

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

TENDER NOTICE

TENDER FOR THE SETTING UP AND RUNNING OF A PHOTOCOPYING CENTRE AT THE PLACE ALLOTTED BY PRESIDENCY UNIVERSITY, KOLKATA

Tender Notice No. PU/2022-23 /Ph.Copy Cent/01

Dated: 16-03-2023

Last Date of Submission of Tender: 03-04-2023 up to 3.00 P.M.

Date of Opening of Tender: 03-04-2023 at 3.30 P.M.

Sealed tender are invited from the bonafide, reputed and experienced Service Providers for setting up and running of a Photocopying Centre at the space allotted by Presidency University. Interested bidders may submit their tender bid in the prescribed format – to be downloaded from University Website (www.presiuniv.ac.in). The downloaded Form must be filled in properly and should be submitted along with the required documents, Demand Drafts towards Earnest Money Deposit (EMD) of Rs 5,000/- (Rupees Five Thousand) only and Tender Fees of Rs 1,000 /- (Rupees One Thousand) only. The Demand Drafts towards EMD and Tender Fees are to be drawn in favour of “Presidency University” payable at Kolkata. All required documents, copy of the Format duly filled in, the tender document (Annexure – I, II, III & IV) duly signed and stamped on each page, EMD and Tender Fee shall be sent in a sealed cover super-scribing as **“TENDER BID FOR SETTING UP AND RUNNING OF A PHOTOCOPYING CENTRE AT THE PLACE ALLOTTED BY PRESIDENCY UNIVERSITY, KOLKATA ”**.

The envelope is to be dropped in the tender box maintained at the Main Gate / Security Office of Presidency University, 86/1 College Street, Kolkata 700073.

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

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 photocopy 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. Service Provider will have to pay a rental to the University on monthly basis which is inclusive of the charge of power consumption. GST at applicable rate is extra. 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 or Hostel 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.
6. Minimum 5(five) years experience in photocopying service is required.
7. Registered Office of the Company must be in Kolkata.
8. Certification of ISO:9001:2008 is desirable.
9. 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.
10. Outsource through sub-contract is not acceptable.
11. 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/ her 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.

Annexure- II

BID FOR SETTING UP AND RUNNING OF A PHOTOCOPYING CENTRE AT THE PLACE ALLOTTED BY PRESIDENCY UNIVERSITY, KOLKATA

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. Income Tax Returns of the assessment years 2020-21, 2021 – 22 and 2022-23 (Self Attested copies)copies.

9. Details of EMD: Bank Draft No. _____ Date _____ of Rs. 5,000.00 drawn on _____ Bank, _____ Branch.

10. Details of Tender Fees: Bank Draft No. _____ Date _____ of Rs. 1,000.00 drawn on _____ Bank, _____ Branch.

11. Monthly Rental offered for payment to the University: Rs. _____ (in words Rupees _____)

(Note: Minimum monthly rental shall be Rs. 15,000/- (Rupees Fifteen Thousand)including charges for electricity. GST at applicable rate 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” as determined by the University Authority 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

Annexure-III

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 of the Bidder

Date_____

Full Name_____

Designation_____

Seal

Annexure – IV
FINANCIAL BID

(It should be in the letterhead of the Bidder)

Particulars	Amount (Rs.)
Monthly Rent offered for setting up and running a Photocopying Centre at the space allotted by Presidency University (Minimum monthly rent should be Rs.15,000/-)	

Amount in words Rupees _____

- Note: 1. The above rent is inclusive of cost of electricity.
2. GST is payable extra at the applicable rate.

Signature of the Authorized Person of the Bidder

Date _____

Full Name _____

Designation _____

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