

## Notice Inviting Tenders

Sealed tenders affixed with revenue stamp worth ₹ 10 based on two bid system are invited from experienced, reputed, eligible, registered and professional Printing Houses for Merit Based and Entrance Test (CLUJET-2020) Based Admission cum Information Brochure to the various courses of Schools and Constituent Colleges of Cluster University of Jammu. Tenders are to be submitted on prescribed tender forms which can be obtained from the office of the undersigned costing Rs. 500/- (Rupees Five Hundred Only) in the shape of Demand Draft favoring Registrar, Cluster University of Jammu, w. e. f. 24/02/2020 to 16/03/2020 on all working days. The tender document for **“ADMISSION CUM INFORMATION BROCHURE FOR ACADEMIC SESSION 2020-21”** along with the terms and conditions can be obtained from the office of undersigned on any working day or downloaded from the University website [www.clujammu.in](http://www.clujammu.in). The sealed tenders through Registered Post/Speed Post only should reach the office of Dean Academic Affairs, Cluster University of Jammu (Campus Govt. G. M. Science College, Jammu) by or before 3:00 PM of 16/03/2020.

The intending Tenderes shall have to deposit Earnest Money of ₹20,000/- (Rupees Twenty thousand only) in the form of CDR pledged to Registrar, Cluster University of Jammu, payable at Jammu. Tender without Earnest Money and received after the prescribed date and time will not be entertained. The Earnest Money of the successful tenderers shall be adjusted against the Security Deposit which shall be refunded after the completion of the contract. The date of opening of tenders by the Admission Brochure Committee shall be communicated separately to the tenderers who wish to be present.

The Admission Brochure Committee reserves the right to reject any or all the tenders without assigning reasons thereof.

Sd/-

**Registrar**  
**Cluster University of Jammu**

No: CLUJ/Acd/20/3086

Date: 20/02/2020

## Terms & Conditions:

1. The tender should reach this office by or before 16/03/2020 up to 3.00 PM addressed to Dean Academic Affairs, Cluster University of Jammu (Campus Govt. G. M. Science College, Jammu), along with the Earnest Money Deposit (EMD) of ₹20,000/- (Rupees Twenty Thousand only) in the shape of Bank Draft in favour of Registrar, Cluster University of Jammu payable at Jammu.
2. The tender are to be submitted in the following manner:
  - a) Envelope No.1 (**Technical Bid**) should contain the technical information and undertaking of the document as per **Annexure "A"**. It should also contain the photocopy of the tender document with each page duly signed by authorized signatory of the bidder.
  - b) Envelope No.2 (**Financial Bid**) should be marked as Financial Bid and should contain Financial Bid Performa. The rates are to be quoted on the Annexure "B".
  - c) Envelope No.3 (**Master Envelope**) should contain the Technical Bid and Financial Bid and should be super scribed as "**ADMISSION CUM INFORMATION BROCHURE FOR ACADEMIC SESSION 2020-21**" In case the bidder(s)/successful bidder(s) are found in breach of any condition(s) of tender at any stage, legal action as per rules/Laws shall be initiated against the agency concerned. In such case, security money deposit shall be forfeited.
3. The tender not submitted in the prescribed format or incomplete in details is liable for rejection. The Cluster University of Jammu is not responsible for non-receipt of Tender within the specified date or time due to any reason including postal delays or holidays.
4. Agency is required to quote the rates as per the format given as Annexure B.
5. **Penalty Clause:** Agency has to complete the work as per agreed schedule and strictly in accordance with the terms and conditions of the tender. A penalty @ 1% per day of delay shall be imposed beyond the date as fixed in the work order of the University. The penalty imposed can be waived off by the Competent Authority for the reasons beyond the control of the Agency. In the event of failure to complete the work in the stipulated period, the Cluster University of Jammu reserves the right to get the work done from any agency at the risk and cost of the successful Agency. The Earnest Money Deposit (EMD) will be forfeited if the Vendor withdraws or amends, impairs and derogates from the tender in any respect within the period of validity of tender.
6. The Agency shall not sub-let or assign all or any part of the work to any third party.
7. Agency would be required to sign an agreement as per the format of the University.
8. The entire work is of a time bound nature and the agency will have to execute work as per the agreed schedule.
9. Payment will be released on satisfactory completion & certification of all the work assigned to the agency.

10. Income Tax, Goods & Services Tax or any other tax imposed on the Printing House by the Government shall be exclusively borne by the firm and the Cluster University of Jammu will not have any such liability on account of any Tax.
11. The Cluster University of Jammu reserves the right to reject or cancel any or all the proposals without conveying any reason.
12. The successful bidder shall have to provide the services as and when required by the University. The tender not submitted in the prescribed format or incomplete in details is liable for rejection.
13. In case the firm fails to supply the services agreed upon within the specified period, the services will be procured from open market and the difference of cost, if any, shall be recovered from the security deposit or from pending bills of defaulting firm by issuing notice. The office may take necessary action for blacklisting such firm.
14. All the firms participating in the tendering process must submit a list of their owner(s)/partners etc. along with their contact numbers and a Certificate/ Undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered /pending against the firm.
15. In case any of the firm is providing these services to any of the Government Department/University or Office details thereof may also be furnished along with the rate(s) offered to these Departments.
16. A copy of the terms & conditions duly signed by the tenderer as a token of having understood and agreed to the same should be attached with the technical bid as per **Annexure C**.
17. In case of any dispute/s, arising out of this contract during its tenure of operation on the same shall be subject to the jurisdiction before Courts of Law in Jammu city only.
18. The tenderer should be having annual turnover worth **Rs.40.00 Lac** or more. Copies of the IT returns/Balance sheets etc. along with the copies of vendor/firm's audited accounts, wherever is applicable for the last three financial years shall be furnished. The tenderer's/firm must be registered with Goods and Service Tax Department for supply/services. Copies of such certification-mentioning registration number etc. shall be furnished along with tender/quotation.
19. Agency, if hired from outside the State should have designated authorized representative locally available in Jammu to deal and co-ordinate with the Cluster University of Jammu during the period of Composing / Printing of the Admission cum Information Brochure.
20. **Validity Period of Agreement:** The Contract period will be for one year i.e. 2020. This may be extended further, if the performance is found satisfactory, on mutual consent on the same rates and terms and conditions.

## Annexure- A

### Proforma for Technical Bid

The details in respect of company/firm are as under:

Name of firm & Address	
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	Proforma	Yes/No	Page No.
1	Name of the authorized person		
2	Phone/Mob. No. & Mailing Address		
3	PAN Number (include photocopy of the PAN Card)		
4	Date of Registration of the Firm, copy of Registration Certificate must be enclosed for documentary proof.		
5	The bidder should have GST Registration Certificate, copies of the documentary proof of the same must be enclosed.		
6	The bidder must have filed Income Tax Return of the last three financial years (2016-17, 2017-18 & 2018-2019) copies of the documentary proof of the same must be enclosed.		
7	Terms and Conditions duly signed to be enclosed by the Vendor/firm as per <b>Annexure "C"</b> .		
8	Cost of Tender Forms. Detail of DD		
9	Bank draft for EMD Details.		
10	Certificate/Undertaking to the effect that the vendor/Firm has not been black listed by any Government Agency/Department		
11	The firm must have annual turnover of ₹ 40.00 Lakh with documentary proof must be enclosed.		
12	All pages of the tender document and all enclosures are to be serially numbered and signed by the bidder.		
13	Detail of quality control procedure.		

Seal & Signature of the authorized person \_\_\_\_\_

## Annexure - B

### Proforma for Financial Bid

S. No.	Scope of work	Rate of the Admission cum Information Brochure 2020-21 Inclusive of all Taxes  (Amount ₹)
1.	<b>I. Paper &amp; Printing of Inner Pages:</b> Size 8.25 x 11 Inner Pages containing 38 leaves (76 pages), both side printed paper in multi colour (130 gsm Art Paper )	Rate Per Page (A) = _____ Rate for 76 Pages (B) = _____
	<b>II. Paper &amp; Printing of Title Pages:</b> Size 8.25 x 11” Title Pages containing 02 leaves (04 pages), both side printed paper in 4 coloured printing, & Spot UV (300 gsm Art Paper )	Rate for 04 Pages (C) = _____
	<b>II. Perfect Binding with Matt Lamination</b>	Rate for 80 Pages (D) = _____ (B+C)
2.	Total Rate of a Copy of Admission Cum Information Brochure (A+B+C+D)	_____

- Note:**
1. No. of copies to be printed = 12,000 ± 1000. However, the number of copies can be increased and the concerned Agency shall have to supply the Admission cum Information Brochure as per the requirement of the University.
  2. Rates shall be mentioned per page separately for “A” as the number of pages may extend beyond 80 pages. The payment shall be decided on the basis of actual printed pages.
  3. Time of delivery: Within four weeks (28 days) after the receipt of work order and required material to be printed by the Agency.
  4. Sample of Last Year’s Admission Brochure can be seen from the office of the Dean Academic Affairs during working hours.

Signature of the authorized person \_\_\_\_\_

Seal of the firm/agency \_\_\_\_\_

## Annexure- C

**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE  
TENDER DOCUMENT "ADMISSION CUM INFORMATION BROCHURE FOR ACADEMIC SESSION  
2020-21"**

(To be put in sealed envelope super-scribed with Technical Bid for "ADMISSION CUM INFORMATION  
BROCHURE FOR ACADEMIC SESSION 2020-21")

To

Dean Academic Affairs,  
Cluster University of Jammu  
(Campus Govt. G. M. Science College, Jammu)

Sir,

I have carefully gone through the Terms & conditions contained in the Tender Notice dated \_\_\_\_\_ regarding "**ADMISSION CUM INFORMATION BROCHURE FOR ACADEMIC SESSION 2020-21**" by the Cluster University of Jammu.

I declare that all the Terms & Conditions of this Tender Notice are acceptable to my firm/company. My firm does not have any conditions of its own in respect of tender being submitted for "**ADMISSION CUM INFORMATION BROCHURE FOR ACADEMIC SESSION 2020-21**". I further declare that I am an authorized signatory of the Firm/company and am competent to make this declaration.

Yours Very Truly

Name: -

Designation: -

Name of the Firms: -

Address: -

Official Seal: -

## Annexure D

### LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

**Subject: - Authorization for attending Bid opening on \_\_\_/03/2020 in the Tender Notice No. CLUJ/Adm/\_\_\_ dated \_\_\_\_/2020.**

Ms / Mr/ Mrs. \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_ is  
hereby authorized to attend the Bid opening for the tender mentioned above on  
behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Specimen signature of person Authorized \_\_\_\_\_

Signature of the Bidder \_\_\_\_\_

**Note:**

1. Only one representative will be permitted to attend bid opening.
2. Permission for entry to the hall where bids are opened may be refused in case authorization letter as above is not produced before the bid opening committee.

## Annexure E

### Contract Agreement Form:

1. This agreement is made this day \_\_\_/03/2020 between \_\_\_\_\_ (Name of the firm/company), hereafter called “Tenderer” the first party which expression shall include his heirs, executors and administrators/ their successors, and Cluster University of Jammu hereinafter called “CLUJ”, the second party, hereafter include its successors and assignees.
2. That WHEREAS the first party shall and will supply services/documents covered under Tender Notice No. CLUJ/Acd/\_\_\_\_\_ dated \_\_\_/03/2020 at the rates quoted by Tenderer vide their Financial Bid and as per Terms & Conditions given in the aforesaid quotations which shall become part and parcel of this agreement.
3. That the first party would raise bill and the payment shall be made after scrutiny of the material supplied.

IN WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ TWO THOUSAND NINETEEN.

- i. Witness for Tenderer \_\_\_\_\_
- ii. Authorized Signatory for Tenderer \_\_\_\_\_
- iii. Witness for CLUJ \_\_\_\_\_
- iv. Authorized Signatory for CLUJ \_\_\_\_\_