



CLUSTER
UNIVERSITY
OF JAMMU

Tender

for

Printing and Binding Rates

(2021 -2022)

Estate Office,

Cluster University of Jammu,

G.G.M. Science College, Canal Road, Jammu

email. estatecluj@gmail.com

website. www.clujammu.in



CLUSTER UNIVERSITY OF JAMMU

INDEX

S.No.	Title	Page No.
1.	Advertisement	0
2.	Notice Inviting Tenders	1
3.	Terms and Conditions	2
4.	Proforma for Technical Bid (<i>Annexure A</i>)	6
5.	Declaration regarding acceptance of terms & conditions (<i>Annexure B</i>)	7
6.	Letter of Authorization for attending Bid Opening (<i>Annexure C</i>)	8
7.	Contact Agreement Form (<i>Annexure D</i>)	9
8.	Proforma for Financial Bid (<i>Annexure I</i>)	10





CLUSTER UNIVERSITY OF JAMMU

NOTICE INVITING TENDERS for Printing and Binding Rates for 2021-22

The Cluster University of Jammu invites tenders based on two bid system from the Registered Firms for Printing and Binding Rates for the year 2021-22 as per detail given hereunder:-

S.no.	Reference to Item	Earnest Money	Cost of Tenders
1.	Printing and Binding Rates as per details given in Annexure-I	Rs. 10,000/-	Rs. 500/-

General Conditions:-

1. The detailed tender is available on University website www.clujammu.in.
2. The tender, complete in all respect, should reach the office of the **Assistant Registrar(Estate)**, Cluster University of Jammu located at Administration Block adjoining G.G.M. Science College, Jammu on or before 28/09/2021 before 03.00 p.m.
3. The Cost of Tender of Rs.500/- in the shape of Bank Draft drawn in favour of **Registrar**, Cluster University of Jammu and CDR for **Rs.10,000/-** pledged to the **Registrar**, Cluster University of Jammu must be accompanied with the tender without which the Tender shall be rejected.

Sd/-

Assistant Registrar(Estate)
Cluster University of Jammu

No. CLUJ/Estate/2021-22/265

Dated: 13/09/2021



Notice Inviting Tenders

Sealed tenders affixed with revenue stamp worth ₹20/- based on two bid system are invited from experienced Suppliers for "*Printing and Binding Rates*" as per list enclosed at *Annexure "I"* for Cluster University of Jammu and its Constituent Colleges for approval of rates for the financial year 2021-22. Tenders are to be submitted strictly as per prescribed tender forms which can be downloaded from the University website www.clujammu.in and the Tender Fee of ₹500/- (Rupees Five Hundred Only) must be enclosed with the Technical Bid (*Annexure A*) in the shape of Demand Draft favoring Registrar, Cluster University of Jammu.

The specification of the Tender Items along with the terms and conditions are also available alongside on the University website. The sealed tenders duly filled on the devised format must reach the office of **Assistant Registrar(Estate)**, Cluster University of Jammu (*Campus GGM Science College Jammu*) through Registered Post/Speed Post only by or before 03.00 PM of 28/09/2021.

The intending tenderers shall have to deposit Earnest Money of ₹10,000/- (*Rupees Ten 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 financial year 2021-22. The date of opening of tenders by the Central Purchase Committee shall be communicated separately to the tenderers who wish to be present.

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

No: - CLUJ/Estate/2021-22/265

Date: - 13/09/2021

Sd/-

Assistant Registrar(Estate)
Cluster University of Jammu



Terms & Conditions

1. ALL THE TERMS AND CONDITIONS LAID DOWN HEREINAFTER MUST BE STRICTLY ADHERED TO. FAILING SO WILL RESULT IN THE REJECTION OF THE TENDER OUTRIGHLY.
2. The tender should reach this office by or before 28/09/2021 up to 3.00 PM addressed to **Assistant Registrar(Estate)**, Cluster University of Jammu (Campus GGM Science College Jammu), along with the Earnest Money Deposit (EMD) of **₹10,000/-** (Rupees Ten Thousand only) in the shape of Bank Draft in favour of **Registrar**, Cluster University of Jammu payable at Jammu.
3. The tender are to be submitted in the following manner:-
 - i. Envelope No.1 (Technical Bid) should contain the technical information and undertaking of the document as per *Annexure "A"*. **(Note: It should also contain the photocopy of the tender document with each page duly signed by authorized signatory of the bidder.)**
 - ii. Envelope No.2 (Financial Bid) should be marked as Financial Bid and should contain Financial Bid Performa. Only rates are to be quoted on the *Annexure "I"*. **(Note: Any cutting or any overwriting except the rates to be quoted in will out rightly reject the tender)**
 - iii. Envelope No.3 (Master Envelope) should contain the Technical Bid and Financial Bid and should be superscripted as "*Tender for Printing & Binding Rates for 2021-22*".
4. 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.

5. The successful bidder shall have to supply the Items to the Cluster University of Jammu and its Constituent Colleges within 10 days from the date of issue of supply order.
6. In case the firm fails to supply the Items within the specified delivery period, the material 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.
7. The rate(s) shall be inclusive of all taxes and is to be quoted on the devised format enclosed as *Annexure 'I'*.
8. The period of contract will be for financial year 2021-22 and the quoted rates shall remain effective for the financial year 2021-22. The period of contract can be extended for further period, if required, on the mutually agreed terms & conditions and on the basis of performance of the firm.
9. The requirement of consumable items can be increased or decreased and the firm has to supply the items during the period of contract.
10. No request for increase of rate shall be entertained during the period of contract nor will the firm raise the same. Payment will be made within 35 days from the date of supply of material as per the supply order.
11. 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 (affidavit duly Notarized on Stamp Paper worth Rs. 100/- in clear and un-ambiguous language) to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered /pending against the firm.
12. The approved firm shall have to supply the printed material if any marked with "**Cluster University of Jammu**" with University Logo.
13. In case any of the firm is providing these items to any of the Government Department or Office/Educational Institutional/State Autonomous Bodies details thereof may also be furnished along with the rate(s) offered to these

Departments/Organizations.

14. Incomplete or conditional tenders will be out rightly rejected.
15. 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.
16. All pages of tender documents should be duly signed and stamped by the bidder.
17. The rate quoted must be inclusive of all taxes and F.O.R. Jammu (Constituent Colleges of Cluster University of Jammu).
18. The bidder must give a declaration regarding acceptance of terms and conditions in the tender document as per *Annexure 'B'* attached to the tender document.
19. The Committee does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever.
20. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected.
21. Canvassing in any form by the tenderers/vendors will result in rejection of their tenders.
22. In case of any dispute(s) arising out of this contract during its tenure of operation the same shall be subject to the jurisdiction before courts of law in Jammu only.
23. The tenderer should be having annual turnover worth Rs.10.00/-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.
24. The Tenderers/Firms 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.
25. The samples of non branded items shall be sent in a sealed box with the

tenders.

26. The successful tenderers shall have to enter in agreement with the Cluster University of Jammu as per the terms & conditions of the Tender enclosed as *Annexure 'D'*.
27. The rates for Printing should be inclusive of cost of paper.
28. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying Tenderer.
29. The lowest quoted Bidder(s) shall be chosen on the basis of total lowest bid price received which includes printing and binding in addition to the paper which is to be provided by the Bidder(s) as well.



Annexure - A

Proforma for Technical Bid

Name of Firm:

Address:

Contact No.

S.No.	Detail /Conditions	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	The bidder should have GST Registration Certificate, copies of the documentary proof of the same must be enclosed		
5	The bidder must have filed Income Tax Return of the last three financial years, copies of the documentary proof of the same must be enclosed(2018-19, 2019-20 & 2020-21)		
6	Terms and Conditions duly signed to be enclosed by the Vendor/Firm		
7	Tender Fee. Detail of DD		
8	Bank draft/CDR for EMD Details		
9	Certificate/Undertaking to the effect that the vendor /Firm has not been black listed by any Government Agency/Department		
10	The firm must have annual turnover of ₹ 10.00 Lakh with documentary proof must be enclosed		
11	The bidder should have experience of working with the Govt. Organization during the last three years. Copies of the work orders received from them should be enclosed as proof		
12	All pages of the tender document and all enclosure are to be serially numbered and signed by the bidder		

Note: Photocopies of all the documents mentioned is to be attached herewith.



Annexure - B

**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS
CONTAINED IN THE TENDER DOCUMENT FOR PRINTING & BINDING
RATES FOR THE YEAR 2021-22:**

(To be put in sealed envelope super-scribed with Technical Bid for Printing & Binding Rates for the year 2021-22)

Registrar,

Cluster University of Jammu

(Campus GGM Science College, Jammu)

Sir,

I have carefully gone through the Terms & conditions contained in the Tender Notice No. CLUJ/Estate/2021-22/____ dated ____/09/2021 regarding Printing & Binding Rates for the year 2021-22 by the Cluster University of Jammu and its Constituent Colleges.

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 bids/quotation being submitted for Printing & Binding Rates for financial year 2021-22. 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 Firm:

Address:

Official seal:

--



Annexure - C

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Subject: - *Authorization for attending Bid opening on __-__-2021 in the Tender Notice No. CLUJ/Estate/2021-22/_____ dated : __-09-2021.*

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 the
Authorized Person

Signature of the bidder

Note: -

1. Only one representative will be permitted to attend the 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 - D

Contract Agreement Form:

1. This agreement has been made this day of __-__-2021 between (Name of the Firm/Company), hereafter called "Contractor" 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 for Printing & Binding Rates covered under Tender Notice No. CLUJ/Estate/2021-22/_____ dated: __-09-2021 at the rates quoted by Contractor 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 OF2021.

- i. Witness for contractor
- ii. Authorized Signatory for Contractor
- iii. Witness for CLUJ
- iv. Authorized Signatory for CLUJ



CLUSTER UNIVERSITY OF JAMMU

RATE SCHEDULE OF BINDING OF VARIOUS FORM AND BOOKLET FOR THE YEAR 2021-22

Note: Binding material to be provided by the press

S. No	Size	Ordinary Binding Card board on both side covered with marble paper	Binding of resister full cloth binding	Binding of Register with full rexins	Cover binding with one side card board	Rexin biding Registers with leather back and corner
	20"x30" full					
	20"x30" /2					
	20"x30" /4					
	20"x30" /8					
	20"x30"16					
	17"x27" full					
	17"x27" /2					
	17"x27" /4					
	17"x27" /8					
	18"x22" full					
	18"x22" /2					
	18"x22" /4					
	18"x22" /8					



CLUSTER UNIVERSITY OF JAMMU

BINDING STICHING GATHERING COLLECTTING (Rate / 100)

S. No	Size	17"x27"/4	17"x27"/8	20"x30"/8	20"x30"/16	23"x36"/8	23"x36"/16
	4 pages						
	8pages						
	16 pages						

Rate for Perforation: Rs. _____ per Book/1000 if loose form

Rate for Numbering: Rs. _____ per book/ 1000 Number if loose form

Letter pad (per 100 forms) on A-4 Executive bond

Multicolour Colour (A-4 Executive bond)

20"30" /8 Multicolour (Executive bond)



CLUSTER UNIVERSITY OF JAMMU

RATE OF VARIOUS FORM, BOOKLET & REGISTER OF DIFFERENT SIZE FOR THE YEAR 2020-2021

S.No	Description	Specification	Rates
1	Attendance Register	Size 17" x 27" / 2 = 200 Lvs Ledger paper ballalpur 70 Gsm both side printing, Binding with card Board on both side	
2	Issue Register	Size 17" x 27" / 2 = 200 Lvs Ledger paper ballalpur 70 Gsm both side printing, Binding with card Board on both side	
3	Received Register	Size 17" x 27" / 2 = 200 Lvs Ledger paper ballalpur 70 Gsm both side printing, Binding with card Board on both side	
4	Challan Book	Size 18" x 22" / 4 = 200 Pages in duplicate 1 st copy 60 Gsm white, 2 nd copy yellow colour, perforation numbering and binding	
5	Diary for Driver	Size 18" x 22" / 4 white paper 200 pages, Binding with both side card Board as per sample	
6	Despatched Register	Size 17" x 27" / 2 = 200 Lvs Ledger paper ballalpur 70 Gsm both side printing, Binding with card Board on both side and Numbering	
7	File movement Register	Size 17" x 27" / 2 = 200 pages Ledger paper ballalpur 70 Gsm both side printing, Binding with card Board on both side and Numbering	
8	Material Receipt Register	Size 17" x 27" / 2 = 200 Lvs Ledger paper ballalpur 70 Gsm both side printing, Binding with card Board on both side and Numbering	
9	Peon Book	Size 17" x 27" / 2 = 200 pages Ledger paper ballalpur 70 Gsm both side printing, Binding with card Board on both side and Numbering	
10	Ruled Register	17" x 27" / 4 200 Lvs white paper 70 Gsm Rulling & Printing, binding with both side card board	
11	Receipt Register	Size 17" x 27" / 2 = 200 Lvs Ledger paper ballalpur 70 Gsm both side printing, Binding with card Board on both side and Numbering	

12	Slip Pad	Size 18"x22/8 =100 pages Printing with logos and binding as per sample	
13	Stock Register	Size 20"x30/4= 250 Lvs Ledger paper Ballapur printing both side, Binding with card board on both side cover and full cloth and numbering	
14	Stock Register with index	Size 20"x30/4 =400 Lvs both side gatta superior binding full cloth and numbering as per sample	
15	Practical file	As per sample (Rate to be quoted per pages)	
16	Superintend files	As per sample (Rate to be quoted per pages)	
17	Answer Book Slip	As per sample (Rate to be quoted per pages)	
18	Paper setting files	As per sample (Rate to be Quoted Per pages)	
19	Forms	18'x22/4 (Rate to be quoted per pages)	
20	Forms	17'x27/4 (Rates to be quoted per pages)	
21	Examination forms	17''x 27/2 (4 pages)	
22	Files Cover	printing with name and logos(As per sample)	
23	File Cover Laminated	As per Sample	
24	Envelopes	9"x4 Printing with name & logo	
25	Envelopes	5"x11 Printing with name & logo	
26	Envelopes Window	5"x11 Printing with name & logo	
27	Envelopes Laminated	10x12 printed with name & logo	
26	Folder	Multicolour Printing (As per sample)	
27	Folder	Black & white (As per Sample)	

28	Migration Certificate Book	17x27/4 Ledger paper only Ballalpur(Binding as per sample	
27	Provisional Certificate	17x27/4 Ledger paper only Ballalpur (Binding as per sample)	
28	Marks Certificate Book	17x27/4 Ledger paper only Ballalpur (Binding as per sample)	
29	Certificate A4 size	Multicolour printing (As per sample)	
30	Certificate A3 Size	Multicolour printing (As per sample)	
31	Letter pad	Size A4 100 pages bond paper 100Gsm as per approved sample	
32	Visiting Card	As per approved sample	
33	Invitation Card	8''x5''	