



TAMIL NADU OPEN UNIVERSITY

No. 577, Anna Salai, Saidapet, Chennai - 600 015.

Phone: (91-44) 2430 6645 / 6600 Fax: (91-44) 2430 6640

Email : registrartnou@gmail.com; website : www.tnou.ac.in

Dr.K.M.SUBRAMANIAM
Registrar i/c

File No.TNOU/Rental photocopier/LT/2018

Date: 26.07.2018

Sub: TNOU- Admin- Renting of Photocopier Machine - Limited sealed quotations - Invited - Reg.

I am, by direction, to invite sealed quotations for renting of photocopier machines for

1. Administrative Block - 2 Nos
2. Academic Block - 1 No
3. MPDD Block - 1 No

as per the specification of work and terms and conditions is as per Annexure - I enclosed herewith

| Sl.No | Description of items | Rate Quoted |
|-------|----------------------|-------------|
| 1 | Annexure -I | |

In this context, I am to inform that the Tenderer shall enclose the following documents as proof to determine the eligibility criteria :(enclosed as Annexure - II)

- i) The Registration Certificate issued by the Government Department concerned.
- ii) Proof of experience in this field.
- iii) Copy of PAN Card, Proof of Annual Turnover for minimum past 3 years and copy of latest Income-Tax Clearance Certificate/Return.
- iv) Interest Free Earnest Money Deposit [EMD] amount of Rs.2,000/- by means of Demand Draft/Bankers Cheque, drawn in favour of 'The Registrar, Tamil Nadu Open University', payable at Chennai.

The successful Tenderer shall remit 5% of the total cost of the tender amount or **Rs.20,000/-** whichever is higher, towards **INTEREST FREE REFUNDABLE SECURITY DEPOSIT** by means of Demand Draft/Bankers Cheque drawn in favour of '**THE REGISTRAR, TAMIL NADU OPEN UNIVERSITY**', payable at Chennai, [i.e.] in addition to the Earnest Money Deposit. Both Earnest Money Deposit and Security Deposit are refundable after successful completion of the work done and other tender formalities.

In this context, I am to inform that the last date for submission of the Tender application along with the all requirements on **14/08/2018 upto 3.00 pm.** at the Registrar's Office, Tamil Nadu Open University, Saidapet, Chennai - 600 015.

Pre-bid Meeting is Scheduled on **08/08/2018 time 3.00 PM.**

The Tender will be opened in the Chamber of the Registrar at **4.00 pm on 14/08/2018** in the presence of the Tenderers or their authorized representatives.

The cost of Tender Form is Rs.590 (Rs.500+ GST 18%). It can be downloaded from our University Website www.tnou.ac.in.

REGISTRAR

ANNEXURE - I

| Sl.No | Size | Rate per copy (Black and White) | | Rate per copy (Colour) | |
|-------|----------------------|--|---|--|---|
| | | Up to 1 lakh copies per annum | More than 1 lakh copies per annum | Up to 1 lakh copies per annum | More than 1 lakh copies per annum |
| 1 | A4 (Single side) | | | | |
| 2 | A4 (Back to Back) | | | | |
| 3 | Legal (Single side) | | | | |
| 4 | Legal (Back to Back) | | | | |
| 5 | B4 | | | | |
| 6 | A3 | | | | |

Station : _____

Signature : _____

Date : _____

Name : _____

Designation: _____

& [Seal]

The terms and conditions of the contract will be as under:

1. Quotations are invited from reputed and experienced photocopy service providers.
2. The contract will be initially for a period of one year upon satisfactory compliances only the further extension period will be given
3. The tenderer should submit a non-refundable demand draft for a value of Rs. 590/- towards cost of application in favour of “ The Registrar, Tamil Nadu Open University, Payable at Chennai”
4. All such tender should submit the Earnest Money Deposit for Rs 20,000/- in favour of “ The Registrar, Tamil Nadu Open University, Payable at Chennai” . Tenderer without EMD will not be considered the tender application.
5. The Earnest Money Deposit will be refunded to unsuccessful tenderers within reasonable time.
6. The tenderer should have at least three years of experience in the field of photocopier service.
7. The rates quoted by the tenderer should include cost of Toners, Spares, Consumables, Photocopy Paper and other related items.
8. Network facility for printing to the University officials from their computer.
9. Logbook for no. of copies printed shall be maintained with the signature of the authorized person of the University and the copy of the logbook shall be attached with bill for payment.
10. Electricity, free space and minimum furniture only will be provided by the University.
11. The rates quoted per copy will remain the same for the full contract period.
12. Payment will be made only on the total number of copies printed on monthly basis.
13. Photocopier machines to be supplied by the contractor should be of latest model of branded company and should be in excellent working conditions.
14. Periodical preventive maintenance should be carried out every month by the contractor at free of cost.
15. The number of copier machines required at present is Four (4), which may be increased or decreased at the sole discretion of the competent authority of the University during the period of contract.
16. Transportation charges, installation charges and other incidental charges should be borne by the contractor

17. If required, the University may, for its convenience purpose, decide to shift all or any of the copier machines from one location to any other location of the University's premises and all the expenses in this regard should be borne by the tenderer.
18. Only TNPL copier paper 90gsm shall be used for the purpose of photocopying.
19. The contractor shall not cause any damage or loss to the University's premises during the period of occupation by the Contractor. The quantum of damage/loss , if caused by the contractor shall be determined by the University and it is final.
20. Sufficient no. of staffs should be placed to provide the service. They should be able to provided whenever their service is required beyond office hours on Saturdays, Sundays and holidays.
21. The employees provided by the Contractor for carrying out the photocopying work , shall maintain discipline and decorum of the University at all times.
22. Breakdown calls should be attend within 2-3 hrs.
23. In case any photocopier machine is required to be taken away for repairs or for any other purpose by the contractor, a stand by machine of same or higher configuration and in excellent working condition should be provided by the contractor till the machine taken away is brought back into operation.
24. The machine should remain functional all the time with production of acceptable quality of reprints.

Station : _____

Signature : _____

Date : _____

Name : _____

Designation: _____

& [Seal]

Annexure –II



TAMIL NADU OPEN UNIVERSITY

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PARTICULARS REQUIRED IN THE STATEMENT TO BE FURNISHED BY THE TENDERER

| Sl. | Details Required | Particulars to be furnished Correctly and legibly |
|-----|---|---|
| 1 | Name of the Firm | |
| | Permanent Address | |
| | | E-mail: |
| | | Land line: |
| | | Mobile: |
| | | Fax: |
| 2 | Firm Registration Number & Registration Date <i>[Enclose copy of the Registration Certificate issued by the Government Department concerned]</i> | |
| 3 | State whether the Firm is a Proprietorship/ Partnership / Private Limited/ Public Limited Concern. | |
| 4 | Details of EMD | |
| 5 | Details of Cost of Bidding Document | |
| 8 | PAN / TAN Card Details <i>[Enclose copy of the Certificate]</i> | |
| 9 | GST / VAT Details <i>[Enclose copy of the Certificate]</i> | |
| 10 | Service Tax Registration Details <i>[Enclose copy of the Registration Certificate]</i> | |
| 11 | Income Tax Return Statement (Last 3 years) <i>[Enclose copy each of the remittance particulars with clearance the Statement]</i> | |
| 12 | Audited statement from Chartered Accountant (Last 2 years) <i>[Enclose copy of the Statement]</i> | |
| 13 | ISO 9001 - 2008 Certificate (Mention Date of Expiry of Certificate) <i>[Enclose copy of the Certificate]</i> | |

