



(An Institute of National Importance under MoE, Government of India)
Melakkottaiyur, Off Vandalur – Kelambakkam Road, Chennai – 600 127

Ph : +91 44 2747 6300

Email : administration@iitdm.ac.in

NIQ.No: IIITDMK/2023-24/Admin/Photocopy Shop/747

Dated: 30 Aug 2023

Tender Enquiry No : IIITDMK/2023-24/Admin/Photocopy Shop/005
dated 28.08.2023
Last date of receipt of Quotation : 08.09.2023, 03.00 PM
Date of Opening : 08.09.2023, 03.30 PM
Service Required : Photocopying and Students Facility Centre

Sir/Madam,

Please quote your rates for the mentioned service / items as per our terms and conditions.

The quotation together with service details may be sent to the undersigned so as to reach by the due date. **Please ensure that the quotations are in a sealed envelope superscribing the tender Enquiry No.** The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever. The quotation offered should be complete in all respect.

Yours faithfully,




Registrar
2023

Terms and Conditions:

1. The contractor should be ensured that the items listed as per Annexure-I shall be available at the Students Facility Centre and rates of the items will be mutually decided by the contractor and IIITDM Kancheepuram. Rates should not be charged more than the prevailing market rate/MRP.
2. The contractor should be ensured to install good quality Photocopier machines, B/W and color printer and the rates will be charged as given below:
 - a) Black &White Photocopy, A4 size paper – Rs.1.50
 - b) Black &White Photocopy, A3 size paper – Rs.3.50
 - c) Black &White Printing, A4 size paper – Rs.5.00
 - d) Black &White Printing, A3 size paper – Rs.10.00
3. **EMD:** Earnest Money Deposit of Rs 2,000/- (Rupees Two Thousand Only) in the form of DD in favour of “The Registrar, IIITDM Kancheepuram” payable at Chennai.
4. The bid should be valid for 60 days from the date of opening of Tender.
5. Electricity charges at Rs.10 per unit to be borne by the selected agency.
6. The shop/outlet should be opened on all days in a week and timing is 08.00 AM to 10.00 PM.
7. Any damages done to the structure shall be made good by the contractor during the contract period.
8. **The highest rates will be arrived for rent/lease payable per month and award the contract.**
9. The contract is for initially for a period of one year and extendable upon satisfactory service.
10. The contractor shall not assign or sublet the work or any part of the work to other persons or party.
11. IIITDM has right to reject / terminate the contract within 15 days’ notice without assigning any reason.
12. Agency need to install an Electricity meter with coordination with Estate section.
13. In case of tie, the L-1 bidders will be asked to submit a revised commercial bid and the firm quoted highest rent/lease amount will be awarded the contract.



Adn
Registrar, 2018
IIITD&M Kancheepuram

Technical Bid

(Keep this Technical bid in separate sealed envelope and super scribing "Technical Bid" on it)

NAME OF WORK : PHOTOCOPYING AND STUDENTS FACILITY CENTRE

Sl.No.	Particulars	Yes /No (copy should be enclosed)
1.	Name of the Bidder	
2.	Registration details	
3.	PAN/GST if any	
4.	EMD payment details (Rs.2000)	
5	Details of Experience in similar field	
6.	Please specify as to whether tenderer is sole Proprietor/Pvt Ltd/Partnership firm (Name of the partner should be specified in this case)	
	Infrastructure available with the Agency	
7.	Photocopy Machine (B/W & Colour)	
	Laser Printer (B/W & Colour)	
	Binding Machine (with all binding materials)	
	Any other information	

Date: _____

Signature of the Bidder : _____

Name of the Bidder : _____

Financial Bid

(Keep this Financial bid in separate sealed envelope and super scribing "Financial Bid" on it)

NAME OF WORK : PHOTOCOPYING AND STUDENTS FACILITY CENTRE

Sl.No.	Particulars	Amount per month in Rs.
1.	Rent/Lease payable	
Total amount		
(Rupees)

Note : Electricity charges at Rs.10/- per unit payable at actuals.

Date: _____

Signature of the Bidder : _____

Name of the Bidder : _____