

**TENDER DOCUMENT FOR EMPANELMENT OF**  
**SUPPLIERS/VENDORS/SERVICE PROVIDERS ETC. FOR PRINTING AND**  
**PUBLICATION WORKS AT NALANDA UNIVERSITY, RAJGIR, BIHAR**

**Time Schedule for Tender Process:**

<b>Date of Publication of Tender Notification</b>	<b>10.02.2026</b>
<b>Last Date and Time for Submission</b>	<b>23.02.2026 up to 5 PM</b>
<b>Place of Submission of Tender Document</b>	<b>Online on E-Publishing and NU website: <a href="http://www.nalandauniv.edu.in">www.nalandauniv.edu.in</a></b>
	<b>Nalanda University Village- Pilkhi, Rajgir, District- Nalanda Bihar, Pin-803116</b>
<b>Opening of Tender Document</b>	<b>24.02.2026 at 3.30 PM</b>

**Note:**

1. This tender document contains **13 pages** (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.
2. Please read the tender documents carefully. A signed copy of all the pages must be submitted and will be legally binding for abiding of all the terms and conditions.

**Sd/**

**Registrar**  
**Nalanda University**

## **NOTICE INVITING TENDER (NIT)**

Nalanda University, Rajgir, Bihar, an institution of national importance established by an Act of Parliament by Government of India, invites sealed/online bids under Single Bid System from eligible, reputed and experienced printing firms for empanelment of printers for printing, publication and supply of various official publications of the University.

In view of this, Registrar, Nalanda University, invites online Tenders in Single Bid System for empanelment of vendors/service providers for printing, publication and supply of various official publications of the University through website: [www.nalandauniv.edu.in](http://www.nalandauniv.edu.in) and E-Publishing from reputed suppliers/agencies as detailed in the Tender Document.

The empanelled vendors/printers shall undertake printing and supply of the following items, as and when required:

- Nalanda University Annual Report and Annual Accounts
- Nalanda University Newsletters
- Nalanda University Diary (quarterly magazine)
- New Year Diary and Calendar
- Brochures, Prospectus, Reports, Booklets etc.
- Forms, Certificates and other printing works

**NOTE: THIS TENDER IS NOT FOR THE "RATE CONTRACT". THE AFOREMENTIONED EMPANELMENT WORK WILL BE PROCURED FROM THE REGISTERED VENDORS/SERVICE PROVIDERS OFFERING MINIMUM PRICE AND MAXIMUM DISCOUNT following the Rules of GFR-2017, as mentioned below:**

The empanelment shall be made in accordance with General Financial Rules (GFR), 2017 and Government of India procurement guidelines.

### **1. INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF TENDER FOR EMPANELMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS ETC. FOR PRINTING, PUBLICATION AND SUPPLY OF VARIOUS OFFICIAL PUBLICATIONS OF THE UNIVERSITY**

- 1.1 The Tender superscribed "**TENDER FOR EMPANELMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR PRINTING, PUBLICATION AND SUPPLY OF VARIOUS OFFICIAL PUBLICATIONS OF THE UNIVERSITY**" should be submitted with a forwarding letter along with a list of the total documents submitted, through sending the documents to [general.procurement@nalandauniv.edu.in](mailto:general.procurement@nalandauniv.edu.in). The bidders must indicate their full name and address when submitting documents on [general.procurement@nalandauniv.edu.in](mailto:general.procurement@nalandauniv.edu.in). The tenders received beyond the time limit specified will not be entertained.

- 1.2 **Registration fee Rs.10,000/- (Non-Refundable) (mandatory for empanelment)** in the form of Account Payee Demand Draft, Banker's Cheque and NEFT from any of the Commercial Banks in an acceptable form should also be submitted to the Registrar, Nalanda University. The Bank Draft/Banker's Cheque may be drawn in favour of "**Registrar, Nalanda University**", payable at Rajgir. The bank details of NEFT is as follows:-

Name of Account	<b>Nalanda University</b>
Account No.	<b>50100079546912</b>
Name Of Bank	HDFC Bank Ltd
Branch Address	Dharamsala Road, Rajgir
IFSC Code	HDFC0002059
SWIFT CODE	HDFCINBB

- 1.3 All Bidders shall have to deposit the **Bid Security/ Earnest Money Deposit (EMD) if required at the time of submission of financial bid** for printing, publication and supply of various official publications of the University **as per empanelment.**

2. **GENERAL TERMS AND CONDITIONS FOR EMPANELMENT OF SUPPLIERS/VENDORS/ SERVICE PROVIDERS.**

- 2.1 The supplier should be eligible to receive the contract and also capable, i.e. qualified in all respect to 'deliver/provide the items/services'. The supplier is required to fulfil and follow all applicable rules, regulations and conditions to transact business with Nalanda University, Rajgir and it should be **technically capable and financially sound** to deliver/provide the required items/services.
- 2.2 The suppliers/firms with whom government transactions have been banned or suspended due to any reason including corrupt and fraudulent practices adopted by them **will not be eligible** to receive government contract.
- 2.3 The registered suppliers will be prima facie be eligible for consideration for procurement of items/services through Limited Tender Enquiry keeping in view of their credentials i.e. manufacturing capability, quality control systems, past performance (for the work in question), facility for after-sales service, financial background etc.
- 2.4 The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration, etc.

2.5 Firm, against whom punitive action has been taken, shall not be eligible for re-registration for a period of two years or as prescribed. Registration requests may not be entertained from such firms, stake holders of whom have any interest in deregistered/banned firms.

2.6 The Registrar, Nalanda University shall be the Competent Authority to deal with the applications and grant registration on the basis of the recommendations of the Technical and Financial Committees of the Central University of Kashmir.

2.7 The application form, complete in all respects and accompanied with all prescribed documents, shall be submitted to the **University Email** id [general.procurement@nalandauniv.edu.in](mailto:general.procurement@nalandauniv.edu.in) .

The requisite Registration fee shall be submitted by the firms to the registering authority (**Registrar, Nalanda University, Rajgir**). Registration shall be granted to the firms who fulfil all the specified requirements.

2.8 In case of violation of the terms and conditions of the Registration, the registration of the firm will be cancelled immediately.

**2.9 A registered firm will be liable to be removed from the list of approved suppliers/vendors, when: -**

(a) It fails to abide by the terms and conditions under which the registration has been given.

(b) Makes any false declaration.

(c) Inferior quality work.

(d) Fails to execute a contract or fails to execute it satisfactorily.

(e) The firm is declared bankrupt or insolvent.

(f) Fails to submit the required documents/information for review of registration, whenever required.

(g) Adopts unethical business practices, not acceptable to the Government, and

(h) Any other ground which, in the opinion of the registering authority, is not in public interest.

2.10 Suspension of business dealings may be ordered where pending full enquiry into the allegation; it is considered not desirable that business with the firm should continue.

2.11 The firm will be considered for registration/empanelment for an initial period of two years only, or till the time they remain an authorized supplier/vendor/ dealer of the items/services in question. Any change in authorized supplier/vendor of the items/services in question during the empanelment period must be notified to the Registrar, Nalanda University immediately.

Registration of firms will be considered for renewal on the same terms and conditions as per requirement for further one year with a maximum of three years subject to satisfactory performance of the firm during initial registration period. At the end of the two year period of empanelment, the registered supplier(s), who are interested to continue with registration are to apply for extension of registration for a further one year.

- 2.12 Overall duration of empanelment will be for a maximum period of 3 years. However, review will be done every year for evaluation of already registered suppliers. A notice in this regard shall be published on the websites of Nalanda University at the end of each year. The year, for this purpose, will commence with effect from the date of publication of List of Registered Vendors on the Website of Nalanda University after completion of all necessary formalities/procedures. The name of the supplier whose performance is not satisfactory shall be deleted.
- 2.13 The bidder must have adequate experience of execution of similar work in Govt. offices/PSUs/Autonomous Bodies/Universities and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.
- 2.14 The said registration, only qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for works under relevant category only for which vendor is registered/empanelled. However, this will not give any claim to the party for award of work/purchase order.
- 2.15 The Registrar, Nalanda University reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the Registrar, Nalanda University, in respect of registration of parties for works under various categories of printing and publications shall be final and binding on all concerned registered firms/vendors in the panel of Nalanda University.
- 2.16 Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the orders terms of the University and keep the University informed of new developments/innovative ideas that shall help in reducing the cost and improve quality, reliability etc.
- 2.17 This document is treated as a valid contract between Nalanda University and Vendor, and adherence to all aspects of fair-trade practices in executing the purchase orders/work orders placed by the University from time to time during the registration period.
- 2.18 In case an empanelled vendor is found in breach of any terms and conditions of Nalanda University or supply/work order, at any stage during the course

of supply, the legal action as per rules/laws, shall be initiated against the vendor and EMD/ Security Deposits shall be forfeited by the University besides debarring and blacklisting the vendor concerned for at least three years, for further dealing with Nalanda University. The vendor should not assign or sublet the empanelment or any part of it to any other vendor in any form. Failure to do so shall result in termination of empanelment.

2.19 All registered firms are expected to maintain absolute integrity, follow a descent standard of business ethics and do nothing unbecoming of a registered supplier.

2.20 In all future correspondence with Nalanda University, empanelled vendors are required to quote the Registration Number.

2.21 The Registrar, Nalanda University has all the rights to add/delete/alter any of the scope of work and to add/delete/amend any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reasons for the same.

2.22 At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a Corrigendum to be displayed on the Website of Nalanda University. In order to provide reasonable time to take the amendment into account in preparing their bids, tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.

2.23 **Signing of Tender Document:** Individual signing the tender or other documents connected with registration must specify whether he/she is signing as: -

2.23.1 A sole proprietor of the concerned firm/agency or constituted attorney of such sole proprietor;

2.23.2 A partner of the firm/agency, if it is a partnership firm, in such case he/she must have an Authority to sign the tender documents and execute an agreement on behalf of the supplier/vendor and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm/agency.

2.23.3 Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

2.23.4 A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had

no authority to do so, Registrar, Nalanda University may without prejudice, cancel the registration and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

2.23.5 The tenderer should sign and affix his firm's/agency's stamp at each page of the tender and all its annexures as a token acceptance of the terms and conditions of the tender. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS NOTICE INVITING TENDER.

2.24 **Opening of Tender:** The tenderer is at liberty either himself/herself or authorize not more than one representative to be present at the date and time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him/her a Letter of Authority from the tenderer and proof of identification.

### **3. PROCEDURE FOR EMPANELMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS**

- 3.1 The applicant should clearly read all the pages of the Tender Document.
- 3.2 Correct/relevant information/data have to be furnished by the vendors.
- 3.3 The applicant should make sure before applying that he/she/they fulfil the required eligibility criteria & experience.
- 3.4 Suppliers applying for registration/empanelment shall have to pay the requisite fees.
- 3.5 Suppliers shall have to fill and submit the **Registration Form (Annexure-I** along with **Annexure-II and Annexure-III)**. The Fee/EMD should be submitted as stipulated in 1.2 to 1.4 above.
- 3.6 Applications incomplete in any respect, viz non-submission of any required document of information, EMD etc. will be rejected. However, the Registrar, Nalanda University reserves the right to obtain any document from the suppliers/vendors as deemed necessary for their registration before empanelment of such supplier/vendor.
- 3.7 The sealed envelope containing the Registration Fee/EMD should be clearly superscribed on the top of the envelope as "**Tender for EMPANELMENT OF SUPPLIERS/VENDORS FOR PRINTING AND PUBLICATION WORKS, Nalanda University**". The envelope should be addressed to the Registrar, Nalanda University, and should be delivered to Registrar, Nalanda University.
- 3.8 Vendors/firms registered with NSIC/MSME/Startups should submit their VALID Registration Certificate along with other certified documents.

3.9 Proposal for registration should be submitted in the prescribed format (**Annexures I-III**) and all columns should be filled up. Incomplete proposals and tenders received after due date shall not be entertained.

3.10 Any conditional Tender shall be rejected summarily.

#### **4. TERMS AND CONDITIONS APPLICABLE AFTER REGISTRATION FOR EMPANELMENT OF SUPPLIERS/VENDORS**

4.1 The Registered Suppliers/Vendors shall sign an agreement with Nalanda University on a Non-Judicial Stamp Paper of Rs.500/- with specified terms and conditions as given in the tender document.

4.2 A letter to all the concerned registered suppliers/vendors, inviting quotations for any work, will be sent as per the requirement of the particular work. The vendor quoting **minimum price and maximum discount** may be issued Purchase Order (PO) on the basis of Financial comparison/evaluation in respect of the required items/services subject to the conditions of meeting all terms and conditions of the Tender. While submitting quotations, the suppliers/vendors are required to **mention tax rate applicable** on each category/items, otherwise rates will be **treated as inclusive of all taxes**.

4.3 The prices/rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount/rates shall be considered as valid. The percentage of discount quoted by each supplier/vendor should be given both in words and figures.

4.4 The items/services will have to be supplied to University as per the requirement. No transportation/cartage charges will be provided for supply of items.

4.5 The items/services should be securely packed to avoid damages etc. in transit.

4.6 The Principal Investigator / Head of the Department who is making the purchase shall be the sole authority to cancel or amend the Purchase Order, as per requirement.

4.7 The firm should have availability of a responsible person on call on all working days between 09.00 hrs. to 17.30 hrs. His/her contact details should be submitted with the Tender Document. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours or on holidays. The person should be capable of taking orders and making arrangements for supply of the desired items even on shorter notice.

4.8 In case, the quality of items/services supplied are not in conformity with the standards given in tender or the supplies are found defective at any stage, these items shall immediately be taken back by the supplier and will be replaced with the quality items, without any delay.

4.9 Freight, insurance charges, if any, will be borne by the supplier. Similarly,

shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of items by purchaser for re-supply. The defective supply will have to be replaced by the supplier without additional freight/transport charge.

4.10 Delivery of goods will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute from railway/road transport.

4.11 No advance payment shall be made to any supplier/vendor for the assigned order. The full supply of items/services must be made within the stipulated date and time as given in the Purchase Order. In case of any part delivery, the full delivery of the required items should be made within the stipulated date and time. Bill will be accepted only after full/complete delivery of the items. Payment of the final bill will be made only after receipt of the items in satisfactory conditions.

4.12 **Liquidated Damages:** The Liquidated Damages @ 0.5% per week shall be imposed if supply of items/services is made after expiry of delivery period as mentioned in the Purchase Order (PO)/ Work Order subject to a maximum of 10% of the total value of items/services.

5. **THE PAYMENT CLAUSE:**

5.1 The Final bill in triplicate should be sent to the respective section who have issued the purchase order or settlement after satisfactory delivery of the items/services. The bill should have full particulars of the items/services and a copy of the Purchase Order should be enclosed with the bill.

5.2 No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of procurement of items/services.

6. **BREACH OF TERMS AND CONDITIONS:** In case of breach of any terms and conditions as mentioned above, the Registrar, Nalanda University, will have the right to cancel the Purchase Order without assigning any reason thereof and nothing will be payable by the University. In the event, the Performance Security/PBG shall also stand forfeited.

7. **LEGAL JURISDICTION AND DISPUTE RESOLUTION:** The agreement shall be deemed to have been concluded in Rajgir, Bihar and all obligations hereunder shall be deemed to be located at Rajgir, Bihar and any dispute arising out of this tender shall be subject to the jurisdiction of courts at Rajgir/Nalanda, Bihar.

**ANNEXURE-I : REGISTRATION FORM**

**FOR EMPANELMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS**

Sr. No.	DETAILS/PARTICULARS OF FIRM/COMPANY		Enclosure Page No.
1.	Name of the Firm/Company:  Type of Firm (Proprietorship/Partnership/Company):  Address of Registered Office:		
2.	Copy of valid Registration Certificate of the Firm /Company from the Central Govt./State Govt.		
3.	Memorandum and Article of Association (if any)		
4.	Certificate of Incorporation/Partnership Deed/Registration Certificate issued by the Registrar of Firms etc.		
5.	Year of Establishment:		
6.	Mention Registration Number of GST (Attach copy of attested document):		
7.	PAN/TAN/TIN Number (Attach copy of attested document):	PAN:  TAN:  TIN:	
8.	Contact Person:  Name & Designation:  Telephone /Mobile No.:  Website address:  Email address:		
9.	Details of Registration fee of Rs.10,000/-(non-refundable) to be deposited to in all cases.	NEFT/Draft/Banker's Cheque No:  Amount: Date: Name of the Bank:	

10	Details of Printing Infrastructure (Offset/Digital/Binding):		
11.	Experience of similar work with GoI/State Govt./Universities etc. (Attach copy of attested document in the prescribed format as per Annexure-III):		
12.	Annual Turnover/IT Returns for last 03 Financial Year Annual Turnover should not be less than Rs 10 Lakh in anyone of last 3 Financial Years. (Attach copy of Balance Sheet & IT Return)		
13.	Non-Blacklisting Certificate (Attach copy of attested document in the prescribed format as per Annexure-II)		
14.	Bank Name: Bank Account Number: Name of the Branch with Address: IFSC Code: MICR Code:		
15.	Any other information important in the opinion of the tenderer		
16.	Whether each page of NIT and its annexure have been signed and stamped		

**Declaration:**

I/We .....certify that the information furnished above is true and correct. I/We have read and understood all terms and conditions of the tender and agree to abide by them.

Signature of Authorized Signatory

Name:

Designation:

Seal & Date:

**ANNEXURE – II NON-BLACKLISTING DECLARATION**

I/We ..... hereby declare that our firm has not been blacklisted or debarred by any Central/State Government Department, PSU, Autonomous Body or University.

Signature of Authorized Signatory

Name:

Designation:

Seal & Date:

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**ANNEXURE – III FORMAT FOR EXPERIENCE DETAILS**

Sl. No.	Name of Organization	Nature of Work	Value (₹)	Year	Proof Attached

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**ANNEXURE – IV GENERAL CONDITIONS OF EMPANELMENT**

1. Empanelment does not guarantee award of work.
2. Work shall be allocated as per requirement and performance.
3. University may procure printing services through GeM wherever applicable as per GFR.
4. Performance of empanelled printers shall be reviewed annually.
5. In case of unsatisfactory performance, the University reserves the right to terminate empanelment.