

**Guru Nanak Dev University, Amritsar**

**(General Branch)**

**Form for applying of Photocopying, set making of various documents  
in Admn.Block**

1. Name of Applicant : \_\_\_\_\_
2. Father Name : \_\_\_\_\_
3. Age : \_\_\_\_\_
4. Permanent Home Address: \_\_\_\_\_  
\_\_\_\_\_

Latest Colour  
Photo of the  
Applicant

5. Mobile No.& E-Mail ID : \_\_\_\_\_

6. Adhaar No : \_\_\_\_\_  
(Copy should be attached)

7. Pan No. : \_\_\_\_\_  
(Copy should be attached)

8. Bank Name & Saving Account No. \_\_\_\_\_  
(Copy should be attached)

9. Only Demand Draft Rs. 30,000/- (EMD) in favour of Registrar, GNDU, Amritsar, should be attached alongwith tender form.

10. Technical documents should be filled as per **Annexure-I(Annexure should be attached along with this form)**.

11. Rate should be quoting as per **Annexure-2** for Photocopying of A-4 size documents (Simplex, Duplex), Legal Size ((Simplex, Duplex), and A3 size (Simplex, Duplex). (**Annexure should be attached along with this form**)

12. Tender Fees : Rs. 2000/- may be deposited with University Cashier before applying the tender: \_\_\_\_\_ (Receipt No. \_\_\_\_\_ Dated: \_\_\_\_\_)  
or Demand Draft in favour of Registrar, GNDU, Amritsar. Receipt should be attached along with tender form.

I declare that I have not been debarred/blacklisted from any business of any Department/institution. Further that the Judiciary court has also not been conducted against the undersigned, nor have I been convicted by any court of law.

Signature of Applicant

**Tender Fees: Rs. 2000/-**

# **GURU NANAK DEV UNIVERSITY, AMRITSAR**

## **TENDER NOTICE**

**Subject: Quotation for outsourcing of photocopying work of office documents of various branches of Administrative Block in Guru Nanak Dev University, Amritsar.**

Sealed tenders are invited from reputed and financially sound firms for photocopying, set making of various documents etc. on outsource basis in the Guru Nanak Dev University, Amritsar, initially for a period of one year from the date of award of contract on the terms & conditions stipulated herein below. The tender document can be down-loaded from the University website [gndu.ac.in](http://gndu.ac.in). The schedule for opening of the received bids is as under: -

Last date for submission bids 25.10.2019 up to 4.00 p.m.

The bid should include the following details:

- (i) Name of the firm
- (ii) Address of the firm
- (iii) Minimum Annual Turnover required in at least one of three preceding financial years shall be Rs. 8.00 lakhs. Proof of annual turnover shall be submitted in form of audited balance sheet of last three preceding financial years.
- (iv) Attach the copy of Pan Card, Income Tax Return for three preceding financial year.
- (v) The firm should not have been blacklisted / terminated & debarred in past. The firm is required to submit a declaration to that effect in the affidavit attested by a notary.
- (vi) Certificate for providing satisfactory photocopying services during last three years in various Institutes, should be attached.
- (vii) Earnest money Deposit of Rs. 30,000/- in the form of Demand Draft in favour of "Registrar, Guru Nanak Dev University, Amritsar" payable at Amritsar.

NOTE: If at any stage the details submitted by bidder are found to be incorrect / false then the firm will be blacklisted with the name of proprietor with wide circulation.

- 5. Details of the firm in the Performa given in ANNEXURE -1 should be filled up completely.
- 6. The rates for providing photocopying, set making services etc. should be submitted in ANNEXURE-2.

7. The cover containing the tender and subscribed as "Tender for outsourcing of photocopying work etc." complete in all respects should be submitted to the A.R.(General) latest by 25.10.2019 up to 4.00 P.M. by Registered Post/Courier. Bids received after due date and time will not be accepted.
6. The firm is required atleast to provide 2 new heavy duty photocopier machines (one to be installed at 1st floor and another to be installed at 2<sup>nd</sup> floor) of latest models with duplex facilities, sorting, collating etc. having minimum speed of 55 copies per minute. The firm may install more machines if required .
8. The firm should depute two experienced operators who will have to report to A.R. (General) from 9.00 AM to 5.00 PM on all working days and if required even after working hours. For Saturday/Sundays/public holidays, services may be requisition on demand.
9. Space and electricity connection in Administrative Block: will be provided by the University whereas maintenance of the equipment (to ensure that these are in prefect working condition) will be the responsibility of the firm. The firm is responsible for any kind of damage, Consumables, Paper, labour, service, hardware etc.  
After allotment security of the meter will have be got deposited by the firm. Bills of the electricity will have to be paid by the firm. Separate meter for this purpose will be provided by the University.
10. All the consumables required like toner, drum, spare parts and paper (not less than 75 GSM photocopy of Spectra brand) and all material for set making will be provided by the firm.
11. The payment shall be made to the firm on monthly basis on the basis of demand slips received from the branches/branch head. For this purpose, the firm should submit pre-receipted bill/invoice of their claim with the requisition duly signed and stamped by the Head of the Branch/officers concerned, after completion of every month. The payment will be made within 30 days after raising the bill.
12. The contract will initially be awarded for a period of one year which may be extended further on the same rates, terms & conditions subject to satisfactory services by the firm.
13. The University has the right to terminate the contract in case the performance and the service rendered by the contractor/ firm is found to be unsatisfactory, by giving a notice of 7 days.
14. The security of the unsuccessful tenderers will be released, without any interest, after finalization of the contract. EMD of the successful bidder will be released, without any interest, after the Contract period is over.
15. The security shall stand forfeited if a bidder withdraws or amends the bid /tender or in case successful bidder fails to sign or accept the contract within

the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.

16. The University reserves the right to accept or reject the tender, in whole or in part thereof, without assigning /specifying any reason thereof.
17. In case of any dispute, the decision of Registrar shall be final & binding upon the firm.
18. The Photocopying machine must be installed within a week from the date of Issue of contract awarded letter.
19. Delay in supply of Photocopying material will lead to penalty @ 1% of the EMD for every week.
20. Corrigendum/Addendum/Corrections/Notice, If any, will be published on the website of GNDU.
21. Tender application fee to be paid by the bidder is Rs 2000. Firm has to attach the Demand draft of this with Tender.

## 22. Undertaking

I have gone through the tender documents carefully, terms and conditions for work specified in the tender Notice. I hereby submit that all terms and conditions mentioned in the said forms are acceptable to me.

## 23. Declaration

It is Certified that I have submitted all correct documents & Statements. In case any statement or document is found false at any stage, the University may take action as it deemed fit, even that may lead to disqualification at any stage.

## ANNEXURE-1

Sr. No.	Description	Please indicate requisite information	Page No. in the attached document
1.	Name, address & telephone No. of the firm with copy of address proof		
2.	Name of the proprietor/ partners of the Firm		
3.	Income tax returns for the three preceding financial year		
4.	Proof of annual turnover not less than 8.00 lakhs during any of the last three years (proof required to be enclosed in the form of audited balance sheet)		
5.	Details of the past experience of providing photocopy work during last three years should be attached.		
6.	Declaration regarding that the company was never blacklisted / terminated and debarred in the past.		
7.	Details of EMD: (i) Name of Bank (ii) Number of Demand Draft (iii) Date of Demand Draft		

NOTE: If any of the details submitted by the bidder are found to be incorrect or false at a later stage, then the firm will be blacklisted by the University.

I/we hereby agree to accept / abide by all the terms & conditions of the tender document.

Name & designation of the  
Authorized signatory of the firm  
(with seal of the Agency)  
Date:--

## PROFORMA FOR QUOTING RATES

S.No.	Scope of Work	Rate per page (inclusive of all Taxes)
1.	Quote single rate for Photocopying of A4, A3 and Legal size Document (Simplex)	
2.	Quote single rate for Photocopying of A4, A3 and Legal size Document (Duplex)	

**Note: The L1 will be arrived at after clubbing the rate of Simplex and Duplex combined.**

Undertaking: I hereby undertake to accept and abide by all the terms & conditions of the tender document.

Signature:  
Name:  
Seal of the firm:

**GURU NANAK DEV UNIVERSITY, AMRITSAR**

**(Performa for Photocopying through outsourcing)**

S.No.	Name of the Branch	Name of the Dealing official	No. of copies	Simplex/Duplex	Rate	Total Amount

Head of Branch  
(alongwith stamp)

Date:\_\_\_\_\_