



# CLUSTER UNIVERSITY SRINAGAR

Gogji-Bagh, Srinagar-190008

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## **Tender Notice No. 1 of 2021**

Dated:- 09-03-2020

### TENDER NOTICE FOR PRINTING OF EXAMINATION MATERIAL

Wax sealed tenders affixed with revenue stamp worth Rs. 5/- are invited from the registered Printers (having unit functional certificate) for printing and supply of answer books, caution Books, Transcript sheets, File covers etc.. The size and the specification of the items to be printed along with the terms and conditions can be obtained from the office of the Registrar, Cluster University Srinagar on any working day against the cash payment of RS.300/-.The tenders shall be accompanied with CDR of RS.10,000/- pledged to Financial Advisor & Chief Accounts Officer (FA&CAO), Cluster University Srinagar without which no offer shall be entertained .The tenders shall be received in the office of the undersigned up to 23rd March-2021 till 4.00 P.M.

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

Sd/-

NO:-CUS/Acctts/2021/1012

Dated:- 09-03-2021

FA&CAO

Cluster University Srinagar

Copy to the:-

Joint Director Information Department for publication in leading dailies preferably the daily Greater Kashmir and daily Aftab.

## Specifications of the items to be printed

S.NO	Name of the item	Specification and paper size	Rate offered per item inclusive of all taxes and GST	Remarks
1.	Answer book for U.G. (32 pages)	70 GSM Ballarpur 8.25" x 11.25		All the answer books should be numbered and should have water marks "Cluster University of Srinagar"
2.	Answer book for P.G. (40 pages)	70 GSM Ballarpur 8.25" x 11.25		All the answer books should be numbered and should have water marks "Cluster University of Srinagar"
3.	Transcript sheets bearing Non-Tearable/Fire Resistance/Water proof /Multi Colour qualities	size A-4 Paper to be used 125 microns as per the sample of the University		As per the sample available with the University
4.	Receipt Books With Binding on ledger paper in duplicate	18"x22"/12 (100 pages original,100-page duplicate)		Rate to be offered per book
5.	Caution Books with binding	Booklet of 100 pages with legal size paper		Rate to be offered per book
6.	File Covers	Standard Size		Rate to be offered per file

**Seal & Signature of the Dealer**

**Terms and Conditions:-**

1. The tender document shall be available against cash payment of Rs 300/= from the office of U/S .
2. The tenders should be submitted in a properly sealed envelope according to the directions given in the tender notice.
3. The tenderer should explicitly mention the address of his Concern with telephone and mobile contact numbers and also the postal address with PIN Code.
4. The rates should not, under any circumstances be over written and the rates should be entered in words as well as in figures and duly covered with transparent tape. Tenders should be filled in with ink.
5. The rates offered against each item should be inclusive of all taxes and GST.
6. The approved printer shall be deemed to have carefully examined the conditions, specifications, size, make of the items to be supplied. In case of any doubt as to the meaning of any portion of these conditions or of the specifications etc. he shall obtain clarification before submission of tenders.
7. The successful tenderer shall not assign or sub-let his job or any part thereof to any other agency.
8. The supplies shall be strictly in conformity with the specifications.
9. If the items supplied are other than those of the approved size and specification, the purchasing officer shall out rightly reject such goods.
10. The rejected items shall be lifted back by the supplier within 07 days from the date of information of rejection at his own risk & cost. The University shall in no case be responsible for any loss, shortage, damage that may occur to the rejected goods while on the premises.
11. The printer/supplier shall be responsible for the proper packing so as to avoid any damage under normal conditions of transport e.g. rail, road or air and delivery of the material in good condition to the consignee at the destination. In the event of any loss, damage, breakages or any shortage, the supplier shall be liable to make good such loss and shortage found at the checking/inspection of materials by the consignee. No extra cost on such account shall be admissible.
12. The contract of supply can be terminated at any time if the supplies are not made to the satisfaction of the University and within the stipulated time.
13. The printer/tenderer should sign tender documents on each page at the bottom in token of the acceptance of all the terms and conditions of the tender and the agreement.
14. The tender received without earnest money of Rs. 10,000/= shall be rejected. The earnest money should be only in the forms of CDR pledged to the Chief Accounts Officer Srinagar. Cheques/Cash/Money Order shall not be accepted.
15. In case the approved printers fail to supply the goods of the prescribed specifications or deliver the goods within the specified period, the University shall reject the supply order with and initiate action towards blacklisting the supplier and forfeit the CDR.
16. The material shall be delivered FOR destination (University Campus Gogji Bagh Srinagar) in perfect condition. The printer/supplier, if he so desires, may insure the goods against damage by fire, flood, exposure to weather or otherwise unforeseen events. The insurance charges shall have to be borne by the supplier.
17. The payment due shall be payable by the purchasing officer only when the entire quantity ordered for has been delivered, inspected and finally accepted by the experts of the University.
18. The contracts shall be subject to the jurisdiction of the courts falling in the jurisdiction of the Cluster University Srinagar.
19. The bank charges, if any shall have to be borne by the suppliers.
20. The successful printer/tenderer has to supply the items for the one year from the date issuance of the rate contract failing which the CDR shall be forfeited and shall be blacklisted for future.
21. The University reserves the right to confirm the rates quoted from any relevant sources.

The purchase committee reserves the right to reject any or all tenders without assigning any reason thereof.

No:CUS/Tender/2021/

FA&CAO  
Cluster University Srinagar  
Dated: -03- 2021

**Seal & Signature of the Dealer**