

MAHARSHI DAYANAND UNIVERSITY ROHTAK

TENDER NOTICE

Sealed Tenders are invited for providing photocopying services, computer printing and lamination of Library Cards at Vivekananda Library up to 21.07.2015 before 4.00 p.m. Tender document can be obtained from the office of the University Librarian, M.D. University, Rohtak on payment of Rs.50/- on working days between 9.00 a.m. to 5.00 p.m. or can be downloaded from the university website (www.mdurohtak.ac.in) free of cost.

University Librarian

MAHARSHI DAYANAND UNIVERSITY
Rohtak-124001 [Haryana]

TENDER DOCUMENT

Photocopying, Lamination and Computer Printing Services at Vivekananda Library

Scope of Work (Requirements)

Photocopy	Average 6000-7000 copies per day
Lamination of Library Cards	2500-3000 cards annually
Computer printing	Average 800-900 pages per day

Tender Processing Fee Rs. 1000

(Attach with tender in form of demand draft in favour of Finance Officer, M. D. University, Rohtak)

Last Date of Submission of Bids in the office of University Librarian, Maharshi Dayanand University, Rohtak- 21.07.2105 up to 4.00 P.M.

Opening of Bid : 22.07.2015 at 11 a.m.

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK -124001 (HARYANA)
VIVEKANANDA LIBRARY**

No. MDUL/RSD/15/1270

Dated: 30.06.2105

QUOTATION/TENDER NOTICE

Sealed quotations/tenders are invited for providing photocopying and lamination services in the Vivekananda Library (University Library), M.D.University, Rohtak subject to the following terms and conditions:

1. The following type of paper and other material shall be used for photocopying, printing and lamination of Library cards. Rate should be quoted as per given below performa

S.No.	Description	Rates	
		Single Side	Double side
A. Paper for photocopying			
1.	A4 size, 70 gsm, paper of any brand for mono colour		
2.	A3 size, 70 gsm, paper of any brand for mono colour		
3.	A4 Executive Bond Paper for mono colour		
4.	A4 size, 100 gsm coloured paper		
5.	A4 size, 100 gsm mono colour		
6.	A3 size, 100 gsm coloured paper		
7.	A3 size, 100 gsm mono colour		
8.	A4, 75 gsm coloured print (super quality/brand)		
9.	A4, 75 gsm, white paper (super quality/brand)		
10.	Transparency (Colour print)		
11.	Transparency (Black print)		
12.	Spiral Binding		
B. Computer Printing		Single side	Double side
13.	A4 size, 70 gsm, paper of any brand (Laser printing)		
14.	A4 Executive Bond Paper (Laser printing)		
15.	Transparency (Black print)		

C. Lamination		
16.	Size of Library cards to be Laminated – 7 cm X10 cm., Specs. of lamination material - 250 microne, HPC thickness (Laminated sample may be attached)	

2. The sealed quotations, complete in all respects, must reach in the Office of the undersigned latest by 21.07.2015 by 4.00 p.m. The same shall be opened on 22.07.2015 at 11.00 a.m. The quotees or their authorized representative(s) are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
2. The Quotation/Tender received after due date and time or incomplete quotation shall be rejected outrightly.
3. The quotation/tender shall have the superscription "QUOTATION/TENDER FOR PHOTOCOPYING SERVICE". The offer may be sent to the **University Librarian, M.D. University, Rohtak – 124001 (Haryana)**. The quotation/tender, where the **superscription** is not mentioned on the envelope by the Quotee(s), may not be entertained.
4. All the charges and terms must be spelt out in the offer clearly. Charges not mentioned in the quotation/tender shall not be paid.
6. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
7. The Contractor shall install at least three photocopying machines on the ground floor within 07 (seven) days from the date of award of contract. All the machines shall be operational all the time during the period of contract.
8. The Contractor may be asked to increase the number of machines during any time of contract.
9. Earnest Money of Rs. 5000/- in the form of Demand Draft or FDR in Favour of Finance Officer, M.D. University, Rohtak must accompany the tender failing which tender shall be rejected.
10. Earnest Money shall stand forfeited, if the quotee backs out.
11. The Contractor shall pay Licence Fee/rent @Rs. 1000/- per month for the premises allotted to him before 10th day of the every month. The Licence Fee will increase by 10% every year if the contract is extended. Electricity bill will also be borne by the contractor.
12. Rates may be quoted for a period of three years. But the Contract will be awarded for a year, and will be renewed for the second & third year if the service is found satisfactory. Contract period may be extended after third year on year to year basis subject to satisfactory performance report.
13. The Contractor shall deposit a refundable Performance Warranty/Security of Rs. 25000/- in the University within 07 days from the date of award of contract.

- Performance Warranty/Security shall be liable to be forfeited if the service of the Contractor is not found satisfactory.
14. Contractor shall be responsible for the loss to the University property caused by him or his employees.
 15. Renovation of the premises, if required, shall be the responsibility of the Contractor subject to University approval.
 16. The Contractor shall execute Licence Deed on Stamp Paper of Rs. 100/- with the University Librarian/Rep. within 07 days from the date of award of contract.
 15. Failure of the Contractor to comply with the rates and other terms and conditions contained in the contract order shall lead to termination of Contract at the cost and risk of the Contractor. Besides, the Contractor shall be liable to such action as blacklisting, debarment from having any business with this University, forfeiture of earnest money/performance warranty/security or any other action as may be deemed proper by the University.
 16. The Contractor shall vacate the premises allotted to him within seven days from the date of expiry or termination of the contract failing which penal Licence Fee/rent Rs. 10000 per month will be charged until the premises are vacated.
 17. The Contractor shall be responsible for observing the provisions of Indian Copyright Act 1948 (amended from time to time) or any such other Act having international application. The Contractor shall bear costs of claim, if any, that may arise on account of violation of these Acts and Right to Intellectual Property.
 18. The Contractor shall not do any business/work other than photocopying/lamination/computer printing from the premises allotted to him.
 19. The Contractor shall not use the premises allotted to them for doing photocopying/lamination/printing work of any person/agency from outside the University.
 20. The University shall not be liable for making any payment of claims made by the employees of the Contractor.
 21. The Contractor shall be responsible for insurance, medical, accidental or any other charges, if any, of the employees hired by them.
 22. TDS shall be deducted at source in accordance with the Income Tax Act/Rules in force from time to time.
 23. The acceptance of the quotation/tender shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore.
 24. In case, any family member of the quotee is serving in the University, then he must record a certificate to that effect on the offer, failing which the quotations/tenders filed by then quotee shall be rejected outrightly.
 25. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 01262-393004, 393006 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
 26. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak.
 27. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically in the contract order,

and acceptance of the order shall be construed as agreement to all the terms and conditions contained in the order.

University Librarian