



CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Near GB Pant Hospital, Srinagar – 190 004 (J&K)
Phone: 0194-2468354, 2468357, Website www.cukashmir.ac.in

Tender No.: **CUKmr/Est/ORS/NG/F.No.317/14/**
Dated: **05.03.2015**

1. Name of the

Firm/Supplier/Vendor:.....

2. Address with telephone No.

:.....

3. Earnest Money Deposit (EMD)

(to be deposited along with the
tender document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on

4. Cost of Tender Document:

(to be deposited in case of
downloaded tender document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on

TENDER FORM AND TERMS AND CONDITION FOR OUTSOURCING OF JOB OF PHOTO COPYING & SPIRAL BINDING

1. Place of work: Different Campuses of Central University of Kashmir
2. Nature of Job: 1. Photocopy services (High Speed Model)
2. Spiral Binding and Lamination services.
3. Facilities to be provided by the Agency:
- a) Operator
 - b) Xerox Machine
 - c) Photostat **paper (as per sample/ Requirement).**
 - d) Toner
 - e) Arrangements for **Spiral Binding and Lamination.**
4. Facilities to be provided by the University:
- Suitable space will be provided by the University in The Campus premises on the following conditions:
- a) The rent will be charged by University @ Rs. 500/- (Rupees Five Hundred only) per month.
 - b) The electricity charges will be charged as per separate sub meter reading.
5. i) The machine should be kept in good, functional condition along with sufficient quantity of papers during all working days.
- ii) The Agency shall provide an operator who should be available on all working hours between 9 to 6 p.m. The photocopy work will be completed on the same day. In case of emergency, the operator will work beyond office hours or on holidays without any extra charge.
- iii) The arrangement can be terminated with one month's notice by the University.
- iv) No rent for the photocopier machine installed in the Campus will be charged by the firm.
- vi) The sealed tender should accompany with Earnest Money of Rs 2,000/- (Rupees Two Thousand only) in the form of DD from any nationalised bank drawn in favour of Central University of Kashmir payable at Srinagar, without which the tender will not be considered. Earnest money of unsuccessful bidders will be released within one month from the date of closing of tender. In respect of successful bidder, EMD will be partially adjusted against Security Deposit.
- vii) Security Deposit: The successful bidder will have to deposit a security of Rs 2,000/- (Rupees Two Thousand only) which will be refunded after one month of completion of contract and after recovery of dues from the agency if any.
- viii) In case Agency fails to undertake the job, the same will be got done from the open market at the risk & cost of agency and excess expenditure if any incurred on this account will be recovered from the agency**

6. The contract will be awarded initially for one year which may be renewed subject to the satisfactory performance of contractor purely at the discretion of the University. The Contractor has no right for renewal of the contract of his own.
7. The tender form can be obtained from Administrative office of the University at Sonwar on any working day from the date of this advertisement to 16.03.2015 free of cost or can be downloaded from the University website: www.cukashmir.ac.in.
8. The bids should be addressed to the REGISTRAR, Central University of Kashmir, Sonwar, Srinagar – 190 004 (J&K) on or before the date and time as specified above by hand or by post. PLEASE NOTE THAT THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY POSTAL LOSSES/DELAYS. IN CASE OF BIDS SENT BY POST AND BEING RECEIVED AFTER 4.00 p.m. ON 16th March, 2015. THE UNIVERSITY SHALL REJECT THE SAME AND IN CASE OF ANY DISPUTE IN THE TIMING OF RECEIPT, THE DECISION OF THE UNIVERSITY SHALL BE FINAL.
9. The Bidder is expected to go through all instructions, terms & condition as specified in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
10. At any time prior to the deadline for submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
11. Quotations received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections in the quotation document are liable to be rejected.
12. The bid will be opened on 17th March, 2015 at 03:00 pm in presence of bidders or their authorized representatives. The representative should bring the authorization letter from their vendor for attending the tender opening. However, the presence of the bidders or their representatives is not mandatory.
13. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University's office, the due date for submission of bids and opening of bids will be the following working day at the time fixed above.
14. The bidder should confirm that there are no hidden costs. Any items found necessary to make facility functional will be provided by the bidder without extra cost.

ELIGIBLE BIDDERS

15. The bidder must be registered under shop & Estt Act.
16. Bidder must submit PAN.
17. Bidder must have certificates/licenses of relevant Departments.
18. The bidder must have experience of running such commercial unit/s

General Terms & Conditions

19. The unit charges shall be quoted in Indian Rupees only.
20. The amount to be quoted both in figures and in words, in case of a discrepancy the amount quoted in words will be taken as final.

21. The quoted rates should be final and should include all taxes etc. Any extra amount over and above the quoted rates will not be entertained.
22. The selected firm will be required to enter into an Agreement with the University by submitting an Instrument of Agreement on a non-judicial stamp paper of **Rs. 100/**. Necessary clauses mentioned in this NIT shall be incorporated in the said agreement.
23. The University reserves the right to reject or accept any offer without assigning any reason or cancel or withdraw the tender notice.
24. Once the bidder submits the tender, it would be presumed that the bidder has understood and accepted all the terms and conditions given in NIT. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.

22. Rates for photocopy **charges inclusive** of cost of paper (sample enclosed) may be quoted **hereunder: -**

Rates (on one side of paper)	Rates (on both side of paper)
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- a) A-4 per copy
- b) F/s -do-
- c) A-5 -do-
- d) A-3 -do-

Rates of spiral binding

Spiral size No

- a) Up to 50 pages
- b) 50 to 100 pages
- c) 100 to 150 pages
- d) 150 to 200 pages
- e) Above 200 pages

Rates of Lamination

- a) A-4 per copy
- b) F/s - do
- c) A-5 - do
- d) A-3 - do

23. Name of the Contractor (Tenderer)

24. Address of firm -----

25. Pan No (with attested copy of PAN)

26. Registration No. under shop & Estt Act
(With attested copy)

27. Type of Establishment

28. Whether Govt/Semi-Govt./Private

29. List of client etc. during last 3 years along with cost of assignment

- a)
- b)
- c)
- d)
- e)

30. Present Assignment in hand

- a)
- b)
- c)
- d)
- e)

Earnest money of Rs 2,000/-(Rupees Two Thousand only) has been deposited of any nationalized bank drawn in favour of Central University of Kashmir payable at Srinagar as EMD. Vide no dated:

All the terms and conditions as mentioned in the tender documents are acceptable to me/us.

SIGNATURE OF PROPRIETOR
With seal