

**QUOTATION NOTICE TO PROVIDE THE
CONTRACT FOR PHOTO COPYING FACILITIES AT FACULTY
OF FAMILY AND COMMUNITY SCIENCES 2024-25**



FCS Sc No. 331

Date: 30/07/2024

QUOTATION NOTICE TO PROVIDE THE CONTRACT FOR PHOTO COPYING FACILITIES AT FACULTY OF FAMILY AND COMMUNITY SCIENCES 2024-25

In the sealed envelope Super Subscribed Quotations are invited for awarding the contract of Photo copying facilities during the year 2024-2025 at Faculty of Family and Community Sciences be clearly mentioned on envelop “Quotation for Photocopying Facilities 2024 – 2025”

The blank tender forms can be downloaded or collected from Faculty office on all working days (except 2nd & 4th Saturday, Sunday and Holidays) from during 11:00 hours to 2.00 pm upto 16-08-2024.

The duly filled quotation should be submitted by Regd. Post/Speed Post/Courier in TWO Bids (i) Technical Bid & (ii) Financial Bid, but not by hand delivery ON OR BEFORE 12:00 PM, **but not by hand delivery ON OR BEFORE 12:00 pm, 17-08-2024** to Faculty office (except 2nd & 4th Saturday, Sunday and Holidays) along with Earnest Money Deposit (E.M.D.) in form of the D.D. drawn in favour of “*Dean, Faculty of Family and Community Sciences, The M. S. University of Baroda*”. **Quotations submitted without E.M.D. shall be rejected.** The quotations received after last date will not be considered. Dean Faculty of Family and Community Sciences reserves the right to reject any one or all quotations without assigning any reasons whatsoever. The accepting authority at its discretion will give preference to any of the quotations bearing the same rates.

The Quotations will be opened on date **17-08-2024 (Time: 2.00 p.m.)** in The Faculty Office, Faculty of Family and Community Sciences in presence of bidders or their duly authorized representatives who submitted Quotations in time and fulfilled all conditions.

Contractors should quote the rates in table Annexure – 4.

Name of the work	Time limit	Fees of Blank Quotation (in Rupees)	E.M.D. (in Rupees)
Quotation of the contract of Photo copying facilities, Faculty of Family and Community Sciences	11 Months	300/- (Three Hundred)	2,000/- (Two Thousand)



FACULTY OF FAMILY & COMMUNITY SCIENCES
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
VADODARA – 390002

FORM NO:

Date:

Quotations for awarding contract of Photocopying facilities at Faculty of Family and Community Sciences.

(Strike off, which is not applicable, do not keep blank)

1. NAME OF FIRM :

2. ADDRESS :

3. PHONE NUMBER : (O)
(R)
(M)

4. FAX NUMBER :

5. QUALIFICATION OF PROPRIETOR / OWNER OF THE FIRM :

6. FORMATION OF FIRM
(ENCLOSE RELEVANT DOCUMENTS)

7. TURN OVER OF LAST FIVE YEARS :

(i) 2019 – 2020

(ii) 2020 – 2021

(iii) 2021 – 2022

(iv) 2022 – 2023

(v) 2023 – 2024

8. DETAILS OF CONTRACTS ENTERED IN LAST: AS PER ANNEXURE – 1
FIVE YEARS ALONG WITH COMPLETION
CERTIFICATE AND PERFORMANCE
CERTIFICATE OF THE CLIENT / DEPARTMENT

TECHNICAL BID
ANNEXURE - 1
DETAILS OF CONTRACT

Name of Contractor:

Name of Agency:

Sr. No.	Year with Duration	Name / Type of work	Cost of Work	Name of Client / Department With address	Whether work completed in time

Date:
Place:

Sign of Contractor
With Seal

ANNEXURE - 2
DETAILS OF WORKS ON HAND

Name of Contractor:

Name of Agency:

Sr. No.	Name / Type and Place of Work	Approx. Cost of Work	Name of Department/ Client/ Owner with Address	Period of Contract

Date:
Place:

Sign of Contractor
With Seal

ANNEXURE - 3

LIST OF WORKERS

Name of Contractor:

Name of Agency:

Sr. No.	Name of Workers	Designation	Working Since

Date:
Place:

Sign of Contractor
With Seal

FINANCIAL BID

ANNEXURE - 4

SR. NO.	ITEM	UNIT	RATE	Remarks
1	Photo copying on double side A-4 size paper <ul style="list-style-type: none">• Less than 20 copies• More than 20 copies	Per copy Per copy	____Paisa ____Paisa	It will consider TWO COPIES if FRONT and BACK – both sides are printed
2	Photo copying on single side A-4 size paper <ul style="list-style-type: none">• Less than 10 copies• More than 10 copies	Per copy Per copy	____Paisa ____Paisa	-----

Date:

Sign and Stamp of the Contractor

Place:

General Terms and Conditions for running Photo copy machine centre in the Faculty of Family and Community Sciences

1. The last date of submission of the bid is 17-08-2024 up to 12.00pm in official sealed envelopes marked with bid details as per following:

Envelop No.1(Technical Bid)

- Details of the firm including PAN/TAN and formation details
- Details of turnover of last 5 years
- Income Tax Returns of last 5 years
- Annexure 1, About the details of contract in last FIVE years. Attach completion certificate and performance certificate and necessary proof
- Annexure 2, About the present work on hand with necessary proof
- Annexure 3 About the list of workers with necessary documents
- Special terms and conditions on Rs 300 stamp paper

Envelop No.2 (Financial bid)

- Financial bid should be duly signed/stamped on each page as per Annexure :4

Envelop No.1 should be clearly mentioned as “**Envelope 1 with Technical bid**”, Envelop No.2 should be clearly mentioned as “**Envelope 2 with Financial bid**”

Envelop 1 & 2 should be put on a bigger envelop & this bigger envelop should be mentioned as “**Quotation for Photocopying facilities 2024-2025**”.

Please note that ALL documents must be signed and stamped appropriately.

2. The quotations will be opened on 17.8.2024 at 2.00 pm at Faculty Office, Faculty of Family and Community Sciences in presence of bidders. The bidder is invited to attend the same.
3. The possession of the premises where the Photocopy facilities are created, shall remain with The Maharaja Sayajirao University of Baroda. Needless to say that the property where the Photocopy facilities are created, belongs to The Maharaja Sayajirao University of Baroda.
4. The premises provided shall be utilized by the students, official visitors at The Maharaja Sayajirao University of Baroda and the staff of The Maharaja Sayajirao University of Baroda. It shall not be used for any purpose other than this.
5. The contractor shall have to give employment to the employees after verifying the antecedents and subject to submitting their medical fitness certificate to Dean, Faculty of Family and Community Sciences.
6. The contractor shall be fully responsible for maintaining discipline, peace and good behaviour, dealings/appearance of his employees in the Photo copy centre. He shall have to pay wages as notified by the government/authorities from time to time. He shall have to maintain the employment record required under labour laws in this context.
7. The contractor shall be responsible to enroll his employees and pay the contributions as required

by ESI. The name of employers' shall be displayed prominently in the premises with full address and phone number.

8. The price list of photocopy as approved by the committee shall be displayed prominently in the premises and cannot be changed during contract period.
9. The contractor shall collect the charges directly from the consumer, or a person who places the order. The Maharaja Sayajirao University of Baroda is not responsible for any dues or arrears of any consumer of the Photo copy. The payment of the items provided in the official meeting shall be done after verification of the bill and after the due procedure is completed by Dean, Faculty of Family and Community Sciences.
10. The contractor or his responsible representative shall remain present personally during normal working hours and otherwise on all occasions mentioned in aforesaid clause.
11. **The contractor shall not be allowed to sublet the work to other agency. If found, contract will be terminated.**
12. It is stated that the contractor shall have to obtain the necessary license from Government authorities and shall be sole responsible for all the irregularities in this concern
13. The contractor shall be responsible to keep record and pay all type taxes such as service tax/sales tax etc.
14. The contractor shall take care that no illegal persons or antisocial elements trespasses premises allocated. In case of any such event, the contractor has to immediately inform the Dean, Faculty of Family and Community Sciences.
15. The contractor shall regularly pay the Monthly Electricity bill and Rent due to him and show the receipt to the Dean, Faculty of Family and Community Sciences or authorized representative of The Maharaja Sayajirao University of Baroda and obtain endorsement, failing which the same shall be deducted from the Security deposit or in case if the deposit is not sufficient to satisfy the bill amount, the action shall be solely decided by The Maharaja Sayajirao University of Baroda. The said action also includes the termination of contract.
16. The contractor shall take reasonably good care of premise allocated, furniture and accessories etc. He shall indemnify all the losses and damages to movable and immovable property of The Maharaja Sayajirao University of Baroda on his account due to his or his employees' conduct. The Maharaja Sayajirao University of Baroda shall be sole judge on this account.
17. The contractor shall vacate the premises and hand over the peaceful and vacant possession, when The Maharaja Sayajirao University of Baroda so demands, arising out of situation calling to such action of which university shall be sole judge.
18. This contract terminates automatically on the last day of its tenure unless extended. The contractor shall hand over the charge of premises with all the property therein to Dean, Faculty of Family and Community Sciences.
19. It is categorically made clear that The Maharaja Sayajirao University of Baroda shall be at liberty to terminate contract with immediate effect in case of breach of any terms and conditions stated above.
20. Neither the contractor nor his representatives nor his employees shall stay in the allocated premises during the night or after official working hours to use premises.

- 21.** Neither the contractor nor his representative shall keep any pets or cattle or any explosive or objectionable item in the premises. The contractor shall keep fire extinguishers in premises allocated.
- 22.** The contractor shall not involve in any illegal activities that harm the interests, reputation, status and image of the University. In case of his involvement in any such activity shall automatically lead to the termination of contract with immediate effect. The University shall be the sole judge in this matter.
- 23.** The contractor shall not involve himself directly or indirectly in the student politics or any political activities of University. This also applicable to his representatives and employees. In case of involvement in any such activity shall automatically lead to the termination of contract with immediate effect. The University shall be the sole judge in this matter.
- 24.** The University i.e. Dean, Faculty of Family and Community Sciences shall arrange for the electric sub- meter at the Photocopy Centre for which the contractor shall have to pay on actual consumption. The contractor shall have to pay monthly Electric Charges as per consumption of units shown in meter on basis of MGVL rate.
- 25.** Validity period of this offer is 90 days from the last date of receiving quotations.
- 26.** No price escalation shall be considered during contract and extended contract period.
- 27.** The quotations with incomplete, false and misleading information will be rejected even after the work is awarded.
- 28.** The quotation of person with real blood relative serving in University shall not be eligible for the contract.
- 29.** The quotation of the contractor shall not be considered if he brings in any political or any influence from any source to get decision in his favour.
- 30.** The contract shall be terminated with immediate effect if contractor brings in any political or any influence from any source to ease down terms and condition in his favour.
- 31.** The contractor shall not carry out any addition alteration in the premise allocated to them.
- 32.** The contractor shall have to take the possession of the premise from Dean, Faculty of Family and Community Sciences and hand over the same required in as it is conditions.
- 33.** The Security Deposit shall be released by the Dean, Faculty of Family and Community Sciences on completion of contract and on written request of contractor.
- 34.** If contractor leave the premises without informing and locking the premises then the Dean, Faculty of Family and Community Sciences shall break & open the lock in presence of Punch to avoid inconvenience to students and staff.
- 35.** The University Authority are not bound to award the contract at places shown in the tender form. In view if unavoidable circumstances the proposal of work at particular places may be cancelled or may be awarded at some other place/location within the campus if contractor is ready to operate from that changed place/location contract.
- 36.** The Maharaja Sayajirao University of Baroda i.e. Dean, Faculty of Family and Community Sciences have right to inspect the quality of services and enforcement of terms and conditions by the contractor.
- 37.** In case of any dispute/complaint the matter shall be referred to the Dean, Faculty of Family and Community Sciences.
- 38.** In case of dead lock, the decision of the Dean, Faculty of Family and Community Sciences shall be

final and binding to all.

39. The Dean, Faculty of Family and Community Sciences is responsible for the enforcement of all terms and conditions related to his contract.
40. The contactor shall see that the bearers and his employees are properly dressed with their identity card with photograph authenticated by the Dean, Faculty of Family and Community Sciences.
41. The contactor shall see that the bearers and his employees are properly trained in serving the official customers.
42. The contractor shall give the names of the bearers and the employees engaged in Photo copy centre to the Dean, Faculty of Family and Community Sciences and if any change is made subsequently, it shall be intimated to the Dean, Faculty of Family and Community Sciences immediately.
43. The student's complaint if any shall have to be promptly attended to from time to time.
44. In case of breach of any terms and conditions, the security deposit placed with the Dean, Faculty of Family and Community Sciences shall be forfeited.
45. The contactor shall have to deposit keys of premises after locking with the Dean, Faculty of Family and Community Sciences.
46. The contractor shall not receive any kind donation\sponsorship of equipment\ furniture\ cooler\ refrigerator\ oven etc. without prior approval of the Dean, Faculty of Family and Community Sciences.
47. **They have to sign all documents related Technical and Financial Bid with seal including each and every page of General terms and condition and Special terms and conditions else the bid is liable to be rejected. Special terms and condition should be deposited in Rs 300 stamp paper with authorised signed and stamped.**

(To be provided on Rs 300 Stamp paper)

Special Terms and Conditions for running Photo copy machine centre in the Faculty of Family and Community Sciences

1. The contractor shall deposit Rs.10,000/- (Rupees Ten Thousand only) as a security deposit for the whole period till the contract exists. The said deposit shall be forfeited if any of the terms and conditions are not complied with.
2. The Security Deposit shall be released by the Dean, Faculty of Family and Community Sciences on completion of contract and on written request of contractor.
3. The Photo copy centre facility shall be available on all working days from 8.00am to 6.00pm and under special instruction of the Dean, Faculty of Family and Community Sciences, the Photo copy facilities made available by the contractor for longer hours also even on Sunday & Public Holiday. In no circumstances and without prior permission, the Photo copy centre shall remain open after and before above said timings.
4. Dean, Faculty of Family and Community Sciences has right to terminate the contractor at any stage without prior notice or any reason.
5. The contractor shall have to pay Rs.3,000/- (Rupees Three Thousand only) per month as a rent to Dean, Faculty of Family and Community Sciences.
6. All the charges due shall have to be paid to A/c Section of the Faculty of Family and Community Sciences between 11.00 am to 2.00 pm.
7. If any dispute arises then Dean, Faculty of Family and Community Sciences will take final decision after hearing.
8. The contract will be valid for 11 Months from the date of permission order given.
9. The quality of work should be excellent and paper quality for photocopying should be fine.
10. The behaviour of the contractor and its employees should be clean and soft spoken at the time of dealing with students and employees.
11. The contractor has to obey the provisions of all labour laws, if any injury takes place in Faculty premises to any of his workman, is liable to provide treatment / compensation to concern workman. This office is not liable on such occasion. **The contractor is advised to maintain insurance policy against the liability for accident or injury to the workman.**
12. **In case of any Litigation, the jurisdiction will be Court of Law Vadodara.**
13. **Contactors are supposed to go through all these general terms and conditions and special terms and conditions in detail before quoting rates. They may also visit site and survey the business available before quoting rates. The contractors may contact Dean, in case of any confusion or misunderstanding.**
14. The contractor shall have to enter into the agreement showing all the terms and conditions on Rs.300/- stamp paper.

I have read each and every word of the above said terms and conditions with full presence of mind and assure to abide by it.

Signature of the Contractor with Seal