



**Central University of Jammu**  
Rahya-Suchani (Bagla), Distt. Samba, Jammu, J&K-181 143  
[www.cujammu.ac.in](http://www.cujammu.ac.in) , Ph: 01923-249658

**EOI No.- 02(2018-19)**

**EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT OF PRINTERS FOR PRINTING & DESIGNING WORK**

Date of release of EOI	11.05.2018
Last date and time for receipt of EOI	01.06.2018; 3.00PM
Earnest Money Deposit (EMD)	Rs.10000/-

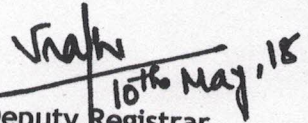
Expression of Interest (EOI) submitted by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CENTRAL UNIVERSITY OF JAMMU

## EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF PRINTERS FOR PRINTING & DESIGNING WORK

1. Central University of Jammu (CUJ) invites Expression of Interest (EOI) from prospective printers for empanelment in the University's panel for a period of two years. During the said period, eligible empanelled printers shall be printing & supplying Books, Technical Brochures/Bulletins, Annual Reports, Posters, Pamphlets, Newsletter, Calendars, Diaries, Magazines, Visiting Cards, Letter Heads, Registers/Ledgers, Folders, File covers, Letterheads, Plastic folders, visiting cards, Banners, Flex Board etc. to the University as per terms and conditions stipulated by the University from time to time.
2. Printers satisfying the eligibility criteria are requested to submit their EOI applications complete in all respects to the Registrar, Central University of Jammu, Rahya-Suchani (Bagla), Distt. Samba, Jammu -181143 J&K in a sealed envelope superscribed as "APPLICATION FOR EMPANELMENT OF PRINTERS FOR PRINTING & DESIGNING WORK".
3. Expression of Interest application along with self-attested copies of all the relevant supportive documents should be submitted in a sealed cover addressed to the Registrar, Central University of Jammu, Rahya-Suchani (Bagla), Distt. Samba, Jammu, J&K-181143 latest by 01.06.2018 by 3.00PM. Technical bids will be opened on same day i.e. 01.06.2018 at 4.00 PM at Central University of Jammu, Rahya-Suchani (Bagla), Distt. Samba, Jammu, J&K-181143.
4. All pages of the Expression of Interest application, terms & conditions and supportive documents should be duly signed by the authorized signatory and seal of the printer firm should be affixed on every page of the document.
5. Earnest Money Deposit (EMD) for Rs.10000/- (Rupees Ten Thousand Only) in the shape of Demand Draft/FDR favouring "Finance Officer, Central University of Jammu", payable at Jammu should be enclosed in a separate sealed envelope.
6. Format of empanelment application and terms & conditions stipulated should not be altered by the applicant. In case, it is found at a later date that any of the clauses in application or terms & conditions was altered by the applicant, empanelment of such applicant printer will be cancelled forthwith and they will be debarred from applying for empanelment in the University in future.
7. Tender shall be valid for a period of 90 days from the date of opening of tender.

  
Deputy Registrar  
(Goods & Services wing)  
16th May, 18

**A. ELIGIBILITY CRITERIA:**

1. Minimum experience of two years in the field of printing and designing works preferably in handling similar works for Government Departments/ Universities/ Educational Institutions/Boards/Corporations etc.
2. An annual turnover of at least Rs.5.00 lakhs for last two years with at least one single job execution of a minimum of Rs.1.00 lakh for printing & designing work. Proof of the same should be attached by the applicant firm.
3. The applicant firm must have an office and printing unit in district Jammu OR Samba (J&K).
4. Should have all the valid registration documents for compliance to all statutory requirements like GSTIN / PAN no. etc.
5. The applicant firm must be registered as a printing press.
6. The applicant firm should have complete unit with necessary infrastructure of their own for usual design, preparation of art work, designing, composing & printing etc. Applicant firm/Printing unit should have required technical infrastructure / in-house facility to develop new designs. They should have capacity to incorporate various special features that the university may stipulate from time to time.
7. Printing jobs are to be taken up on total cost basis including delivery on FOR University campus basis.
8. An onsite inspection will be undertaken by the Evaluation Committee of Central University of Jammu before empanelment.

**B. PROCESS FOR ALLOTMENT OF SPECIFIC JOBS:**

1. Expression of Interest (EOI) received in response to this tender will be evaluated by the Evaluation Committee of the University which may/will also undertake an onsite inspection OR the qualified firm will be asked to make a presentation regarding their technical capabilities.
2. Eligible Firms empanelled through this process will be supplied with a detailed scope of work from time to time for obtaining financial quotes. Work will be awarded to L-1 bidder.
3. After opening of financial bids, if more than one bidder have quoted L-1 rate, University shall call revised quotes from the firms quoting L-1 rate requesting them to offer finer rates without compromising the quality of work. Then all such fresh quotes will be opened and L-1 bidder will be arrived at. In the event of getting more than one L-1 bidder even after this process, the quantity will be split equally among the L-1 bidders.
4. Eligible Empanelled firms will furnish performance security of Rs.25000/- (Rupees Twenty Five Thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt/ Bank Guarantee from a Commercial bank. Performance Security should have validity for the period of empanelment plus sixty days beyond the date of completion

of all contractual obligations by the supplier firm including warranty obligations, if any. EMD of eligible empaneled firm will be returned on receipt of performance security.

### C. GENERAL TERMS AND CONDITIONS

1. Applications should be submitted in the prescribed form only. The empanelment is on the basis of TECHNICAL BIDS. Eligible and Competent firms will be short- listed for the panel of printers. As and when printing work is to be assigned, job based specific rates will be invited and work will be assigned on L-1 basis.
2. Empanelment will be done on the basis of criteria enumerated in this document. The empanelment will be done on the basis of the professional competence and status of the firm.
3. The work of the University is time bound and the printer firm which is assigned the job would be required to complete the job within the stipulated time failing which the firm will be liable to pay penalty charges at 0.5% of the cost of material/goods/ services per week, not exceeding maximum limit of 10% of the cost of complete unit of equipment/material so delayed. The agency would keep the University authorities informed about the status of the assigned job at every stage.
4. Notice of the printing job would be sent to the empanelled agency by email/post etc.
5. The empanelled agency will be responsible for collecting the manuscript and other materials free of charge, preparation of designs, printing, proof- reading, typesetting, editing, spiral binding, perfect binding etc. as per directions of the University.
6. On completion of the job, the empanelled agency would be required to send original invoice along with (i) delivery vouchers for the supply made (ii) manuscripts, photographs, CDs/DVDs and other material given by the university and (iii) samples of the job executed.
7. Earnest money Rs.10000/- (Ten Thousand only) will have to be enclosed in the shape of Demand Draft/FDR favouring "Finance Officer, Central University of Jammu", payable at Jammu without which no tender will be accepted.
8. In the event of detection of any error or defect made by the agency at any time after the delivery of the copies ordered, the agency shall be bound, if called upon to do so to rectify such error or defect at its cost to the satisfaction of and within time fixed by the University.
9. Registrar, Central University of Jammu reserves the right to accept or reject any or all the EOIs without assigning any reasons thereof.
10. Registrar, Central University of Jammu shall have the right to remove any agency from the panel during the currency of the period of the panel, without assigning any reasons thereof.
11. The agency applying for empanelment should furnish all the particulars related to its status and functioning as per Annexure "A".

12. The agencies applying for empanelment will be required to provide GST No., PAN and validity of registration with appropriate competent authority.
13. The date of declaration of qualified/empanelled agencies will be at the discretion of Registrar, Central University of Jammu.
14. The bidder has to furnish an undertaking that the organization has not been blacklisted in the past by any Govt./ Private organization.
15. Arbitration: If at any time any question, dispute or difference whatsoever shall arise between the purchaser/University and the contractor/supplier, upon or in relation to or in connection with purchase order/contract, either party may forthwith give to the other notice in writing of the existence of such question, dispute or difference and the same shall be referred to sole arbitration of a nominee of the purchaser/University, who shall give a reasoned/speaking award. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act-1996(Amended up to date) and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/purchase order. The sole Arbitrator shall be any officer of the University whose name is approved by the Vice Chancellor. It will not be objectionable if the Sole arbitrator is an officer of the university and he has expressed his views on all or any of the matters in question of dispute or difference. The work under the contract shall, if reasonable possible continue/during the arbitration proceedings and no payment due or payable by the purchaser/university shall be withheld on account of such proceedings.
16. Civil Suit Jurisdiction: All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Jammu only.

**PRE -QUALIFICATION APPLICATION FORM TO BE FURNISHED BY THE AGENCIES  
APPLYING FOR EMPANELMENT FOR PRINTING & DESIGNING WORK**

1. Name & Postal address of Printing Firm/Agency:  
Telephones Nos.:  
E-mail:  
Fax Nos.  
Mobile Nos:
2. Type of firm (Proprietorship, partnership or company registered under company Act)  
Name & address of Partners or Directors or Owner
3. Details of Registration with concerned Govt./Competent authority (enclose certificate)
4. Details of Branches including addresses, telephonic contact nos.
5. GSTIN : (Attach certificate)
6. PAN No.
7. Professional setup/ in-house facilities of the agency:  
Machinery  
Staff  
Designers  
Others  
(Enclose list)
8. Experience details -(Enclose copies)
9. Details of minimum Rs.1.00 lakh single job execution for Government Departments/ Universities/Educational Institutions/Boards/ Corporations etc. during the last two years (indicate year-wise).
10. List of clients - Work done in respect of GOI/State Govt. Dept./ Universities/Educational Institutions/PSUs belonging to Central and State Govt. bodies with telephone No. (Enclose list):

11. Details of Turnover during last two years (Enclosed attested copies of ITR, balance sheet, P&L Account duly verified by CA):
  
12. Awards of Excellence in the field:
  
13. Details of Earnest Money Deposit (EMD):
  
14. Has your organisation been placed in defaulter/black-listed category by any Govt. Department/organisation? If not, please submit a self-attested certificate to this effect.
  
15. Sample of work done to show creativity and designing capability
  
16. Any other information

Signature/Seal of the Proprietor/Authorized Signatory

Place:  
Date:

