

OFFICE OF CLUSTER UNIVERSITY SRINAGAR

(Amar Singh College Campus, Srinagar)

Telephone No:-0194-2311256, Fax: 0194-2311340

Website: www.cusrinagar.edu.in

E-mail: info@cusrinagar.edu.in

Tender Notice

Sealed tenders affixed with revenue stamp worth Rs 10/- are invited from registered printers having GST registration and upto date return filing receipt for printing and supply of Transcript sheets bearing Non-Tearable/Fire Resistance/Water proof /Multi Colour qualities (size A4) as per sample available in the University. The offers shall be accompanied with the CDR of Rs. 50,000/- pledged to Financial Advisor & Chief Accounts Officer, Cluster University Srinagar without which no tender shall be entertained. The specification of the items along with the terms and conditions can be obtained from the office of the Cluster University Srinagar on any working day or downloaded from the University website (www.cusrinagar.edu.in) against the cash payment of Rs.200/-The tenders shall be received by or before 25th May -2019 till 4.00 P.M and will be opened on next working day at 2:00 P.M in presence of the tenderers who wish to be present. The purchasing committee reserves the right to reject any or all tenders without assigning any reasons thereof.

NO:-CUS/Acctts/2019/1837-38FA&CAO

Dated:-10-05-2019

Sd/-

Registrar

Cluster University Srinagar

The specification, terms and conditions of the item

S.NO.	Name of the Item	Specification	Rate Offered (Included GST)
1	Transcript sheets bearing Non-Tearable/Fire Resistance/Water proof /Multi Colourqualities,size A-4	As per sample available in Cluster University's office	

Terms and Conditions to be read carefully before filling in the quotations:-

1. The tenders should be submitted in a properly sealed envelope according to the directions given in the tender notice.
2. The tenderer should explicitly mention the address of his firm with telephone and mobile contact numbers and also the postal address with PIN Code.
3. The sealed envelope containing the tender should be super subscribed "**Tender for Printing & Supply of Transcript Sheets**".
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 approved supplier 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.
6. The successful tenderer shall not assign or sub-let his job or any part thereof to any other agency.
7. The supplies shall be strictly in conformity with the specifications.
8. The rates quoted should be inclusive of all taxes and GST.
9. If the printed material supplied is other than those of the approved quality, make or brand/size, the purchasing officer shall out rightly reject such goods.
10. The rejected articles 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 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 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. 50,000/= shall be rejected. The earnest money should be only in the forms of CDR pledged to the FA&CAO Cluster University Srinagar. Cheques/Cash certificate/Money Order shall not be accepted.
 15. In case the approved suppliers fail to supply the goods of the prescribed specifications or deliver the printed material within the specified period, the University shall reject the supply order with and initiate action towards blacklisting the supplier.
 16. The material shall be delivered FOR destination (A.S.College Campus Srinagar) in perfect condition.
 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 bank charges, if any shall have to be borne by the suppliers.
 19. The successful tenderer shall supply the items within a period of 07 days positively from the date of issuance of the supply order.
 20. In case of failure to make supplies in full or part thereof within the delivery schedule, as stipulated in the supply order, the University shall be authorized to forfeit the CDR and also to black-list the supplier for transactions in future.
 21. The University reserves the right to confirm the rates quoted from any relevant sources.
 22. The right to appeal shall be within the jurisdiction of Srinagar courts only.

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

FA&CAO

Member Secretary

Signature of the Dealer

With stamp