OTHER CONDITIONS

1. **Prices:** Quoted prices should be firm and FOR Central University of Punjab (CUPB), City Campus, Mansa Road, Bathinda and complete break up of all taxes and duties payable by the university should be clearly defined otherwise it will be presumed that the rates quoted are inclusive of all these charges and nothing extra will be paid. **Special Discount/ Rebates, whichever applicable to an educational Institution, may also be specifically indicated.**
2. **Payment terms:** 100% payment will be made through RTGS/by cheque after delivery, installation and demonstration of goods in good condition and satisfactory inspection report of the Indenter.
3. **Taxes:** All kinds of Statutory Taxes will be paid by the purchaser on the basis of supportive Documentary Evidence.
4. **Validity:** Tenders/Quotations should be valid for three months from the last date of its submission.
5. **Opening of Tenders:** Tenders complete in all respect will only be considered. Tenders/Quotations will be opened at the University campus as per given schedule, if the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.
6. **Incomplete or Misleading Tenders / Quotations:** Tenders/Quotations duly sealed will be considered. Tenders/Quotations received late or incomplete in any respect/ misleading without earnest money& without required documents will out rightly be rejected. No responsibility with regard to postal delays due to any reason whatsoever will be accepted.
7. **Right to reject:** The CUPB reserves right to accept/reject any or all the Tenders/Quotations at any time without assigning any reason.
8. **Delivery Schedule:** Delivery schedule should be clearly mentioned in the Tenders/Quotations.
9. **Penalty for non/late delivery of material:** If the supplier fails to deliver the material/equipment within the stipulated delivery period of the Supply/Purchase order/contract the same is liable to pay penalty charges at 0.5% of the cost of undelivered goods/ services per week, not exceeding maximum limit of 10% of the cost of complete unit of undelivered equipment/material so delayed.
10. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.
11. **Cancellation :** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Suppler prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.
12. Conditional bids shall not be considered.
13. The CUPB reserves the right to increase or decrease the quantity of the tender items.

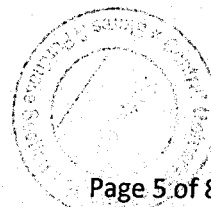


TECHNICAL SPECIFICATIONS AND COMPLIANCE SHEET

1. 4 Pages (2 Leaves) unit printed in multi-colour on 170 GSM art paper.
2. 4 pages title printed in multi-colour on 300 GSM art card.
3. Thermal lamination.
4. U.V. Coating on front page of title.
5. Perfect binding.
6. Supply of printed material in 15 days.
7. Printer should have arrangement for designing the document.
8. Should accept at least three corrected versions of the document in English before printing.
9. Should accept at least three corrected versions of the document in Hindi.

Note: Pages per copy may increase or decrease. Please submit your rates for per page. Comparison will be made on actual number of pages for the approved version. Approx. number of pages has been mentioned below for the information only.

Sl. No.	Nomenclatures	Qty.	Approx. pages
1.	Annual Report (English Version)	250 Copies	160 Pages
2.	Annual Report (Hindi Version)	100 Copies	160 Pages
3.	Financial Report (Bilingual)	100 Copies	64 Pages



APPLICATION FORM

(TO BE FILLED COMPLETELY AND PLACED IN ENVELOPE)

1. Contact details of the head office of proposing firm:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)

2. Name and full address of local office of proposing firm nearest to Bathinda:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)

3. Name of advising bank and account number:

4. RTGS detail:

5. PAN and TAN Number:

6. DD No. & Name of The Bank: EMD

7. Any other relevant information:

It is certified that I/We have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with this quotation are truthful and binding on the firm.

Signatures of Authorized Signatory Designation Seal

Place:

Date:

DECLARATION BY SUPPLIER

“It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the quotations are truthful and binding on the firm.”

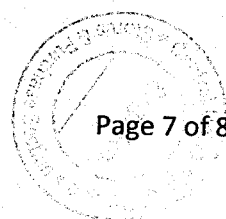
Place:

Signature of Authorized Person

Date:

Designation

Seal



Annexure-F

CHECK LIST

(TO BE FILLED COMPLETELY & PLACED IN ENVELOPE)

Sr. No.	Points to be verified	Yes/ No
1	EMD	
2	Photocopy of PAN and TAN card	
3	Application form filled in submitted	
4	Copy of income tax return certificate	
5	Certificate as per Annexure E	
6	All other certificates as asked for in tender document: a) Authorized dealer/resellers Certificate. b) Sales tax registration certificate. Copy of "Eligibility Criteria and General Terms and Conditions" signed and stamped on each page.	

Place:

Signature of Authorized Person

Date:

Designation

Seal

