



झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND
(Established by an Act of Parliament of India, 2009)
Ratu-Lohardaga Road, CTI Campus, Brambe, Ranchi-835205
Website: www.cuj.ac.in

TENDER NOTICE

Ref no. CUJ/P&S/Empanelment/01/2019/.....534.....

Dated11...../05/ 2019

Subject: Tender Notice for Registration/Empanelment of Vendors for Various Printing Job.

Central University of Jharkhand (CUJ), Ranchi established by an Act of Parliament of India, 2009. The University Invites Quotation from the interested companies/ firms/ registered (authorized) dealers, which are in the business of services of specified categories as mentioned in the registration documents. Registration Form can be filled, submitted and documents containing terms and conditions can be downloaded from the University website www.cuj.ac.in. Hard copy of the Registration Form along with non-refundable fee of ₹ 2,000/- (₹ Two Thousand only) must reach the office of Registrar, Central University of Jharkhand, Ratu-Lohardaga Road, CTI Campus, Brambe, Ranchi-835205, Jharkhand by registered post / speed post only. The last date for submission of application is 31/05/2019 upto 5:00 p.m. Application (s) received after last date of submission will not be considered..

TERMS AND CONDITIONS

1. Eligibility & Categories for Registration / Empanelment

Companies/firms/registered (authorized) dealers, which are in the business of services for the last 3(Three) years of specified categories as mentioned in the registration documents are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

2. Benefits of Registration

The Companies/firms/registered (authorized) dealers registered with CENTRAL UNIVERSITY OF JHARKHAND will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised are sent to the registered Companies/firms/registered (authorized) dealers by Speed Post/ Registered Post/ Registered E mail/by hand.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to them giving them advance information to enable them to purchase the Tender sets.

3. Empanelment/Registration Procedure

3.1. The applicant should read all the pages of the document.

3.2. Correct/relevant information/data have to be furnished by the vendor.

3.3. The applicant should make sure before applying that it has the required eligibility criteria & experience of the work.

3.4. Service providers/suppliers seeking Empanelment / Registration shall have to pay the requisite (cost/fee) amount as stated below, for registration/empanelment. The amount shall be paid by a demand draft drawn in favour of "**CENTRAL UNIVERSITY OF JHARKHAND**", payable at **Ranchi**. The cost of application forms and processing fees to be remitted along with the forms, shall be as **₹ 2, 000/- (₹ Two Thousand only)**.

3.5 Service providers/suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees **Registrar, Central University of Jharkhand, Ratu-Lohardaga Road, CTI Campus, Brambe, Ranchi-835205, Jharkhand** by Speed Post/ Registered Post only on or before the due date **i.e 31.../05/2019 upto 5:00 p.m..**

3.6. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.

3.7. The sealed envelope containing the Registration Form, documents & fee should be clearly super-scribed on the top of the envelope as "**APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR PRINTING AND SUPPLY OF PRINTED MATTER**".

3.8. Vendors/Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.

3.9. The following self-certified essential documents (as applicable) should accompany the Registration Form:

3.9.1. GST No.

3.9.2. Trade License, Factory License.

3.9.3. Income tax Permanent Account No.

3.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.

3.9.5. Registration Certificates with DGS&D/NCCF

3.9.6. Valid SSI/NSIC Certificate (If Registered)

3.9.7. Current dealership Agreement /Registration Certificate from the Principal.

3.9.8. Annual Turnover (Rs. 50.00 lakh) CA certified Certificate for last 3 years & Copy of IT Return for the year (2017-18, 2016-17 and 2015-16).

3.9.9. Bank Details.

3.9.10. Relevant ISO/ISI certificate if any.

3.9.11. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University, Institute etc. in the past three year.

3.10. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the CENTRAL UNIVERSITY OF JHARKHAND.

3.11. The firm will be considered for registration / Empanelment for an initial **period of Three year** and will be considered for renewal based on the performance evaluated by the University.

3.12. **Service Centre:** Service Centre in Brambe, Ranchi may be mentioned. For authorized distributor / Partner the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the vendor may be black listed & the EMD / SD will be forfeited by the University.

4. CATEGORY OF ITEMS / WORK

Sl. No.	Category	Category Code	Details of Printing Items
1	Printing Materials	01	Annual Report Printing, Annual Account, News Letter, Prospectus, Brochures, Journals, Note sheets, Diary, Calendar, Letter Pad, Identity Card of Students and Staffs, Visiting Card, Poster/Banner, Pamphlets, Souvenirs, Envelopes, Answer Sheets etc.

Central University of Jharkhand reserves all the rights to modify or add any or all the categories as per the requirement from time to time.

5 Terms & Conditions for Vendor Registration / Empanelment as a Printer and Supplier

5.1 General Clause

5.1.1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work / purchase order.

5.1.2. The University reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the University in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered vendors in the panel of Central University of Jharkhand.

5.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per terms and condition mentioned in the work order of Central University of Jharkhand and keep the University informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

5.1.4. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.

5.1.5. This document is treated as a valid contract between Central University of Jharkhand and Vendor and adherence to all aspects of fair trade practices in executing the purchase

orders / work orders placed by the University from time to time during the registration period.

5.1.6 In case of empanelled vendor is found in breach of any terms & condition(s) of the University or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by the university besides debarring and blacklisting the vendor concerned for at least three years for further dealings with the Central University of Jharkhand.

5.1.7 The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. All those firms which are registered and confirmed shall be entertained for various queries.

5.1.8 All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with the University, empanelled vendors are required to quote the Registration No.

5.1.9 The University has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

5.2 Price Variation Clause

During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for the University, the vendor must voluntarily pass on the price difference to the University with immediate effect.

5.3 Indemnity



The selected vendor shall indemnify the CENTRAL UNIVERSITY OF JHARKHAND and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof Central University of Jharkhand. User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the Work order.

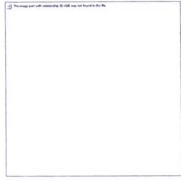
5.4 Termination for Default

a) Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the Work order or any extension thereof granted by the University. ii) If the vendor fails to perform any other obligation(s) under the empanelment.

b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from the University (or takes longer period in-spite of what the University may authorize in writing), The University may terminate the empanelment/ Work Order in whole or in part.

5.5 All disputes in this connection shall be settled in Ranchi, Jharkhand Jurisdiction only.


I/c purchase




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APPLICATION FORM FOR REGISTRATION
(For empanelment of vendors for various printing job)

CUJ/P&S/Empanelment/01/2019/.....

Dated/04/ 2019

Category.....

Category Code

1. Name of the Organisation :

2. Head Office / Registered Office :

Telephone No/mobile No. :

Fax No. :

Email :

Web site (if any) :

Date of Establishment :

3. Name of Chief Executive / Proprietor / Partners with Designation :

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(a) Telephone No./Mobile No. : (b) Email :

4. Name of Contact Person :

Telephone No./Mobile No. :

Email :

5. Type of Organization

(a) Proprietary

(b) Partnership

(c) Private Limited Company

(d) Public Limited Company

(e) Public Sector

Documents to be enclosed

Trade License

Partnership Deed / Trade License

Memorandum of Article

Certificate of Registration / Trade

License

7. Audited Annual Turnover during last 3 years (₹ 50.00 Lakhs) (Enclose Chartered Accountant's certification & Income Tax Return Copy)

Financial Year	Rs. in Lakh
2018-19	
2017-18	
2016-17	

8. Commercial Information Registration (Enclose Attested Copy wherever Applicable).

Sl. No.	Information	Details
1	GST/CST Registration No.	
2	TIN No. (if any)	
3	Excise Registration No. Trade / Factory License No.	
4	PAN No.	
5	Details of Registration Certificate with DGS&D/NCCF	
6	SSI/NSIC Certificate	
7	Relevant IISI/ SO Certificate, if any	
8	Experience in printing of annual Report, Calendar, Diary, Prospectus, etc. during last 3 years.	
9	Registration Form along with non-refundable fee of ₹ 2,000/- (₹ Two Thousand only)	
10	Bank Details : Account No.	
11	Name of Bank & Branch	
12	IFSC Code	

9. Details of Registration fee (₹ 2,000/-)

D.D. No..... Date:

Bank:

DECLARATION BY VENDOR

I/ We confirm that
 The information furnished is correct to the best of my knowledge and belief, and if at any stage it is found to be false my registration will be cancelled and Registration fee will be forfeited.

.....
 (Signature of Proprietor/Partner/Chief Executive)
 Full Name

Place:

(Official Seal)

Date: