



केन्द्रीय संस्कृत विश्वविद्यालय

संसद के अधिनियम द्वारा स्थापित

भोपाल परिसर, संस्कृत मार्ग बागसेवनिया, भोपाल मध्य प्रदेश – 462043

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सं.एफ.4 (432)/के.सं.वि/भो.प/प्रशा./विविध-निविदा-प्रिंटिंग/2025-26/1254 दिनांक:- 28.10.2025

निविदा सूचना/NOTICE INVITING TENDERS

विषय : - केन्द्रीय संस्कृत विश्वविद्यालय, भोपाल परिसर में रबर स्टैम्प, स्वस्याही स्टैम्प-, पहचान पत्र, फाइल कवर, फाइल बोर्ड, लेटरहेड, लिफाफे, पम्पलेट, बैनर, नाम पट्टिकाएँ एवं अन्य संबंधित सामग्रियों की आपूर्ति हेतु विक्रेताओं के एक वर्षीय पैनल में सूचीबद्ध किए जाने के लिए निविदा आमंत्रण — संबंध में।

Sub: Tenders for empanelment of vendor for supply of Rubber Stamps, Self-inking Stamps, ID card, File Cover, File Board, Letter Heads, Envelopes, Pamphlet, Banner, Name Plates and other items etc., in Central Sanskrit University, Bhopal Campus for a period of one year -regarding.

Sealed Tenders from interested firms are invited for awarding contracts for a period of one year for empanelment of vendor for supply Rubber Stamps, Self-inking Stamps, ID card, File Cover, File Board, Letter Heads, Envelopes, Pamphlet, Banner, Name Plates and other related items etc., in Bhopal Campus of Central Sanskrit University.

2. The Sealed Tender may be submitted in the Office of Director, Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Baghsewaniya, Bhopal-462043. The last date of submission of bid is 18.11.2025, 06:00 p.m. The bids will be opened at Committee Room No. 103 by the Tender Committee of the Campus and the representatives of the firms may be present, if so desire. Selection of firm (L1) will be based on the recommendations of the Tender Committee, Bhopal Campus. The date of opening of bids will be intimated on campus website.

3. General Terms & Conditions of the Tender are given in the Annexure-I.

4. Detailed information/terms and conditions and other information for the purpose can either be obtained from Administration Section, Room No. 104, Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Baghsewaniya, Bhopal-462043 or may be downloaded from the official website of this Campus i.e., <https://www.csu-bhopal.edu.in/> and CPP Portal.


[Prof. Ramakant Pandey]
Director

Copy to:-

- Shri Sumit Saxena- for uploading the tender on CPP Portal
- Shri Ashish pachauri – for uploading the tender on Campus website.

General Terms & Conditions

1. Parties:

The parties to the contract are the firm (the tenderers to whom the work has been assigned) and the Central Sanskrit University, Bhopal Campus hereinafter referred to as CSU, Bhopal.

2. Address:-

For all purposes of the contract including arbitration thereunder, the address of the firm mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by e-mail/ registered post/ speed post with acknowledgment due to the CSU, Bhopal. The firm shall solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Earnest Money/ Bid Security:-

- i. Earnest Money/ Bid Security of **Rs. 5,000/- (Rs. Five Thousand Only)** must be deposited by the bidders in the form of Insurance Surety Bonds/ Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee (including e- Bank Guarantee) from any of the Commercial Banks in favour of Director, Central Sanskrit University, Bhopal along with the tenders. The tenders found without Earnest Money Deposit/ Bid Security by the stipulated date and time will be summarily rejected.
- ii. No request will be entertained for transfer of any previous deposit of earnest money and/or security deposit of payment of any kind held by the CSU, Bhopal in respect of any previous work (if any).
- iii. Tenderer shall not be permitted to withdraw his/ her offer or to modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money/ bid security will be forfeited to the CSU, Bhopal without prejudice to any other action to be taken against such tenderer(s).
- iv. No interest will be paid on Earnest Money Deposit/ Bid Security in any case.

4. Exemption of EMD:-

MSEs firms are exempted for the submission of EMD subject to submission of valid self-attested UDYAM certificate. Bidders claiming exemption of EMD under the Rule 170 of GFR, are **however required to submit a signed Bid securing declaration (in the format at Annexure-III) accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the tender document,** they will be suspended for the period of 01-year from being eligible to submit Bids for tenders with Central Sanskrit University. For, others, an **EMD of Rs. 5000/- (Rupees Five Thousand Only)** is required to be deposited in the form of Account Payee Demand Draft/ Banker's Cheque/ Fixed Deposit Receipt / Bank Guarantee (including e-Bank Guarantee) from a Commercial bank in favour of Director, Central Sanskrit University, Bhopal.

5. **Performance Security:-**

Selected firm is required to submit "Performance Security" of **Rs. 10,000/- (Rupees Ten Thousand Only)** in the form of Account Payee Demand Draft/ Banker's Cheque/ Fixed Deposit Receipt / Bank Guarantee (including e-Bank Guarantee) from a Commercial bank in favour of Director, Central Sanskrit University, Bhopal from any scheduled commercial bank within 7 days of award of the contract, failing of which the contract shall be awarded to the next lowest bidder. Performance Security should be valid for a period of 60 days beyond all contractual obligations period. In case of extension of the contract, the Performance Security is required to be extended accordingly.

6. **Right of acceptance:-**

- i. CSU, Bhopal reserves the right to reject any or all tenders/ bids without assigning any reason thereof and also does not bind itself to accept the highest / lowest quotation only.
- ii. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's bid/ offer.

7. **Communication of Acceptance:-**

The CSU, Bhopal in due course will inform successful tenderer of the acceptance of his/ her tender.

8. **Penalty:-**

In the event of the contractor failing to observe or perform any of the conditions of the work as set out herein or execute the work with regard to material and quality to the satisfaction of and the time fixed by the CSU, Bhopal, the deposited money will be forfeited, and contract will be terminated immediately at any time without assigning any reason. In this regard, the decision of CSU, Bhopal will be final and binding on the contractor. The Contractor shall be liable to the loss(es), if any, that may be suffered by CSU, Bhopal, due to his/ her actions and/ or omissions at the time of executing the work.

9. **Scope of Work:-**

- a) The schedule of requirement alongwith specifications, size etc., is given in **Annexure-I.**
- b) Rates (Rs./Per Square Foot/Running Ft./per inch/per piece) as sought vide proforma (Annexure-I) may be furnished only. The unrealistic rates viz. free of cost/complementary shall not be entertained.
- c) It will be responsibility of the Contractor to depute a good skilled person to the Central Sanskrit University, Bhopal Campus for doing day to day work. If the person from the firm does not come to attend the job and the firm fails to provide the service within the stipulated time frame given by the CSU, the work will be done from elsewhere and by any other person or from any other source than the contractor. In such case/cases, the amount of cost, if any, shall be paid by the firm or shall be managed from the bills of the firm or from the performance security deposit of the firm.

- d) The successful firm will be required to supply the required items during a period of one year. CSU, Bhopal shall, however, reserve the right to terminate the contract at any time without assigning any reason.
- e) The contract will include one visit on each working day by a responsible person for collecting the job.
- f) The job assigned to the firm should be completed within 5 days maximum. However, urgent nature work should be completed within the time frame given by the CSU.
- g) The firm will liable to deliver the items in the Bhopal Campus of CSU, whenever required, presently located at Sanskrit Marg, Baghsewaniya, Bhopal-462043 or any other location (if or whenever required) on its own cost.

10. Breach of Terms and conditions:-

In case of breach of any of the terms and conditions mentioned herein, CSU, Bhopal will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by this University and in that event, the security deposit shall also stand forfeited. In case, the balance money/security deposit fall short of the amount of damages/losses chargeable by the CSU, the contractor shall pay the same to the CSU, Bhopal immediately on receipt of a demand letter from the CSU, Bhopal.

11. Experience & Turnover:-

- The firm should have 02-years of experience in the relevant field in Central/State Govt./ Departments/ PSU/ Autonomous Bodies/Banks/ Reputed Private University/Firms/ Banks/Organizations etc,. The firm should also submit copies of work contract certificate for two years working experience.
- Office of the firm should be located in the Bhopal.
- The firms must have an Annual turnover of at least 3 Lakhs during the last 03 (Three) financial years (2021-22, 2022-23 & 2023-24) and enclose a photocopy of such proof thereof.

12. Subletting of Work:-

The firm shall not assign or sublet the work or any part of it to any other person or party without first obtaining permission in writing of the CSU Bhopal, which it will be at liberty to refuse, if it thinks fit.

13. Right to call upon information Regarding Status of Work, etc:-

CSU, Bhopal will have the right to call upon any information pertaining to the work at any point of time and the firm will be bound to provide the information on receipt of the CSU, Bhopal in this regard.

14. Terms of Payments:-

- The payment will be made only on production of bills after satisfactory completion of the jobs. No advance payment will be made. The approved contractor shall submit bill on completion of the entire job assigned to him/her.
- TDS (as applicable) as per Government orders will be deducted on every bill submitted by the Contractor.

15. **Period of Contract & Extension:-**

- The contract shall be awarded to the selected bidder(s) on fixed rates for one year. However, the contract may be extended on year to year basis, but not more than 03-Years in total, on the same rates and terms & conditions, if mutually agreed by both the parties. However, the grant of extension of contract will be sole discretion of the CSU, Bhopal.
- The contract may be extended in favour of firm by CSU, Bhopal on the request of firm, on the same rates, terms & condition as in the present contract on basis of satisfactory service.

16. **PAN/TIN:-**

The firms must indicate their PAN/TIN number and enclose a photocopy thereof.

17. The schedule of requirement has been indicated in **Annexure-I**. The firms are requested to keep in mind the economy of scale while quoting for the same. **Quoting rates for each item will be mandatory** failing which the bid of the bidder will be rejected summarily. The contract may be awarded to the bidder who has quoted the lowest rate in the most of items. **However, if there arises a situation when two or more bidders emerge as L-1 bidders, the decision of the Director, Bhopal Campus would be final in this regard.**
18. The firm should indicate all the relevant data mentioned in Technical specification as per **Annexure-II** (legible self-attested photocopies, wherever required, to be enclosed).
19. The contract can be terminated by CSU, Bhopal at any time without assigning any reason, if the work of the Contractor is found unsatisfactory. In this connection, the decision of the CSU, Bhopal shall be final and binding on the contractor. No payment will be made for the remaining period of service contract from the date of the termination of the contract.
20. The price quoted for items will be **EXCLUSIVE OF GST but including of delivery of items** as and when required by CSU, Bhopal.

Dispute Settlement and Jurisdiction:-

The finalized contract shall be interpreted under Indian Laws. In case of dispute of any kind, the firm shall abide by the decision of the Director, CSU, Bhopal. The place of settlement of dispute shall be Bhopal. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Bhopal.

21. **Opening of Tender:-**

The tenderer is at liberty to be present either himself or authorize not more than one representative at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer or an Identity Card as proof of identification

22. Interested firms are also required to sign all the tender documents viz. Terms & Conditions, Schedule of requirement, proforma for technical specifications, undertakings, bid security declaration etc., failing which bids will be summarily rejected. **Before submitting the tender, interested firms may visit the Bhopal Campus to inspect the sample items for which detailed specifications have not been provided.**

23. **The bidder should also submit an undertaking (in the enclosed format at Annexure-IV) regarding the acceptance of all terms and conditions as enumerated in this tender document.**

SCHEDULE OF REQUIREMENT

S. No.	Name of Items and Size	Quantity/ Specifications	Rates (in Rs.) (excluding GST)
01	Envelopes with printing 10" x 8" (100 GSM) (in Yellow colour, Water proof)	Per Thousand	
02	Envelopes with Printing 16" x 12" (100 GSM) (in Yellow colour, water proof)	Per Thousand	
03	Envelopes with printing 9" x 4" (100 GSM) (in brown colour, water proof)	Per Thousand	
04	Envelopes -11" x 5" (100 GSM) (in white colour, water proof)	Per Thousand	
05	File Cover (with printing)	Per Piece	
06	File Board (with printing)	Per Piece	
07	Business Card (Standard size) with printing	100 nos.	
08	CSU Letterhead Printing- 80 GSM (white sunshine paper)	Per Pad (100 nos)	
09	CSU Letterhead Printing- 80 GSM (Executive Bond Paper)	Per Pad (100 nos)	
10	Employees I.D. Cards with Lanyard printing (multiple colour), hand with clip	Per Set	
11	Rubber Stamps (Rectangular Size) - (22 x 60 mm) - (33 x 70 mm) - (38 x 75 mm) - (25 x 82 mm) (Square Size) - (42 x 42 mm) (Round Size) - (50 x 50 mm) - (45 x 45 mm) - (42 x 42 mm)	Per piece	
12	Self-Ink Stamps (Rectangular Size) - (22 x 60 mm) - (33 x 70 mm) - (38 x 75 mm) - (25 x 82 mm) (Square Size) - (42 x 42 mm) (Round Size) - (50 x 50 mm) - (45 x 45 mm) (42 x 42 mm)	Per piece	

S. No.	Name of Items and Size	Quantity/ Specifications	Rates (in Rs.) (excluding GST)
13	Refilling of Stamps	Per piece	
14	Bill Book Printing (Single Color 1+2) A4 (62 GSM)	Per Pad (100 nos)	
15	Pad Printing (Forms) A4 (70 GSM) (single side printing)	Per Pad (100 nos)	
16	Pad Printing (Forms) A4 (70 GSM) (both side printing)	Per Page (100 nos)	
17	Banner/ Flex Banner/ Flex Board/ Standy	Per sq. foot	
18	Steel Name Plate 304 gauge	Per sq. inch	
19	Brass Name Plate	Per sq. inch	
20	Plastic Acrylic Sheets Name Plate	Per sq. inch	
21	Pamphlet A4 size - Black & White	Per Page	
22	Pamphlet A4 size- Colour	Per Page	
23	Sign Board/ Display Board	Per sq. inch	
24	TA Bill with printing 12"x7.5" (both side printing, single color, 2 page)	Per Pad (100 nos)	
25	LTC Bill with printing 12"x7.5" (both side printing, single color, 2 page)	Per Pad (100 nos)	
26	Ball Pen with Printing (Metal)	Per Hundred	
27	Program Certificate	Per Piece	
28	Jute Bags/ Folder with printing	Per Piece (attach separate sheet for price and size)	
29	Rough Pad with printing (14x22cm, 50 sheets)	Per Piece	
30	Student's I.D. Cards with Lanyard printing (multiple colour), hand with clip	Per Set	

(Signature with official seal of the authorized person)

Name in full:

PROFORMA FOR TECHNICAL SPECIFICATIONS

S. No.	Particulars	To be filled by the Tenderer
01	Name of the firm	
02	Address of the Firm with Office Telephone, FAX No. / E-mail Id and Name of the contact person	
03	PAN Number (Copy to be enclosed)	
04	Length of Experience in the relevant field (in years) in attending to such works in Central/ State Govt./ Departments/PSU/ Autonomous Bodies/Reputed Private Organizations/ Firms/ Bank/ University etc., (Copy of proof of the same to be enclosed) (Attach separate sheets, if required)	
05	Details of EMD/ Bid Security, whether submitted (Yes/ No) If firm is exempted from submission of EMD/ Bid Security, whether self-attested UDYAM Certificate is enclosed alongwith the Bid Securing Undertaking (Annexure-III), as per Para No. 4 of General Terms & Conditions (Yes/ No)	DD/Banker Cheque No..... Date: Amount Bank Name
06	Whether the attached terms and conditions of the Tender Notice is acceptable (Yes/ No). An undertaking to this effect should be enclosed.	
07	Whether the firm is blacklisted by any Govt. Dept./ Office or any criminal case is registered against the firm or its owners/ partners anywhere in India	
08	Whether the firm has quoted rates for each item/ specification (Yes/ No)	
09	Whether the firms have an Annual turnover of at least 3 Lakhs during the last 03 (Three) financial years (2021-22, 2022-23 & 2023-24) [Yes/ No] Enclose turnover certificate, certified by CA.	

(Signature with official seal of the authorized person)

Name in full:

BID SECURITY DECLARATION

With reference to the Tender Notice no., dated of Central Sanskrit University, Bhopal Campus, Bhopal **for empanelment of vendor for supply of Rubber Stamps, Self-inking Stamps, ID card, File Cover, File Board, Letter Heads, Envelopes, Pamphlet, Banner, Name Plates and other items etc.,:-**

I/We, the undersigned, declare that:

We understand that, according to the conditions of CSU, Bhopal, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with your University for the period of time of 01 (one) year; if we are in breach of our obligation(s) under the bid conditions, because we:-

- (a) have withdrawn or modified our Bid during the period of bid validity etc., specified in the Tender Notice; or
- (b) fail or refuse to execute the Contract, if required, or
- (c) fail or refuse to furnish the Performance Security as demanded in the tender document/ notice.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid-Securing Declaration]*

In the capacity of *[insert complete name of person signing the Bid-Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder/ Firm/ Agency]*

Dated on _____ day of _____ *[insert date of signing]*

Seal

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid]

Annexure-IV

**(On Company's Letter Head)
UNDERTAKING**

To,
The Director
Central Sanskrit University
Bhopal Campus, Sanskrit Marg
Baghsewaniya, Bhopal - 462043

Name of the Firm:

Name of the Tender: Tender for awarding contracts for one year for supply of Rubber Stamps, Self-inking Stamps, ID card, File Cover, File Board, Letter Heads, Envelopes, Pamphlet, Banner, Name Plates and other items etc., in Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Baghsewaniya, Bhopal.

Sir,

1. I/ We hereby agree to abide by all terms and conditions laid down in the tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/We shall supply the desired items to Central Sanskrit University, Bhopal Campus as per the requirement mentioned in tender document.
4. I/We do hereby undertake that supply of required items in Central Sanskrit University, Bhopal Campus shall be ensured by our agency/ firm.
5. I/ We do hereby undertake that we comply with all the applicable statutory provisions and shall ensure that we remain in compliance with all applicable statutory provisions during the currency of contract.

**(Signature of Bidder)
Name and Address of the Bidder
Telephone Number**

Seal of the Firm