

PRESIDENCY UNIVERSITY
86/1, COLLEGE STREET
KOLKATA-700 073

TENDER NOTICE

**TENDER FOR THE SETTING UP AND RUNNING OF A PHOTOCOPYING CENTRE AT
PRESIDENCY UNIVERSITY, COLLEGE STREET CAMPUS, KOLKATA**

Tender Notice No. PU/2018-19/Ph.Copy Cent/01

Dated 23-04-2018

Last Date of Submission of Tender: 08-05-2018 up to 3.00 P.M.

Date of Opening of Tender: 08-05-2018 at 3.30 P.M.

Bids are invited from the bonafide, reputed and experienced Service Providers for setting up and running of a Photocopying Centre at the allotted space at Presidency University, College Street campus. Interested parties may submit application in the prescribed format –to be downloaded from University Website (www.presiuniv.ac.in). The downloaded Forms (Annexure – I, II and III) must be filled in and signed properly and should be submitted along with the required documents and a Demand Draft of Rs.500/- (Rupees Five Hundred) only drawn in favour of “Presidency university” payable at Kolkata as non-refundable Application Fee . All required documents, Annexure – I, II and III duly filled in, signed and stamped on each page, Application Fee shall be sent in a separate sealed cover superscribing as **“TENDER BID FOR SETTING UP AND RUNNING OF A PHOTOCOPYING CENTRE AT PRESIDENCY UNIVERSITY,KOLKATA ”**.

The envelope is to be dropped in the tender box placed in the Accounts Section at Presidency University, Main Building, Ist Floor, 86/1, College Street.Kolkata-700 073.

The successful Bidder shall have to enter into an Agreement containing all Terms and Conditions of the service with the University Authority.

The University reserves the right to accept or reject any or all applications without assigning any reason thereto.

Sd/-

Registrar, Presidency University

Annexure - I

**PRESIDENCY UNIVERSITY
86/1, COLLEGE STREET
KOLKATA-700 073**

**APPLICATION / BID FORM FOR PROVIDING THE SERVICE OF SETTING UP AND
RUNNING OF A PHOTOCOPYING CENTRE**

1A. Name of the Company/Firm/Business Organization:

1B. Address (Address Proof to be given):

2A. Name of the Managing Director/Managing Partner/Proprietor:

2B. Name & Designation of the Authorized person other than 2A, if any:

3. Contract Number: Landline No. / Mobile No.-

Fax No. –

E-mail id-

4. Details of expertise in the area of running of Photocopying Centre (credentials):

(Use separate sheet, if required / submit supporting documents)

5. PAN of the Company/ Firm / Sole-Proprietor:

(Certified true copy to be enclosed)

6. Valid Trade Licence No. (Self attested photocopy to be enclosed):

7. GST registration no. (Self attested photocopy to be enclosed):

8. Monthly Rental offered for payment to the University: Rs. _____ (in words
Rupees _____) + GST as applicable.

(Note: Minimum monthly rental shall be Rs.6,500/- (Rupees Five thousand) including charges for
electricity before GST which is payable extra)

I do hereby confirm that the Rules and Regulations already framed and to be framed for the purpose of
Setting up and Running of a Photocopying Centre including that of making “Security Deposit” will be
abide by me scrupulously.

I also certify that the information furnished above is true and correct.

Date:

Full Signature of the Applicant

Place:

Designation & Rubber Stamp

Instructions:

1. Incomplete application may be rejected.
2. The application is to be submitted in a sealed envelope mentioning
 - A. Service Provider of Setting up and Running of Photocopying Centre
 - B. Date of submission
 - C. Name of the Company/Firm/ Business Organization
3. Decision of the authority is final and binding.

Annexure - II

DECLARATION

1. I _____, Son _____ /Daughter _____ of Sri _____, Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s. _____ am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY UNIVERSITY, Kolkata or in any national organization or educational institute/university for any supplies, products or services.

Signature of the Authorized Person

Date: _____ Full Name: _____

Place: _____ Company Seal: _____

Annexure – III

General Terms & Conditions

1. The Service provider should purchase and install the sufficient number of Photocopying and other machines for providing prompt service to the faculty, student and other community of the University.
2. The rate of photocopying should be at par with the market rate. The University shall not provide any subsidy or support in terms of papers and other consumables.
3. The Service Provider will have to pay the rental to the University on monthly basis which is inclusive of the charge of power consumption plus GST extra at applicable rate. The monthly rental is to be paid in advance within first seven (7) days of the respective month.
4. The Service Provider shall make an interest-free security deposit of Rs.25,000/- (Rupees Twenty five thousand) only with the University which will be refundable at the time of expiry of the Agreement.
5. The Centre should be kept open from 9.00 A.M. to 9.00 P.M from Monday to Friday. However, depending on the exigencies, the Service Provider may be required to keep the Centre open or close as per requirement of the University.
The employees of the Service Provider working in the Centre should not stay in the University campus.
6. The Service Provider should take proper care for the well maintenance of the Furniture & Fixture already installed at the Centre. The provider will take up any additional electrical installation at his own cost, if required by him.
7. Minimum 5(five) years experience in photocopying service is required.
8. Registered Office of the Company must be in Kolkata.
9. Certification of ISO:9001:2008 is desirable.
10. All staff must be in the direct staff roll of the service provider but the bio-data of the staff engaged in the Centre should be made available to the authority of the University.
11. Outsource through sub-contract is not acceptable.
12. The University will not bear the cost of any loss/damage of the accessories / parts of the Machines and the same to be replaced or repaired by the provider at his own cost immediately so that the service is not interrupted/ hampered.
13. In case of any accident within the work place, no Accidental Cost will be borne by the University Authority.
14. Any loss or damage of the infrastructure of the Centre will be recovered from the Security Deposit of the provider.
15. The Service provider shall have to abide by the general rules and regulations of the University.
16. The successful bidder shall have to enter into an agreement with the University authority before commencement of the service. The term of the agreement shall be one year which may renewable subject to satisfactory performance.