



केन्द्रीयसंस्कृतविश्वविद्यालय

भोपाल परिसर, संस्कृत मार्ग, बाग सेवनिया, भोपाल, मध्यप्रदेश -462043

फोन- 0755-2418043, www.csu-bhopal.edu.in



TENDER

For

“Printing and Supply of Panchang for the Year 2025”

Central Sanskrit University Bhopal Campus

Bhopal M.P-462043



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क्रमांक:एफ/2024-25/प्रशा./

दिनांक 22.01.2025

Notification Inviting Tender

For

Printing and Supply of Panchang For the Year 2025

No.

Central Sanskrit University Bhopal Campus (hereinafter referred to as “CSU Bhopal Campus”) desires to print 10,000 Panchang for the year 2025. Central Sanskrit University Bhopal Campus, Sanskrit Marg, Bag-Sewaniya, Bhopal, (M.P.) 462043, invites Tender vide Tender id_ **2025_RSXS_786095** from eligible service providers. For a detailed description of the job, please see Tenders section of CSU Bhopal website. The last date for submission of tenders is **29/01/2025**.

Director



Basic Details

Organisation Chain	Central Sanskrit University Bhopal Campus-M.P. - RSKS		
Tender Reference Number	Printing Panchang for The Year 2025		
Tender ID	2025_RSKS_786095_1		
Tender Type	Limited.	Form of contract	Fixed-rate
Tender Category	Works	No. of Covers	2
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	Bankers Cheque
	2	Demand Draft

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Panchang tender
2	Finance	.xls	Panchang Tender1
		.pdf	Panchang tender

Tender Fee Details, [Total Fee in ₹ * - 1,000]

Tender Fee in ₹	1,000
Fee Payable To	Central Sanskrit University, Bhopal Campus
Fee Payable At	Bhopal
Tender Fee Exemption Allowed	No

EMD Fee Details

EMD Amount in ₹	50,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Central Sanskrit University, Bhopal Campus	EMD Payable At	Bhopal

Work /Item(s)

Title	Printing and Supply of Panchang for the Year 2025		
Work Description	Printing and Supply of Panchang for the Year 2025		
Pre Qualification Details	Printing and Supply of Panchang for the Year 2025		
Tender Value in ₹	5,00,000	Product Category	Publishing/Printing
Contract Type	Rate Contract	Bid Validity(Days)	60
Location	Bhopal	Pincode	462043
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA
		Bid Opening Place	Director Central Sanskrit University Bhopal Campus

Critical Dates

Publish Date	23-Jan-2025 04:00 PM	Bid Opening Date	30-Jan-2025 01:00 PM
Document Download / Sale Start Date	24-Jan-2025 09:00 AM	Document Download / Sale End Date	29-Jan-2025 05:00 PM
Clarification Start Date	24-Jan-2025 12:00 PM	Clarification End Date	28-Jan-2025 04:00 PM
Bid Submission Start Date	25-Jan-2025 11:00 AM	Bid Submission End Date	29-Jan-2025 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Panchang tender	897.43

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	Tender Documents	Panchang tender.pdf	Panchang Tender1	897.43

Tender Inviting Authority

Name	Director
Address	Director Central Sanskrit University Bhopal Campus

Tender Creator Details

Created By	Naresh kumar Pandey
Designation	Assistant Prof.
Created Date	23-Jan-2025 02:17 PM

Tender Time Schedule

Date of Advertisement	23.01.2025
Last date for receipt of service provider's queries	27.01.2025 (11.00 am)
Date of Pre-bid meeting	27.01.2025 (01.00 pm)
Last Date and Time for receipts of Proposals	29.01.2025 (5.00 pm)
Time & Date of Opening of technical bids	30.01.2025 (11:00 am)
Notification of shortlisted service providers after technical evaluation	30.01.2025
Opening of financial bid	30.01.2025
Issuing of work order	31.01.2025
Last date of delivery/dispatch of panchang	08.02.2025

Tender Details

It is mandatory for all the potential service providers interested in bidding to submit all the documents related to the duly filled e-tender in hardcopy along with the Demand Draft in two envelopes to the office of the undersigned by 5:00 pm on 31.01.2025.:

Tender Reference No and Date	2025_RSXS_786095 Dated-22.01.2024
Tender For	Printing Panchang for The Year 2025
Cost of NIT (Non-Refundable)	It is mandatory to submit for Rs 1000/-the Demand Draft in the name of Central Sanskrit University, Bhopal Campus along with the tender related documents. In terms of Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012, the MSEs registered with National Small Industries Corporation under Single Point Registration Scheme for participation in Government purchases, shall be exempt from payment of cost of tender documents.
EMD (Refundable)	It is mandatory to submit for Rs 50,000/-the Demand Draft in the name of Central Sanskrit University, Bhopal Campus along with the tender related documents. EMD of Dis-qualified Bid will be returned within 30 days from the date of issue of Work order

The Director, Central Sanskrit University, Bhopal Campus will have the right to cancel or change the tender without assigning any reason, information about which will be given separately through the campus website.

Note: -

- Before bidding, the service providers are requested to carefully examine the NIT document and the terms and conditions specified therein.
- CSU, BHOPAL CAMPUS makes no warranty, express or implied, and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this NIT. CSU, BHOPAL CAMPUS may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIT.
- All costs and expenses (whether, in terms of time or money) incurred by the service providers in any way associated with the development, preparation and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations and for providing any additional information required by CSU, BHOPAL CAMPUS, will be borne entirely and exclusively by the service providers.
- The service providers must conduct their own investigation and analysis regarding any information contained in the NIT document and the meaning and impact of that information.
- All bids (Technical & Financial) must be submitted at the same time within the time specified above.
- No further discussion/interface will be entertained with service providers whose bids have been technically disqualified.

Specifications for printing and supply of Panchang For the Year 2025

S. No.	Item	Quantity
1	Printing of Panchang for the Year 2025	10,000

1. The panchang are to be printed in Sanskrit (Devnagiri). Sealed quotations are invited from eligible, reputed printers located in Bhopal, who have executed similar type of job earlier.

The general terms and conditions for execution of the work are given in Annexure 1. The detailed specifications related to the printing of Panchang is given in Annexure 2.

Quotations may be submitted in the prescribed pro-forma as given in Annexure 5 & 6. All the proposals will be graded on technical and financial parameters as specified in the annexures.

It will be necessary to submit the artwork (print-ready file) for our approval before printing. Similarly, copies of the cover pages & inside pages, etc., also need to have our prior approval before the strike order for final printing is given. The entire work has to be completed, packaged, and delivered at our CSU Bhopal Campus office latest by **08th February 2025**. In case of delay, a penalty of ₹ 10,000 plus applicable GST per day will be levied.

Tender shall contain the following:

- (a) A copy of the tender document with a certificate issued by the printer accepting all the terms and conditions contained in the tender document.
- (b) Quotation Part - I - **Technical Bid** as in 'Proforma Annexure 3 shall be submitted separately titled as "Tender for Printing Panchang for the Year 2025: Technical Bid".
- (c) Quotation Part - II - **Financial Bid** as in 'Proforma Annexure 4 shall be submitted separately titled as "Tender for Printing Panchang for the Year 2025: Financial Bid".

2. Quotations, as per details given above (point no.5) may be submitted by 17.00 hours on or before 29th January 2025.

3. Eligibility Criteria: The bids will be evaluated for the eligibility criteria as per Annexure 5. Those service providers who do not meet the requirements/furnish information as per s.no.1-8 & 11 of Annexure 5 will be disqualified. The eligible service providers will be considered for technical evaluation.

4. Technical evaluation: On the basis of the given technical parameters, samples submitted and visits to inspect printing facilities, if considered necessary, the opened

Technical Bids will be evaluated. Bidders who qualify in the Technical Bid will be allotted scores according to quality parameters as in Annexure 3. The bids will be evaluated for a total score of 100. Only those service providers, who score a minimum score of 70 (out of 100) will be considered for evaluation in Financial Bid.

5. Financial evaluation: The Financial Bids of only those service providers who obtain a score of 70 or above in the Technical Bid will be opened. Thereafter, the bidder with the lowest quote in the Financial Bid will be awarded the work. Financial Bids, which are not furnished as per Annexure 4 or incomplete in any respect, shall be rejected summarily.
6. The tender should be **submitted strictly as per the Proforma of Annexures 3 & 4**. Proforma should be either typed or written legibly in English. Alterations, if any, in the Tender should be attested properly by the person signing the same. Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. Overwriting on the tender may render the tender as invalid at the discretion of CSU, BHOPAL CAMPUS.
7. It has been decided that only experienced and reputed agencies with experience of having carried out bulk printing should be entrusted. We have, therefore, specified that the bidders should **provide copies of at least 3 work orders of this nature and amount handled in the past as proof of experience**.
8. The agency should have the capability to print publications in Sanskrit (Devnagiri). For this, the printer is required to have appropriate latest software and computer capability. The agency would also have to ensure that PC operators, adequately proficient in Sanskrit (Devnagiri), are available with them for speedy and timely completion of the work. Printers having prior experience of printing of similar work would be preferred.
9. All the material sent to agency shall be treated as confidential and should not be disclosed in any manner to any unauthorised person. Strict adherence to time schedule in respect of these publications is necessary. Printed copies, with defective

printing or of inferior quality cover page/paper/impressions/binding shall be rejected and shall have to be replaced immediately by the agency at his own cost.

10. CSU, BHOPAL CAMPUS reserves the right to accept/reject any or all quotations in full or part at its discretion without assigning any reason thereof and the CSU, BHOPAL CAMPUS's decision in this regard shall be final.

11. We look forward to high quality work to be executed within a stipulated time schedule.

12. How to apply? Please submit your proposal in hardcopy to CSU, BHOPAL CAMPUS. The service provider shall submit two separate Envelop for the Technical Bid and Financial bid.

- a) The CSU, Bhopal Campus reserves the right to change the dates mentioned above or in the NIT, which will be communicated through the CSU, BHOPAL CAMPUS's website.
- b) Non-enclosure of Earnest Money Deposit (EMD) of ₹50,000/- (Rupees Fifty Thousand Only) or equivalent amount of Bank Guarantee/Demand Draft will result in rejection of bid.
- c) No binding legal relationship will exist between any of the service provider and CSU, BHOPAL CAMPUS until execution of a contractual agreement to the full satisfaction of CSU, BHOPAL CAMPUS.
- d) All invoices should be made in the name of **Central Sanskrit University, Bhopal Campus.**

Period of bid validity

The Bids shall be valid for a period of three months from the date of opening of tender.

13. Evaluation

CSU, BHOPAL CAMPUS will evaluate the bids following the process as stated in Sl. No. 7, 8 & 9 above. The evaluation criteria shall be based on the requirements stated in this bid document at Annexure 7.

14. Terms of Payment

On completion of entire work to the satisfaction of CSU, BHOPAL CAMPUS	100%
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15. Notification of Award

The acceptance of a bid, subject to contract, will be communicated in writing at the address supplied by the bidding company/partnership firm/proprietary firm in the tender response. Any change of address of the bidder should therefore be promptly notified to the office of Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Bag-sewaniya, Bhopal (M.P.)-462043.

Penalties

All panchang should be properly packed and dispatched latest by **8th February 2025** as per our mailing instructions which will be made available in due course by CSU, BHOPAL CAMPUS. Penalty will be levied @ ₹ 10,000 for delay beyond 08.02.2025.

Right of CSU, BHOPAL CAMPUS to accept or reject the bid

- a) CSU, BHOPAL CAMPUS reserves the right to accept/reject any or all offers submitted in response to this without assigning any reason whatsoever.
- b) CSU, BHOPAL CAMPUS reserves the right to shortlist the service provider based on the requirement and may call service providers for a presentation or otherwise before an evaluation committee, at service provider's cost.
- c) CSU, BHOPAL CAMPUS shall be entitled to terminate the agreement with the service provider at any time if the service provider breaches its obligations under the NIT or the subsequent agreement and if the breach is not cured within 10 days from the date of notice by CSU, BHOPAL CAMPUS.

Indemnity

- a) The selected service provider shall indemnify, protect and save the CSU, BHOPAL CAMPUS against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights, Intellectual Property Rights (IPR) etc.
- b) Selected service provider shall keep CSU, BHOPAL CAMPUS, its Successors, Assignees and Administrators fully indemnified and harmless against loss or

liability, claims, actions or proceedings, if any, that may arise from whatsoever nature caused to the CSU, BHOPAL CAMPUS through the action of its employees, agents, contractors, sub-contractors, etc.

- c) However, the selected service provider would be given an opportunity to be heard by CSU, BHOPAL CAMPUS prior to making of a decision in respect of such loss or damage.

Liability of the selected service provider

- a. CSU, BHOPAL CAMPUS shall hold the selected service provider, its Successors, Assignees and Administrators fully liable against loss or liability, claims, actions or proceedings, arising out of non-fulfilment of any obligations under the contract.
- b. Selected service provider shall be the principal employer of the employees, agents, contractors, subcontractors, etc. engaged by selected service provider and shall be vicariously liable for all the acts, deeds or things done by its employees, agents, contractors, sub-contractors, etc., whether the same is within the scope of power or outside the scope of power, vested or instructions issued by the CSU, BHOPAL CAMPUS under the contract to be issued for this tender. Such liability of the selected service provider will be restricted to the actual amount of the contract.
- c. However, the selected service provider would be given an opportunity to be heard by CSU, BHOPAL CAMPUS prior to making of a decision in respect of such loss or damage.
- d. "Notwithstanding anything to the contrary elsewhere contained in this or any other contract between the parties, neither party shall, in any event, be liable for any indirect, special, punitive, exemplary, speculative or consequential damages, including, but not limited to loss of income or profits."

16. Negligence

In connection with the work or contravenes the provisions of General Terms, if the selected service provider neglects to execute the work with due diligence or expedition or refuses or neglects to comply with any reasonable order given to him in writing by CSU, BHOPAL CAMPUS, in such eventuality, CSU, BHOPAL CAMPUS may after giving notice in writing to the selected service provider calling upon him to make good

the failure, neglect or contravention complained of, within such times as may be deemed reasonable and in default of the said notice, CSU, BHOPAL CAMPUS shall have the right to cancel the contract holding the selected service provider liable for the damages that CSU, BHOPAL CAMPUS may sustain in this behalf. Thereafter, CSU, BHOPAL CAMPUS is to be compensated for good the failure at the risk and cost of the selected service provider.

17 Force Majeure

- a) The service provider shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it has delay in performance or other failure to perform its obligations under the contract is due to an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the service provider and not involving the service provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of nature or of public enemy, acts of Government of India in their sovereign capacity, acts of war, and acts of CSU, BHOPAL CAMPUS either in fires, floods, strikes, lockouts and freight embargoes.
- b) If a Force Majeure situation arises, the service provider shall promptly notify CSU, BHOPAL CAMPUS in writing of such conditions and the cause thereof immediately. Unless otherwise directed by CSU, BHOPAL CAMPUS in writing, the service provider shall continue to perform its obligations under the contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- c) In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, CSU, BHOPAL CAMPUS and the service provider shall hold consultations with each other in an endeavour to find a solution to the problem.
- d) Notwithstanding the above, the decision of CSU, BHOPAL CAMPUS shall be final and binding on the service provider.

27. Pricing

It is absolutely essential for the service provider to quote the lowest price at the time of making the offer in its own interest. In the event of CSU, BHOPAL CAMPUS not satisfied with the Price Discovery in this process, CSU, BHOPAL CAMPUS reserves

the right to initiate the tendering process again through Limited or Open tender.

Information Ownership

All information processed, stored, or transmitted by service provider belongs to CSU, BHOPAL CAMPUS. The service provider understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

28. Publicity

Any publicity by the service provider in which the name of CSU, BHOPAL CAMPUS is to be used should be done only with the explicit written permission of CSU, BHOPAL CAMPUS.

30. Compliance with Laws

- a) Compliance with all applicable laws: The service provider shall undertake to observe, adhere to, abide by, comply with and notify CSU, BHOPAL CAMPUS about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this tender and shall indemnify, keep indemnified, hold harmless, defend and protect CSU, BHOPAL CAMPUS and its employees/officers/staff/personnel/representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.
- b) Compliance in obtaining approvals/permissions/licenses: the service provider shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government regulation/guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate CSU, BHOPAL CAMPUS and its employees/officers/staff/personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and CSU, BHOPAL CAMPUS will give

notice of any such claim or demand of liability within reasonable time to the service provider.

31. Resolution of Disputes

- a) All disputes and differences of any kind whatsoever, arising out of or in connection with this NIT and/or the Purchase Order thereafter or in the discharge of any Obligation arising under this NIT and/or the Purchase Order shall be resolved amicably.
- b) In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then such unsettled dispute or difference shall be referred to arbitration by sole arbitrator mutually agreed in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be a person of professional repute who is not directly or indirectly connected with any of the parties to this NIT and shall have prior experience as arbitrator. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996.
- c) The venue of the arbitration shall be Bhopal under the exclusive jurisdiction of the courts at Bhopal only.
- d) The award shall be final and binding on both the parties.
- e) Work under the agreement shall be continued by the service provider during the arbitration proceedings unless otherwise directed in writing by CSU, BHOPAL CAMPUS. Save as those which are otherwise explicitly provided in the NIT, no payment due, or payable by CSU, BHOPAL CAMPUS, to the service provider shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof.
- f) Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this NIT, the parties shall be subject to the jurisdiction of courts at Mumbai, India only.

32. Privacy & Security Safeguards

The service provider shall not publish or disclose in any manner, without CSU, BHOPAL CAMPUS's prior written consent, the details of any security safeguards designed, developed, or implemented by the service provider under this contract. The service provider shall develop procedures plans to ensure that IT resources

leaving the control of the assigned user (such as being reassigned, removed for repair, replaced, or upgraded) are cleared of all CSU, BHOPAL CAMPUS data and sensitive application software. The service provider shall also ensure that all subcontractors who are involved in providing such security safeguards or part of it shall not publish or disclose in any manner, without CSU, BHOPAL CAMPUS's prior written consent, the details of any security safeguards designed, developed, or implemented by the service provider under this contract.

33. Contract Re-Negotiation

CSU, BHOPAL CAMPUS will reserve a right to re-negotiate the price and terms of the entire contract with the service provider at more favourable terms in case such terms are offered in the industry at that time for projects of similar and comparable size, scope and quality.

34. Corrupt and Fraudulent Practices

- a) As per Central Vigilance Commission (CVC) directives, it is required that service providers/suppliers/contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:
- "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution AND
 - "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of CSU, BHOPAL CAMPUS and includes collusive practice among service providers (prior to or after offer submission) designed to establish offer prices at artificial non-competitive levels and to deprive CSU, BHOPAL CAMPUS of the benefits of free and open competition.
- b) CSU, BHOPAL CAMPUS reserves the right to reject a proposal for award if it determines that the service provider recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. CSU, BHOPAL CAMPUS reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time, to

be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

35. Waiver

No failure or delay on the part of either party relating to the exercise of any right power privilege or remedy provided under this NIT or subsequent agreement with the other party shall operate as a waiver of such right power privilege or remedy or as a waiver of any preceding or succeeding breach by the other party nor shall any single or partial exercise of any right power privilege or remedy preclude any other or further exercise of such or any other right power privilege or remedy provided in this NIT all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to either party at law or in equity.

36. Violation of Terms

CSU, BHOPAL CAMPUS clarifies that it shall be entitled to an injunction, restraining order, right for recovery, suit for specific performance or such other equitable relief as a court of competent jurisdiction (*place of jurisdiction at Bhopal*) may deem necessary or appropriate to restrain the service provider from committing any violation or enforce the performance of the covenants, obligations and representations contained in this NIT. These injunctive remedies are cumulative and are in addition to any other rights and remedies CSU, BHOPAL CAMPUS may have at law or in equity, including without limitation a right for recovery of any amounts and related costs and a right for damages.

37. Non-Disclosure Information

The selected service provider shall not, without CSU, BHOPAL CAMPUS's prior written consent, disclose any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of CSU, BHOPAL CAMPUS in connection therewith, to any person other than a person employed by the service provider in the performance of the work assigned to them. The selected service provider shall be required to sign a Non-Disclosure Agreement/Confidentiality Undertaking with CSU, BHOPAL CAMPUS as per the prescribed format provided in Annexure 12.

38. No Commitment to Accept Lowest or Any Offer/Bid

CSU, BHOPAL CAMPUS shall be under no obligation to accept the lowest or any other offer received in response to this offer notice and shall be entitled to reject any or all offers without assigning any reason whatsoever. CSU, BHOPAL CAMPUS has the right to re-issue

tender/bid. CSU, BHOPAL CAMPUS reserves the right to make any changes in the terms and conditions of NIT that will be informed to all service providers. CSU, BHOPAL CAMPUS will not be obliged to meet and have discussions with any service provider, and/or to listen to any representations once their offer/bid is rejected. Any decision of CSU, BHOPAL CAMPUS in this regard shall be final, conclusive and binding upon the service provider.

39. Signing of the Bid

The bid shall be signed by a person or persons duly authorized by the service provider with signature duly attested. In the case of a body corporate, the bid shall be signed by the duly authorized officers and supported by internal corporate authorizations.

40. Costs of Preparation & Submission of Bid

The service provider shall bear all costs for the preparation and submission of the bid. CSU, BHOPAL CAMPUS shall not be responsible or liable for reimbursing/compensating these costs, regardless of the conduct or outcome of the bidding process.

41. Confidentiality of the Bid Document

The service provider, irrespective of his/her participation in the bidding process, shall treat the details of the documents as secret and confidential.

42. Certificate of Acceptance & Checklist

The service provider is expected to sign the certificate of acceptance as per Annexure 10 and submit the tender documents as per the checklist in Annexure 11.

Annexure I

GENERAL TERMS AND CONDITIONS

Printing of Panchang for the Year 2025

- i. Sample Panchang for the Year 2025 should be approved before printing/manufacturing.
- ii. The selected printer should provide copy of invoice received from the paper supplier towards purchase of papers indicated in annexures 2, 3 & 4.
- iii. All panchang should be properly packed and dispatched latest by **08th February 2025** as per our instructions, which will be made available in due course by CSU, BHOPAL CAMPUS. Penalty will be levied @ ₹10,000 for delay beyond 08.02.2025.
- iv. Specified number of panchang will have to be delivered to our office at no extra cost.
- v. No cost in respect of damage/mutilated Panchang will be reimbursed.
- vi. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of panchang of agreed quantity and specifications would entitle CSU, BHOPAL CAMPUS to cancel the order. In such an event, CSU, BHOPAL CAMPUS shall not be liable to pay any amount and the supplier shall not be entitled to recover from CSU, BHOPAL CAMPUS any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time CSU, BHOPAL CAMPUS shall be entitled to recover the loss which it may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which CSU, BHOPAL CAMPUS will be forced to place fresh orders.

Annexure 2

SPECIFICATIONS FOR PANCHANG

(1) PANCHANG – Quantity: 10,000 Nos.

- (a) Total of 10,000 Panchang providing for:
 - i. Paper Size 8*20 Inch.
70 GSM (Black & White) 68 Pages.
 - ii. Cover Page 8*20 Inch.
130 GSM (04Art Color) 04 Pages
 - iv. Side Binding
 - v. Lamination.
- (b) The sample paper must indicate the GSM, brand of the paper, name of the manufacturer, etc.
- (c) After preparing and setting the complete artwork of the Panchang, proof of Panchang needs to be submitted for our approval.
- (d) Final printing of the entire Panchang is to be done by offset process.

Please present a dummy calendar with the above specifications for evaluation in Technical Bid.

Annexure 3

Part I: Technical Bid Panchang 2025

1.	Company/Firm Name	
2.	Registration Number, PAN/TAN and Date of Registration	
3.	GST Number (enclose copy of certificate)	
4.	Address for Communication (with Phone and E-mail)	
5.	Annual turnover (₹ in Lakhs) as per the Income Tax returns of last three years as shown in the audited balance sheet @	2021-22: 2022-23: 2023-24: (provisional balance sheet may be furnished, if not audited)
6.	Profits after Tax in last three years (in Rupees Lakhs) @	2021-22: 2022-23: 2023-24: (provisional balance sheet may be furnished, if not audited)
7.	Contract amount of at least THREE previous work orders and payments made there against	1. 2. 3.
8.	Maximum no. of copies printed for a single client in a year	
9.	List of major clients during the last three years	

Annexure 4

Part II: Financial Bid

Printing of CSU, BHOPAL CAMPUS Panchang for the Year 2025

Type	Item	Unit Cost (exclusive of GST)	Cost	GST	Total Cost
Panchang	Cost of Printing and supply of 10,000 Panchang annexure 2				

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the CSU Bhopal Campus at the rate quoted above.

SIGNATURE

(With name and seal of the firm)

Date:

Annexure 5

Technical Bid - Scoring Parameters

Printing of Panchang for the Year 2025

Technical Bid Details (100 marks)		
Sr. No	Details required/parameters on which Bidder will be scored	Maximum Marks
1	THREE previous work orders of at least 10,000 Copies (please furnish details)	15
2	Sample calendars printed in the past (at least three) along with order and payments received	30
3	Dummy CSU, BHOPAL CAMPUS Panchang as per specifications in Annexure 2 of this document	55
	TOTAL	100
Minimum qualifying score is 70		

Annexure 6

Pre Bid Queries Form

Clarifications required:

(Clarification/queries to be submitted in word document in the following format)

S. No.	Clause No. and Page No	Text as per NIT	Clarifications sought

Annexure 7 – (to be signed on stamp paper)

Pre Contract Integrity Pact

(On Bond Paper Value of ₹500/-)

Between

Central Sanskrit University, Bhopal Campus (CSU, BHOPAL CAMPUS) hereinafter referred to as “The Buyer”

And hereinafter referred to as “The Bidder”

Preamble

The Buyer intends to award, under laid down organizational procedures, contract/s for The Buyer values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Buyer will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Buyer

(1) The Buyer commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- a. No employee of the Buyer, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any benefit, material or otherwise, which the person is not legally entitled to.
- b. The Buyer will, during the tender process treat all Bidder(s) with equity and reason. The Buyer will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Buyer will exclude from the process all known prejudiced persons.

(2) If the Buyer obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Buyer will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:

a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign Buyers, if any.

e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter. (2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Buyer is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

Section 4 – Compensation for Damages

(1) If the Buyer has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Buyer is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

(2) If the Buyer has terminated the contract according to Section 3, or if the Buyer is entitled to terminate the contract according to Section 3, the Buyer shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee/Demand Draft.

Section 5 – Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

**Section 6 – Equal treatment of all Bidders / Contractors/
Subcontractors**

- (1) In case of Sub-contracting, the Buyer Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Buyer will enter into agreements with identical conditions as this one with all Bidders and Contractors
- (3) The Buyer will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

**Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/
Subcontractor(s)**

If the Buyer obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Buyer has substantive suspicion in this regard, the Buyer will inform the same to the Chief Vigilance Officer.

Section 8 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of CSU, BHOPAL CAMPUS.

Section 10 – Other provisions

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Buyer, i.e. Bhopal.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

BUYER

BIDDER

Name of the Officer Chief Executive Officer

Designation

Organisation

CSU, BHOPAL CAMPUS

Witness

Witness

1. _____

1. _____

2. _____

2. _____

Annexure 10

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein.”

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)

Seal of Company/firm

Annexure 8

CHECK LIST FOR SUBMISSION OF TENDER

Printing of Panchang for the Year 2025

1. Technical Bid in Proforma – A

Annexure 5 of the Tender Document duly filled along with attested copies of:

- 1.1 Certificate of Registration
- 1.2 List of Owners
- 1.3 Attested copy of GST Certificate along with Registration under Works Contract
- 1.4 Details of three latest orders of similar kind of works
- 1.5 Audited balance sheets for 2021-22, 2022-23 and 2023-24:
(provisional if accounts are yet to be finalised)
- 1.6 Dummy Panchang as per specifications.

2. Financial/Commercial Bid as in Annexure 4

- 2.1 Annexure 4 of the Tender Documents duly filled in.