

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Diamond Harbour Road, Sarisha, South 24 Pargnas, West Bengal 743368

Office Phone: (03174) 245801

Tender No. NIT/PMac./22/DHWU

Dated: 17.11.2017

Tender For Operating Two Photocopy Machines at Diamond Harbour Women's University

TENDER DETAILS AND GENERAL TERMS & CONDITIONS

1)	Tender Item	Sealed Quotations are invited from organizations for operation of Photocopy Machines in the University premises of Diamond Harbour Women's University, Sarisha.
2)	Period of Contract	One Year, from the date of awarding the contract and signing of the agreement. The contract may be extended for one more year based on their performance which will be assessed by a committee to be constituted by the Hon'ble Vice Chancellor.
3)	Tender Cost	Free of cost and can be downloaded from our website www.dhwu.ac.in
4)	Tender forms	Tender forms can be downloaded from the University website www.dhwu.ac.in
5)	Important dates	Last Date for submission of tenders in the office of the University is 11.00 A.M. on 24.11.2017 and tenders will be opened on same date at 12.00 Noon.
6)	Award of the Contract	The contract of operating the Photocopy Machines shall be awarded to the firm quoting highest license fee subject to signing of agreement and acceptance of photocopy prices of different size of papers.
7)	E. M. D.	Each quotation should include a Demand Draft for Rs. 1000/- (Rupees One Thousand only) in favor of Diamond Harbour Women's University payable at Diamond Harbour towards EMD. Quotations without EMD will not be considered. EMD will be returned to unsuccessful bidders after finalization of the Contract with the successful bidder.
8)	Agreement	The successful bidder will have to execute an Agreement of License on a non-judicial stamp paper of value Rs. 100/-. (two stamp paper with valid date to be provided by the bidder)
9)	License Fee Payment	The agreed license fee and other charges are to be paid in advance before 5 th of every month. License fee is to be paid for all the 12 months of the year inclusive of holidays and vacation for the University.
10)	Security Deposit	Security Deposit of Rs. 5,000/- (Five Thousand Only) is to be paid in the form Demand Draft or Bank guarantee valid for one year in favor of Diamond Harbour Women's University payable at Diamond Harbour at the time of signing the agreement.
11)	Right to reject Offers	The University reserves right to accept or reject any or all offers without assigning any reason.

12)	Working Hours	9.00 AM - 6.00 PM. May be changed as per the requirement of the University.
20)	Hygiene	The contractor has to maintain the premises and the surroundings places neat & clean.
21)	Sub-lease	Any sub-lease or other assignment to and in favor of a third party or person of the above contract shall render the contract void and the contract can be terminated without any notice and the tenderer shall lose all the deposits submitted.
22)	Quotation	Tenderer has to submit the maximum payable license fee and other details in the prescribed form supplied along with the tender document.
23)	Previous Experience	Previous experience in operating Photocopy work in any government or quasi government organization for at least six months is essential.
24)	General Conditions	All quotations without experience certificates are liable to be rejected. Each Tenderer should submit along with the tender, a declaration to the effect that they will strictly adhere to the terms and conditions of the contract and any deviation on their part will lead to the cancellation of the contract and are liable to forfeit all the deposits.
25)	Electrical Appliances	Electrical appliances other than Photocopy Machines cannot be used in the Photocopy enclosure. Electricity charges for operating the photocopy machines will be charged by University.
26)	Termination of contract	This contract may be terminated by giving one month's notice by either sides.
27)	Photocopy charges/fees	Photocopy charges of different size of papers should not exceed the market rate.

For further inquiry you can contact the office of the University.

REGISTRAR

TENDER DOCUMENT
FORM OF DECLARATION TO BE SUBMITTED ALONG WITH QUOTATION

1. Name of the Tenderer / Firm:
2. Name of the Contact Person along with phone numbers and attested photo(Please paste an attested photo of the contact person – Only this person is authorized to operate the canteen and should be available in the photocopy enclosure):
3. Address for Correspondence
4. Permanent Address:

DECLARATION

1. We agree to abide by the terms and conditions stipulated by the University from time to time. Further we agree to pay the license fee and other charges every month before the specified time and date.
2. We shall not cause any structural damage to the premises of the photocopy enclosure. Further, we undertake all necessary precautions and measures to maintain dignity, decency and decorum in operating the photocopy machines in the premises.
3. We shall abide by all the requirements obligations under the laws in force from time to time and applicable to operating photocopy machines and Labor Laws, GST Act etc.
4. After expiry of contract period of operation of photocopy machines, if awarded to us, we agree to vacate and hand over the premises to the University. We also agree that we will not take any legal or other steps to continue to operate the photocopy enclosure after expiry of the contract period.
5. We understand that the contract of operating the photocopy machines, if awarded to us, is liable to be cancelled if any of the conditions mentioned here or in the agreement form to be signed are violated. In such an event, we agree to forego all the deposits paid by us.

Date:

Signature

Seal / Stamp of the
Firm Name and Address

TENDER DOCUMENT
DIAMOND HARBOUR WOMEN'S UNIVERSITY

Diamond Harbour Road, Sarisha, South 24 Pargnas
West Bengal 743368

QUOTATION FOR OPERATING PHOTOCOPY MACHINES

FORM OF THE QUOTATION

1. Name and Address of the Firm:

2. Name of the Contact Person along with Telephone Numbers, attested photo and PAN card.

3. Details of the E.M.D:

Name of Bank with Branch :

Cheque /DD No.& Date :

Amount of EMD (figure & in words):

4. Previous Experience in operating of photocopy machines operation
(Enclose all relevant certificates along with the last year's Income Tax
Return.):

5. Maximum license fee payable for operating the photocopy machines per
month.(Electricity charges are payable extra as per meter reading on actual
basis):

Rs. In wards:

Seal/ Stamp of the Firm/Vendor.

Signature with Date