

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES BASAR
Nirmal-District, Telangana-504107
E-mail: procurement@rgukt.ac.in. Web: WWW.rgukt.ac.in

**NAME OF WORK: TENDER FOR XEROX SHOP AT
RGUKT, BASAR PREMISES**

Tender DOCUMENT [SINGLE BID]

**1. Address : Single Bid Tender document to be
submitted in a sealed cover addressed to
The Procurement Section, RGUKT,
Basar, Nirmal, Telangana – 504107.**

Tender issued Date : 07.10.2023

**Last date & Time for Submission
Of Sealed Service Provider : 16.10.2023 up to 4.00 p.m.**

Tender Opening Date & Time : 19.10.2023 at 11.00 AM

Tender Fee (Non Refundable) : Rs.5000/-

**EMD to be deposited along with Tender
in separate cover : Rs.25,000/-**

Tender document will be available at our website. (www.rgukt.ac.in)

(Full Signature of the Contractor with Seal)

SCHEDULE

Terms & Conditions:

1. To run the Xerox Shop for RGUKT Premises (RGUKT AB-II, Boys Hostel and Girls Hostel Campus) – separate space each will be provided to the party for which the monthly base facility charges for each space exclusive of electricity charges of Rs.15,000/- per month collected for utilizing the facilities provided by RGUKT Basar.
2. The monthly facility charges have to be remitted to RGUKT on or before 5th of every calendar month as the statutory dues to be remitted on time to concerned authorities in the following months.
3. The reasonableness of the rate will be evaluated for the eligibility of participant.
4. The contractor shall provide the Xerox and printing services to RGUKT, Basar as per Annexure B.
5. The daily business hours for the Xerox Shop shall be between **08.00AM.to 07.00PM**
6. The Contractor shall prepare the interiors at their own cost and bring its own Furniture for the shop. The contractor shall not damage any structure while changing out the interiors. The proposed interiors shall be got approved by RGUKT. We will provide power supply. Electricity charges have to borne by the bidder.
7. The Contractor shall maintain the general cleanliness in and around the Xerox shop.

(Full Signature of the Contractor with Seal)

8. The successful bidder has to pay the Performance Security Deposit of 3% of the annual facility charges at the time of occupying the premises which will be returned after deducting the dues if any, after completion of the tenure or termination of contract. The security deposit will not carry any interest.
9. The Contract shall be for one year from the date of the order which can be extending for another 2 years on yearly basis, subject to satisfactory performance with the same terms and conditions (with increase by 5% rent). The contract is terminable by giving one month's notice on either side.
10. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, RGUKT may terminate the contract of the contractor without any notice at the risk and cost of the contractor in case the contractor commits a breach of any of the terms of the contract RGUKT's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
11. If any relative of the tenderer is an employee of the RGUKT the name, designation and relationship of such employee shall be intimated to the Director, RGUKT in writing while submitting the tender.
12. RGUKT will provide subsidy of 50% on rentals during holidays in the campus if the holiday exceed 15 days.
13. The contractor should attach price list in the tender document and the contractor shall take prior approval of the Director before increasing the price of list.

(Full Signature of the Contractor with Seal)

ANNEXURE I

RUNNING OF XEROX SHOP AT RGUKT BASAR PREMISES

(On Letter Head)

The Technical details for running of Xerox Shop at RGUKT Basar Premises (AB-II, Boys Hostels and Girls Hostel Campus) shall be filled separately in by the tendering party, duly signed, stamped and sealed.

S.No.	Particulars	Details
1.	Name of Tenderer	
2.	Address of the Firm	
3.	Phone No. & Mobile No.	
4.	E-mail id:	
5.	Status whether firm is proprietary / partnership firm / company	
6.	Name (s) of the Director / Proprietor / Partners of the firm	
7.	Details of the Tender Fee	Details of the EMD
	Amount in Rupees Rs.5000/-	Rs.25,000/-
	DD No. and Date	DD No. and Date
	Issuing Bank	Issuing Bank

(Full Signature of the Contractor with Seal)

Registration under various statutes: (enclose certified copies)

S. No.	Registration	Registration No.
a..	Shops and Establishment Act	
b.	GST Registration No.	
c.	Permanent Account (PAN) No.	

Give details of major similar contracts handled by the tendered for the following format:

S. No.	Name of the Client, Address, Telephone No.	Contract Value	Duration of Contract	
			From	To
1.				
2.				
3.				

(Letters of satisfactory performance from the client (s) must be attached).

(Full Signature of the Contractor with Seal)

Financial turnover of the tenderer for the last 3 years (if the space provided insufficient, a separate sheet may be attached.)

Financial year	Amount	Remarks
2020-2021		
2021-2022		
2022-2023		

The following self attested documents needs to be enclosed.

- i. Company Registration Certificate
- ii. GST Registration Certificate
- iii. PAN Details.
- iv. Past Experience in Government Educational Institute or any other (Copy of work order is to be enclosed Item wise Rate List to be enclosed).

Place:

Seal & Signature of the Tenderer

Date:

Address:

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES BASAR

Nirmal-District, Telangana-504107

For Running of Xerox Shop at RGUKT Premises (AB-II Campus)

(On Letter Head)

1. Name of the Tender :

2. Address of the Tender :

3. Phone No. :

4.

S.No.	Particulars	Rent per Month (Rs.)
1.	Facility Charges (Rent)	
2	Total Amount	

Base Price Rs.15,000/- (per month)

Note:

Highest (H1) Bidder at SL.No.1 of the above will be awarded of the Contract.

Place:

Seal & Signature of the Tenderer

Date:

Address:

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES BASAR

Nirmal-District, Telangana-504107

For Running of Xerox Shop at RGUKT Premises (Boys Hostel Campus)

(On Letter Head)

4. Name of the Tender :

5. Address of the Tender :

6. Phone No. :

4.

S.No.	Particulars	Rent Per Month (in Rs.)
1.	Facility Charges (rent)	
2	Total Amount	

Base Price Rs.15,000/- (per Month)

Note:

Highest (H1) Bidder at Sl.No.1 of the above will be awarded of the Contract.

Place:

Seal & Signature of the Tenderer

Date:

Address:

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES BASAR

Nirmal-District, Telangana-504107

For Running of Xerox Shop at RGUKT Premises (Girls Hostel Campus)

(On Letter Head)

7. Name of the Tender :

8. Address of the Tender :

9. Phone No. :

4.

S.No.	Particulars	Rent Per Month (in Rs.)
1.	Facility Charges (Rent)	
2	Total Amount	

Base Price Rs.15,000/- (per month)

Note:

Highest (H1) Bidder at Sl.No.1 of the above will be awarded of the Contract.

Place:

Seal & Signature of the Tenderer

Date:

Address:

Annexure B

S.No.	Description	Amount in Rs. (Per Page)
1	B/W Xerox – Single Side A4	
2	B/W Xerox – Double Side A4	
3	B/W Xerox – Single Side A3	
4	B/W Xerox – Double Side A3	
5	Color Xerox – A4	
6	Color Xerox – A3	
7	B/W Laser Print- A4	
8	B/W Laser Print – A3	
9	Color Printing – A4	
10	Color Printing – A3	
11	Color Printing – A4 Board	
12	Color Printing – A3 Board	
13	Spiral Binding – A3	
14	Spiral Binding – A4	
15	Thermal Binding – A3	
16	Thermal Binding –A4	

**Note: please quote the nominal price (as per market price)
If any, other than mentioned items please quote the price with names.**

**Place:
Date:**

**Seal & Signature of the Tenderer
Address:**