

MAHARSHI DAYANAND UNIVERSITY ROHTAK

TENDER NOTICE

Sealed quotations are invited for providing Photocopying, Lamination, Computer printing & allied Services in the Vivekananda Library latest by **21/02/2023** 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 any working day 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, Computer Printing & allied Services in the
Vivekananda Library**

Scope of Work (Requirements)

Photocopy	Average 7000-8000 copies per day
Lamination of Library Cards	3000-3500 cards annually
Computer printing	Average 800-900 pages per day

Tender Processing Fee Rs. 1000

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

**Last Date of Submission of quotation in the office of University Librarian,
Maharshi Dayanand University, Rohtak 21/02/2023 up to 4.00 P.M.**

Opening of quotation: 22/02/2023 at 11 a.m.

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

No. MDUL/RSD/23/105

Dated: 31/01/2023

TENDER NOTICE

Sealed quotations are invited for providing Photocopying, Lamination, Computer Printing & allied Services in the Vivekananda Library (University Library), M.D. University, Rohtak-124001, subject to the following terms and conditions:

1. The following type of papers and other materials shall be used for photocopying, lamination, and computer printing. The rate should be quoted on prescribed Performa available separately.

S. No.	Description
A.	Paper for Photocopying
i.	A3 size, 70 gsm, Paper of any brand for mono colour (Black)
ii.	A3 size, 70 gsm, Colour photocopy
iii.	A3 size, 100 gsm, Paper of any brand for mono colour (Black)
iv.	A3 size, 100gsm Colour photocopy
v.	A4 size, 70gsm, Paper of any brand for mono colour (Black)
vi.	A4 size, 70 gsm Colour photocopy
vii.	A4 size, 70 gsm Photocopy on colour paper
viii.	A4 size, 75 gsm Paper of any brand for mono colour (Black)
ix.	A4 size, 75 gsm Colour photocopy
x.	A4 size, 100 gsm Paper of any brand for mono colour (Black)
xi.	A4 size, 100 gsm Colour photocopy
xii.	A4 size, Executive Bond Paper for mono colour (Black)
xiii.	A4 size, Executive Bond Paper Colour Photocopy
xiv.	A4 size, Transparent Sheet (Colour photocopy)
xv.	A4 size, Transparent Sheet, mono Colour photocopy (Black)
xvi.	Spiral Binding
xvii.	Soft Binding (Synopsis, Project Report, etc.)
B.	Computer Printing
i.	A4 size, 70 gsm, paper of any brand, Laser printing, mono colour (Black)
ii.	A4 size, 70 gsm, Laser printing (Colour)
iii.	A4 Executive Bond Paper, Laser printing, mono colour (Black)
iv.	A4 Executive Bond Paper, Laser printing, (Colour)
v.	Transparent Sheet, mono colour print (Black)
vi.	Transparent Sheet (Colour Print)
C.	Lamination
i.	Size of Library cards to be Laminated – 7 cm X10 cm. Specs. of lamination material - 250 microns, HPC thickness (Laminated sample may be attached)
ii.	Lamination of A4 size Document, Lamination material-125 Micron Thickness Sheet.

2. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **21/02/2023 4.00 p.m.** The same shall be opened on **22/02/2023** 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.
3. The Quotation received after the due date and time or an incomplete quotation shall be rejected out rightly.
4. The quotation shall have the superscription “QUOTATION FOR PHOTOCOPYING, LAMINATION, COMPUTER PRINTING & ALLIED SERVICES”. The offer may be sent to the **University Librarian, M.D. University, Rohtak – 124001 (Haryana).** The quotation where the **superscription** is not mentioned on the envelope by the Quotee (s) may not be entertained.
5. All the charges and terms must be spelled out in the offer clearly. Charges not mentioned in the quotation/tender shall not be paid.
6. The offer must be valid for at least three months from the date of opening of the quotation.
7. The Contractor shall install at least three photocopying machines on the ground floor within 07 (seven) days from the date of award of the contract. All the machines shall be operational all the time during the period of the contract.
8. The Contractor may be asked to increase the number of machines at any time during the contract.
9. Earnest Money of Rs. 5000/- in the form of a Demand Draft or FDR in Favour of the 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 the 10th day of every month. The Licence Fee will increase by 10% every year if the contract is extended. The electricity bill will also be borne by the contractor.
12. Rates may be quoted for three years. But the Contract will be awarded for a year and will be renewed for the second & third years if the service is found satisfactory. The contract period may be extended after the completion of the third year, by the University Librarian on year to year basis subject to a 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 the 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 the contract.
17. Failure of the Contractor to comply with the rates and other terms and conditions contained in the contract order shall lead to termination of the 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.
18. 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. 15000 per month will be charged until the premises are vacated.
 19. The Contractor shall be responsible for observing the provisions of the Indian Copyright Act 1948 (amended from time to time) or any other Act having an international application. The Contractor shall bear costs of a claim, if any, that may arise on account of violation of these Acts and Right to Intellectual Property.
 20. The Contractor shall not do any business/work other than photocopying/lamination/computer printing from the premises allotted to him.
 21. The Contractor shall not use the premises allotted to them for doing photocopying/lamination/printing work of any person/agency from outside the University.
 22. The University shall not be liable for making any payment of claims made by the employees of the Contractor.
 23. The Contractor shall be responsible for insurance, medical, accidental, or any other charges, if any, of the employees hired by them.
 24. TDS shall be deducted at source in accordance with the Income Tax Act/Rules in force from time to time.
 25. The acceptance of the quotation shall rest with the undersigned, who is not bound to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason thereof.
 26. In case, any family member of the quotee is serving in the M.D. University Rohtak, then he/she must furnish a certificate that he/she will not influence in any way the terms, conditions, and work, failing which the quotation filed by the quotee shall be rejected out rightly.
 27. 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.).
 28. The dispute, if any, shall be subject to the jurisdiction of the Courts at Rohtak.
 29. Terms and conditions printed on the 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 an agreement to all the terms and conditions contained in the order.

University Librarian

Quotation Performa

Quotation for Providing Photocopying, Lamination, Computer Printing & allied Service in the
Vivekananda Library M.D. University, Rohtak-124001

Name.....

Address.....

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S. No.	Description	Rates in (Rs.)	
		Single Side	Double side
A.	Paper for photocopying		
i.	A3 size, 70 gsm, Paper of any brand for mono colour (Black)		
ii.	A3 size, 70 gsm, Colour photocopy		
iii.	A3 size, 100 gsm, Paper of any brand for mono colour (Black)		
iv.	A3 size, 100gsm Colour photocopy		
v.	A4 size,70gsm, Paper of any brand for mono colour (Black)		
vi.	A4 size, 70 gsm Colour photocopy		
vii.	A4 size, 70 gsm Photocopy on colour paper		
viii.	A4 size,75 gsm Paper of any brand for mono colour (Black)		
ix.	A4 size, 75 gsm Colour photocopy		
x.	A4 size, 100 gsm Paper of any brand for mono colour (Black)		
xi.	A4 size, 100 gsm Colour photocopy		
xii.	A4 size, Executive Bond Paper for mono colour (Black)		
xiii.	A4 size, Executive Bond Paper Colour photocopy		
xiv.	Transparent Sheet (Colour photocopy)		
xv.	Transparent Sheet, mono colour photocopy (Black)		
xvi.	Spiral Binding		
xvii.	Soft Binding (Synopsis, Project Report, etc.)		

B.	Computer Printing	Single side	Double side
i.	A4 size, 70 gsm, paper of any brand, Laser printing, mono colour (Black)		
ii.	A4 size, 70 gsm, Laser printing (Colour)		
iii.	A4 size, Executive Bond Paper, Laser printing, mono colour (Black)		
iv.	A4 size, Executive Bond Paper, Laser printing (Colour)		
v.	Transparent Sheet, mono colour print (Black)		
vi.	Transparent Sheet (Colour Print)		
C.	Lamination		
i.	Size of Library cards to be Laminated – 7 cm X10 cm. Specification of lamination material - 250 microns, HPC thickness (Laminated sample may be attached)		
ii.	Lamination of A4 size Document, Lamination material-125 Micron Thickness Sheet.		

Earnest Money DD No.....Date.....

Processing Fee, DD No.....Date.....

Date:
Place:

(Seal & Signature of the Firm)