

CENTRAL UNIVERSITY OF JHARKHAND, RANCHI

(A Central University established by an Act of Parliament in 2009)

Ref. No.: CUJ/Empanelment of Printers/2012/02

Date: 05-07-2012

Central University of Jharkhand is interested to empanel Printing Firms/ Printing Houses for undertaking a wide range of printing work like Annual Report, Annual Account, Brochures, Hostel Manual, Letter Pad & posters, etc. The empanelment will be for a period of three years. The Panel of Printers empanelled through this Tender shall be eligible to participate in future tenders to be floated by CUJ, to undertake the above job.

1. Scope of Work: Production of printing material as detailed in the above Para.

2. Eligibility Criteria

The Agency must:

- a) Have at least 5 years of experience in the field.
- b) Have an annual turn over of at least Rs. 1 crore per annum for each of the last three years (i.e. 2008-09, 2009-10 & 2010-11) (Agency should produce a certificate from their Audit Firm in respect of turnover for the mentioned period)
- c) Be registered with Directorate of Industries or Small Scale Industries or any other appropriate authorities.
- d) Have valid TIN Number for registration under V AT
- e) Have PAN for Income Tax
- f) Have in house state of art facilities for colour printing in off set, system work and all auxiliary facilities.

3. Guidelines for Submission of Bid

The Bid should be submitted in a sealed packet containing the following documents:

- a) Documents as proof in respect of items 2(a) to (f) above.
- b) Profile and track record of the Agency.
- c) Samples of Publicity Material printed in the last 2 (two) years.
- d) Copy of signed Balance Sheets of last three years.
- e) Copies of Tax Returns for last three years and Information with other relevant tax authorities. if any.

f) Tender Document Fee of Rs. 1 000/- (non-refundable) in the form of Demand draft drawn in favour of “**The Registrar, Central University of Jharkhand**” payable at Ranchi.

g) The packet should be sealed and super scribed “**Proposal for Empanelment of Printers by CUJ**” and addressed to the Dy. Registrar (Purchase), Purchase & Store Cell, Central University of Jharkhand, Brambe, Ranchi. It should also contain the name of the Agency, address, telephone number, e-mail address etc. The sealed packet should be submitted on or before **1700 hrs on 25th July 2012**, CUJ will not be responsible for any courier/ postal delays/ non-receipt for any reason.

4. Selection Process

Assessment of the proposal will be done by a committee constituted for this purpose. Those agencies who have submitted all necessary enclosures and fulfil eligibility criteria their profile track record and quality of work done will be evaluated by the Committee and their offer will be short listed.

5. Other Important Information

a. Applications/offers in a consortium would not be permitted.

b. CUJ reserves the right to reject any offer without assigning any reason whatsoever.

c. The proposals should be complete in all respect. Conditional/incomplete proposals are liable to be rejected

d. CUJ reserves the right to empanel one or more than one agency for its printing requirements.

e. The Empanelment is valid for a period of three years only. However, CUJ, reserves its right to annul the empanelment at any time without assigning any reason and call for a fresh empanelment.

f. The Printers selected for any job will submit a Security Deposit of 5% of total amount for each job in the form of Demand Draft drawn in favour of the **Registrar, Central University of Jharkhand**. The Security Deposit is meant for safeguarding CUJ's interest against any eventuality during the period of contract. The security deposit should remain valid for a period of 60 days beyond the contract period. The same will be returned (without any interest) to the Printing Agencies on expiry of the contract and on satisfactory performance by the Agencies.

g. CUJ will periodically review the performance of the empanelled Printing Agencies and will take action as deemed fit in case of underperformance. If required their Security Deposit will be forfeited

h. To ensure that there is adequate response to the Tender issued by CUJ, from time to time, CUJ reserves the right to de- empanel the Printers who abstain from submitting their bids regularly.

j. **Terms of Payment:** No advance payment will be ordinarily considered. However interest bearing advance upto 20 percent of work order can be considered. if the agency submits Bank Guarantee of equal amount as required. Payment for work awarded will be made to agency (ies), after completion of work to the satisfaction of CUJ. The Empanelled Printing Agency who have been awarded production job on the basis of tender process will submit pre-receipted bills in triplicate for settlement.

k. CUJ is not bound to accept the lowest or any other tender received from the empanelled agencies or to assign any reason for non-acceptance. CUJ reserves its right to accept the tender either in full or in part. Conditional Bids will be rejected outright.

l. CUJ reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.

m. CUJ will review the performance of the selected empanelled agencies and reserves its right to withdraw their empanelment at any time.

n. Any other information in regard to tender will be enumerated in the tender document for production job from time to time.

o. **Penalty Clause:** Details of penalty in case of undue delay in execution of work allotted and under performance will attract the following percentage of deduction from the total cost of the project:-

(i) For delay up to one week - 5% (ii) For delay up to two weeks - 10% (iii) For delay beyond two weeks- 15%.

(iv) In case of underperformance or delay beyond one month, CUJ reserves the right to cancel the contract and blacklist the Agency.

p. **Proof before final printing:** The Agency will have to work in coordination with the creative agencies selected by CUJ for a particular assignment. Machine proof of the publication will be first shown to the creative agency, which has designed then publication, thereafter to the CUJ for approval.

q. **Termination by Default:** CUJ reserves its right to terminate the contract of any agency/agencies in case of change in the Government procedures or unsatisfactory services.

r. **Force Majeure:** Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

s. **Arbitration:** Venue of arbitration will be Ranchi and will be governed by provisions of the CUJ Act, Statute and Ordinance.

t. **Jurisdiction:** The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.

DY. REGISTRAR (PURCHASE)