

जम्मू केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JAMMU
Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K)



Notice Inviting Tender : Open Tender

No. CUJ/Procurement/F.05/T.N.02/2015-16

Sealed tenders are invited from original manufacturers / authorised dealers / reputed firm to supply and to print stationary material for the Central University of Jammu. The detailed tender form can be had from the University through D.D. of **Rs. 1,000/-** drawn in favour of Central University of Jammu payable at Jammu or log on to **www.cujammu.ac.in**.

Last date for receipt of tender : **12.02.2016** by 3:00 p.m.
Date of opening of bid : **12.02.2016** at 3:30 p.m.

Registrar

जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu

Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K)
Ph: 01923-249 643 & Website: www.cujammu.ac.in

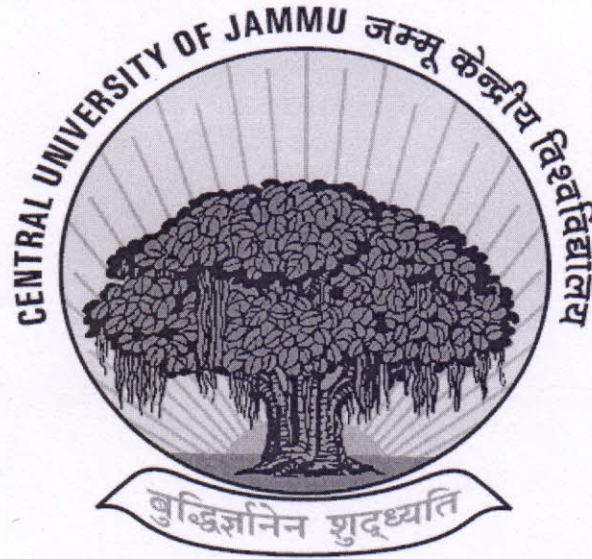
No. CUJ/Procurement/F.05/T.No.03/2015-16/

Date: 20th January, 2016

Cost of tender documents: **Rs. 1,000/-**

Issued to: **M/s.**

**TENDER DOCUMENTS CUM RATE CONTRACT AND REGISTRATION OF FIRMS
TO SUPPLY AND TO PRINT STATIONARY ITEMS FOR THE CENTRAL
UNIVERSITY OF JAMMU**



Last date and time to submit the bids : 12.02.2016 by 3.00 p.m.

**Date and time of opening of bids at University Campus,
Rahya-Suchani (Bagla), District Samba-181143, Jammu
(J&K), Tel: 01923 – 249643** : 12.02.2016 at 3.30 p.m.
(in presence of the bidders)

Chapter-I: Instructions to the bidders

1. **Preface:** The Central University of Jammu is presently functioning from two campuses, Administrative Block at Rahya-Suchani (Bagla), District Samba, Jammu and Temporary Academic Block & Hostels at Sainik Colony, Jammu. The University intends to supply and to print stationary for the University at both the campuses from OEM / authorized dealers / reputed firm.
2. **Submission of tender:** The sealed tenders are invited to supply and to print stationary under **two bid system**, viz. **Technical bid** (filled in Annexure-I duly signed and stamp, consisting all technical details, make of items along with commercial terms & conditions, EMD, relevant documents and DD of Rs. 1,000/- (if downloaded tender form is used) and **Financial bid** (indicating item wise make & price for each item mentioned in Annexure-II (A & B), in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly. Both the sealed envelopes should be kept in a third envelope on which it should be super scribed '**Tender for stationary and printing**'.
3. **Quotation of stationary and printing:** The bidder is required to furnish the information as mentioned at Annexure-II. The bidder can quote for both the parts (A & B) of stationary and printing or all the items / part of its items as mentioned at Annexure-II and should agree to accept the part supply order as per the criteria of lowest quoted bid for each item. Unit prices are to be quoted both in figures and in words. In case of a discrepancy, that quoted in words / least will be taken as valid.
4. **Opening of bids:** Initially the technical bids will be opened and scrutinise. The firms who meets the basic requirement as per documents furnished, may be invited for full fledged display / demonstration / to present the samples before opening of financial bid. The University will not bear any cost for presentation of samples. The committee of the University will inspect the samples, may visit the show room / items supplied at other organizations to ascertain the quality. The University may shortlist three to four best quality firms. The financial bid will be opened for those firms who qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.
5. **Selection of firm:** The firm will be selected among the technically qualified shortlisted firm and items will be considered on lowest quoted item wise. Further, if the committee found that the quality of lowest quoted firm is not satisfactory, the committee may recommend and consider to the next lowest quoted firm. The decision of the committee will be final in this regards. The University may procure the items from other firms at L-1 rates, if required.
6. **Availability and submission of tender form:** The tender documents can be obtained in person from Procurement Branch, Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K) (Tel: 01923-249657) on payment of **Rs. 1,000/-** through DD favouring "*Central University of Jammu*" payable at Jammu during working hours (10:00 to 17:00 hrs). The tender form can be downloaded from University website (www.cujammu.ac.in) and to submit along with the cost of tender form of Rs. 1,000/- and EMD. The downloaded tender form without cost of tender form will not be accepted. Last date to submit the tender is **12.02.2016** by **3:00 p.m.** The filled in tender form can be dropped in tender box at the above address or can be sent through post. The bids will be opened on the same day in presence of the bidders at **3:30 p.m.** or

M. A.

