



## **VIDYA INTERNATIONAL CHARITABLE TRUST**

**VAST Campus, Thalakkottukara, Thrissur - 680 501**

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**www.vidyaacademy.ac.in**

**Nature of service:** Providing photocopying, printing and binding services at Vidya Academy of Science & Technology, Thalakkottukara.

Quotations are invited from registered & experienced Photostat Service Agencies for the above work to be submitted at **Vidya Academy of Science and Technology (VAST), Thalakkottukara on or before 30th April, 2018** along with a DD for Rs.5000/- towards EMD in favour of The Executive Director, Vidya International Charitable Trust. The Photostat service agencies should provide manpower and should possess all required licenses and registered as per rules for such services. Details of previous works executed with client certificates shall be furnished. Lowest rate with conditions if any shall be quoted at the first instance itself to avoid delay in negotiations.

### **Terms and Conditions :**

1. The contractor shall be responsible for providing Photocopying, Binding and Printing services to the students, staff and visitors between 9.00 am and 5.00 pm on all working days ( Monday – Saturday).
2. The contractor shall install new photocopiers, printer and binding machine of reputed brands having all features to be installed at their exclusive copy Centre provided at VAST. All required peripherals, toners, spares and maintenance shall be done at contractor's cost (includes good quality paper (75/80 gsm).
3. Minimum requirement shall be as follows;
  - (i) Two photocopier machines - Canon IR 8500 / Canon IR-7200 / Canon IR-105 or any other equivalent brands
  - (ii) One machine for printing services.
  - (iii) Binding machine (Spiral binding)
  - (iv) Two persons to man the copy centre.
  - (v) Good quality 75-80 gsm photocopier paper and consumables. The Contractor shall replenish all the consumables and shall be responsible for service and maintenance of the machines

4. The Contractor shall collect only charges at the rates approved by the college as photocopy / printing charges. A record has to be maintained for all official photocopies / printing / binding work being taken for the college. The college shall pay charges for all official copies based on the statement prepared at the end of every month. The statement shall provide total readings mentioning the number of both official and personal copies of the previous month and also starting and closing readings of all machines.

5. The contractor shall pay rental charge on per copy basis for every photocopy / printing / Binding taken in the machine towards the monthly rental and electricity charges.

6. Selected Contractor should have to deposit Rs. 50,000/- as security deposit by means of FDR / bank guarantee in favour of the Executive Director, VICT along with an agreement to be executed in Non Judicial stamp paper worth Rs 200/-. This security deposit shall be released on expiry of contract period after getting clearance from concerned authority in college.

7. Period of contract: Contract period is valid for 12 months, which shall be extendable for 1 more year based on your satisfactory performance.

8. Average photocopies per month would be 1,00,000.

9. Bidder information - Name of the Contractor/ firm, address, no. of years in operations, GST details, PAN No should be provided.

10. Payment: Payment shall be done on the basis of statement prepared according to reading reported in log books based on the total volume of photostats, printing taken in a month. The statement of the previous month should be forwarded to the Accounts on or before the 5th of the forthcoming month. If the contractor has to make the payment to VAST, the payment shall be done on or before 7th of forthcoming month. If the payment is to be made by the college to the contractor, then the payment shall be made within 5 working days, after the receipt of the monthly statement forwarded to the Accounts.

11. Tenders not satisfying the procedure prescribed in the tender document, received with out EMD and signed copy of terms & conditions will be treated invalid and rejected summarily. The decision of the Executive Director in this regard will be final and conclusive and binding on the bidders.

### **General Rules**

1. Meter Reading of Photocopier & Print: The Contractor should record the daily readings of all the machines installed in the copy center and the same needs to be entered in the log book kept in the Library or at the copy center which shall be verified by Librarian. The readings of previous day shall be entered in the log book the next day. This would help us to track the daily business done at the center.
2. The Contractor shall not give any false readings or tamper the readings in the machines. During any breakdown/failure of the machine the college authorities shall be informed and the defective machine shall be replaced with alternate machine. The college shall inspect the machines, readings etc at any time. Name plated details of the new machines brought in shall be noted in the log book then and there.
3. The staff provided by the Contractor shall be employee of the Contractor. The College has nothing to do with them and shall not be bound by any arrangements regarding wages or any matter which the Contractor make with the staff that he engages to do the work undertaken by him. The conditions of the service of the personnel engaged by the contractor shall be solely and exclusively the matter between the Contractor and the personnel engaged by him and the owner shall have nothing to do with the same.
4. Either party can terminate the contract, without indication of reasons, by giving 2 months' notice prior to the end of the contract period. If not otherwise contractually agreed upon, contracts shall be concluded for a period of 12 months.
5. The contractor shall provide stand by photocopier & printers to ensure uninterrupted service in case of any breakdown, failing which a penalty of Rs. 500/- per day shall be imposed. Bill for photocopy and works done outside during this period shall be deducted from pending bills/ security deposit
6. In-case of any dispute, the legal jurisdiction shall be within the territory of Thrissur.

If you have any queries or require any clarifications, please do not hesitate to contact the undersigned at the earliest.

The Management reserves the right to accept or reject any or all offers without assigning any reason therefore. Any quotation received after last date for receipt of bids prescribed by VAST will be rejected forthwith and /or returned unopened.

Yours sincerely,

**Executive Director**

ACCEPTED

SIGNATURE OF THE CONTRACTOR

DATE :

SEAL

Enclosed:- Table ( Rates to be quoted by the contractor)