



Ph : 0294-2470602  
(NAAC ACCREDITED 'A' GRADE UNIVERSITY)

**UNIVERSITY CENTRAL LIBRARY MOHANLAL  
SUKHADIA UNIVERSITY: UDAIPUR (RAJ.)**

No.UCL/MLSU/Store/LT/2018/ 123


Dated : 19.09.2018

**TENDER-NOTICE**

Sealed tender are invited from reputed firm dealing in Xerox work on or before 3.00 P.M. 29<sup>th</sup> September 2018. The tenders will be opened on the same day at 3.30 P.M

S.No.	Particulars	Cost (Rs.)	EMD (Rs.)
1	Photocopy Work in University Central Library .	01 Lac	3000.00

Details can be downloaded from University website [www.mlsu.ac.in](http://www.mlsu.ac.in) or may be obtained from the office of undersigned.

  
**DEPUTY LIBRARIAN**





# UNIVERSITY CENTRAL LIBRARY

## M L SUKHADIA UNIVERSITY: UDAIPUR

Rajasthan (313001) - INDIA  
Fax : 0294-2471150, email: ucl@mlsu.ac.in

No.UCL/MLSU/Store/LT /2018/123  
Tender Form cost  
By hand Rs. 200/-

Dated : 19/08/2018

### TENDER FOR PHOTOCOPYING WORK VALID FOR THE PERIOD OF ONE YEAR

Last date of submission of the tender form in this office is 29<sup>th</sup> September , 2018 upto 3.00 pm.

Two copies of this form are sent. Please retain one copy with you for your record and return/send one copy to this office after duly filled in.

Name of the Firm : \_\_\_\_\_

Address \_\_\_\_\_

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Details of earnest money give receipt No. and date of the amount of Rs. 3,000/- (Rupees three thousand only) deposited in the office of the Deputy Librarian, UCL, MLSU, Udaipur.

DD. No. /Receipt No.....Date.....

Remaining security money of Rs. 2,000/- (Two thousand ) to be deposited in the office of the DEPUTY LIBRARIAN, University central Library , MLSU, Udaipur if the tender is approved by the University Tender Committee.

### (1) PHOTOCOPYING WORK DURING WORKING HOURS FULL TIME ON DEMAND

S. No	Photocopying on paper size	* Rate per copy	
		One side of paper	Both side of paper
1	A4 (8.27 " x 11.69")		
2	Letter (8.5" x 11")		
3	Legal (8.5 " x 14")		

### CERTIFICATE

I/We certify that I/We have read the general and special terms and conditions of the tender and quality requirements of work, enclosed statement of specifications work and we agreed to abide by these.

Place:.....

Dated:.....

Signature with the rubber-  
stamp of the Tenderer



## TERMS AND CONDITIONS OF PHOTOCOPYING WORK

1. All the equipments and stationary items would be arranged by the firm.
2. The service should be provided regularly on all the working days, during working hours without any break. In case, the breaks for more than 3 days, the order will be treated cancelled and the payment will be ceased .
3. Water, electricity and space will be provided by us .
4. Firm should maintain neat and clean environment in the space provided .
5. If the photocopier is not functional for more than 2 days . The firm must arrange another photocopy machine immediately to restore the facility .
6. Quality of paper used for photocopying must be 75gsm. of a reputed company .
7. Machine transportation / Installation / maintenance charges will be bore by the tenderer .
8. The tenderer will not replace the existing machine without prior permission.
9. Quote the rates including all taxes and levies.
10. Income tax will be deducted as per rules.



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