

CHANAKYA NATIONAL LAW UNIVERSITY
NYAYA NAGAR MITHAPUR PATNA -800 001.

Notice Inviting Quotation No. - 03 /2016-17
Quotation Document (Two Bid System)



(Visit for details at www.cnlu.ac.in)

CHANAKYA NATIONAL LAW UNIVERSITY NYAYA NAGAR, MITHAPUR, PATNA

Short NIQ No. - 03/2016-17

Dated: - 08.06.2016

Short Notice Inviting Quotations for supply of Examination Answer Books.

Sealed quotations are invited from registered, experienced and reputed firms under two bid systems i.e. Technical Bid and Financial Bid for supply of Examination Answer Books. For details, visit our website www.cnlu.ac.in. Last date for submission of Quotation is 23.06.2016 till 4.00 p.m.

Letter No.....

Dated

Registrar
Chanakya National Law University
Nyaya Nagar, Mithapur, Patna.

Copy to: - Controller of Examinations /Finance Officer/ Accounts Officer/
Maintenance Engineer for information and necessary action.

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Sealed quotations on behalf of Chanakya National Law University, Nyaya Nagar, Mithapur, Patna are invited from registered experience and reputed firms under two Bid System i.e. Technical Bid and Financial Bid for supply of Answer Books as per details enclosed.

1. Schedule: -

- | | | |
|------|---|-----------------------------------|
| i. | Last date & Time of submitting filled in quotation document | :up to 23.06.2016 up to 4.00 P.M. |
| ii. | Date of Pre-Bid Meeting | : 20.06.2016 at 12.30 P.M. |
| iii. | Date & Time for opening of Technical Bid | : 23.06.2016 at 4.30 P.M. |
| iv. | Date & Time of opening of Financial Bid | : 27.06.2016 at 2.30 P.M. |
| v. | Venue | : Registrar Chamber, CNLU. |

Quotations must be deposited only during office hours i.e. from 9.30 A.M. to 5.30 P.M. except on closing day.

2. Quotations Form can be downloaded from the website of the University.
3. Cost of Quotations Rs. 250/- (Rupees Two Hundred Fifty) only in the form of Bank Draft from any Nationalised Bank in favour of **“REGISTRAR, CHANAKYA NATIONAL LAW UNIVERSITY, PATNA”** and the same must be enclosed with Technical Bid. Cost of Quotations form is Non-refundable.
4. Validity of Tender: One year from the date of approval of tender i.e. the approved supplier shall be required to supply ‘A’ and ‘B’ Answer Book at the same approved rate if need arises.
5. Earnest Money Deposit (EMD): - Rs. 2000/-(Rupees Two Thousand) only is required to be deposited in the form of Bank Draft drawer in Favour of **“REGISTRAR, CHANAKYA NATIONAL LAW UNIVERSITY, PATNA”**, issued by scheduled Nationalised Bank along with Technical Bid.
6. The Chanakya National Law University reserves all right to amend or withdraw partially or wholly any of the terms and conditions contained in the tender document or to reject tender without notice or assigning any reason. The decision of the University in this regard shall be final and binding on all.

Registrar
Chanakya National Law University
Nyaya Nagar, Mithapur, Patna.

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TECHNICAL – BID

(To be kept in sealed Envelope -1 duly filled and signed with stamp)

Details & Specification of Answer Books are given below:

1. “A” Answer Books Size (A-4) 21× 29.5 cm., containing 28 pages excluding’s cover page to be printed on cream wove 70 GSM paper with 80% brightness, inside 28 pages-ruled on 60 GSM.
“B” Answer Book Size 21× 29.5 cm. on 60 GSM with 80% brightness, containing 12 pages excluding cover page to be inside 12 page-ruled. Approximate no. of ‘A’ Answer Book will be 9200 and ‘B’ Answer Book will be 16800 as per specifications.
2. Each page of “A” Answer Book shall contain 21 Lines and shall be ruled about one cm, apart. The lines of Answer Book shall be ruled horizontally and shall have one inch vertical margin at left hand side, on each page of Answer Books. “B” Answer Books pages will be of same specifications without cover.
3. A slip will be pasted on the outside of carton indicating serial no., and quantity of Answer Books kept in the carton.

Strictly abide by the above specifications bidders shall furnish the following information and also enclose the self- attested copies of the respective documents, failing which their bids shall be liable to be rejected.

1. Name of the Firm:

Full Address and Occupation

2. Name of the Proprietor/ Partners:

Telephone/ Mobile Number

Email id and Registration No of Firm/ Proprietor/ Partner,

Issued by concerned competent authority/ office.

3. Bank Name and Account No. of the firm/ Proprietor/ Partner:-

4. PAN/TAN (Firm/Proprietor/Partner)
5. Registration details (With Trade Tax and Directorate of Printing)
6. The bidder must have at least 3 years' experience of Printing and supply of Examination Answer Books etc. in Universities/ Boards/Educational Institutes etc. along with satisfactory work certificate for each year (Certificates must be duly issued by a competent authority).
7. The bidders must submit self-attested copy of last 3 years audited Balance Sheet and Profit & Loss Account.
8. The bidders must submit self-attested copy of Firm deed.
9. The bidders must enclose a Demand Draft of Rs. 2000/- (Rupees Two Thousand only) issued by a Nationalised Scheduled Bank, in Favour of "**REGISTRAR, CHANAKYA NATIONAL LAW UNIVERSITY, PATNA**" Payable at Patna. **As Earnest Money Deposit (EMD) without which Technical Bid shall not be considered.**
10. 5% refundable security money in the form a demand draft of the gross work order value shall be deposited with the University after the final acceptance of the tender. Rest 5% will be deducted from the bills. The earnest money of successful quotationers will be part of the performance security. The security deposit will be refunded after 60 days of completion of supplies and acceptance of materials by the Examination Section of the University.
11. Self-attested copies of proof of current year insurance of press building, godown and machinery be attached with technical bid.

CAPACITY

The firm must be capable of mobilizing adequate arrangements for

- i. Composing Facilities, i.e., Bindings arrangements & Facilities and printing the answer books.
12. Tenderer must submit a specimen copy of paper to be used for printing of Answer Books of Century Brand.
13. The approved supplier shall be required to submit the incident and challan or Paid Bills of approved paper supply for printing of Answer Books.
14. The approved supplier shall submit one specimen copy of Answer Book, both A and B, printed on approved brand paper, within 7 days from the date of the approval of the tender.
15. Use of recycled pulp paper is strictly prohibited for printing of answer books.
16. 90% Payment of each bill will be made within one fortnight after supply of answer books, subject to quantity certification as per rules adopted by competent University Authority. Rest 10% Payment within one month of the receipt and the certification.

17. Penalty

Penalty @ 10% of the value of the order shall be imposed in case of any negligence, laps and non-compliance of specifications, Chanakya National Law University reserves the right to get the work done by any other Firm/ Proprietor/ Partner and claim the difference from the firm to whom the original order was placed as per rules stipulated under form F2.

18. Proof Reading

Proof reading will be the sole responsibility of the supplier and the same must be submitted to CNLU, Patna within time stipulated in the work order.

19. Samples

Sample of paper should be provided by the contained in sealed envelope and submitted along with the tender.

20. Arbitration

In case of any dispute, the decision of the Hon'ble Vice-Chancellor of shall be bindings. The University reserves the right to cancel all or any of the tenders without assigning any reasons.

21. Technical and Financial Bid shall be submitted in separate envelopes.

22. Participation in quotations process will be deemed to be acceptance of all the terms and conditions given in the tender.

23. The envelope containing tender be super scribed by the word “ Quotation for supply of Examination Answer Book” Quotations should be addressed in the name of Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur Patna- 800 001.

24. Legal Jurisdiction

For legal dispute, if any, the jurisdiction will be limited to the District of Patna only.

25. Amendment of Quotation

- I. At any time prior to the last date for receipt of Quotations, the CNLU, may, for any reason, whether at its own initiative or in response to a clarification requested by the Quotationers, modify the Quotation by issuing an addendum/corrigendum. Any such amendment issued along with the original Quotation document will constitute Revised Quotation.
- II. The addendum/corrigendum will be uploaded on the CNLU website. The Quotationers are requested to visit the website frequently to check for any amendments.
- III. The CNLU may at any time during the Quotationing process but before opening the technical quotation request the Quotationers to submit revised Technical / Commercial Quotations and/or Supplementary Commercial Quotations, in case of change in Scope of Work, without thereby incurring any liability to the affected Quotationer or Quotationers.

Registrar
Chanakya National Law University
Nyaya Nagar, Mithapur, Patna.

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FINANCIAL BID

Notice - Inviting Tenders for supply of Examination Answer Books.

SL .No.	Particulars	Rate quoted (Incl. All Taxes) For University Exam Store
1.	Supply of “A” and “B” Answer Books on Century paper as per specifications in Serial No., (A to C).	
i.	“A” Answer Books 9200 Nos. - Per unit Rs.....	
ii.	“B” Answer Books 16800 Nos. - Per unit Rs.....	

Note: -

1. Quantity of Answer Books may vary as per requirement
2. No Carriage / Wages will be paid by University.
3. No advance will be given.

Signature of Quotationer with seal
Address & Phone /Mobile No.

Registrar
Chanakya National Law University,
Nyaya Nagar, Mithapur, Patna