



Government of Jammu & Kashmir

CLUSTER UNIVERSITY SRINAGER

S.P.College Campus, Srinagar – 190001

Tel: 0194-2475604 Website: www.cusrinagar.edu.in.

Tender Notice for Printing and Supply of

Examination Stationary and other items

Wax sealed tenders affixed with revenue stamp worth Rs. 5/= are invited from the registered Printers (having unit functional certificate) for printing and supply of Examination Stationary and other items including Answer Books, Award Rolls, Superintendent Files, Examiners Files, Memo books, Attendance Registers, Evaluation Bill Forms, Marks Cards, Degree Certificates, Registers, Brass Seals, Rubber Seals, Contingent Registers etc. and other Stationary items. The terms and Conditions for the tenders and the format for quoting rates are available on the University Website www.cusrinagar.edu.in. Offers shall be quoted through the downloaded format only along with tender processing fees of Rs. 300/- (Rupees three hundred) in the shape bank draft favouring Registrar, Cluster University Srinagar.

TERMS AND CONDITIONS OF THE TENDER AND CONTRACT FOR 2016-17

Note: These conditions should be read very carefully by the tenderer while filling in their quotations.

1. The tenders should be submitted in a properly sealed envelope according to the directions given in the tender notice.
2. The tenderer should explicitly mention the address of his Concern with telephone and mobile contact numbers and also the postal address with PIN Code.
3. The rates should not, under any circumstances be over written and the rates should be entered in words as well as in figures and duly covered with transparent tape. Tenders should be filled in with ink.
4. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make of the items to be supplied. In case of any doubt as to the meaning of any portion of these conditions or of the specifications etc. he shall obtain clarification before submission of tenders.
5. The successful tenderer shall not assign or sub-let his job or any part thereof to any other agency.
6. The supplies shall be strictly in conformity with the specifications.

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7. The purchasing officer or his duly authorized representative shall at any reasonable time have access to the suppliers' premises to ascertain quality of goods.
8. If the goods supplied are other than those of the approved quality, make or brand/size, the purchasing officer shall out rightly reject such goods.
9. The rejected articles shall be lifted back by the supplier within 07 days from the date of information of rejection at his own risk & cost. The institution shall in no case be responsible for any loss, shortage, damage that may occur to the rejected goods while on the premises.
10. The supplier shall be responsible for the proper packing so as to avoid any damage under normal conditions of transport e.g. rail, road or air and delivery of the material in good condition to the consignee at the destination. In the event of any loss, damage, breakages or any shortage, the supplier shall be liable to make good such loss and shortage found at the checking/inspection of materials by the consignee. No extra cost on such account shall be admissible.
11. The contract of supply can be terminated at any time if the supplies are not made to the satisfaction of the university and within the stipulated time.
12. The tenderer should sign tender documents on each page at the bottom in token of the acceptance of all the terms and conditions of the tender and the agreement.
13. The tender received without earnest money of Rs. 25,000/= shall be rejected. The earnest money should be only in the forms of CDR pledged to the Registrar Cluster University Srinagar. Cheques/Cash/Money Order shall not be accepted.
14. The Successful tenderer shall have to execute an agreement in the prescribed form (Form 25) with the concerned College principal within 10 days from the date of issuance of the Supply Order for the performance of the contract. The expenses of completing and stamping the agreement shall be paid by the supplier.
15. In case the approved suppliers fail to supply the goods of the prescribed specifications or deliver the goods within the specified period, the University shall reject the supply order with and initiate action towards blacklisting the supplier.
16. The material shall be delivered FOR destination (S.P College Srinagar) in perfect condition. The supplier, if he so desires, may insure the goods against damage by fire, flood, exposure to weather or otherwise unforeseen events. The insurance charges shall have to be borne by the supplier.
17. The payment due shall be payable by the purchasing officer only when the entire quantity ordered for has been delivered, inspected and finally accepted by the experts of the University.

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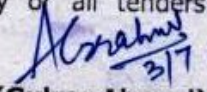
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18. The contracts shall be subject to the jurisdiction of the courts falling in the jurisdiction of the Cluster University Srinagar.
19. The bank charges, if any shall have to be borne by the suppliers.
20. The successful tenderer shall supply the items within a period of 15 days positively from the date of issuance of the supply order.
21. In case of failure to make supplies in full or part thereof within the delivery schedule, as stipulated in the supply order, the University shall be authorized to forfeit the CDR and also to black-list the supplier for transactions in future.
22. The University reserves the right to confirm the rates quoted from any relevant sources.
23. One that last date for submission of tenders any or all during the tender opening meeting. In case of any eventuality on the fixed date, the process shall be completed on the next working day.

The size and the specifications of the items to be printed can be obtained from the office of Registrar, Cluster University (S. P. College) Srinagar on any working day or downloaded from the University website. The tenders shall be accompanied with CDR of Rs.25,000/- pledged to Registrar, Cluster University, Srinagar without which no offer shall be entertained. The tenders shall be received in this office of the Registrar Cluster University Srinagar on 10th and 11th of July 2017 from 10.30 AM to 4 PM which will be opened on next working day at 1 PM in presence of the tenderers who wish to be present.

The undersigned reserves the right to reject any or all tenders without assigning reasons thereof.

No: CUS/Tender/2017
Dated: 03 - 07- 2017


(Gulzar Ahmad)
Asstt. Registrar
Cluster University Srinagar

Copy to:

Director Information Department for publication in a leading newspapers preferably the daily Greater Kashmir, Rising Kashmir and Aftab

Details of Specifications and Quantity of the Items

S. No.	Name of Item	Specific- ation Paper Size	Quantity	Rates offered by the Tenderer	Remarks
1	i. Answer Books for U.G. (32 Paged) ii. Answer Books for P.G. (40 Paged)	70 GSM Ballarpur 8.25"x 11.25" -do-	60,000 30,000		All the Answer books shall be numbered and having with Water marks "Cluster University Srinagar"
2	Superintendent File (Practical / Tutorials)	17x27 (L.P.) 4	500		Perfect binding
3	Examiners File	17x27 (L.P.) 4	1000		Perfect binding
4	Memo Books	20x30 4 (Double side)	500		Perfect binding
5	Daily Consumption / Attendance Register	20x30 4 (L.P.)	500		Perfect binding
6	Award Roll (Books) (100 pages each)	17x27 16 (Long W.P.)	1000		Perfect binding
7	Fee Receipt Books (50 per book)	18x22 10 (Triplicate)	150		Perfect binding
8	Registers for Coding / Decoding Purpose	20x30 4 (L.P.)	100		Perfect binding
9	Letter Pads of Cluster University Srinagar	A4 (100 each) Bond Paper Multi Colour	50		
10	D.O. letter pads (Separately for Vice Chancellor and Registrar Cluster University Srinagar)	A4 (100 each) Bond Paper Multi Colour	50		
11	Evaluation Bill Forms (in Book Form of 100 pages each)	17x27 (L.P.) 2	50		Perfect binding
12	Marks Cards	As per specimen to be provided by the office			
13	Degree Certificates	-do-			
14	Envelops (Different Sizes)	12x10}(Laminated) 14x16} 9x4 } 10x4.1/2 (Lam/Yellow)	5000 5000		
15	Envelops with internal Clothing	20x12 25x12	3000 3000		
16	File Covers		1000		
17	Slip Books (100 pages each)	18x22x8 (W.P.)	100		Perfect binding

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18	Brass Seals	As per specimen to be provided by the office			
19	Signature Seals	-do-			
20	Result Register (100 pages each)	<u>20X30</u> 2 (L.P.)	50		Perfect binding
21	Question Paper Setting File	<u>17x27</u> (L.P.) 4	500		Perfect binding
22	Date / Number Stamps				
23	Note Sheets (100 pads each)	<u>17x27</u> 4	20		Perfect binding
24	Format for setting of Question Papers (Book Form) (100 pages each)	<u>17x27</u> 4	10		Perfect binding
25	Caution (for issue of Stationary items) (Book Form) (100 pages each)	<u>17x27</u> (L.P.) 4	10		Perfect binding
26	Bill Form for Supporting Staff	<u>17x27</u> (L.P.) 4	100		Perfect binding
27	Form for Subscriber	<u>17x27</u> (L.P.) 4	100		Perfect binding

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