

F. No. 34043/2023/CSU/G.Admn./ 1295
CENTRAL SANSKRIT UNIVERSITY
(Ministry of Education, Govt. of India)
Janakpuri, New Delhi-110058

Date:- 11.09.2025

NOTICE INVITING TENDERS

Subject: - 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, Headquarters Office, 56-57, Janakpuri, Delhi 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 of Rubber Stamps, Self-inking stamps, ID Card, File Cover, File Board, Letter Heads, Envelopes, Pamphlet, Banner and other related items etc., in Headquarters Office of Central Sanskrit University, 56-57 Institutional Area, Janakpuri, Delhi-110058.

2. The Sealed Tender may be dropped in the Tender Box located at Reception Office of Central Sanskrit University, 56-57 Institutional Area, Janakpuri, New Delhi-110058. The last date of submission of bid is **25/09/2025 at 05:00 p.m.** The bids will be opened at **11:00 a.m. on 26/09/2025** in the presence of Tender Opening/Evaluation Committee of this University 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 Opening/Evaluation Committee of CSU, Delhi.

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

4. Detailed information/terms and conditions for the purpose can either be obtained from General Administration Section, 02nd Floor, Central Sanskrit University, 56-57 Institutional Area, Janakpuri, New Delhi-110058 or may be downloaded from the official website of this University i.e., <https://www.sanskrit.nic.in/> and CPP Portal.


[Prof. R. G. Murali Krishna]
Registrar In-charge

To:-

1. PS to V.C. for kind information of Hon'ble Vice Chancellor, CSU, Delhi.
2. Registrar Office, CSU, Delhi
3. Finance Officer, CSU, Delhi
4. Deputy Director (Admn.)
5. Project Officer (I/c), CSU, Headquarters Office, Delhi for uploading this tender notice on the website of CSU and on CPP Portal.
6. Concerned File

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, Delhi hereinafter referred to as CSU, Delhi.

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, Delhi. 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. 4,000/- (Rs. Four 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 Registrar, Central Sanskrit University, Delhi 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, Delhi 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, Delhi 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:-

MSMEs 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, Delhi.

5. Performance Security:-

Selected firm is required to submit "Performance Security" of **Rs 8,000/- (Rupees Eight Thousand Only)** in the form of Insurance Surety Bonds/ Account Payee Demand Draft/ Fixed Deposit Receipt / Bank Guarantee (including e-Bank

Guarantee) from a Commercial bank in favour of Registrar, Central Sanskrit University, 56-57 Institutional Area, Janakpuri, New Delhi-110058 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, Delhi 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, Delhi 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, Delhi, 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, Delhi 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, Delhi, 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, Headquarters Office, Delhi 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, Delhi 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 Headquarters Office of CSU, Delhi whenever required, presently located at 56-57 Institutional Area, Janakpuri, New Delhi-110058 and its attached offices in Delhi on its own cost.

10. Breach of Terms and conditions:-

In case of breach of any of the terms and conditions mentioned herein, CSU, Delhi 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, Delhi immediately on receipt of a demand letter from the CSU, Delhi.

11. Experience & Turnover:-

- **The firm should have 02-years of experience in the relevant field in Central/State Govt./ Departments/ PSU/ Affiliated Institutes/ Pvt. Institutes/ Autonomous Bodies etc.,.** The firm should also submit copies of work contract certificate for three years working experience in Government Offices. **Office of the firm should be located within Delhi/NCR area.**
- The firms must have an annual turnover of at **least 3 Lakhs during the last 02 (Two) financial years (2024-25 & 2025-26)** 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 Delhi, which it will be at liberty to refuse, if it thinks fit.

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

CSU, Delhi 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, Delhi 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, Delhi.

- The contract may be extended in favour of firm by CSU, Delhi on the request of firm, on the same rates, terms & condition as in the present contract on basis of satisfactory service.

16. **PAN/TIN/GSTIN:-**

The firms must indicate their PAN/TIN/GST 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 competent authority of this University 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 this University at any time without assigning any reason, if the work of the Contractor is found unsatisfactory. In this connection, the decision of the University 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 **excluding of GST but including delivery of items** as and where required in CSU, Delhi and its attached office. However, at the time of submission of invoice, applicable GST may be charged by the firm mentioning GST No. thereof.

21. **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 Competent Authority, Central Sanskrit University, Delhi. The place of settlement of dispute shall be Delhi. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.

22. **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 and proof of identification.

23. 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.

24. **The bidder should mandatorily submit an undertaking (in the enclosed format at Annexure-IV)** that his firm is neither blacklisted by any Govt. Dept./ Office nor any criminal case is registered against the firm or its owners/ partners anywhere in India.
25. **The bidder should also submit an undertaking (in the enclosed format at Annexure-V)** 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 12" (100 GSM) (in Yellow color, water proof)	Per Thousand	
02	Envelopes with Printing 16" x 12" (100 GSM) (in Yellow color, water proof)	Per Thousand	
03	Envelopes with printing 9" x 4" (100 GSM) (in brown color, water proof)	Per Thousand	
04	Envelopes -11" x 5" (100 GSM) (in white color, water proof)	Per Thousand	
05	File Cover (with printing)	Per Piece	
06	File Board (with printing)	Per Piece	
07	Visitor Slip (60 GSM) with printing	Per Pad (100 slips)	
08	Business Card (Standard size) with printing	100 nos.	
09	CSU Letterhead Printing- 80 GSM (white sunshine paper)	Per Pad (100 nos.)	
10	CSU Letterhead Printing- 80 GSM (Executive Bond Paper)	Per Pad (100 nos.)	
12	Employees I.D. Cards with Lanyard printing (multiple color), hand with clip	Per Set	
13	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	
14	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	

15	Refilling of Stamps	Per piece	
16	Bill Book Printing (single color 1+2) A4 (62 GSM)	Per Pad (100 nos.)	
17	Pad Printing (Forms) A4 (70 GSM) (single side printing)	Per Pad (100 nos.)	
18	Pad Printing (Forms) A4 (70 GSM) (both side printing)	Per Page (100 nos.)	
19	Pad Printing (Forms) FS (70 GSM) (single side printing)	Per Page (100 nos.)	
20	Pad Printing (Forms) FS (70 GSM) (both side printing)	Per Page (100 nos.)	
21	Banner/ Flex Banner/ Flex Board/ Standy	Per sq. foot	
22	Steel Name Plate 304 gauge	Per sq. inch	
23	Brass Name Plate	Per sq. inch	
24	Plastic Acrylic Sheets Name Plate	Per sq. inch	
25	Pamphlet A4 size - Black & White	Per Thousand	
26	Pamphlet A4 size- Color	Per Thousand	
27	Sign Board/ Display Board	Per sq. inch	
28	TA Bill with printing 12"x7.5" (both side printing, single color, 2 page)	Per Pad (100 nos.)	
29	LTC Bill with printing 12"x7.5" (both side printing, single color, 2 page)	Per Pad (100 nos.)	
30	Log Book Register with printing (32 x 20 cm)	Per Page (300 nos.)	
31	Ball Pen with printing (Metal)	Per hundred	
32	Program Certificate	Per Piece	
33	Jute Bags/Folder with printing	Per Piece (attach separate sheet for size and price)	
34	Rough Pad with printing (14x22cm, 50 sheets)	Per Piece	
35	T-Shirt with Printing	Dry fit Per Piece Matty Per Piece Cotton Per Piece	
36	Cap with Printing (Cotton)	Per Piece	

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	GSTIN Number (Copy to be enclosed)	
05	Length of Experience in the relevant field (in years) in attending to such works in Central/ State Govt./ Departments/PSU/ Autonomous Bodies etc., (Copy of proof of the same to be enclosed) (Attach separate sheets, if required)	
06	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, as per Para No. 4 of General Terms & Conditions (Yes/ No)	
07	Whether the attached terms and conditions of the Tender Notice is acceptable (Yes/ No). An undertaking to this effect should be enclosed.	
08	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 (If No, an undertaking to this effect is to be mandatorily attached in this regard)	
09	Whether the firm has quoted rates for each item/ specification (Yes/ No)	
10	Whether the firms have an Annual turnover of at least 3 Lakhs during the last 02 (Two) financial years (2024-25 & 2025-26) [Yes/ No] Enclose a photocopy of balance sheet/ proof thereof.	
11	If yes, in Sl. No. 10 above, whether submitted proof (Yes/ No)	

(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, Janakpuri, Delhi-58 **for supply of Rubber Stamps, Self-Inking Stamps, ID Card, File Cover, File Board, Letter Heads, Envelopes, Pamphlet, Banner and other items:-**

I/We, the undersigned, declare that:

We understand that, according to the conditions of CSU, Delhi, 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]

UNDERTAKING

It is certified that (name of the firm/ agency/ company) has never been **blacklisted** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertaking of the Government of India or Govt. of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/ Municipalities and no criminal case is pending against the said firm/ agency or its owner or partners, as on the date of submission of bid.

(Signature of Tenderer)

Name of the signatory:

Date:

Name of the Firm:

Seal of the Firm

(On Company's Letter Head)

UNDERTAKING

To,

The Registrar
Central Sanskrit University
56-57, Institutional Area
Janakpuri, Delhi-110058

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 and other related items etc., in Headquarters and attached office of Central Sanskrit University, 56-57 Institutional Area, Janakpuri, Delhi-110058

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, 56-57, Institutional Area, Janakpuri, Delhi-58 and its attached office as per the requirement mentioned in tender document.
4. I/We do hereby undertake that supply of required items in Central Sanskrit University, HQ Office and its attached office 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