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सिक्किम विश्वविद्यालय SIKKIM UNIVERSITY

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

Ref no. SU/LIB/F-3/02-1.1/EQU/2018/

Dated: 16.06.2018

TENDER FOR OUTSOURCING OF PHOTOCOPY AND PRINTING SERVICES AT CENTRAL LIBRARY, SIKKIM UNIVERSITY

Sikkim University invites sealed quotation from eligible service provider for providing photocopying and printing services at Central Library, Sikkim University under the following terms and conditions:

Terms and Conditions

1. The interested service provider may furnish complete details in the form at Annexure-I attached with this document.
2. The sealed envelope containing the documents should be addressed to **The Registrar, Sikkim University, 6th Mile, Samdur, Tadong, Gangtok, Sikkim - 737102** and should reach the University on/before **16/07/2018 by 5.30 pm**.
3. The covering envelope should be superscribed as **“Sealed Quotation for photocopy and printing services at Central Library, Sikkim University advertized vide..... dated.....”** All enclosed documents should be duly signed by the service provider. Name of the bidder should also be mentioned on the envelope.
4. Heavy duty photocopier machine and printer shall be the liability of the service provider. However, space shall be provided by the University to install the machines. The Photocopier and Printer should of reputed brand/make and has to be covered under AMC all the time.
5. Quality of printing and photocopy has to be ensured and maintained by the service provider.
6. Uninterrupted services should be provided on all working days of the Central Library.
7. The agreement with the successful bidder would be valid for a period of 1 year and would be extended or cancelled based on quality of service provided.
8. Sikkim University can accept or reject any quotation without citing reasons thereof. The decision of the Registrar, Sikkim University would be final and binding to all the bidders.

**Sd/-
Registrar**

ANNEXURE-I**OUTSOURCING OF PHOTOCOPY AND PRINTING SERVICES AT CENTRAL
LIBRARY, SIKKIM UNIVERISTY**

1	Name of the Firm/Company with full address and contact details	
2	Name of the Proprietor	
3	Company registration certificate (copy to be provided)	
4	Company PAN Card (copy to be provided)	
5	Company GST Registration no	
6	Minimum Rate per page (Photocopy) upto 10 pages	Rs.
7	Minimum Rate per page (Photocopy) more than 10 pages	Rs.
8	Minimum Rate per page(Printing) upto 10 pages	Rs.
9	Minimum Rate per page(Printing) more than 10 pages	Rs.

Seal and Signature of the Service provider